

Weber State University Charter Academy
Board of Directors Meeting
Tentative Agenda - Updated
May 7, 2013

1. Welcome
 - a. New members - Parents
 - i. Sara Gailey
 - ii. Kimberly Hearn
 2. Approval of Minutes
 - a. 4-2-2013 (attached)
 3. Financial Report (attached)
 4. Update
 - a. Remodel
 - b. Charter Academy Teacher Position
 - c. Enrollment
 - i. Home district distribution
 - d. Start-up and Implementation grant
 - e. GBOT Modules
 - i. All 10 should be completed
 - f. Conference UAPCS - Utah Association of Public Charter Schools
 - i. Registration completed for those going
 - g. Finger Printing
 - i. Monday, May 13, Wed May 15 and Friday May 17.
 5. Business
 - a. Board of Director's Retreat
 - i. May 17, 2013
 1. Meal – special needs
 - b. Approval of Charter Academy Policies (3 attached)
 - i. Calendar
 - ii. School hours
 - iii. Volunteer service
 - iv. Lottery
 - c. Year End Report Outline - Draft
-
6. Other Business/Items
 7. Next Meeting
 - A. June 4, 2013 – 5:00 p.m.

WSU Charter Academy
Board of Directors' Meeting
May 7, 2013

Attending: Jack Rasmussen, Dean, Moyes College of Education
Chloe Merrill, Chair BOD, Asso. Dean, MCOE
Natalie Williams, Vice Chair BOD, Special Education Member
Wei Qiu, Secretary, Child & Family Studies
James Zagrodnik, Board Treasurer, HPHP Member
Jenny Kokai, Arts & Humanities Member
Bonnie Hofland, Teacher Education Member
Claudia Eliason, Community Member
Sara Gailey, Parent Member
Kimberly Hearn, Parent Member
Camie Bearden, Asst. Director, CFCE
Carol VandenAkker, WSUCA Secretary/Business Administrator

1. Welcome new members

- Parent board members Kimberly Hearn and Sara Gailey were introduced.
 - K. Hearn moved to Utah from Virginia last August.
 - S. Gailey teaches 3rd grade at Lincoln Elementary.

2. April 2 Minutes

- J. Zagrodnik made the motion to accept the April 2 minutes.
- W. Qiu seconded the motion.
- No discussion.
- Motion passed.

3. Budget

- Question on funding of Special Education Services?
 - Special Education funding comes out of another budget funded by WPU's.
- Startup grant only covers setup of the school and its curriculum.
 - We can move money around in the grant, but must justify reason for move.
 - Until we send documentation that everything is ordered, other state funding is being denied.

4. Remodel

- Forms are in to USOE for occupancy, just waiting for certificate.

5. Charter teacher

- Job offer letter will be together in next couple of days.
- Contract will have sentence in about fingerprinting.
- Met with Letitita Teneau-Sword.
 - Chain of command and how academy operates were discussed.
 - She is comfortable with it.

6. Registration

- AM session has 19 student with 1 packet out

- PM session has 17 with 3 packets out
 - Have gone through waitlists -- no one left.
 - Opened new lottery.
 - Lottery will be May 17.
 - Open new lottery again and leave open as long as we need to.
 - Problem is getting it advertised.
 - Board again and campus radio station.
 - Reviewed number of students from each district.
6. GBOT Modules
- 10 modules now available.
 - Pass with 85% or above.
 - One of the indicators for year-end report is that we pass GBOT modules
7. UAPCS Registration.
- Registration has been completed for those attending.
 - Hotel reservations have been made.
8. Fingerprinting will be on Monday, Wednesday & Friday of next week.
9. Board retreat
- Will be held in Moench room.
 - Starts at 8:30 with continental breakfast, lunch at 11:30.
 - Marlies has to leave at 2 p.m.
 - Lottery at 3 p.m.
 - K. Hearn, B. Hofland and S. Gailey will need parking passes
 - Will be getting Board books
10. Approval of academy policies
- Policies on calendar, school hours, and volunteer service policies came from the original charter.
 - J. Zagrodnik made the motion to approve all policies.
 - J. Kokai seconded the motion
 - No discussion.
 - Motion passed.
 - Lottery Policy
 - Revision combines information from charter.
 - Gave definition of "Child" from another section of charter.
 - Discussion
 - Notification of 60 days for all lotteries?
 - Before subsequent lottery, it was not clear we are creating a wait list.
 - Work will be done on policy revisions.
 - Registration packet must be returned within one month time period.
 - Board moved to vote on this policy by email.
11. Year End Report
- Report outline given.
 - Met with Marlies Burns, USOE, Michael Vaughn and Jack Rasmussen.

- Need to submit report to WSU.
- Signed contract with board of trustees included indicators.
- Board must approve final report at August meeting.

12. B. Hofland and N. Williams went to Gang Seminar.

- It was suggested that we check to see relevance for our school before attending.

13. Calendar

- Charter says we are to follow Ogden City Schools Calendar.
- State was very concerned at WSU following university calendar.
- Check for 14-15 school year and discuss effect it has on facilities.

Meeting adjourned at 6:30 p.m.

Wei Qiu

Wei Qiu, Secretary

WSU Charter Academy Budget

April 2, 2013

Startup Grant

		Income	Allocations	Expenditures
	Classroom set-up & furniture (includes teacher's desk & chair)		18,551.00	
	Advertising (Academy, Admissions, Lottery, etc.)		1,000.00	
	Reading, Math, Science Curriculum		7,812.00	
	Mini iPads (23 @ \$429)		9,867.00	
	Mini iPad Covers (23 @ \$39)		897.00	
	Secure Storage/Charging Cart for Mini iPads		1,500.00	
	Classroom Supplies/Additional Curriculum		2,000.00	
	Office Function/Supplies		1,158.00	
	Fees for CCR and 501(c)(3)		1,350.00	1,350.00
	Attorney Fees for 501(c)(3)		3,000.00	
	Teacher Start-Up Salary (20 day contract + Benefits)		5,000.00	
	Pre-service teacher and Governing Board Trainings		500.00	
	Security/ Video System		11,000.00	
3/19/13	Check from USOE	47,727.00		
		\$ 47,727.00	\$ 63,635.00	\$ 1,350.00

CALENDAR

Purpose: The purpose of this policy is to set the Weber State University Charter Academy annual school calendar.

Policy: The Weber State University Charter Academy annual school calendar is aligned with the Ogden City School District annual school calendar. This alignment is provided in order to allow families with children in the local schools to have synchronized annual school calendars.

SCHOOL HOURS POLICY

Purpose: The purpose of this policy is outline the school hours to comply with Utah Administrative Code R277-419 Pupil Accounting.

Policy: Weber State University Charter Academy will follow the following class schedule:

Each group will meet for 180 days. Monday through Thursday each class will meet for 3 hours. On Friday, each class will meet for 2 hours.

The morning kindergarten will meet Monday – Thursday from 8:45 a.m. - 11:45 a.m. and Friday from 8:45 a.m. -10:45 a.m.

The afternoon kindergarten will meet from 12:30 p.m. to 3:30 p.m. and Fridays from 12:30 p.m. - 2:30 p.m.

SCHOOL HOURS POLICY

Purpose: The purpose of this policy is outline the school hours to comply with Utah Administrative Code R277-419 Pupil Accounting.

Policy: Weber State University Charter Academy will follow the following class schedule:

Each group will meet for 180 days. Monday through Thursday each class will meet for 3 hours. On Friday, each class will meet for 2 hours.

The morning kindergarten will meet Monday – Thursday from 8:45 a.m. - 11:45 a.m. and Friday from 8:45 a.m. -10:45 a.m.

The afternoon kindergarten will meet from 12:30 p.m. to 3:30 p.m. and Fridays from 12:30 p.m. - 2:30 p.m.

VOLUNTEER SERVICE POLICY

Purpose: The purpose of this policy is to comply with the requirements of National Child Protection Act, Public Law 103-209 and Utah Code 53A-3-409.

WSU Charter Academy believes that parent involvement is key to a successful school and optimal student achievement. Parents who enroll their children in WSU Charter Academy should do so with the understanding that their involvement is crucial to the success of their child's education and of the school.

Policy: Parents/families are asked to contribute 30 volunteer hours per school year. The Family Involvement Committee (FIC) serves as the conduit for organizing committees and coordinating parental involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances. Parents will be expected to put forth their best efforts in contributing volunteer hours at WSU Charter Academy.

A "volunteer" at WSU Charter Academy is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration or through the FIC.

Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, FIC executive member, or board member and shall have the approval of school administration to perform such volunteer services. Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies. Failure to do so may give rise to terminating the volunteer from service.

If at any point during volunteer service the assigned school employee, FIC executive member, or board member believes that there is a conflict of interest with the volunteer they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the Board and Administration. After review of relevant information, the Board and Administration will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made the volunteer will be contacted by the Principal, or the Board Chair to discuss the results.

All volunteer's are required to be fingerprinted. Volunteer's fingerprints will be registered with BCI and associated with the WSU Charter Academy. If a volunteer commits a crime, subsequent to passing a background check, the WSU Charter Academy will be notified by BCI of the criminal action.

While volunteering at WSU Charter Academy, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. As such, when dealing with sensitive information, volunteers will be required to sign a WSUCA Confidentiality Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification. All volunteers will follow FERPA privacy requirements.

In accordance with state law, students must not be left unattended with anyone that has not submitted to a background check that includes taking the individual's fingerprints. Therefore, WSU Charter Academy will require all potential volunteers who are given significant unsupervised access to a student in connection with their volunteer assignment to submit to fingerprinting and a

criminal background check as a condition of volunteer appointment. The following volunteers will be required to be fingerprinted and have a background check prior to their volunteering their service per our background check policy:

- Any volunteer who assumes the responsibility for the supervision of a student or students for any given length of time. More specifically, this is any volunteer who may be the sole supervisor of a student or students at any given time, such as one-on-one reading tutors, or if the teacher were required to leave the classroom for a period of time.
- Any volunteer who accompanies the class on field trips
- Any volunteer who is involved in after-school programs
- Any volunteer that has access to the personal information of a student (full name, birthday, SSN, etc.) and/or FERPA protected information (IEPs, counseling records, grades, etc.)

At no time shall any volunteer be permitted to be alone in a room with a single child, other than a child over whom the volunteer has legal guardianship, even those volunteers who have been fingerprinted and had a background check.

Any parent who plans to volunteer a significant amount of time at the school is strongly encouraged to have a background check including fingerprinting done.

WSU Charter Academy will designate on the school volunteer badge those who have been fingerprinted and have had a background check.

The associated costs are to be paid for by the applicant. Information regarding fingerprinting and background checks is available at the school office and on the school website.

In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

LOTTERY AND ENROLLMENT POLICY

Purpose: The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-472 and Associated Administrative Rules and Statutory References 53A-1a-506.5

WSU Charter Academy (WSUCA) has established an official admission procedure for accepting applications for enrollment at WSUCA. This Policy provides appropriate procedures to be followed in the enrollment and lottery process and is made in compliance with governing laws, rules, regulations, and guidelines.

Policy: Admission to WSUCA will not be made and preference in admission will not be given on any basis that violates governing laws, rules, and regulations, including IDEA 2004 and civil rights laws.

Notice of the opportunity to submit an application and procedures for enrollment at the School will be published on the WSUCA website beginning no later than sixty (60) days before the open enrollment period. The open enrollment period will commence for each upcoming school year between **January 1 – February 28**. Lottery Application must be received by 11:59 p.m. on **February 28** to be included in the lottery. The lottery is locked after the closing date with no changes being made except to withdraw a child from the lottery. The website provides the following enrollment information: (1) a description of the procedures for applying for admission to the academy; (2) the opening date or the academy's calendar; and (3) a description of how a student may transfer from WSU Charter Academy to another charter school or district school.

Submission of Lottery Application during the open enrollment period does not guarantee admission of any child. If the number of applicants during the open enrollment period exceeds the academy's capacity, a random lottery will be held in accordance with state and federal law. The initial lottery of WSUCA will be held during the first part of March, 2013. The lottery will fill the number of spots available, and then a priority waitlists will be created with the remaining applicants. When enrollment numbers have been assessed and it is determined there are openings families with students on the priority waitlists will be notified of their acceptance.

Subsequent lotteries will be conducted from time to time as needed until the targeted enrollment numbers are met. In subsequent years, the first lottery will be held in March of each year, following which, additional lotteries will be conducted from time to time as needed until the targeted enrollment numbers are met in the given year. The Charter Academy may, at the discretion of the administration and as is permitted by applicable law, continue to enroll students from the lottery and/or waitlists throughout the school year to fill vacant seats when students withdraw.

Applications for enrollment at WSUCA will be made electronically. If WSUCA receives more applications for a grade than there are available seats in that grade, it will accept students through a random electronic lottery system. The only exception is that WSUCA may give preference in its random lottery to certain categories of students as permitted by applicable law. This preferential status shall be given in the following order and to the following categories of students:

- First Preference: to children of "Founders" (as defined below);
- Second Preference: to children of "Teachers" (as defined below) of the academy;
- Third Preference: to siblings of students presently enrolled in the academy; and
- Fourth Preference: to children of "Employees" (as defined below) of the academy.

A “Teacher” is defined as a licensed employee working in a teaching capacity for more than $\frac{3}{4}$ of the school day.

An “Employee” is defined as an individual employed by WSUCA who works more than 20 hours per week for the School. “Employee” does not include contractors or subcontractors.

A “Founder” is defined as an individual who plays a significant role in the development of the school as determined and approved by WSUCA’s Board of Directors. Prospective Founders must commit to provide at least sixty (60) volunteer hours before the opening of WSUCA and an additional thirty (30) hours during the move-in phase in fall 2013 to the development of WSUCA as determined by the Board. Founder status will not be conferred based on donations made to WSUCA. Individuals who fail to meet these requirements can have their Founder Status revoked.

Each Founder and each employee is allotted preferential enrollment for one (1) child. The “child” must be the “legal responsibility of” and “in the care and management of” the person listed in the preferential status.

No student shall be given priority notice or guaranteed admission to the academy. No more than 5% of the total student population will be enrolled as a result of priority based on Founder or employment status of the student’s parent(s). Students selected through the random lottery will receive written notice from the academy within three (3) business days offering admission to WSU Charter Academy. The offer of admission will include, among other things, a deadline for accepting the offer. Failure to accept an offer of admission by the deadline will permit WSU Charter Academy to offer admission to another student identified through the random lottery.

Using bingo balls with a matched list of numbers assigned to students (multiple birth students will have the same number), the lottery will take place in a public forum. No preferential treatment, guaranteed admission, or denial of any student will be permitted for any reason other than age requirement for the beginning of the school year (age 5 by September 1). All students and their parents/guardians who have applied for the lottery will be invited to the forum, but attendance is not mandatory. This forum will originally take place on the Ogden campus of Weber State University.

Admission and Notification: Once a child has been accepted either through the lottery or the wait-list, parents/guardians will be notified via email, within 3 working days, and given the opportunity to accept or decline their child’s admission and complete the necessary paperwork for registration. Upon notification of acceptance, an electronic and/or signed copy of an acceptance or rejection form must be returned to WSU Charter Academy.

WSU Charter Academy will attempt to contact parents/guardians regarding their child’s admission a minimum of two times. If the parent cannot be contacted or is non-responsive within a designated time period, the available space may be offered to another waiting student. Response deadlines are calculated from the first attempted contact as follows:

Date of First Attempted Contact	Response Deadline
Lottery through June 30	2 weeks
July 1 through July 31	1 week
August 1 through First Day of School	48 hours (2 working days)
First Day of School through September 30	24 hours (1 working day)

Approved - November 2012

Approved - April 2, 2013

Revised - May 13, 2013

Parents/guardians will be notified via e-mail. It is the responsibility of parents/guardians to ensure that the school has their current contact information and to respond by given deadline to an offer of admission.

Final Registration: Parents/guardians who accept admission are provided with required registration materials to complete student registration as well as a firm deadline for submission of all registration materials. If the designated registration deadline is not met, the available space may be offered to another waiting student.

The registration packet must be returned within five (5) weeks of the students' acceptance. Failure to return packet within this time period will result in student being dropped from the WSU Charter Academy.

**Weber State University
Charter Academy
Annual Report
20##/20## Academic Year**

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

Date Submitted:

Moyes College of Education Dean:

WSU Charter Academy Board of Director's Chair:

I. Executive Summary:

II. Goals and Evidence:

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

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

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

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

IV. Technical support in understanding of their charter obligations

Report could end here but following are the indicators the Charter Academy Agreement had with the Board of Trustee’:

V. In Alignment with Charter Academy Agreement:

Following indicators adopted in agreement (8/2012):

1. Board of Director’s

<i>Indicator – Board performance & 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	

<i>Indicator – Board performance & 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%	
Regulatory and reporting compliance	Percentage of all required reports that are submitted to state agency complete, accurate, and on time	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%	

2. Establishment Of The Charter Academy

- a. Application/Agreement-Binding
- b. Compliance with Other Law
- c. Transportation
- d. Facilities

3. Operation Of The Academy

- a. Purpose

b. Enrollment

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

- c. Records
- d. Student Discipline
- e. Instruction
- f. Assessments

<i>Indicator - Student achievement level (page 101 of application)</i>			
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	
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	
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	

- g. Open Meetings: Public Records
- h. University and Academy/School Transparency
- i. Agreements with Education Service Providers (ESPs)

4. Personnel

a. Licensed Employees

<i>Indicator – Board performance & 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	

b. Criminal Background Checks

<i>Indicator – Board performance & 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	

5. Charter Academy Financial Matters

- a. Financial and Governance Warnings
- b. Fiscal Management

<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	$\frac{\text{Current Assets}}{(\text{Total Annual Operating Expenses} \div 365)}$	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	$\frac{(\text{Budgeted Expenditure} - \text{Actual Expenditure})}{\text{Budgeted Expenditure}}$	0.03	

- c. Insurance and Bonding
- d. Procurement

6. Facilities

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 meet the purpose of charter schools defined in Title 53A-1a-503.

<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 90% there after	
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	
Parental participation	Percentage of families participating and the documented hours of participation	75% of families will participate 50% of families will participate at the 30 hours per year level	
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	
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	

b. Termination of Charter

- i. *Grounds:* The University may terminate this charter on any of the following grounds:
- 1) Failure of the Governing Board or Academy/School to meet the requirements stated in the charter.
 - 2) Failure of the Governing Board to meet generally accepted standards of fiscal management.
 - 3) Violation of law, regulation, or State Board rule.
 - 4) Material violation of any of the conditions, standards, or procedures set forth in this agreement.
 - 5) Failure to meet the requirements for student performance under state or federal law.
 - 6) Failure to attend orientation and training sessions designated by the University.
 - 7) Other good causes shown.

The Governing Board may terminate this charter agreement after the end of the spring semester and prior to the beginning of the fall semester with or without cause.

- ii. *Procedures:* A charter that is terminated by the Governing Board shall be terminated consistent with state law and State Board rule. A charter that is terminated by the Governing Board shall be terminated in a manner consistent with the provisions of this agreement upon the effective date communicated in a written notice provided by the Governing Board to the University regarding its intention to terminate the charter. The University must receive such notice at least 60 days prior to the beginning of the fall semester.

c. Property Ownership

9. Reporting Requirements

- a. Children with Special Needs
- b. Electronic Data Submission