

**Weber State University Charter Academy**  
**Board of Directors Meeting Minutes**  
**August 5, 2014**

**Board Members in Attendance:** C. Merrill, S. Gailey, J. Zagrodnik, J. Ostrowski, P. Leytham, A. Bialowas, W. Qui, D. Lund, B. Hofland, and T. Hunter

**Staff Members in Attendance:** C. Vandenakker, C. Bearden and A. Coleman

1. Welcome

- New board member A. Bialowas introduced. The rest of the board members introduced themselves. A. Bialowas will be serving for three years.

2. Minutes

a. July 1, 2014 (attached) -

- J. Zagrodnik motioned to approve the minutes and B. Hofland seconded the motion. The motion passed.

3. Ends

a. Executive Summary – Camie (attached)

- Both the AM and PM kindergarten classes are full with 22 children each.
- L. Teneau-Sword, (teacher) has started conducting home visits.
- School will start on August 25, 2014.
- August 12, 2014 is the open from 5:30-7 and there will be a parent orientation immediately after.
- A survey has been sent out to all of the 2013-2014 parents concerning their experience in the charter academy and are waiting for more responses before results will be shared with the board members.

i. Student Assessment (attached)

- The ESGI testing software used is aligned with the other elementary schools in the area.
- The test results showed there was a difference between the morning and afternoon session. A conversation began wondering why there is a significant difference with the morning doing better than afternoon.
  - There could be many reasons why the morning did better than the afternoon, attendance, children, teaching styles etc.
- W. Qui wondered if she could get the excel file and running a simple t-test to see if there is a significant difference because there was improvement in both sessions. Improvement in both sessions looked similar.
- Board members want to compare our results to those in other districts but end of level test results do not become available until October.
- In the pre-test some of the assessment were not done. The L. Teneau-Sword, (teacher) found that students did not know them and

they were getting frustrated with them so she did not continue testing.

b. Principal Support

- Everything is going well. C. Bearden does not need additional support at this time.

4. Limitations

a. Financial Report – James (attached)

- The new financial reports are easier to read.
- C. Merrill reports that the Charter Academy just paid the bill for the Liability and the Board of Directors
- B. Hofland motioned to approve the financial report. S. Gailey seconded the motion. The motion passed.

b. 2013 – 2014 Year End Report (attached)

i. Waiting for page 10 information from accounting Report:

- J. Zagrodnik pointed out on page 6 the attendance rate is 54% and questioned if there are any strategies to fix the attendance. Is there a way to fix it from the board? Last years board did not want to write an attendance policy because kindergarten is not mandatory. C. Merrill suggest that the current board look at writing an attendance policy. A. Bialowas asked if there were any cultural aspects that were connected to attendance. C. Merrill and C. Bearden did not feel there was not a significant difference due to holidays and cultural traditions.

- Attendance requirements are in the charter application but not in strategic plan. P. Leytham suggests looking at the data and seeing if students learning has

suffered due to attendance.

B. Hofland does not want to mandate families, but does want to look at the data for attendance and learning.

P. Leytham wants the data ready for the open house so that it can be discussed with new parents.

B. Hofland wonders if we implement a policy what would the consequences for not attending.

A. Bialowas wonders what the reasons for missing were. C. Merrill reports that most of them were vacations. B. Hofland wonders how we justify saying a vacation is not as important than school.

B. Hofland wants a policy were parents to inform school if there child will be absent and why. Then if there is a pattern the board can address attendance at that time.

C. Vandenakker suggests a written excuse is better than a phone call because then we have documentation.

D. Lund suggests having teaching and homework requirements for those students who will be leaving for vacations.

- Page 3. P. Leytham concerned with no report about the use of campus resources as extra curricular activities and the food experiences not being used. P. Leytham will be writing a report on the extra curricular activities done.
- Page 11 pre-service teachers have not been reported on and is not applicable



because they were no level one teachers. B. Hofland will be adding a two sentence paragraph on the pre-service teachers that did enter.

- Page 3, Goal 2 change last sentence beginning with “was placed on the purchase” from student progress to “individual student progress.”
- Goal 3- P. Leytham not aware of any in service teachers to do research, and is wondering if we will be inviting other teachers from other schools to come in and do research. An edit will be made dropping the in service teachers and adding “and graduate students”.
- The children learning activities- needs to be changed to children participating in learning activities.
- Page 5 is there a difference between the goals and the purposes? No there will not be with the new strategic plan.
- Page 9 above goal 2 last sentence- add the word “through”
- Goal 2, paragraph 1, the last paragraph needs to be reworded
  - C. Bearden and C. Merrill made the additional edits
- Were piloted- changed to be past tense.
- Therefore spelling error page 6.
- P. Leytham made the grammatical edits.
- P. Leytham read the paragraph to be added about the extracurricular activities.
  - C. Bearden suggested adding weekly cultural food experiences.
- S. Gailey motioned to approve the report with the additions and changes. D. Lund seconded the motion. The motion passed.

c. Polo's

- There are Charter Academy polos for Board Members. The polos are worn on Friady's and all special events. Board Members were asked to wear polos to the Open House. Check with C. Bearden to get polos.

## 5. Assessment and Development

a. School LAND Trust

i. \$15,475 – WSU Charter Academy Teaching Assistant (Aide)

1. 35 hours, 9 month

- P. Leytham wondering if it would be a conflict of interest to send to students. C. Merrill reports that it is not because he will not be on the hiring committee.
- S. Gailey wants to put it on teachers teachers, C. Merrill will check into it. Other board members suggested other websites to post the job.
- Benefits will be included because it is over 35 hours.

b. Strategic Plan (attached)

- W. Qui completed strategic plan. C. Merrill would like to have a half day meeting to go back over the strategic plan and see if there are changes that need to be made. And also to go over the year-end report and compare it to the indicators and strategic plan to make sure that all information is applicable and coherent.
  - Revising the strategic plan is the job of the governance committee. A. Bialowas has been added to the committee. C. Vandenakker will

be filling in while A. Coleman is on leave, but A. Coleman will be working from home so will be available via email.

- Changes will be made before the next meeting.

c. Amended By—Laws (attached)

- To be read as just a point of information for board members.

d. Organizational Flow Chart (attached)

- Requested and approved by the Dean of the College of Education.
- C. Merrill explained how the flow chart works and who people are.
- D. Lund wanted to comment that students are not listed on the chart.
- A. Bialowas wonders if a vin diagram could be changed a little to be more visually simplistic.
- W. Qui concerned that it is a hierarchy and C. Bearden is closer to the bottom. Flow chart has to be within compliance of Weber State University Policies.
- Change the name to Organizational Chart instead of flow chart.
- James motioned to accept the flow chart as a visual with changes made. T. Hunter seconded the motion. The motion passed.

e. Accreditation Comparison (attached)

- C. Merrill explains the difference and state requirements for accreditations.
- According to strategic plan NAEYC will not work because it does not allow room for expansion.
- J. Ostrowski states that if we go with AdvancED then we already know the process should the Charter Academy expand.
- S. Gailey mentioned that according to the strategic plan we have a five year plan to expand.
- W. Qui brings up question about the age range accreditation for NAEYC, accreditation goes from birth up to the age of eight, but grade wise will only accredit Kindergarten. W. Qui discusses the goals and mission of the charter academy, and they follow NAEYC, but states she doesn't know anything about AdvancED, she is concerned that it is not in line with our mission and goals.
- Discussion results in tabling the discussion with P. Leytham motioning to table and J. Zagrodnik seconded the motion. Motion passed.

6. Open Public Comment

- a. Sign up sheet available prior to the board meeting
- No public attendance

7. Other Business/Items

- a. Open House—August 12, 2014 – 5:30--- 7:00 p.m
- All board members invited and encouraged to attend
- b. Parent Meeting—August 12, 2014 – 7:00---8:00 p.m.
- Immediately following the open house
- c. Strategic Planning
- i. Look at Indicator's on reporting process
- d. Calendar:



- L. Teneau-Sword (teacher) wants to move parent teacher conference to give her two extra weeks for instruction. Move second parent teacher conference from March 2-6, 2015 to March 23-27, 2015. Application states that we will do three parent teacher conferences but we are only doing two trying to accommodate to L. Teneau-Sword, (teacher). J. Ostrowski wants to know the time frame to see how even they are. There are 12 weeks to the first parent teacher conference. There are 15 weeks until the second parent teacher conference if left as is and 17 weeks to the proposed date. It is noted that other school districts are not as accommodating as our school district is. Most school districts do their second parent teacher conference in February.
- S. Gailey motioned to leave the calendar as it is. J. Ostrowski seconded. 6 passed, 2 abstentions. D. Lund changed his from an abstention to an "I". 7 passed 1 abstention. Motion passed.

J. Zagrodnik questioned growth, there are questions about writing grants for it, the President of Weber State University wants it, parents want it, students want it, etc. We need to have statics to back up growth to prove expansion is worth it. Expansion would be off campus, so a building would need to be purchased or built.

#### 8. Next Meeting

a. September 2, 2014 – 5:00 p.m.

- J. Zagrodnik motioned to adjourn. W. Qui seconded the motion. The motion passed. Meeting was adjourned at 6:27 p.m.

Wei Qui

**Weber State University Charter Academy  
Board of Directors Meeting  
Tentative Agenda  
August 5, 2014**

1. Welcome
2. Minutes
  - a. July 1, 2014 (attached)
3. Ends
  - a. Executive Summary – Camie (attached)
    - i. Student Assessment (attached)
  - b. Principal Support
4. Limitations
  - a. Financial Report - James (attached)
  - b. 2013-2014 Year End Report (attached)
    - i. Waiting for page 10 information from accounting
  - c. Polo's
5. Assessment and Development
  - a. School LAND Trust
    - i. \$15,475 – WSU Charter Academy Teaching Assistant (Aide)
      1. 35 hours, 9 month
  - b. Strategic Plan (attached)
  - c. Amended By-Laws (attached)
  - d. Organizational Flow Chart (attached)
6. Open Public Comment
  - a. Sign up sheet available prior to the board meeting
7. Other Business/Items
  - a. Open house – August 12, 2014 – 5:30-7:00 p.m.
  - b. Parent meeting – August 12, 2014 – 7:00-8:00 p.m.
  - c. Strategic Planning
    - i. Look at Indicator's on reporting process
8. Next Meeting
  - a. September 2, 2014 – 5:00 p.m.



**Weber State University Charter Academy**  
**Board of Directors Meeting Minutes**  
**July 1, 2014 – 5:00 p.m.**

**Board Members Attending:** Sara Gailey, Bonnie Hofland, Tina Hunter, Patrick Leytham, David Lund, Chloe Merrill, Jennifer Ostrewski, Wei Qiu

**Board Members Excused:** Anne Bialowas, James Zagrodnik

**Academy Administration & Staff:** Camie Bearden, Amy Coleman, Carol VandenAkker

1. Call to Order
  - a. Welcome – C. Merrill
2. Consent Items
  - a. May 20, 2014 Minutes (pdf)
    - B. Hofland made the motion to accept the minutes as written. P. Leytham seconded the motion. Motion passed.
3. Ends
  - a. Executive Summary (pdf)
    - WSU Charter Academy had a great first year
      - Student pre- and post-test showed improvement
      - Assessment - 85% met standards
      - Parent Survey
        - Sent out electronically
        - Results reported at next Board meeting
        - Second survey will be sent out in September/October
      - Question was raised about quarterly progress reports being sent to parents
        - There will be follow-up with teacher to make sure quarterly reports are sent out
    - Academy is currently full for next year
    - School will begin on August 25, 2014
      - Two students will require IEPs
    - Third installment of Implementation Grant - \$21,078
      - 3-year total of grant is \$100,000
    - Academy has been invited to ride on float in July 24 Parade
    - Open House will be August 12 followed by a parent meeting
      - Board members and administration/staff will be visiting with parents and students meeting teacher
    - Because Academy is Developmentally Appropriate and talks about whole child, progress must be in all areas
  - b. Principal Support
4. Limitations
  - a. Financial Report – James (pdf)

- B. Hofland made the motion to accept the report as written. S. Gailey second the motion. Motion passed.
  - Will have to go through year and see what state auditor does and charges Academy
    - We do need to clarify that we are a 1-room school
  - b. Charter Academy Conflict of Interest (pdf)
    - i. Signing of Statement (pdf)
      - This will be posted to web
  - c. WSU Charter Academy Board Job Descriptions and Committee's
    - i. Board Job Descriptions (pdf)
      - Board needs to act as one body
      - A. Bialowas will serve on Governance Committee
      - A. Coleman will be an ex-officio member of Governance Committee
      - P. Leytham will chair Technology Committee
      - D. Lund will be on Community Committee
    - ii. Committee assignments (pdf)
      - Board members can be liaisons to committees do not have to be chairs
5. Assessment and Development
- a. UCA Update –
    - Applied for reimbursement
    - Entered Application and Assurances today
    - Needs assessment is not completed
  - b. School LAND Trust Update
    - Approved by Provost
    - Have not received official announcement of funds
    - Land Trust Committee is made up of parents
    - Will be used for teacher assistant
    - Will need hiring committee
  - c. WSU Charter Academy Application – Please read and be ready to discuss Section 1 (pages 10---14) and Section 13 (pages 109---110)
    - i. Link: <http://www.weber.edu/wsuiimages/COE/WSU Charter Academy App --- Web3.pdf>
    - ii. Pdf --- attached
      - Changes to application must be sent to WSU Board of Trustees and USOE
      - Teacher did not keep grades on the state SIS
      - Reviewed pages 10-14 – Mission Statement and Goals
        - Strategic Plan must be approved by Provost but not Board of Trustees
        - New goals will be used for 2014-15
      - Reviewed pages 109-110 - Parental Involvement
        - Discussed changing definition of family.
          - Broad description was used to support changing definition of “family” or “parents
          - Many ways to volunteer – not always in classroom



- No parent workshops were offered during 13-14 school year
    - Could use pre-service teachers
- Next meeting will review Strategic Plan and Amended Bylaws

6. Open Public Comment

- a. Sign up sheet available prior to the board meeting
  - No public attendees

7. Other Business/Items

- a. Parade – July 24, 2014
- b. Open house – August 12, 2014
- c. GBOT information
  - 16 isn't open yet
  - New board members need to complete 1-15 with at least 85%
  - Contact Jo Schmitt for username and password

8. Next Meeting

- a. August 5, 2014 – 5:00 p.m.

**WSU Charter Academy**  
**Executive Summary**  
**August 5, 2014**

**Classroom-**

- Both morning and afternoon sessions are full with 22 students each.
- School starts Monday, August 25<sup>th</sup>.

**Assessment-**

- Post Assessments for 2013-2014 school have been completed. See attached pre- and post- assessment results.
- Letitia will start home visits August 1<sup>st</sup> with pre-assessments being completed.

**Other-**

- Ogden Pioneer Days Parade – Thursday, July 24<sup>th</sup> was a great success. Thanks to all Board members that participated.
- Open House - Tuesday, August 12<sup>th</sup>. Please attend.
- Parent Meeting – Tuesday, August 12<sup>th</sup>.
- Parent Survey – Sent out to last years parents – waiting for additional parents to complete.



## Academic Proficiency and Progress

The **Educational Software for Guided Instruction (ESGI) Pre-Assessment** test was given to students entering the WSU Charter Academy in August, 2013. Following are the results:

### Pre-Assessments

#### Morning Session

##### English Language Arts

|                    | % Correct | % Incorrect |
|--------------------|-----------|-------------|
| Upper Case Letters | 77        | 23          |
| Lower Case Letters | 63        | 37          |
| Upper Case Sounds  | 34        | 66          |
| Lower Case Sounds  | 30        | 70          |

##### Mathematics

|                    | % Correct | % Incorrect |
|--------------------|-----------|-------------|
| Number Recognition | 50        | 50          |
| Patterning         | 75        | 25          |
| Shapes             | 52        | 48          |

#### Afternoon Session

##### English Language Arts

|                    | % Correct | % Incorrect |
|--------------------|-----------|-------------|
| Upper Case Letters | 73        | 27          |
| Lower Case Letters | 61        | 39          |
| Upper Case Sounds  | 32        | 68          |
| Lower Case Sounds  | 29        | 71          |

##### Mathematics

|                    | % Correct | % Incorrect |
|--------------------|-----------|-------------|
| Number Recognition | 45        | 55          |
| Patterning         | 70        | 30          |
| Shapes             | 48        | 52          |

The data from the post-assessment given in May is below. Analysis and comparison of the two sets of data is underway.

### Post Assessments

#### Morning Session

##### English Language Arts

|                   | % Correct | % Incorrect |
|-------------------|-----------|-------------|
| Uppercase Letters | 98        | 2           |
| Lowercase Letters | 96        | 4           |
| Uppercase Sounds  | 90        | 10          |
| Lowercase Sounds  | 90        | 10          |
| Sight Words       | 63        | 37          |
| CVC Words         | 63        | 37          |
| Initial Sounds    | 100       | 0           |
| Final Sounds      | 86        | 14          |

##### Mathematics

|                    | % Correct | % Incorrect |
|--------------------|-----------|-------------|
| Number Recognition | 90        | 10          |
| Patterning         | 98        | 2           |
| Shapes             | 83        | 17          |

#### Afternoon Session

##### English Language Arts

|                   | % Correct | % Incorrect |
|-------------------|-----------|-------------|
| Uppercase Letters | 96        | 4           |
| Lowercase Letters | 94        | 6           |
| Uppercase Sounds  | 79        | 21          |
| Lowercase Sounds  | 79        | 21          |
| Sight Words       | 54        | 46          |
| CVC Words         | 56        | 44          |
| Initial Sounds    | 94        | 6           |
| Final Sounds      | 81        | 19          |

##### Mathematics

|                    | % Correct | % Incorrect |
|--------------------|-----------|-------------|
| Number Recognition | 78        | 22          |
| Patterning         | 92        | 8           |
| Shapes             | 77        | 23          |



WEBER STATE UNIVERSITY  
Charter Academy  
Summary of Revenues and Expenditures  
Cumulative for fiscal year 2014 (7/1/2013 through 6/30/2014)  
as of 6/30/2014

NOTE: BUDGET WAS INCREASED \$5,991 FOR TEACHER SUPPLIES AND MATERIALS PER UTAH AMDIN CODE R277-110 AND UTAH CODE 53A-17A-153. THIS WAS BUDGETED AS SUPPLEMENTAL PAY/HOURLY BENEFITS

| Current approved Budgets                                    |         |           |          |           |                          |                             |                          |                      |           |               |            |
|---|---------|-----------|----------|-----------|--------------------------|-----------------------------|--------------------------|----------------------|-----------|---------------|------------|
|   | Index # | Salaries  | Hourly   | Benefits  | Professional & Technical | Purchased Property Services | Other Purchased Services | Supplies & Materials | Property  | Other Objects | Totals     |
| Instruction   | 639001  | 38,000.00 | 4,200.00 | 19,311.00 |                          |                             | 120.00                   | 1,951.00             | 5,000.00  | 500.00        | 69,082.00  |
| Special Ed-Instruction                                      | 639003  | 3,000.00  |          | 1,000.00  | 2,917.00                 | -                           | 500.00                   | 500.00               |           |               | 7,917.00   |
| Student Support Services                                    | 639401  |           |          |           | 12,080.00                |                             | 405.00                   | 4,561.00             | 5,000.00  |               | 22,046.00  |
| School Administration                                       | 639501  | 21,415.00 | 625.00   | 12,671.00 | 5,353.00                 |                             | 1,672.00                 | 4,078.00             |           | 360.00        | 46,174.00  |
| Oper. & Maint. Of Facilities                                | 639601  |           |          |           | 1,000.00                 | 3,600.00                    |                          |                      |           |               | 4,600.00   |
| Building Acq. & Instruction                                 | 639602  |           |          |           |                          |                             |                          |                      |           |               | -          |
| IDEA  |         |           |          |           |                          |                             |                          |                      |           |               |            |
| Improving Teacher - Title IIA                               | 631038  | 4,973.00  |          | 32,962.00 | 21,350.00                | 3,600.00                    | 2,697.00                 | 1,090.00             | 10,000.00 | 860.00        | 149,849.00 |
| Start Up Grant  | 631039  |           |          |           |                          |                             | 1,200.00                 | 525.00               |           |               | 6,173.00   |
| Yr 2 Implementation Grant                                   | 633350  |           |          |           |                          |                             |                          |                      |           |               | 525.00     |
|   | 633351  |           |          |           | 2,500.00                 |                             |                          | 8,229.00             | 4,558.00  |               | 15,287.00  |
| Total Current approved Budget                               |         |           |          |           |                          |                             |                          |                      |           |               |            |
|   |         | 67,388.00 | 4,825.00 | 32,962.00 | 23,850.00                | 3,600.00                    | 3,897.00                 | 19,844.00            | 14,558.00 | 860.00        | 171,804.00 |
| Payments received FY14                                      | 639001  |           |          |           |                          |                             |                          |                      |           |               | 71,840.34  |
|   | 639003  |           |          |           |                          |                             |                          |                      |           |               | 16,113.00  |
|   | 639401  |           |          |           |                          |                             |                          |                      |           |               | 1,200.00   |
|   | 639501  |           |          |           |                          |                             |                          |                      |           |               | 89,298.66  |
|   | 639601  |           |          |           |                          |                             |                          |                      |           |               | 6,925.00   |
|   | 639602  |           |          |           |                          |                             |                          |                      |           |               | -          |
|   | 631038  |           |          |           |                          |                             |                          |                      |           |               | 6,173.00   |
|   | 631039  |           |          |           |                          |                             |                          |                      |           |               | 525.00     |
|   | 633350  |           |          |           |                          |                             |                          |                      |           |               | -          |
|   | 633351  |           |          |           |                          |                             |                          |                      |           |               | 15,287.00  |
|   | 525619  |           |          |           |                          |                             |                          |                      |           |               | 935.00     |
|   | 316290  |           |          |           |                          |                             |                          |                      |           |               | 1,880.00   |
| Total Payments received in fiscal year 2014 as of 6/30/2014 |         |           |          |           |                          |                             |                          |                      |           |               |            |
| 210,177.00  |         |           |          |           |                          |                             |                          |                      |           |               |            |
| Total Expenses charged to each index as of 6/30/2014        |         |           |          |           |                          |                             |                          |                      |           |               |            |
| Instruction   | 639001  | 36,000.00 | 4,453.00 | 19,310.53 | -                        | -                           | 120.00                   | 1,924.29             | -         | -             | 61,807.82  |
| Special Ed-Instruction                                      | 639003  | -         | -        | 969.72    | 2,917.00                 | -                           | -                        | -                    | -         | -             | 3,886.72   |
| Student Support Services                                    | 639401  |           |          | -         |                          | -                           | 404.87                   | 694.14               | -         | -             | 1,099.01   |
| School Administration                                       | 639501  | 20,775.89 | 625.00   | 12,671.00 | 5,352.59                 | -                           | 1,671.07                 | 4,043.12             | -         | 360.00        | 45,498.67  |
| Oper. & Maint. Of Facilities                                | 639601  | -         | -        | -         | 938.56                   | 3,600.00                    | -                        | -                    | -         | -             | 4,538.56   |
| Building Acq. & Instruction                                 | 639602  |           |          |           |                          |                             |                          |                      |           |               | -          |
| IDEA  |         |           |          |           |                          |                             |                          |                      |           |               |            |
| Improving Teacher - Title IIA                               | 631038  | 4,500.00  |          | -         | 473.00                   | -                           | 1,200.00                 | 6,661.55             | -         | 360.00        | 116,830.78 |
| Start Up Grant  | 631039  |           |          | -         |                          | -                           |                          | 525.00               | -         | -             | 6,173.00   |
| Yr 2 Implementation Grant                                   | 633350  | -         |          | -         | 49.00                    | -                           | -                        | 11,624.79            | 3,054.23  | -             | 14,728.02  |
| Gift Account  | 633351  | -         |          | -         |                          | -                           | 1,088.60                 | 14,198.40            | -         | -             | 15,287.00  |
| Revenue (Fingerprinting)                                    | 525619  | -         |          | -         |                          | -                           | -                        | -                    | -         | -             | -          |
|   | 316290  | -         |          | (0.00)    | 1,420.00                 | -                           | -                        | (1,320.00)           | -         | -             | 100.00     |
| Total Expenses as of 6/30/2014                              |         |           |          |           |                          |                             |                          |                      |           |               |            |
|   |         | 61,275.89 | 5,078.00 | 32,961.25 | 21,150.15                | 3,600.00                    | 4,484.54                 | 31,689.74            | 3,054.23  | 360.00        | 153,643.80 |
| Salaries for reporting purposes                             |         |           |          |           |                          |                             |                          |                      |           |               |            |
|   |         | 5,078.00  |          |           |                          |                             |                          |                      |           |               | 66,353.89  |

EXPENDITURES  
Fiscal Year ending 6/30/14

WSU CHARTER ACADEMY  
Financial Summary  
Using USOE Codes

|                                    |      | Summary           |                 |                                |
|------------------------------------|------|-------------------|-----------------|--------------------------------|
|                                    |      | Current<br>Budget | YTD<br>Activity | Budget<br>Balance<br>Available |
| <b>Revenue Sources</b>             |      |                   |                 |                                |
| <b>Local Sources (1000)</b>        |      |                   |                 |                                |
| <b>Intermediate Sources (2000)</b> |      |                   |                 |                                |
| <b>State Sources (3000)</b>        |      | <b>201,398</b>    | <b>200,664</b>  |                                |
| Regular Basic School (3005)        |      |                   |                 |                                |
| Grades 1-12                        | 3010 | 65,372            | 65,372          |                                |
| Professional Staff                 | 3020 | 5,720             | 5,720           |                                |
| Special Education (3100)           |      |                   |                 |                                |
| Special Ed - Reg -Add-On WPI       | 3105 | 10,636            | 10,636          |                                |
| Special Ed - Reg - Self-Contain    | 3110 | 2,899             | 2,899           |                                |
| Extended Yr. Prgm - Severely       | 3120 | 2,383             | 2,383           |                                |
| Special Ed - State Programs        | 3125 | 195               | 195             |                                |
| Other State Prgms (3200)           |      |                   |                 |                                |
| Enhance for Accel - Gifted & T     | 3211 | 99                | 99              |                                |
| Enhance for Accel - Advanced       | 3212 | -                 | -               |                                |
| Class Size Reduction K-8           | 3230 | 10,559            | 10,559          |                                |
| Enhancement for At-Risk Stu        | 3336 | 6,629             | 6,629           |                                |
| Flexible Allocation - WPU Dis      | 3410 | 984               | 984             |                                |
| School Nurses                      | 3468 |                   | -               |                                |
| Misc State Revenues (3700)         |      |                   |                 |                                |
| Charter School Local Replace       | 3719 | 69,249            | 69,249          |                                |
| Charger School Administrativ       | 3725 | 4,100             | 4,100           |                                |
| UPASS                              | 3799 | 211               | 211             |                                |
| Supplemental/ Other Bills (3800)   |      |                   |                 |                                |
| K-3 Reading Improvement Pr         | 3805 | 734               | -               |                                |
| Library Books & Electronic R       | 3810 | 172               | 172             |                                |
| CS Start-up Funds                  |      | 15,287            | 15,287          |                                |
| Teacher Supplies & Materials       | 3868 | 178               | 178             |                                |
| Educator Salary Adjustment         | 3876 | 5,991             | 5,991           |                                |
| <b>Federal Sources (4000)</b>      |      | <b>6,698</b>      | <b>6,698</b>    |                                |
| Unrestricted Directly (4100)       |      |                   |                 |                                |
| Unrestricted Through State (4200)  |      |                   |                 |                                |
| Restricted Directly (4300)         |      |                   |                 |                                |
| Restricted Through State (4500)    |      |                   |                 |                                |
| IDEA                               |      | 6,173             | 6,173           |                                |
| Other Fed/State Restricted (4600)  |      |                   |                 |                                |
| Federal NCLB (4800)                |      |                   |                 |                                |
| NCLB Title II A - Teacher Quality  |      | 525               | 525             |                                |
| <b>Other Sources (5000)</b>        |      |                   | <b>2,815</b>    |                                |
| Transfer in -Other Funds (5200)    |      |                   |                 |                                |
| Donations                          |      |                   | 935             |                                |
| Fingerprinting Reimb               |      |                   | 1,880           |                                |
| <b>TOTAL</b>                       |      | <b>208,096</b>    | <b>207,362</b>  | <b>-</b>                       |
|                                    |      |                   | <b>210,177</b>  |                                |

**Weber State University Charter Academy  
Annual Report  
2013/2014 Academic Year**

**Boyd K. and Donna S. Packer Family and Community Education Center  
Jerry and Vickie Moyes College of Education**

**Date approve by WSU Charter Academy Board of Directors:** August 5, 2014

**Date Submitted to WSU Administration:**

**Moyes College of Education Dean:** Jack L. Rasmussen, Ph.D.

**WSU Charter Academy Board of Director's Chair:** Chloe D. Merrill, Ph.D.

**WSU Charter Academy Principal:** Camie Bearden, M.Ed.

## **I. Executive Summary:**

Weber State University Charter Academy opened August 26, 2013 and just completed its first year of operation with a total enrollment of 41 students. Since authorization by the Weber State University Board of Trustees and the State Board of Education, WSU Charter Academy has been following the plan outlined in the Charter Academy application.

The mission of the WSU Charter Academy is to provide an educational learning center with an emphasis on student learning and family involvement; where WSU pre-service teachers may observe and practice cutting-edge, research-based educational practices; and where research on various aspects of education may be conducted.

During this first year of operation, the teacher has put in place many of the plans that were made for developing curriculum that involve the whole child and also incorporate many opportunities for family involvement. The Family Involvement Committee (FIC) has had monthly meetings and been active in volunteering and fund raising. Smart Board and iPad technology has also been used in the classroom to enhance many of the learning outcomes that are necessary.

On January 1 through February 28, 2014, lottery applications were open for the second year of operation. The lottery was held on March 3, 2014, in the WSU Union Ballroom. At the current time, morning and afternoon sessions are full with 22 students in each session.

WSU Charter Academy Board of Directors is involved in monitoring the academy's progress in accomplishing its goals and student performance. The Board is also accountable for all school business and has employed legal counsel when appropriate.

WSU Charter Academy Board of Directors has completed a 5-year strategic plan (Appendix A) and has created an Executive Committee, an Academic Excellence Committee, a Governance Committee, a Finance Committee, a School LAND Trust Committee, and a Technology Committee. An Accreditation Committee has been formed to look at the pros and cons of different types of accreditation that would serve the WSU Charter Academy also.

## **II. Goals and Evidence:**

Below is an update on progress towards the goals set by the WSU Charter Academy for the 2013-2014 Academy year. During the Strategic Planning process goals were closely looked at and redefined to more accurately reflect the mission and purpose of the WSU Charter Academy. These goals will be put into effect for the 2014-2015 Academy year and thereafter.

### ***Goal 1: Maintaining a focus on children and families through educational, co-curricular, and extra-curricular programs.***

The educational program of the WSU Charter Academy will be child centered, developmentally appropriate, and oriented towards the development of the whole child. Curriculum will not only be based on the Utah Core Standards but also principles set forth by the National Association for the Education of Young Children (NAEYC).

Advertising of the Charter Academy was held over a two-month period and a successful lottery was held for the 2<sup>nd</sup> year on March 3, 2014. Registration packets have been given to all that will be attending the Charter Academy.

The WSU Charter Academy is currently at full capacity with 44 children—22 morning, 22 afternoon. Appropriate curriculum has been ordered and received, and the teacher is planning lessons at this time. A Parent and Student Handbook was developed. All WSU Charter Academy documents are available on the website.

Parents/guardians/family members had an opportunity to volunteer 30 hours per school year to help facilitate Goal 1. Volunteer hours include activities such as classroom participation, family nights at the WSU Charter Academy focused on subject matter activities, field trips, home learning activities, and/or other formal/informal learning opportunities. Volunteer hours were logged via the website detailing the number of hours spent in these activities. All volunteers were fingerprinted. The 1st round of parent/guardian/family member fingerprinting took place in May, 2013 with others appointment times following. For this 2<sup>nd</sup> year the first round of fingerprinting has been completed.

Being a new school, library materials were needed to help teacher and student progress. A major focus was placed on the purchase of take home library materials.

### ***Goal 2: Providing training in research informed practices for pre-service teachers through observation and mentored teaching opportunities.***

University students in observations or practice teaching both fall semester 2013 and spring semester 2014 in Child and Family Studies 2610: Guidance – Development Theory were spending time assisting in the WSU Charter Academy. The evaluations for fall semester were excellent and students stated they learned from the experience. Spring evaluations have not been completed.

### ***Goal 3: Providing a research center through opportunities for University faculty, University students, and WSU Charter Academy faculty to study various educational aspects.***

WSU Charter Academy has provided a place in which university faculty, pre-service teachers, graduate students, and in-service teachers are able to research instruction and instructional programs, early child development, curriculum design and assessment, etc., to further their individual knowledge and to add to the knowledge base of what works in the classroom. This process has been enhanced with the use of a video system that will be used to watch/record children learning activities.

This goal is supported by the implementation of teacher evaluations and professional development.

The Charter Academy has installed three video cameras, two fixed and one rotating. Each of the cameras is equipped with a microphone. Two computers are located in the observations booth to operate the microphones and rotating camera. A data recording system will record data for research use. Data will only be accessible through a secure means. Video cameras have been placed in the classroom and a policy has been written and approved by the WSU Charter Academy Board of Directors for approved usage by faculty in their courses. All individuals doing research will need to complete the IRB process.



Computers in the observation booth are logged into daily with security codes. No outside observation is allowed. Security is a high priority issue with national events that have taken place on school campuses. This system has been tied into the university security system in case of an emergency.

### III. Monitor/comply with federal & state laws, rules and regulations

All federal and state laws, rules and regulations have been monitored and complied with to date.

### IV. Technical support in understanding of their charter obligations

During our first year of operation, Weber State University Charter Academy (WSU Charter Academy) has worked diligently to incorporate the higher-order thinking skills, application of knowledge, and deeper understanding of concepts within the Common Core and Utah Core Curriculum. WSU Charter Academy's Board of Directors recognizes and supports the importance of making sure the curriculum is aligned with the Utah State Core in both content and sequence in order for WSU Charter Academy students to be prepared for state assessments.

The WSU Charter Academy Board of Directors Chair, Principal, Business Administrator, and Administrative Assistant have attended Director meetings held either at the USOE or online monthly.

Business Administrator and Administrative Assistant has attended SIS trainings and UTrex meetings at the USOE.

### V. In Alignment with Charter Academy Agreement:

Following indicators adopted in agreement (8/2012):

#### 1. Board of Director's

| <i>Indicator – Board performance &amp; stewardship</i> |   |  |            |
|--|---|--|------------|
| Measure  | Metric  | Minimum Standard   | Evaluation |
| Ethical conduct  | Number of board violations of statute, State Board rule, or charter agreement | No violations of statute, State Board rule, or charter agreement | None       |

| <i>Indicator – Board performance &amp; stewardship (page 32 application)</i> |   |            |            |
|--|---|------------|------------|
| Measure  | Metric  | Board Goal | Evaluation |
| Board member development   | Percentage of board passing all available board training modules on the State Charter School Board website  | 100%       | 100%       |
| Regulatory and reporting compliance  | Percentage of all required reports that are submitted to state agency complete, accurate, and on time   | 100%       | 100%       |
| Regulatory and reporting compliance  | Articles of Incorporation, Board Bylaws, and Charter are all in agreement and the academy/school's Charter is not changed without proper amendment from chartering entity | 100%       | 100%       |

## **2. Establishment Of The Charter Academy**

### **a. Application/Agreement-Binding**

The WSU Charter Academy Application was fully incorporated into this agreement and all members of the WSU Charter Academy Board of Directors have received a copy of the Application and the Agreement. All Board of Directors members agree to abide by the conditions contained in the agreement.

### **b. Compliance with Other Law**

The WSU Charter Academy Board of Directors shall comply with all applicable federal laws and regulations, including, but not limited to, such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records as applicable. The Governing Board shall also comply with all applicable health and safety laws and regulations, whether federal, state, or local.

### **c. Transportation**

Neither the local board of education, WSU Charter Academy Board of Directors, University nor the SBE is responsible for student transportation except as required in a student IEP. Parents of a student at the WSU Charter Academy have been notified of this provision and it is posted on the WSU Charter Academy website.

### **d. Facilities**

The WSU Charter Academy is housed in the Jerry & Vickie Moyes College of Education, rooms 111 & 116.

## **3. Operation Of The Academy**

### **a. Purpose**

The purposes of the WSU Charter Academy are threefold:

1. To meet community needs through increased parental choice with a family oriented, child-centered curriculum;
2. To improve student learning through a developmentally appropriate curriculum that includes high standards and expectations for learning as well as individual support; and
3. To study innovative teaching methods, measurement, and other components of education in order to contribute to the national and international body of research-based knowledge.

The WSU Charter Academy will meet the purpose of charter schools defined in Title 53A-1a-503.

### **b. Enrollment**

Weber State University Charter Academy has a total enrollment of 44 students – 22 morning, 22 afternoon. This is the maximum enrollment the WSU Charter Academy can have in the current facilities due to square footage requirements per student.

The following indicators have been met for the 2013-2014 Academy year.

| <i>Indicator - Student attendance and reenrollment (page 17 of application)</i> |  |   |                   |
|---|--|---|-------------------|
| <b>Measure</b>  | <b>Metric</b>  | <b>Board Goal</b>   | <b>Evaluation</b> |
| Student attendance rate   | All students attending target number of days (167 school days)       | 90% of students attending target number of days           | 54%* (See Note)   |
| Within year enrollment rate   | Percentage of students continuously enrolled throughout the year     | 80% of students continuously enrolled throughout the year | 91%               |
| Year-to-year reenrollment rate  | Percentage of students re-enrolled from one year to the next         | Not applicable  | N/A               |
| Continuous reenrollment rate  | Percentage of students continuously enrolled for all available years | Not applicable  | N/A               |

**\*Note:** Kindergarten in the State of Utah is not mandatory and therefore does not have a required attendance rate. The WSU Charter Academy for the 2013-2014 Academy year did not have a policy concerning attendance. The WSU Charter Academy Board of Directors is currently evaluating various policy for this age.

**c. Records**

- *Access.* Subject to state and federal laws, the SBE, its agents, and the State Auditor's Office shall have the right to examine and copy complete records, reports, documents, and files relating to the operation of the WSU Charter Academy, or any activity, program, or student of the WSU Charter Academy.
- *Public Records Law.* The Board of Directors and WSU Charter Academy are subject to the Government Records Access and Management Act. All agendas and minute of meetings are posted on the WSU Charter Academy website. Electronic records of meetings are located in room 228 of the Moyes College of Education. All meetings and agendas can also be found on the Utah Public Meeting Website.
- *Student Records.* The Academy/School is subject to all the provisions of the federal Family Educational Rights and Privacy Act, U.S.C. 20 § 1232g. In the event the Academy/School closes, it shall transmit all official student records as prescribed by the University.

**d. Student Discipline**

- The WSU Charter Academy agrees to and shall comply with all state and federal law, and State Board rule, except as otherwise provided by law.
- The WSU Charter Academy shall comply with state and federal law, and State Board rule governing discipline of children with disabilities, including compliance with 20 U.S.C. Sec. 1400 et. seq. and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 706(8).
- The WSU Charter Academy shall comply with state and federal due process requirements both in notifying parents and students of conduct for which they may be suspended or expelled and in providing notice and hearing opportunities to students being recommended for exclusion from the WSU Charter Academy. If the WSU Charter Academy suspends a student with special needs, it shall continue to provide the student with all continuing education services to the extent mandated by state and federal law, and State Board rule.

- The WSU Charter Academy has developed policies and procedures to deal with various student discipline issues. WSU Charter Academy policies can be found on the WSU Charter Academy website under policies. WSU Charter Academy procedures for each of the policies can be found on the WSU Charter Academy website under procedures.

**e. Instruction**

- As prescribed by State Board rule, the WSU Charter Academy shall provide a minimum of 180 days and 450 hours of instruction (grade K).
- The WSU Charter Academy shall employ the use of the Utah State Core Curriculum as the foundation along with Developmentally Appropriate Standards (DAP) for the instructional program.

**f. Assessments**

- On or before August 12, 2014 and prior to administering any state assessment, the WSU Charter Academy Principal will review the “*State Ethics Policy*” and “*Standard Test Administration and Testing Ethics Policy for Utah Educators*” with all teachers. WSU Charter Academy teachers are then responsible to read and sign the “*State Ethics Policy*” and “*Standard Test Administration and Testing Ethics Policy for Utah Educators*” brochure and document. The signed document must be kept on file at the WSU Charter Academy Office.

The following indicators are not applicable during the start-up year.

| Indicator - Student achievement level (page 101 of application)                 |  |  |                              |
|---|--|--|------------------------------|
| Measure   | Metric   | Board Goal   | Evaluation                   |
| Proficiency levels in English Language Arts                                     | Percentage of students meeting Utah Core State Standards in English Language Arts                            | 80% of students will meet each individual standard as demonstrated through multiple assessments including planned observational and work sample documentation in portfolio's | 86% Morning<br>79% Afternoon |
| Proficiency levels in Mathematics   | Percentage of students meeting Utah Core State Standards in Mathematics                                      | 80% of students will meet each individual standard as demonstrated through multiple assessments including planned observational and work sample documentation in portfolio's | 90% Morning<br>82% Afternoon |
| Skills in the social and emotional, physical, and cognitive developmental areas | Percentage of students meeting the WSU Charter Academy criteria based on current developmental understanding | 80% of students will meet each individual standard as demonstrated through multiple assessment including planned observational and work sample documentation in portfolio's  | 91% Morning<br>84% Afternoon |

**g. Open Meetings: Public Records**

The Board of Directors and WSU Charter Academy are subject to the Government Records Access and Management Act. All agendas and minute of meetings are posted on the WSU Charter Academy website. Electronic records of meetings are located in room 228 of the Moyes College of Education. All meetings and agendas are also posted on the Utah Public Meeting Website.

**h. University and Academy/School Transparency**

The WSU Charter Academy agreed to have on its website and has met the following requirements:

- an electronic copy of the Academy/School's approved charter,
- signed charter agreement;
- the Board of Director's structure, including names, qualifications, and individual contact information for all governing board members;
- the WSU Charter Academy student policy manual;
- the annual WSU Charter Academy calendar;
- timelines and processes for new student application and registration,
- timelines and processes for students transferring from the charter WSU Charter Academy to another school.
- WSU Charter Academy year-end report

**i. Agreements with Education Service Providers (ESPs)**

At the current time the WSU Charter Academy has not entered into any agreements with Education Service Providers (ESPs).

**4. Personnel**

**a. Licensed Employees**

| <i>Indicator – Board performance &amp; stewardship</i> |   |  |            |
|--|---|--|------------|
| Measure  | Metric  | Minimum Standard   | Evaluation |
| Regulatory and reporting compliance                    | Percentage of teachers properly licensed and endorsed for teaching assignment | All teachers properly licensed and endorsed for teaching assignments in CACTUS | 100%       |

**b. Criminal Background Checks**

Weber State University Charter Academy Board of Directors, Principal, Business Administrator, Administrative Assistant, teacher, and the Dean of the College of Education have received a criminal background check as required by Utah Code 53A-1a-512.5.

All WSU Charter Academy staff, including administrators, office staff, teachers, paraprofessionals, instructional aides, classroom aides, substitute teachers, parent volunteers, and community members who will spend any significant unsupervised time with students must receive a criminal background check prior to beginning service with the Charter Academy.

| <i>Indicator – Board performance &amp; stewardship</i> |   |  |            |
|--|---|--|------------|
| Measure  | Metric  | Minimum Standard   | Evaluation |
| Regulatory and reporting compliance                    | Percentage of employees and board members with completed criminal background checks | All employees and board members have criminal background check on file | 100%       |



## **5. Charter Academy Financial Matters**

### **a. Financial and Governance Warnings**

The WSU Charter Academy incorporates by reference, all applicable federal and state laws and regulations and State Board rules unless specifically waived.

### **b. Fiscal Management**

Weber State University and the WSU Charter Academy have a “Cooperative Agreement” that all generally accepted standards of fiscal management will include but are not limited to practices outlined in statutes pertaining to the management of school district budgets (U.C.A. §53A-19) will be handled by Weber State University Accounting Services. This also includes all financial audits, audit procedures and audit requirements.

Utah Charter School 2<sup>nd</sup> Year Implementation Grant funds were applied for and received in the amount of \$15,287. These funds were utilized to address Weber State University Charter Academy’s goals in a variety of ways. They were spent by June 30, 2014.

This grant money was utilized in the following manner:

#### **Goal 1: Maintaining a focus on children and families through educational, co-curricular, and extra-curricular programs.**

During 2<sup>nd</sup> implementation year WSU Charter Academy is meeting Goal 1 by providing an environment for academic achievement by completing the set up of the Charter Academy. This includes the purchasing of additional furniture, curriculum, and technology to be used in the classroom. Enrollment and attendance were achieved via advertisement of the Charter Academy and holding the second lottery on March 3, 2014. All decisions made are grounded in looking at individual student needs and performance. Also, in looking at student development through social, emotional, and physical growth and classroom management skills.

#### **Goal 2: Providing training in research informed practices for pre-service teachers through observation and mentored teaching opportunities.**

The WSU Charter Academy will provide a classroom in which WSU pre-service teachers may observe the research-based practices they have heard and read about in coursework. A grade rubric has been developed and passed by the Board of Directors for both the pre-service teacher and the university teacher to complete. These rubrics will be piloted spring semester 2014.

This goal also includes training of the Board of Directors some of which will be attending the Utah Association of Public Charter Schools Conference in Layton, Utah in June, 2014, as well as members of the Charter Academy’s administration. A Board of Director’s training manual is currently being developed for new board members that will be appointed to begin their term on July 1.

#### **Goal 3: Providing a research center through opportunities for University faculty, University students, and WSU Charter Academy faculty to study various educational aspects.**

WSU Charter Academy provides a facility in which educational research may be carried out. This process is enhanced with the use of a video system that will be used to watch/record children’s learning activities (as well as used for security). This goal is supported by the implementation of teacher evaluations and professional development.

Two Mac Laptop computers were purchased to help facilitate assessment of students and use with the SIS system. Also, applications have been purchased and downloaded to the iPads that were part of the Implementation Grant and have been an important part of the student learn process.

WSU Charter Academy has applied and received approval for the Utah Charter School Continuation Grant – Year 3 in the amount of \$21,078.

| <i>Indicator – Financial performance and sustainability</i> |   |  |            |
|---|---|--|------------|
| Measure   | Metric  | Minimum Standard   | Evaluation |
| Audit findings or recommendations                           | Number of material findings, financial condition findings, or repeated significant findings | No unresolved material findings, financial condition findings, or significant findings   |            |
| Current assets to total annual operating expenses           | $\frac{\text{Current Assets}}{\text{(Total Annual Operating Expenses} \div 365\text{)}}$    | 30 days cash on hand or cash reserve as required by bond covenants, whichever is greater |            |

| <i>Indicator – Financial performance and sustainability</i> |  |            |            |
|---|--|------------|------------|
| Measure   | Metric   | Board Goal | Evaluation |
| Current ratio   | Current Assets/Current Liabilities   | 1.5        |            |
| Revenue to expense ratio                                    | Total Revenues/Total Expenses  | 1.1        |            |
| Current assets to total annual operating expenses           | Current Assets/(Total Annual Operating Expenses/365)                                     | 70         |            |
| Adherence to Budget   | $\frac{\text{(Budgeted Expenditure - Actual Expenditure)}}{\text{Budgeted Expenditure}}$ | 0.03       |            |

**c. Insurance and Bonding**

Constance Hughes, Attorney, Utah Attorney General's Office, checked with Bruce Garner concerning E & O Liability Insurance coverage for the WSU Charter Academy and Board of Directors members. In an email received on June 26, 2013 it was confirmed that the WSU Charter Academy and the WSU Charter Academy Board of Directors are covered under the WSU Risk Management Policy.

**d. Procurement**

WSU Charter Academy is subject to the Utah Procurement Code to the same extent as local boards of education are. WSU Charter Academy will follow all Weber State University purchasing and procurement codes as written in the WSU Policy and Procedure Manual (PPM).

**6. Facilities**

Chad Downs was appointed by WSU Facilities Management and approved by the WSU Charter Academy Board of Directors as Charter School Board Building Officer (CSBBO). Chad had direct administrative and operational control of all construction, renovation, and inspection of WSU Charter Academy facilities. All meetings were attended and reports were completed and filed with the State Office of Education on time.

## 7. Charter Review

### a. Review Process

The charter academy/school review process will be guided by the following core questions:

- Is the Academy/School's academic quality successful?
- Is the Academy/School's organizational quality viable?
- Is the Academy/School demonstrating good faith in following the terms of its charter and applicable law?

The WSU Charter Academy will continue to meet the purpose of charter schools defined in Title 53A-1a-503.

The following indicators are for the 2013-2014 Academy Year.

| <i>Indicator – Upholding mission and purpose (page 12 of application)</i>               |   |   |  |
|---|---|---|--|
| Measure   | Metric  | Board Goal  | Evaluation   |
| Developmentally Appropriate Practices   | Percentage of program components meeting NAEYC standards  | 80% year one<br>90% there after   | 82% Morning<br>80% Afternoon   |
| Utah Core Curriculum State Standards (CCSS)   | Percent of children meeting Kindergarten standards in math and reading as documented by planned observational assessment and portfolio work samples | 80% of children will meet each individual Core Curriculum State Standard  | 89% Morning<br>82% Afternoon   |
| Parental participation  | Percentage of families participating and the documented hours of participation  | 75% of families will participate<br>50% of families will participate at the 30 hours per year level             | 93% family participate<br>70% family participation at 30 hours plus<br>1650.75 Total participation hours |
| Training of pre-service teachers  | Percentage of pre-service teachers who will have had observations & participation within Kindergarten classroom                                     | 100% of Teacher Education Level I Students  | N/A for year 1* (See Note)   |
| Research opportunities for pre-service teachers, graduate students, and faculty members | Number of presentations, publications, and projects completed by the target groups  | A minimum of 5 presentations, publications, and/or projects will be complete per year by the target populations | 1 project<br>4+ presentations  |

\* **Note:** The WSU Charter Academy Board of Director voted to only allow ten students each semester from a combination of CHF 2610 and CHF 2620 into the classroom as to not overwhelm the teacher and students the first year. CHF 2610 and CHF 2620 are not part of Teacher Education Level I.

### b. Termination of Charter

To date all requirements have been met by the WSU Charter Academy. There are no grounds for termination of the WSU Charter Academy.

**c. Property Ownership**

N/A

**9. Reporting Requirements**

**a. Children with Special Needs**

One student during the 2013-2014 Academy year required Special Education services. All services were met in accordance with the students IEP and growth was seen.

**b. Electronic Data Submission**

WSU Charter Academy is currently using the state supported SIS (Student Information System). Necessary training has been and will continue to be provided for all staff members. It is important for record keeping functions at the school to be accurate in order for the data display at USOE to be accurate. SIS may also be used for discipline tracking at WSU Charter Academy.

The Principal has and will regularly provide student achievement reports to the Board of Directors. In order to identify specific skills that might need remediation and/or enhancement, formative and summative data have been and will continue to be gathered regularly to identify specific skills that might need remediation and/or enhancement. All data on WSU Charter Academy goals is being and will be tracked and reported to the Board of Directors. The Principal is responsible for training in data interpretation if necessary.

The WSU Charter Academy Principal uses CACTUS to monitor teacher licensure. Teacher(s) have been trained to using OnTrack to register for professional development and track the hours earned toward licensure.

Up-to-date financial data is monitored to keep within approved budgets. This information is shared with the Board of Directors during monthly board meetings.

Data is retained according to the USOE's record retention schedule. The WSU Charter Academy is equipped with a dual redundant power supply (to protect against power outages or spikes) and a back-up storage in the event of main storage failure.

Board of Directors members are required to participate in Governing Board Online trainings (GBOT) provided by the USOE Charter School Department.

WSU Charter Academy's Board of Directors and Administration recognize and support the importance of data management for both tracking student progress and compliance with state regulations.

# APPENDIX A

## WSU CHARTER ACADEMY STRATEGIC PLAN

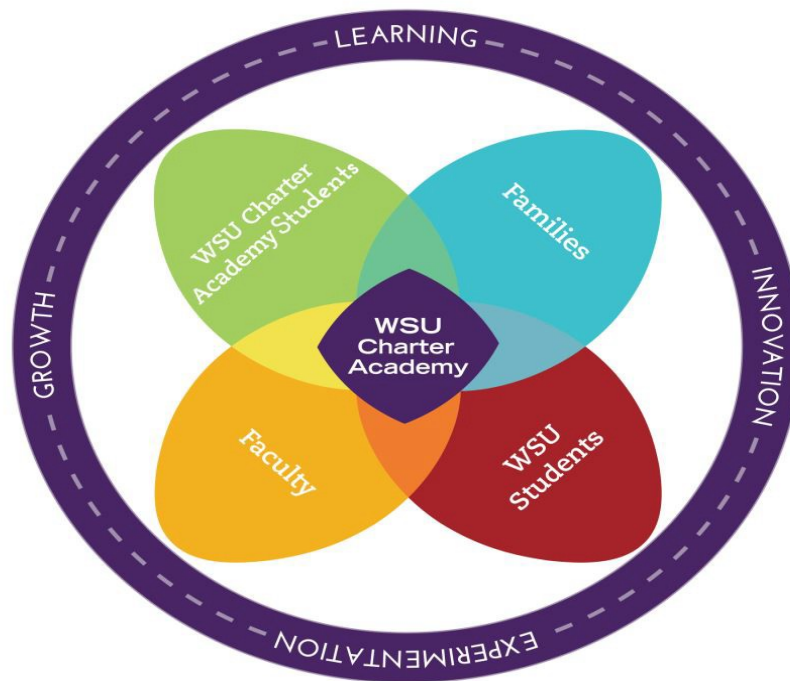
### MISSION STATEMENT

*The mission of the WSU Charter Academy is to provide an educational learning center with an emphasis on student learning and family involvement; where WSU pre-service teachers may observe and practice cutting-edge, research-based educational practices; and where research on various aspects of education may be conducted.*

### CORE VALUES

Learning  
Experimentation  
Innovation  
Growth

WSU Charter Academy Children  
Families  
WSU Students  
Faculty





## **VISION STATEMENT**

The WSU Charter Academy aims at providing opportunities of learning, experimentation, innovation, and growth for children in the WSU Charter Academy, families, WSU students, and faculty.

Children in the WSU Charter Academy learn in an educational setting in which developmentally appropriate practices and innovative, evidence-based curricula and instructional methods are used. The whole child is highlighted to ensure children's healthy growth and development in all domains – physical, cognitive, social, and emotional. At the same time, standards of academic achievement are maintained in children's learning.

Families work closely with the WSU Charter Academy by engaging their children in school- and home-based learning activities, communicating effectively with school, volunteering to support their children and school programs, making decisions for school through PTA, school board, committees, and other parent organizations, and collaborating with the community.

WSU students learn and grow academically and professionally by participating in supervised field experience as part of their pre-service teacher training, completing practicum required by their programs, and conducting observations, experiments, or other type research activities for their coursework and undergraduate/graduate theses.

Faculty pursue scholarship opportunities by conducting basic research on children, families, and other members of the WSU Charter Academy community, experimenting new pedagogical or intervention methods, and evaluating effectiveness of pre-service teacher training programs.

## Stakeholder Analysis

| Stakeholders                        | <i>What criteria do they use to judge performance of WSU Charter Academy?</i>  |
|-------------------------------------|--|
| <b>Parents</b>                      | <ul style="list-style-type: none"> <li>• Higher quality education</li> <li>• DAP</li> <li>• Cutting edge research and practices</li> <li>• Teacher-student ratio</li> <li>• Possible expansion</li> <li>• Class size</li> <li>• More opportunities to be involved</li> <li>• New and enthusiastic pre-services teachers</li> <li>• Exposure to university</li> </ul>   |
| <b>WSU Charter Academy Children</b> | <ul style="list-style-type: none"> <li>• Feelings of safety</li> <li>• Happy</li> <li>• Consistency</li> <li>• Opportunities for new experiences and play</li> <li>• Friends</li> <li>• Learning</li> <li>• Feel comfortable</li> <li>• Connected to WSU</li> <li>• Enthusiasm</li> </ul>  |
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## SWOT Analysis

### Internal Strengths:

- Facilities and resources
- Academically rigorous curriculum with a focus on DAP and CCSS
- Size and autonomy
- Dedicated administration and staff
- Diverse, cohesive, and visionary governing board
- Relatively small class size
- Low student-teacher ratio, with WSU college students completing field experience in the classroom
- Before/after school program offered by the WSU Children's School
- Safe and organized environment
- Video cameras
- Observation booths
- Advanced media and technology (Smartboard, mini iPads, computer, projector, etc.)
- Steady parental involvement
- Uniqueness
- Campus location
- WSU student pool

### Internal Weaknesses:

- Waning energy and enthusiasm
- Little experience in running a charter school
- Unknown demands
- Shortage of administrative and staff members
- Communication at all levels
- Transportation
- Lack of all-day kindergarten
- Management of teacher-child ratio, scheduling, curricular materials
- Inconsistency of adults in classroom
- Artificial setting

### External Opportunities:

- An alternative instructional model to support student learning as compared to a direct instruction model in most elementary schools in the community
- A demand for an elementary school from the community
  - Ogden city had a population of 82,825 people with 28.8% being children under the age of 18 in 2010.
  - The school population in the Ogden School District has held fairly steady for the past five years. In 2011-2012 there were 7,427 elementary students with approximately 1,000 in kindergarten.
  - The student ethnic population is diverse: Hispanic/Latino 47.60%, Caucasian 47.29%, and the other 5.1% almost evenly divided among American Indian/Alaskan Native, Asian/Pacific Islander, Black, and multiple races.
- Expansion
- WSU affiliation
- Support from College of Education and other colleges and departments at Weber State University
  - Support from WSU faculty and staff members who have expertise and/or teaching and administrative licenses
- A site for cutting-edge research conducted by WSU faculty members
- Access to various facilities on WSU campus
- WSU Library resources
- Funding diversity

- Grants available to purchase educational resources
- Professional development for staff and governing board
- Networking with the charter school and business communities

**External Threats:**

- Competition for students from other schools in the community
- Sustainability of funding
- Changes in policies and legislature
- Too much oversight from outside
- Effect of academically diverse student population on standardized test scores
- Local district increase in test scores
- Changing population
- Changing technology

## GOALS

The Weber State University Charter Academy has three goals:

- *Maintaining a focus on children and families through educational, co-curricular, and extra-curricular programs;*

This goal derives from the philosophy subscribed to in the educational programs at WSU Charter Academy, which is child-centered, developmentally appropriate, and oriented toward the development of the whole-child. Individual students take precedence over programs, while maintaining standards of achievement. Issues in any area of development will be examined in light of student and family needs. This program believes that family support is integral to student success. The WSU Charter Academy recognizes that when parents participate at school, provide a positive attitude toward learning at home, and work in concert with educational personnel, students are more successful academically and socially. To that end, the educational program invites parent participation, and will provide opportunities for family members/student caregivers to extend the school program into the home in appropriate ways. This may include classroom participation by adult family members in order to have models of appropriate practice; family nights at school focused on subject matter activities that family members and students may participate in together, providing ideas that may be used at home; formal learning opportunities for adult family members to learn about parenting, educational development, child development, or similar classes of interest.

- *Providing training in research informed practices for pre-service teachers through observation and mentored teaching opportunities;*

Providing training in research informed practices for pre-service teachers coincides with WSU Moyes College of Education's primary mission: to train teachers. The WSU Charter Academy will provide classrooms in which WSU pre-service teachers may observe the research-based practices they have heard and read about in coursework. Observation may take place directly in the classroom, from the observation booth attached to the classroom, or from videos made of classroom activities. Under close supervision, pre-service teachers may receive mentoring and direct opportunity to practice teaching under conditions that reflect what they have learned in their courses.

- *Providing a research center through opportunities for University faculty, University students, and WSU Charter Academy faculty to study various educational aspects.*

Providing a facility at which educational research may be carried out. In the surrounding school districts it is often difficult to find the philosophy, instruction, and instructional programs that university faculty, pre-service teachers, graduate students, and in-service teachers are interested in to further their knowledge and add to the knowledge base of what works. The WSU Charter Academy will provide such a place.



## Goals and Objectives

| Term Goals  | Annual Objectives   | Strategies  | Measurements  | Measurements (Stat)  |
|---|---|---|---|--|
| <p>maintain a focus on children and families through educational, co-curricular, and extra-curricular programs.</p>                   | <p>Developmentally Appropriate Practices (DAP) will be used to guide the education of WSU Charter Academy students.</p> | <ul style="list-style-type: none"> <li>a. Ensure that all curriculum purchased and used in the classroom is developmentally appropriate.</li> <li>b. Implement K-2 integrated curriculum.</li> <li>c. Provide opportunities for meaningful and educational experiences</li> </ul>   | <p>Percentage of program components meeting NAEYC standards.</p> <p>Whether WSU Charter Academy will get and maintain NAEYC accreditation.</p>                                      | <p>NAEYC accreditation Spring 2019</p>   |
|   | <p>Utah Core Curriculum State Standards (CCSS) will be used to guide the education of WSU Charter Academy students.</p> | <ul style="list-style-type: none"> <li>a. Ensure that all curriculum purchased and used in the classroom is aligned to the CCSS.</li> <li>b. Implement K-2 integrated curriculum.</li> <li>c. Provide opportunities for meaningful and educational experiences.</li> <li>d. Use technology to enhance instruction.</li> </ul> | <p>Percentage of students meeting CCSS kindergarten standards in math, reading &amp; K-2 integrated as curriculum as documented by student records of assessments and progress.</p> | <p>80% of students meet ELA and integrated curriculum</p>                            |
|   | <p>Parents will work closely with the WSU Charter Academy.</p>  | <ul style="list-style-type: none"> <li>a. Develop new and continuing opportunities for parents to participate inside and outside of the classroom</li> <li>b. Provide accessible means by which parents can log hours</li> <li>c. Provide parents with diverse ways in which they can communicate with the teacher</li> </ul> | <p>Percentage of participating families and documented hours of participation as generated through the WSU Charter Academy website and Google Doc.</p>                              | <p>75% of families participate</p> <p>50% of families participate hours per week</p> |
| <p>Provide training in research and informed practices for WSU students through observation and mentored practicum opportunities.</p> | <p>WSU students will participate in supervised field experience or practicum.</p>                                       | <ul style="list-style-type: none"> <li>a. Survey pre-service teachers, classroom teacher and course professors to evaluate practicum experience.</li> <li>b. Increase the number of grades to K-6 by 2020.</li> </ul>   | <p>85% of practicum students report having positive learning experiences.</p>   | <p>85% of pre-service teachers report having positive learning experiences</p>       |

# WSU CHARTER ACADEMY STRATEGIC PLAN

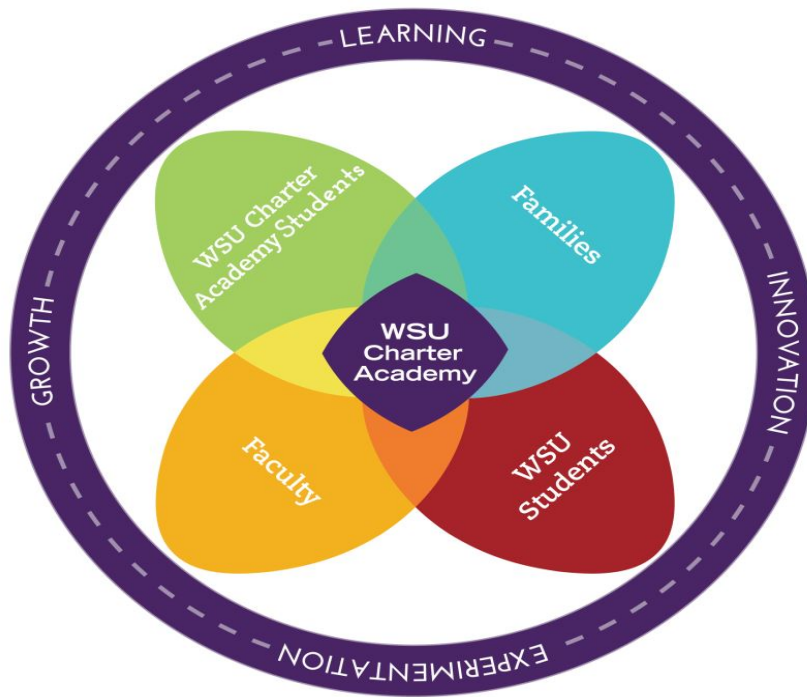
## MISSION STATEMENT

*The mission of the WSU Charter Academy is to provide an educational learning center with an emphasis on student learning and family involvement; where WSU pre-service teachers may observe and practice cutting-edge, research-based educational practices; and where research on various aspects of education may be conducted.*

## CORE VALUES

Learning  
Experimentation  
Innovation  
Growth

WSU Charter Academy Children  
Families  
WSU Students  
Faculty



**WEBER STATE  
UNIVERSITY**

Charter Academy

## VISION STATEMENT

The WSU Charter Academy aims at providing opportunities of learning, experimentation, innovation, and growth for children in the WSU Charter Academy, families, WSU students, and faculty.

Children in the WSU Charter Academy learn in an educational setting in which developmentally appropriate practices and innovative, evidence-based curricula and instructional methods are used. The whole child is highlighted to ensure children's healthy growth and development in all domains – physical, cognitive, social, and emotional. At the same time, standards of academic achievement are maintained in children's learning.

Families work closely with the WSU Charter Academy by engaging their children in school- and home-based learning activities, communicating effectively with school, volunteering to support their children and school programs, making decisions for school through PTA, school board, committees, and other parent organizations, and collaborating with the community.

WSU students learn and grow academically and professionally by participating in supervised field experience as part of their pre-service teacher training, completing practicum required by their programs, and conducting observations, experiments, or other type research activities for their coursework and undergraduate/graduate theses.

Faculty pursue scholarship opportunities by conducting basic research on children, families, and other members of the WSU Charter Academy community, experimenting new pedagogical or intervention methods, and evaluating effectiveness of pre-service teacher training programs.

## Stakeholder Analysis

| Stakeholders   | <i>What criteria do they use to judge performance of WSU Charter Academy?</i>  |
|----------------|--|
| <b>Parents</b> | <ul style="list-style-type: none"><li>• Higher quality education</li><li>• DAP</li><li>• Cutting edge research and practices</li><li>• Teacher-student ratio</li><li>• Possible expansion</li><li>• Class size</li><li>• More opportunities to be involved</li><li>• New and enthusiastic pre-services teachers</li><li>• Exposure to university</li></ul> |

|                                     |  |
|-------------------------------------|--|
| <b>WSU Charter Academy Children</b> | <ul style="list-style-type: none"> <li>• Feelings of safety</li> <li>• Happy</li> <li>• Consistency</li> <li>• Opportunities for new experiences and play</li> <li>• Friends</li> <li>• Learning</li> <li>• Feel comfortable</li> <li>• Connected to WSU</li> <li>• Enthusiasm</li> </ul>  |
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### SWOT Analysis

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observe the research-based practices they have heard and read about in coursework. Observation may take place directly in the classroom, from the observation booth attached to the classroom, or from videos made of classroom activities. Under close supervision, pre-service teachers may receive mentoring and direct opportunity to practice teaching under conditions that reflect what they have learned in their courses.

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Goals and Objectives

| Long-Term Goals   | Annual Objectives  | Strategies   | Measurements  | Milestones<br>(Status/Schedule)   |
|---|--|--|---|---|
| 1. Maintain a focus on children and families through educational, co-curricular, and extra-curricular programs.   | Developmentally Appropriate Practices (DAP) will be used to guide the education of WSU Charter Academy students. | <div>a. Ensure that all curriculum purchased and used in the classroom is developmentally appropriate.</div> <div>b. Implement K-2 integrated curriculum.</div> <div>c. Provide opportunities for meaningful and educational experiences</div>   | <div>Percentage of program components meeting NAEYC standards.</div> <div>Whether WSU Charter Academy will get and maintain NAEYC accreditation.</div>                | NAEYC accreditation by Spring 2016.   |
|   | Utah Core Curriculum State Standards (CCSS) will be used to guide the education of WSU Charter Academy students. | <div>a. Ensure that all curriculum purchased and used in the classroom is aligned to the CCSS.</div> <div>b. Implement K-2 integrated curriculum.</div> <div>c. Provide opportunities for meaningful and educational experiences.</div> <div>d. Use technology to enhance instruction.</div> | Percentage of students meeting CCSS kindergarten standards in math, reading & K-2 integrated curriculum as documented by student records of assessments and progress. | 80% of students will meet ELA, math, and integrated curricula of CCSS.  |
|   | Parents will work closely with the WSU Carter Academy.   | <div>a. Develop new and continuing opportunities for parents to participate inside and outside of the classroom</div> <div>b. Provide accessible means by which parents can log hours</div> <div>c. Provide parents with diverse ways in which they can communicate with the teacher</div>   | Percentage of participating families and documented hours of participation as generated through the WSU Charter Academy website and Google Doc.                       | <div>75% of families will participate</div> <div>50% of families will participate at the 30 hours per year level.</div> |
| 2. Provide training in research and informed practices for WSU students through observation and mentored practicum opportunities.                                     | WSU students will participate in supervised field experience or practicum.                                       | <div>a. Survey pre-service teachers, classroom teacher and course professors to evaluate practicum experience.</div> <div>b. Increase the number of grades to K-6 by 2020.</div>   | 85% of practicum students report having positive learning experiences.  | 85% of practicum students report having positive learning experiences.  |
| 3. Provide a research center through opportunities for University faculty, University students, and WSU Charter Academy faculty to study various educational aspects. | WSU students and faculty members will be provided research opportunities.  | <div>a. Write a policy by which faculty and students will submit research proposals.</div> <div>b. Communicate with and recruit faculty and students to conduct research.</div> <div>c. Review submitted proposals.</div>  | Number of presentations, publications, and projects completed by the target groups.   | Review 100% of submitted requests to conduct research projects.   |



**AMENDED AND RESTATED BYLAWS  
OF  
WEBER STATE UNIVERSITY CHARTER ACADEMY**

**ARTICLE 1  
PURPOSES**

These Amended and Restated Bylaws are adopted for the governance of WEBER STATE UNIVERSITY CHARTER ACADEMY, a Utah nonprofit corporation (herein referred to as the “**Corporation**”). The Corporation shall have the right to do and accomplish all things and engage in all lawful transactions that a nonprofit corporation organized under the laws of the State of Utah might do, accomplish, or engage in under the Utah Revised Nonprofit Corporation Act (the “**Nonprofit Act**”), subject to the restrictions, qualifications and limitations set forth in the Articles of Incorporation.

The mission of the Corporation is to provide a charter academy (the “**Academy**”). The specific goals of the charter academy are:

To maintain a focus on children and families through educational, co-curricular, and extra-curricular programs;

To provide training in research-informed practices for Weber State University (“**University**”) pre-service teachers through observation and mentored teaching opportunities; and

To provide a research center with opportunities for University faculty and students and for Academy faculty to study various educational aspects.

**ARTICLE 2  
OFFICES OF THE CORPORATION**

**Section 2.1. Principal Office.** The principal office of the Corporation in the State of Utah shall be located at the Jerry and Vickie Moyes College of Education, Weber State University, 1305 University Circle, Ogden, UT 84408-1305. The Board may change the principal office from time to time. The Corporation may have such other offices, either within or without the State of Utah, as the Board may designate or as the business of the Corporation may require from time to time.

**Section 2.2. Registered Office.** The registered office of the Corporation in the State of Utah may be, but need not be, identical with the principal office in the State of Utah, and the Board may change the address of the registered office from time to time.

**ARTICLE 3  
BOARD OF DIRECTORS**

**Section 3.1. Powers.** The Corporation shall be managed under the direction of a governing board of directors (the “**Board**” or the “**Board of Directors**”), which shall be vested

with all powers, privileges and rights of a governing board under the Act, and shall have final authority to establish and resolve all matters and questions of policy.

**Section 3.2. Number of Directors.** The number of directors of the Corporation shall initially be four (4). The number will be further increased to ten (10) on or before August 1, 2013. The Board may, by written resolution, increase or decrease the number of members of the Board of Directors. The Executive Committee for the Corporation shall be the Chair, Vice Chair, Secretary, and Treasurer.

**Section 3.3. Appointment and Election of Directors.** The Members of the Board of Directors will be appointed by the Dean of the College of Education (the “**Dean**”). The initial appointees will be as follows: (a) the director of the Center for Family and Community Education, or such other University administrator as the Dean may designate; (b) one faculty member from the Child and Family Studies Department; (c) one faculty member from the Health Promotions/Human Performance Department; and (d) one special education faculty member. On or before August 1, 2013, the following additional appointments will be made: (a) one faculty member from Teacher Education Department, (b) one faculty member from the College of Humanities; (c) one community member, (d) one university student and (e) two parent members (not from the same family). The procedure for parents to apply to become Board members will be established by the Board.

**Section 3.4. Term of Directors.** University student and parent members of the Board will serve one year terms, with a possibility of a one-year extension. Parents may serve only while their children are students at the Academy. The director of the Center for Family and Community Education, or such other University administrator as the Dean may designate, may serve for an unlimited number of terms. All other members of the Board will serve three year terms, with the possibility of a second, three year term. However, the terms of the initial members of the Board, other than student and parent members, will be as follows: (a) three members will serve three year terms; (b) two members will serve two year terms; and (c) two members will serve one year terms. Terms shall commence on July 1 of the applicable year, provided that the terms of the initial members of the Board may commence in February or such other month, prior to July, as the Board first meets.

**Section 3.5. Removal of Directors.** Any director or directors of the Corporation may be removed from office, with or without cause, and for any reason, by the Dean, following consultation with the Board. Replacements will be made by the Dean.

**Section 3.6. Resignation.** Any director may resign at any time by giving written notice to the Corporation. A resignation is effective when the notice is received by the Corporation unless the notice specifies a later effective date.

**Section 3.7. Vacancies.** Vacancies on the Board shall be filled by the Dean. In the event that the number of directors is increased, the resulting vacancy shall be filled as specified by the Board.

**Section 3.8. Decisions by Board.** Notwithstanding any other provisions of these Bylaws, the majority of the Board will be elected or appointed by the University. At all times, all



decisions made will be made by a Board that is comprised of a majority of the persons that were appointed or elected by the University. In any reference to a quorum, all quorums will be made up of a majority of persons that were appointed or elected by the University. All newly elected or appointed Board members shall be seated at the first regular meeting after the beginning of the new fiscal year and shall be participating members thereafter. Retiring directors shall continue to serve until their replacements are elected.

**Section 3.9. Power to Make Bylaws.** The Board shall have power to make and alter any bylaws of the Corporation, with the exception of Sections 3.3, 3.4, 3.5, 3.7, and 3.8, which alterations shall require the approval of the Dean.

**Section 3.10. Compensation.** By resolution of the Board, the Corporation may pay directors' expenses, if any, of attendance at each meeting of the Board. No such payment shall preclude any director from serving the Corporation in any other capacity and receiving compensation therefore; provided that each specific service and the rate of compensation therefore shall be approved by the other members of the Board in each instance.

**Section 3.11. Chair.** The director of the Center for Family and Community Education, if he/she is a member of the Board, shall serve as chair of the Board for so long as he/she shall be a member of the Board and director of the Center for Family and Community Education. Otherwise, a chair shall be elected by Board members annually. The chair shall preside at meetings of the Board, and shall present, or cause to be presented, a report of the condition of the business of the Corporation at the annual meeting of the Board. The chair shall perform such other duties as are incident to the position, are required by law, or are specified by the Board by resolution.

**Section 3.12. Right of Inspection.** Every director shall have the right at any reasonable time to inspect all the Corporation's books, records and documents of every kind.

## **ARTICLE 4 MEETINGS**

**Section 4.1. Regular Meetings; Application of Utah Open and Public Meetings Act.** The Board shall meet at such times and in such places as may be determined by the chair, with notice of meetings to be given in accordance with the provisions of the Utah Open and Public Meetings Act. All meetings shall be held in accordance with the Utah Open and Public Meetings Act, provided that, in the event that the Utah Open and Public Meetings Act is determined not to apply to the corporation, the Board shall specify procedures for scheduling and holding meetings and for giving notice.

**Section 4.2. Special Meetings.** The chair or any two (2) directors may call a special meeting of the Board by providing written notice of the hour, date and place of the meeting in accordance with the provisions of Section 4.7.

**Section 4.3. Annual Meetings.** One of the regular meetings of the Board described above in Section 4.1. shall be designated as the Annual Meeting for the purposes of organization, election of officers and the transaction of other business.

**Section 4.4. Voting.** At any meeting of the Board, each director present at such meeting shall have one (1) vote on any matter. Voting by proxy shall not be permitted.

**Section 4.5. Meetings by Telephone Conference.** Directors or committee members may participate in a meeting by telephone conference or similar communications equipment, in accordance with the provisions of the Utah Open and Public Meetings Act. Participation in a meeting through telephonic means shall constitute presence in person at such meeting.

**Section 4.6. Quorum.** A majority of the directors shall constitute a quorum for the transaction of business of the Board, but a lesser number may adjourn from time to time without notice other than an announcement of a lack of a quorum at the meeting, until a quorum shall attend.

**Section 4.7. Notice.**

(a) **Manner of Notice.** Notice of any regular or special meeting shall be given in accordance with the provisions of the Utah Open and Public Meetings Act, as specified in Section 4.1.

(b) **Waiver of Notice.** Any director may waive notice of a meeting. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**Section 4.8. Manner of Acting.** The act of a majority of the directors present at a meeting at which a quorum is present is the act of the Board.

**Section 4.9. Presumption of Assent.** A director of the Corporation who is present at a meeting of the Board at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by certified mail to the secretary of the Corporation immediately after the adjournment of the meeting. No director may dissent regarding an action for which the director voted in favor.

## **ARTICLE 5 OFFICERS**

**Section 5.1. Number.** The executive officers of the Corporation shall be a chair, a vice chair, a secretary and a treasurer, each of whom shall be members of the Board. The chair shall be appointed as specified in Section 3.11, and all other officers shall be selected by the Board. A principal, business administrator, one or more vice-chairs (the number thereof to be determined by the Board) and such other officers and assistant officers and agents as may be deemed necessary may be elected or appointed by the Board. The Board may delegate to any officer of the Corporation or any committee of the Board the power to appoint, remove and prescribe the duties of such other officers, assistant officers, agents and employees.



**Section 5.2. Election and Term of Office.** Each officer shall take office at the first regular meeting after the beginning of the new fiscal year and shall serve for a term of one year. If the election of officers shall not be held at such meeting, or if such meeting is not held, such election shall be held as soon thereafter as conveniently may be. The appointment of an officer shall not itself create any contract rights with the Corporation.

**Section 5.3. Removal.** Any officer, assistant, agent or employee may be removed, with or without cause, at any time. Motions requesting the removal of an officer for not performing the duties of his/her office may only be entertained at a regular meeting. The proposed action must be included on the pre-meeting announcement agenda. Such action requires approval of two-thirds of the membership present at the meeting; but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

**Section 5.4. Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board for the unexpired portion of the term.

**Section 5.5. Chair.** The chair shall preside at all meetings of the Board of Directors and Executive Committee. The chair is authorized to execute approved contracts on behalf of the Corporation.

**Section 5.6. Vice Chair.** In the absence of the chair, the vice chair shall perform the duties of the chair and, when so acting, shall have all the powers and be subject to all of the restrictions upon the chair.

**Section 5.7. Secretary.** The secretary shall be responsible for keeping the minutes of the meetings of the Corporation and distributing copies of said minutes to all current directors at least one week prior to the next meeting. The secretary shall see that all notices are duly given in accordance with the provisions of these bylaws; maintain a list of members; and in general, perform all duties incident to the office of secretary.

**Section 5.8. Treasurer.** The treasurer shall supervise the activities of the business administrator in managing and accounting appropriately for funds of the Corporation.

**Section 5.9. Multiple Offices.** A person may hold more than one office of the Corporation; provided, however, no person may serve both as the chair and as the secretary of the Corporation.

**Section 5.10. Compensation.** Officers of the Corporation shall not be compensated, unless expressly authorized by the Board of Directors.

## **ARTICLE 6 COMMITTEES**

**Section 6.1. Executive Committee.** The executive committee of the Board (“**Executive Committee**”) shall be composed of the chair, vice chair, treasurer and secretary, and such other members of the Board as may be designated by the Board. The Executive Committee shall propose potential director, officer and committee nominees to the Board and the Dean whenever

appropriate, formulate and review policies of the Corporation under the direction of the Board, and between meetings of the Board, shall have all powers and exercise all duties of the Board in controlling the business of the Corporation which may lawfully be delegated to it by the Board. The Board may by resolution limit the powers of the Executive Committee.

**Section 6.2. Audit Committee.** The Board shall have power to appoint by resolution an audit committee (“**Audit Committee**”) composed solely of persons (at least one of whom shall be a member of the Board) who are independent of the officers of the Corporation and free from any relationships that, in the opinion of the Board, would interfere with their exercise of independent judgment as a committee member. The Audit Committee shall assist the Board in fulfilling its responsibilities for the Corporation's accounting and financial reporting practices, shall provide a channel of communication between the Board and the Corporation's independent auditors, and shall have such other powers and perform such other duties as the Board shall, from time to time, grant and assign to it.

**Section 6.3. Other Committees.** The Board may from time to time appoint such other standing and ad hoc committees with such persons (at least one of whom shall be a member of the Board) as it shall deem appropriate; provided that only such committees as are composed entirely of directors shall constitute a “**Committee of the Board of Directors**” for purposes of these bylaws. The chair shall select the chair of such committees.

**Section 6.4. Term of Committees.** The term of committee members shall be for one year, after which they may be reappointed.

## **ARTICLE 7 LIMITATION OF AUTHORITY**

No action by any committee, employee, director or officer shall be binding upon, or constitute an expression of, the policy of the Corporation until it shall be approved or ratified by the Board of Directors. No committee, employee, director or officer shall represent himself/herself (implicitly or explicitly) as speaking for the Corporation in a public forum without explicit approval by the Board. Violation of this rule shall be grounds for dismissal, termination or expulsion from the Corporation by a majority vote of the Board of Directors.

## **ARTICLE 8 UNIVERSITY POLICIES AND PROCEDURES**

The Board shall provide for compliance by the Corporation with all policies and procedures of the University which are applicable to the Corporation.

## **ARTICLE 9 EXECUTION OF INSTRUMENTS**

**Section 9.1. Checks, Drafts, etc.** All checks, drafts and orders for payment of money, and notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, or agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board, in accordance with University policies and procedures.



**Section 9.2. Loans.** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances. No loans shall be made by the Corporation to any of its directors or officers.

**Section 9.3. Deposits.** All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select, in accordance with University procedures.

**Section 9.4. Contracts.** The Board may authorize any officer or officers, or agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

**Section 9.5. Conflicts of Interest and Procurement.** The directors and officers of the Corporation shall comply with a conflicts of interest policy to be adopted by the Board, and shall comply with all University procurement policies.

## **ARTICLE 10 INDEMNIFICATION**

The corporation shall indemnify any directors or officers of the corporation in accordance with the terms and conditions set forth in the Utah Governmental Immunity Act, Section 63G-7-101 et. seq., Utah Code Ann. (1953, as amended).

## **ARTICLE 11 FINANCES**

**Section 11.1. Funds.** All funds of the Corporation shall be held in separate accounts managed by Weber State University as a contractor for the Corporation.

**Section 11.2. Disbursements.** Upon approval of the budget, the chair is authorized to approve disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors. The chair may designate executive staff to make approved disbursements in accordance with resolutions of the Board. Disbursement shall be by check.

**Section 11.3. Fiscal Year.** The fiscal year of the Corporation shall begin on July 1 and close on June 30 of each year.

**Section 11.4. Budget.** The chair, with staff support, shall compile a budget of estimated expenses for the coming year and submit it to the Board of Directors for approval by the Board.

**Section 11.5. Annual Audit.** The accounts of the Corporation shall be audited annually within three months of the close of business on December 31 by a certified public accountant. The University shall manage the audits of the Corporation. The audit shall at all times be available to the directors.

**Section 11.6. Bonding.** If designated by the Board, the chair and such other officers and staff as the Board may designate by majority vote shall be bonded by a sufficient fidelity bond in an amount set by the Board and paid for by the Corporation.

## **ARTICLE 12 PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

No director, officer or employee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation. All directors of the Corporation shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of the Board shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Board may determine or as may be determined by a court of competent jurisdiction upon application of the Board, exclusively to charitable, religious, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986 and the regulations promulgated thereunder as they now exist or as they may hereafter be amended.

## **ARTICLE 13 EXEMPT ACTIVITIES**

Notwithstanding any other provision of these bylaws, no director, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 and the regulations promulgated thereunder as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and regulations as they now exist or as they may hereafter be amended.

## **ARTICLE 14 PARLIAMENTARY AUTHORITY**

The current edition of Roberts Rules of Order, or such other governing model as is adopted by the Board of Directors, shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the bylaws of the Corporation or with an explicit majority vote on the matter by the Board of Directors.

## **ARTICLE 15 AMENDMENT OF BYLAWS**

Subject to the provisions of Sections 3.8 and 3.9, these bylaws may be amended, altered, changed, added to or repealed by an affirmative vote of a majority of the Board at any regular or special meeting of the Board.

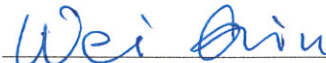


**ARTICLE 16**  
**CONFLICTS; CONSTRUCTION**

Any discrepancies or conflicts between the provisions of the Nonprofit Act, the Articles and Bylaws shall, unless otherwise provided, be resolved by giving priority first to the Nonprofit Act, second to the Articles, and third to the Bylaws. The Articles and Bylaws shall also conform to the Utah Charter School Act, Utah Ann. §53A-1a-501 et seq.

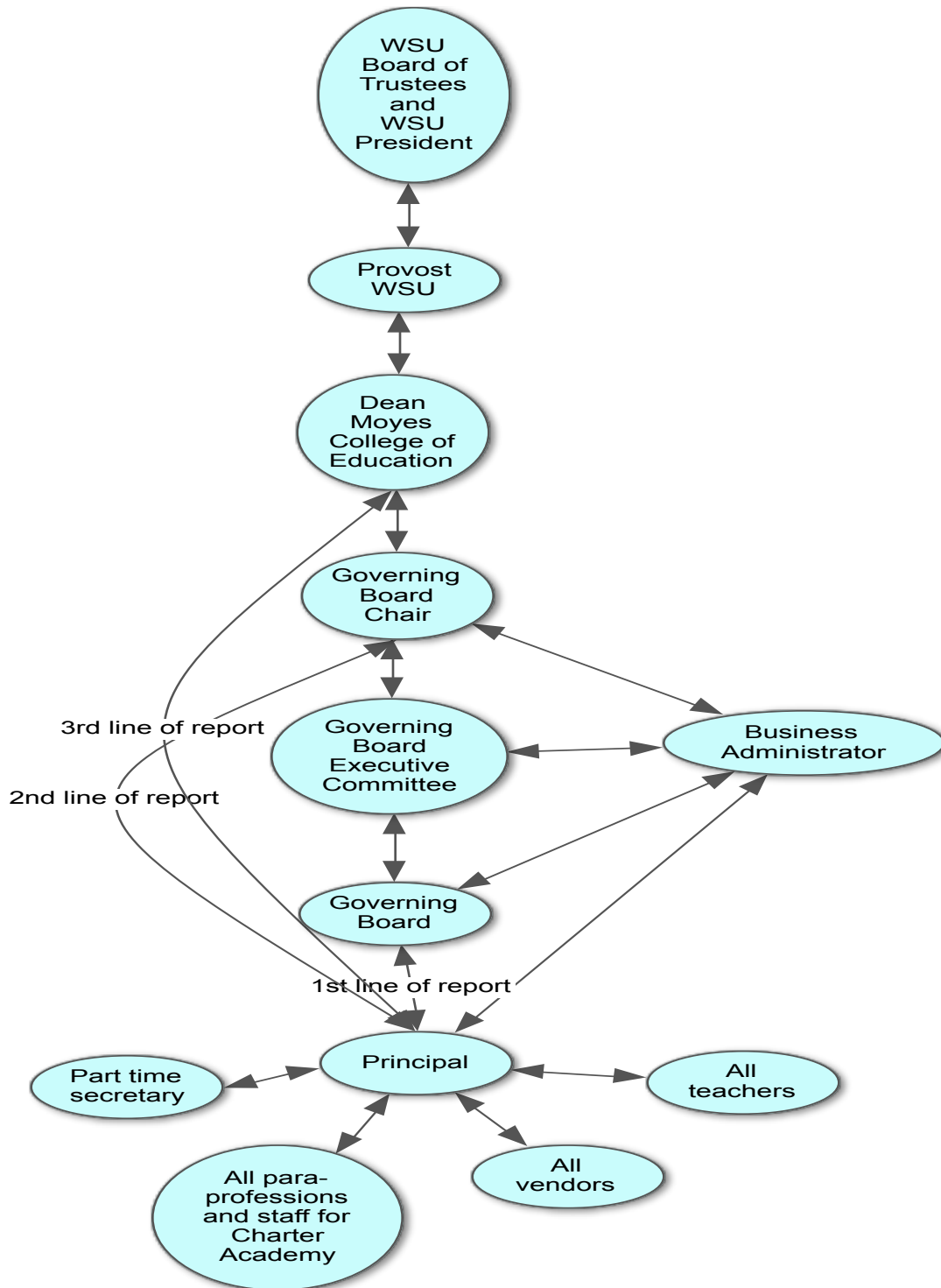
**SECRETARY'S CERTIFICATE**

I, THE UNDERSIGNED, being the Secretary of Weber State University Charter Academy, a Utah nonprofit corporation, do hereby certify the foregoing to be the bylaws of such corporation, as adopted by written consent of its Board, dated effective the 1st day of February, 2013.

  
\_\_\_\_\_  
Wei Qiu, Secretary

## WSU Charter Academy Flow Chart

In accordance with the WSU Charter Academy Application and By-Laws the following flow chart has been developed.



## Comparison of Accreditations for the WSU Charter Academy Kindergarten

| Requirements                                | National Association of the Education of Young Children (NAEYC)   |                                     | North Western Accreditation Commission (NWAC)- AdvancED  |       |   |       |
|---|---|-------------------------------------|--|-------|---|-------|
| Accreditation Age Range                     | Birth- Kindergarten   |                                     | Kindergarten- 12 <sup>th</sup> Grade   |       |   |       |
| State Accreditation                         | Will have to go through full accreditation process  |                                     | Accreditation process will be minimal  |       |   |       |
| Price Range                                 | Currently   | After January 1, 2015               | Schools involved in the AdvancED District Accreditation or Corporation Accreditation models  | \$650 | Schools located in the United States that are involved in the AdvancED School Accreditation model | \$725 |
|   | Self Study- \$450   | Self Study- \$495                   |  |       |   |       |
|   | Application/Self-Assessment- \$225  | Application/Self-Assessment- \$ 250 |  |       |   |       |
|   | Candidacy- \$750  | Candidacy- \$825                    | Application Fee- \$500   |       |   |       |
|   | Site visit is included with the candidacy cost.   |                                     | Schools in AdvancED Total- \$1150  |       |   |       |
|   | Total- \$1425   | Total- \$1570                       | US Schools in AdvancED Total- \$1225   |       |   |       |
| Time Line<br>Based on self-study time frame | 1-Self Study 12 Months<br>2- Apply for Candidacy- (within 5 months site visit)<br>3-Accreditation approval (within 3 months following the site visit)<br>Approximate total time: 2 years  |                                     | 1-Apply<br>2- Host a readiness review (within 3 months)/ Self-study approximately 12 months<br>3-Host an external review (within 2 years)<br>4- Maintain Accreditation<br>Approximate total time: 2.5 years  |       |   |       |
| Eligibility                                 | 1. Must be School-Based<br>2. Serve children Birth-Kindergarten<br>3. Be located in the United States<br>4. Be in operation for at least one year prior to candidacy.<br>5. Be regulated by the appropriate licensing/regulatory body.<br>6. Be willing to meet each standard |                                     | 1- Must be in operation for at least two years with demonstrated financial stability<br>2- Must certify that we posses the appropriate licenses to operate if licensing is required.<br>3- Must host a readiness review within three months after applying.<br>4- Must host an external review within two years after receiving candidacy<br>a. If we do not host a readiness or external review within the prescribed time period we must re-apply. |       |   |       |
| Accreditation Renewal                       | Every 5 Years   |                                     | Every 5 Years  |       |   |       |

| <i>Indicator – Financial performance and sustainability</i> |   |  |   |
|---|---|--|---|
| <b>Measure</b>  | <b>Metric</b>   | <b>Minimum Standard</b>  | <b>Evaluation</b>   |
| Audit findings or recommendations                           | Number of material findings, financial condition findings, or repeated significant findings | No unresolved material findings, financial condition findings, or significant findings   | N/A<br>Audit has not been conducted at the time of the report |
| Current assets to total annual operating expenses           | Current Assets ÷ (Total Annual Operating Expenses ÷ 365)                                    | 30 days cash on hand or cash reserve as required by bond covenants, whichever is greater | 173 days – met goal   |

| <i>Indicator – Financial performance and sustainability</i> |  |                   |                                |
|---|--|-------------------|--------------------------------|
| <b>Measure</b>  | <b>Metric</b>  | <b>Board Goal</b> | <b>Evaluation</b>              |
| Current ratio   | Current Assets/Current Liabilities                               | 1.5               | No Liability – met goal        |
| Revenue to expense ratio                                    | Total Revenues/Total Expenses                                    | 1.1               | 1.37 – met goal                |
| Current assets to total annual operating expenses           | Current Assets/(Total Annual Operating Expenses/365)             | 70                | 173 days – met goal            |
| Adherence to Budget   | (Budgeted Expenditure - Actual Expenditure)/Budgeted Expenditure | 0.03              | .11<br>First year of operation |

**c. Insurance and Bonding**

Constance Hughes, Attorney, Utah Attorney General's Office, checked with Bruce Garner concerning E & O Liability Insurance coverage for the WSU Charter Academy and Board of Directors members. In an email received on June 26, 2013 it was confirmed that the WSU Charter Academy and the WSU Charter Academy Board of Directors are covered under the WSU Risk Management Policy for the 2013-1014 Academic year.

WSU Charter Academy Liability Insurance for students has been paid to the Utah State Division of Risk Management for the 2014-2015 Academic year. The WSU Charter Academy Board of Directors is covered under through Weber State University policies.

**d. Procurement**

WSU Charter Academy is subject to the Utah Procurement Code to the same extent as local boards of education are. WSU Charter Academy will follow all Weber State University purchasing and procurement codes as written in the WSU Policy and Procedure Manual (PPM).

**6. Facilities**

Chad Downs was appointed by WSU Facilities Management and approved by the WSU Charter Academy Board of Directors as Charter School Board Building Officer (CSBBO). Chad had direct administrative and operational control of all construction, renovation, and inspection of WSU Charter Academy facilities. All meetings were attended and reports were completed and filed with the State Office of Education on time.