

WSU Charter Academy
Board of Directors' Meeting
September 3, 2013

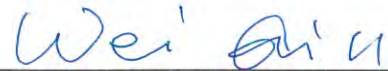
Attending: Chloe Merrill, Chair BOD, Asso. Dean, MCOE
Natalie Williams, Vice Chair BOD, Special Education Member
Wei Qiu, Secretary, Child & Family Studies
James Zagrodnik, Treasurer, HPHP Member
Bonnie Hofland, Teacher Education Member
Claudia Eliason, Community Member
Jessica Hunter, Student Member
Sara Gailey, Parent Member
Camie Bearden, Asst. Director, CFCE

Excused: Kimberly Hearn, Parent Member
Jenny Kokai, Arts & Humanities Member
Carol VandenAkker, WSUCA Secretary/Business Administrator

1. Welcome by C. Merrill
2. Meeting Minutes
 - a. August 6, 2013, Minutes
W. Qiu made the motion to accept the minutes as written. J. Zagrodnik seconded the motion. Motion passed.
3. Ends
 - a. Executive Summary
B. Hofland made the motion to approve Executive Summary. S. Gailey seconded the motion. Motion passed.
4. Limitation
 - a. Policies
 - i. Personal Property Policy
 - ii. Discussion was held.
 - iii. B. Hofland made the motion to approve policy as amended. N. Williams seconded the motion. Motion passed.
 - b. Financial Report
 - i. Explanation of WSU budget vs. State
 - ii. B. Hofland made the motion to approve the financial report. C. Eliason seconded the motion. Motion passed.
5. Assessment and Development
 - a. Board Descriptions and Membership and Board Committees
 - i. B. Hofland will make necessary changes to Board of Directors Job Descriptions and Board Committees
 - ii. N. Williams made the motion to accept the job descriptions and responsibilities and committees as amended. J. Hunter seconded the motion. Motion passed.
 - b. Board Committees
 - i. Big commitment for all Board Members
 - ii. Committee needs to address:
 1. NAEYC Standards
 2. Innovation

- a. Innovated Practices
 - b. Technology
 - c. Academic Excellence
 - iii. Chair can appoint co-chair on Governance Committee
 - iv. Family Involvement Committee
 - 1. Have six volunteers that have contacted Kimberly Hearn
 - 2. Chairs can appoint committee.
 - c. Strategic Plan
 - i. Discussed Core Value Graphic
 - 1. Nathan Alexander will create new graphic
 - ii. W. Qiu is still working on document
 - 1. Final draft by October 1, 2013
 - 2. Needs to be emailed out by September 24, 2013
6. Other Business/Items
- a. NAEYC accredited
 - i. Write letter to state
 - ii. C. Eliason made the motion to do NAEYC accreditation. N. Williams seconded the motion. Motion passed.
7. Next Meeting
- a. October 1, 2013 – 6 p.m.

Meeting adjourned 6:35 p.m.



Wei Qiu, Secretary

**Weber State University Charter Academy
Board of Directors Meeting
Tentative Agenda
September 3, 2013**

1. Welcome
2. Minutes
 - a. August 6, 2013 (attached)
3. Ends
 - a. Executive Summary (attached)
4. Limitations
 - a. Policies (pdf attached)
 - i. Personal Property Policy
 - b. Financial Report (pdf attached)
 - c. July 2013 Month Form (pdf attached)
5. Assessment and Development
 - a. Board Descriptions and Membership(pdf attached) (Bonnie)
 - b. Board Committee's (pdf attached) (Bonnie)
 - c. Strategic Planning – draft graphic attached (pdf attached) (Wei)
6. Other Business/Items
 - a. WSU Charter Academy Parent Handbook (pdf attached) – hard copy will be given at meeting
 - b. NAEYC verse AdvancED/NWAC accreditation
7. Next Meeting
 - a. October 1, 2013 – 6:00 p.m.

WSU Charter Academy
Board of Directors' Meeting
August 6, 2013

Attending: Chloe Merrill, Chair BOD, Asso. Dean, MCOE
Natalie Williams, Vice Chair BOD, Special Education Member
Wei Qiu, Secretary, Child & Family Studies
Jenny Kokai, Arts & Humanities Member
Bonnie Hofland, Teacher Education Member
Claudia Eliason, Community Member
Jessica Hunter, Student Member
Sara Gailey, Parent Member
Kimberly Hearn, Parent Member
Camie Bearden, Asst. Director, CFCE
Carol VandenAkker, WSUCA Secretary/Business Administrator

Guest: Constance Hughes, Asst. Attorney General

Excused: Jack Rasmussen, Dean, Moyes College of Education
James Zagrodnik, Treasurer, HPHP Member

1. Welcome by C. Merrill
2. Meeting Minutes
 - a. July 2, 2013, Minutes
N. Williams made the motion to accept the minutes as written. J. Kokai seconded the motion. Motion passed.
3. Ends
 - a. Executive Summary
 - i. N. Williams commented that home visits were awesome.
 - ii. Enrollment
 1. 1 student dropped out of AM session.
 2. 1 student is currently on wait list.
 - iii. Cupboards
 1. Cupboards were pulling away from walls.
 2. Construction went beyond what they needed to do to fix.
 - iv. Curriculum
 1. All curriculum has arrived.
 2. Teacher is working on developing lesson plans.
 - v. Grants
 1. First year money has been completely spent.
 2. Second year grant has yet to arrive.
 - vi. WSUCA photo shoot went well.
 - vii. Parking
 1. More stalls have been allocated in east lot.
 2. Stalls in west lot will be removed this week.
4. Limitation
 - a. Policies
 - i. Dress Code Policy
 1. Policy began being mostly concerned about superheroes and princesses. NAEYC is now support Commercial Tie/CCFC guidelines.

2. Discussed "neat and clean hair" statement. Changed to general hygiene statement.
3. C. Eliason made the motion to accept the Dress Code Policy with changes. S. Gailey seconded the motion. Motion passed.
- ii. Parking Policy
 1. Discussion was held concerning other options for parking.
 2. B. Hofland made the motion to accept the policy as written. J. Kokai seconded the motion. Motion passed.
- iii. Drop Off & Pick Up Policy
 1. Students need to be signed in and out each day.
 - a. Discussed dropping off at door.
 - b. Make procedure as simple as possible.
 - c. The accountability issue is of major concern.
 - d. Both Risk Management and Police has requested this procedure.
 2. C. Eliason made the motion to accept the Drop Off & Pick Up Policy. W. Qiu seconded the motion. Motion passed.
- iv. Financial Report
 1. Reviewed report sent out by James Zagrodnik, Treasurer.
 2. B. Hofland made the motion to accept the Financial Report. N. Williams seconded the motion. Motion passed.
- v. Year End Report
 1. Report needs to be to Provost by morning of August 7, 2013.
 2. S. Gailey made the motion to accept the Year End Report. J. Kokai seconded the motion. Motion passed.

5. Assessment and Development

- a. Training by Constance Hughes, Asst. Attorney General
 - i. Open Meetings Act -- Handbook, Section 3
 - ii. Reviewed Open and Public Meetings Act
 1. Closed meeting – must have quorum.
 2. Must vote for a closed meeting.
 3. Do not take any action in closed session.
 - iii. Any questions can be referred to C. Hughes.
- b. Board Descriptions and Membership
 - i. Reviewed descriptions.
 1. Suggested to add areas where members are selected.
 2. Requested rotation schedule.
 3. Suggested to combine both sections.
 - a. B. Hofland will combine sections.
 - b. Deadline will be August 13.
 - c. Send any suggestions to B. Hofland.
- c. Board Committees
 - i. Reviewed descriptions
 1. There are some negative connotations.
 2. Edit descriptions.
 - ii. Gifts
 1. Gift of board member is time.
 2. Include "actively involved" in fundraising
 3. Must follow WSU policies.
 4. Fundraising must be cleared through Development Office.
 - iii. Committees and Chairs
 1. Academic Excellence – B. Hofland
 2. Development – C. Eliason

3. Technology – N. Williams, Paul Dykman, Teacher
4. FIC – S. Gailey and K. Hearn
5. Governance (waiting for Strategic Plan) – W. Qiu and J. Kokai
6. Finance – J. Zagrodnik
7. Committee to approve research and field experiences.
 - a. Added under academic excellence.
 - b. Student, parent, faculty, Principal

6. Other Business/Items

- a. Open House – August 21, 2013 – 4:00-7:00 p.m.
 - i. Ribbon cutting at 5:30 p.m.
 - ii. Invitation suggestions to C. VandenAkker by Friday.
- b. Strategic Planning
 - i. August 14, 2013 – 8:30 a.m. – 4:00 p.m.

7. Next Meeting

- a. September 3, 2013 – 6 p.m. (time change)

Meeting adjourned 6:30 p.m.

Wei Qiu, Secretary

**WSU Charter Academy
Executive Summary
September 3, 2013**

Enrollment-

- Both morning and afternoon classes are full.

Classroom-

- School started Monday, August 26, 2013. Things are going great!!!

Teacher-

- Letitia completed home visits to all 44 students. Parents were very happy with the visits.

Curriculum-

- All pre-assessments were completed on home visits.

Grant Update-

- First year grant has been spent and closed out.
- Second year grant money was received on Tuesday, August 27, 2013.

Other-

- Open House on went well. Thanks to all who attended.
- Parent Handbook is completed. Thanks to Sara Gailey and Kim Hearn.

Personal Property Policy

Purpose: The purpose of this policy is to provide procedures for bringing personal property to the school.

Policy: Personal property brought to school is discouraged with the exception of backpacks and outerwear that is applicable to the weather. Any personal property brought to school should be labeled with the child's first and last name in permanent ink.

**Weber State University
Revenue and Expenditure Summary
August '13 FY14**

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
316290 - FRS Index 151900 - WSU Charter Academy 24900 - WSU Charter Academy							
58318 Fingerprinting	0.00	0.00	0.00	160.00	160.00	0.00	160.00
Total Revenue	0.00	0.00	0.00	160.00	160.00	0.00	160.00
61050 Contract Salary Unallotted	0.00	(36,000.00)	(36,000.00)	0.00	0.00	0.00	(36,000.00)
Total Unallotted Contract Salaries	0.00	(36,000.00)	(36,000.00)	0.00	0.00	0.00	(36,000.00)
61740 Teacher	0.00	36,000.00	36,000.00	1,500.00	4,500.00	31,500.00	0.00
Total Staff Salaries	0.00	36,000.00	36,000.00	1,500.00	4,500.00	31,500.00	0.00
63015 Workers Compensation Insur.	0.00	0.00	0.00	2.26	6.74	0.00	(6.74)
63025 FICA	0.00	0.00	0.00	111.07	333.34	0.00	(333.34)
63035 Retirement - TIAA-CREF	0.00	0.00	0.00	213.00	639.00	0.00	(639.00)
63065 Unemployment Compensation	0.00	0.00	0.00	0.90	2.70	0.00	(2.70)
63075 Life Insurance	0.00	0.00	0.00	4.75	14.25	0.00	(14.25)
63085 Disability Insurance	0.00	0.00	0.00	5.55	16.65	0.00	(16.65)
63105 Health Insurance	0.00	0.00	0.00	404.43	1,213.31	0.00	(1,213.31)
63205 Dental Insurance	0.00	0.00	0.00	21.34	64.02	0.00	(64.02)
Total Staff Benefits	0.00	0.00	0.00	763.30	2,290.01	0.00	(2,290.01)
71000 Current Expense	0.00	1,716.36	1,716.36	0.00	0.00	0.00	1,716.36
71920 Licenses and Permits	0.00	0.00	0.00	2.00	2.00	0.00	(2.00)
72130 Campus Stores Expense	0.00	0.00	0.00	39.00	39.00	0.00	(39.00)
72335 Services-Other	0.00	0.00	0.00	0.00	420.00	0.00	(420.00)
72610 Purchasing Card Exp	0.00	0.00	0.00	282.56	(1,162.34)	0.00	1,162.34
72720 Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Current Expense	0.00	1,716.36	1,716.36	323.56	(701.34)	0.00	2,417.70
75030 FM Vehicle Fleet Expense	0.00	0.00	0.00	108.85	108.85	0.00	(108.85)
Total Travel	0.00	0.00	0.00	108.85	108.85	0.00	(108.85)
Total Expense	0.00	1,716.36	1,716.36	2,695.71	6,197.52	\$31,500.00	(35,981.16)
						Account Balance	(35,821.16)

Weber State University
 Revenue and Expenditure Summary
 August '13 FY14

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
633019 - FRS Index							
54155 State Grants	0.00	18,093.00	18,093.00	(18,093.00)	0.00	0.00	(18,093.00)
Total Revenue	0.00	18,093.00	18,093.00	(18,093.00)	0.00	0.00	(18,093.00)
Total Expense	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00
						Account Balance	(18,093.00)

Weber State University
Revenue and Expenditure Summary
August '13 FY14

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
633350 - FRS Index 224350 - WSU Charter Acad-Start Up(7/30/13) 24900 - WSU Charter Academy							
71210 Building Material-Repair	0.00	0.00	0.00	0.00	3,054.23	0.00	(3,054.23)
71605 Lab Supplies	0.00	0.00	0.00	0.00	3,857.27	0.00	(3,857.27)
71615 Child Care Supplies	0.00	0.00	0.00	0.00	3,597.11	0.00	(3,597.11)
72025 Minor Class Furnishings	0.00	0.00	0.00	0.00	410.68	0.00	(410.68)
72027 Non-Cap Equipment and Furnishii	0.00	0.00	0.00	0.00	209.43	0.00	(209.43)
72045 Minor Office Equipment	0.00	0.00	0.00	0.00	260.00	0.00	(260.00)
72050 Minor Computer Equipment	0.00	0.00	0.00	0.00	399.00	0.00	(399.00)
72105 Office Supplies	0.00	0.00	0.00	0.00	2,908.30	0.00	(2,908.30)
72600 Petty Cash Expenditure	0.00	0.00	0.00	0.00	32.00	0.00	(32.00)
Total Current Expense	0.00	0.00	0.00	0.00	14,728.02	0.00	(14,728.02)
77025 Personal Computers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00	14,728.02	\$0.00	(14,728.02)
						Account Balance	(14,728.02)

Weber State University
Revenue and Expenditure Summary
August '13 FY14

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
633351 - FRS Index 224351 - Chrtr Acadmy-Yr 2 Implmntn(6/30/14) 24900 - WSU Charter Academy							
71000 Current Expense	10,729.00	0.00	10,729.00	0.00	0.00	0.00	10,729.00
Total Current Expense	10,729.00	0.00	10,729.00	0.00	0.00	0.00	10,729.00
77000 Capital Outlay	4,558.00	0.00	4,558.00	0.00	0.00	0.00	4,558.00
Total Capital Outlay	4,558.00	0.00	4,558.00	0.00	0.00	0.00	4,558.00
Total Expense	15,287.00	0.00	15,287.00	0.00	0.00	\$0.00	15,287.00
						Account Balance	15,287.00

Weber State University
Revenue and Expenditure Summary
August '13 FY14

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
639001 - FRS Index 229001 - WSU Chrtr Acad-Instruction(1000) 24900 - WSU Charter Academy							
54155 State Grants	0.00	0.00	0.00	18,093.00	18,093.00	0.00	18,093.00
Total Revenue	0.00	0.00	0.00	18,093.00	18,093.00	0.00	18,093.00
61050 Contract Salary Unallotted	36,000.00	0.00	36,000.00	0.00	0.00	0.00	36,000.00
Total Unallotted Contract Salaries	36,000.00	0.00	36,000.00	0.00	0.00	0.00	36,000.00
62400 Hourly Wages Staff	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Total Hourly Wages	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
63000 Benefits	11,561.00	0.00	11,561.00	0.00	0.00	0.00	11,561.00
Total Staff Benefits	11,561.00	0.00	11,561.00	0.00	0.00	0.00	11,561.00
71000 Current Expense	15,500.00	0.00	15,500.00	0.00	0.00	0.00	15,500.00
Total Current Expense	15,500.00	0.00	15,500.00	0.00	0.00	0.00	15,500.00
Total Expense	65,061.00	0.00	65,061.00	0.00	0.00	\$0.00	65,061.00
Account Balance							83,154.00

**Weber State University
Revenue and Expenditure Summary
August '13 FY14**

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
639401 - FRS Index 229401 - WSU Chtr Acad-Std Sprt(2100) 24900 - WSU Charter Academy							
71000 Current Expense	21,000.00	0.00	21,000.00	0.00	0.00	0.00	21,000.00
Total Current Expense	21,000.00	0.00	21,000.00	0.00	0.00	0.00	21,000.00
Total Expense	21,000.00	0.00	21,000.00	0.00	0.00	\$0.00	21,000.00
						Account Balance	21,000.00

**Weber State University
Revenue and Expenditure Summary
August '13 FY14**

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
639501 - FRS Index							
61050 Contract Salary Unallotted	13,125.00	0.00	13,125.00	0.00	0.00		13,125.00
Total Unallotted Contract Salaries	13,125.00	0.00	13,125.00	0.00	0.00		13,125.00
62400 Hourly Wages Staff	10,000.00	0.00	10,000.00	0.00	0.00		10,000.00
Total Hourly Wages	10,000.00	0.00	10,000.00	0.00	0.00		10,000.00
63000 Benefits	8,342.00	0.00	8,342.00	0.00	0.00		8,342.00
Total Staff Benefits	8,342.00	0.00	8,342.00	0.00	0.00		8,342.00
71000 Current Expense	6,200.00	0.00	6,200.00	0.00	0.00		6,200.00
Total Current Expense	6,200.00	0.00	6,200.00	0.00	0.00		6,200.00
Total Expense	37,667.00	0.00	37,667.00	0.00	0.00	\$0.00	37,667.00
						Account Balance	37,667.00

Weber State University
Revenue and Expenditure Summary
August '13 FY14

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
639601 - FRS Index 229601 - WSU Chtr Acad-Oprtns & Mntnc(2600) 24900 - WSU Charter Academy							
71000 Current Expense	4,600.00	0.00	4,600.00	0.00	0.00	0.00	4,600.00
Total Current Expense	4,600.00	0.00	4,600.00	0.00	0.00	0.00	4,600.00
Total Expense	4,600.00	0.00	4,600.00	0.00	0.00	\$0.00	4,600.00
						Account Balance	4,600.00

**Weber State University
Revenue and Expenditure Summary
August '13 FY14**

	Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
639602 - FRS Index 229602 - WSU Chtr Acad-Bldg Acqn&Inst(4500) 24900 - WSU Charter Academy							
71000 Current Expense	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
Total Current Expense	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
77000 Capital Outlay	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Total Capital Outlay	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Total Expense	5,000.00	0.00	5,000.00	0.00	0.00	\$0.00	5,000.00
						Account Balance	5,000.00

Account	Account Description	Doc Code	Ref Num	Trans Date	Description	Budget Adjustments	Revenue	Expense	Committed Funds
316290 - FRS Index 151900 - WSU Charter Academy 24900 - WSU Charter Academy									
58318	Fingerprinting	F0035125		8/5/13	WSU Charter Academy Fingerprint	0.00	40.00	0.00	0.00
58318	Fingerprinting	F0035142	1340536	8/6/13	WSU Charter Academy Fingerprint	0.00	40.00	0.00	0.00
58318	Fingerprinting	F0035140		8/6/13	WSU Charter Academy Fingerprint	0.00	40.00	0.00	0.00
58318	Fingerprinting	F0035206		8/13/13	WSU Charter Academy Fingerprint	0.00	40.00	0.00	0.00
58318	Fingerprinting	I0214020		8/20/13	PETERSON, LYNDA	0.00	(40.00)	0.00	0.00
58318	Fingerprinting	F0035323	1351746	8/21/13	WSU Charter Academy Fingerprint	0.00	40.00	0.00	0.00
61740	Teacher	F0035199		8/13/13	Encumbrance Salaries (Adj)	0.00	0.00	0.00	(1,500.00)
61740	Teacher	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	1,500.00	0.00
63015	Workers Compensation Insur.	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	2.26	0.00
63025	FICA	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	111.07	0.00
63035	Retirement - TIAA-CREF	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	213.00	0.00
63065	Unemployment Compensation	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	0.90	0.00
63075	Life Insurance	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	4.75	0.00
63085	Disability Insurance	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	5.55	0.00
63105	Health Insurance	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	404.43	0.00
63205	Dental Insurance	F0035200		8/15/13	HR Payroll 2013 SM 15 0	0.00	0.00	21.34	0.00
71920	Licenses and Permits	ID004835		8/20/13	Parking Services	0.00	0.00	2.00	0.00
72130	Campus Stores Expense	BK002378	2041064	8/20/13	WSU BOOKSTORE REF2041064	0.00	0.00	39.00	0.00
72610	Purchasing Card Exp	PC000484	PCD0805	8/10/13	CLI*NATIONAL GEO EXPLR656	0.00	0.00	207.90	0.00
72610	Purchasing Card Exp	PC000490	PCD0819	8/24/13	ZURCHERS PARTY STORE6567	0.00	0.00	38.60	0.00
72610	Purchasing Card Exp	PC000490	PCD0822	8/24/13	ZURCHERS PARTY STORE6567	0.00	0.00	36.06	0.00
75030	FM Vehicle Fleet Expense	FM000946	1402993	8/21/13	1402993-LETTITIA TENEAU SW	0.00	0.00	108.85	0.00
Totals						0.00	160.00	2,695.71	(1,500.00)

Account	Account Description	Doc Code	Ref Num	Trans Date	Description	Budget Adjustments	Revenue	Expense	Committed Funds
633019 - FRS Index	224019 - WSU Chrtr Acad-Instruction(1000)				24900 - WSU Charter Academy				
54155	State Grants	J0078963		8/12/13	UTAH STATE TREASURY	0.00	(18,093.00)	0.00	0.00
Totals						0.00	(18,093.00)	0.00	0.00

Date Run: 8/27/2013
 Time Run: 10:05:48AM

Weber State University
 Current Month Transaction Report
 August '13 FY14

Account	Account Description	Doc Code	Ref Num	Trans Date	Description	Budget Adjustments	Revenue	Expense	Committed Funds
639001 - FRS Index	229001 - WSU Chrtr Acad-Instruction(1000)				24900 - WSU Charter Academy				
54155	State Grants	J0078963		8/12/13	UTAH STATE TREASURY	0.00	18,093.00	0.00	0.00
Totals						0.00	18,093.00	0.00	0.00

State of Utah - Charter School Monthly Financial & Enrollment Report

This report is due monthly by the 20th for the prior month per State Board Rule R277-481-3

Charter School Name*

WSU Charter Academy

Charter School Number*

7I-100

School District in which the Charter School is located*

Weber State University

Name of person filling out form*

Carol VandenAkker

Person's Direct Phone Number*

801-626-6343

Person's Email Address*

carolvandenakker@weber.edu

For month ended:*

7/31/2013 

Please attach copy of Approved Board Minutes for proceeding month

Please attach copy of Approved Board Minutes for proceeding month - additional file

Please attach copy of Approved Board Minutes for proceeding month - additional file

Financial Report for Year to Date Though Most Recent Month

Thus, if you are reporting for January, you would report the total amount for July 1 through January 31st. Please round to the nearest \$1

If there was no financial activity since the prior month report, please check this box and skip to the budget section:

No financial activity since last report

Revenues

1000 Local Funds

3000 State Funds

18,093

4000 Federal Funds

5000 Other Financing Sources (Uses)

Expenditures - Objects

100 Salaries

200 Employee Benefits

300 Professional and Technical

49

400 Purchased Property Services

500 Other Purchased Services

600 Supplies and Materials

10,606

700 Property

4,073

800 Other Objects

Budget Report for Current Fiscal Year

Report the budget as most recently amended and approved by the governing Board. Report the total for the whole year, not just through the current month. Thus, you would report the total amount budgeted for July 1 through June 30. Please round to the nearest \$1.

If the budget did not change since the last report, please check the box and move to the enrollment section:

No budget amendments since last report

Budgeted Revenues

1000 Local Funds

3000 State Funds

148,615

4000 Federal Funds

5000 Other Financing Sources (Uses)

Budgeted Expenditures - Objects

100 Salaries

61,125

200 Employee Benefits

19,903

300 Professional and Technical

24,749

400 Purchased Property Services

3,600

500 Other Purchased Services

1,500

600 Supplies and Materials

31,335

700 Property

18,631

800 Other Objects

2,500

Enrollment Report for Most Recent Month

Kindergarten

K Count

41

K Transferred Out

K Transferred In

1st Grade

1 Count

1 Transferred Out

1 Transferred In

2nd Grade

2 Count

2 Transferred Out

2 Transferred In

3rd Grade

3 Count

3 Transferred Out

3 Transferred In

4th Grade

4 Count

4 Transferred Out

4 Transferred In

5th Grade

5 Count

5 Transferred Out

5 Transferred In

6th Grade

6 Count

6 Transferred Out

6 Transferred In

7th Grade

7 Count

7 Transferred Out

7 Transferred In

8th Grade

8 Count

8 Transferred Out

8 Transferred In

9th Grade

9 Count

9 Transferred Out

9 Transferred In

10th Grade

10 Count

10 Transferred Out

10 Transferred In

11th Grade

11 Count

11 Transferred Out

11 Transferred In

12th Grade

12 Count

12 Transferred Out

12 Transferred In

Self Contained Special Education

Self Contained Special Education Count

Self Contained Special Education Transferred Out

Self Contained Special Education Transferred In

Home or Hospitalized etc...

Home or Hospitalized etc... Count

Home or Hospitalized etc... Transferred Out

Home or Hospitalized etc... Transferred In

Other

Other Count

Other Transferred Out

Other Transferred In

Notes, questions, comments, or other information:

State of Utah - Charter School Monthly Financial & Enrollment Report

This report is due monthly by the 20th for the prior month per State Board Rule R277-481-3

Charter School Name*

WSU Charter Academy

Charter School Number*

71-100

School District in which the Charter School is located*

Weber State University

Name of person filling out form*

Carol VandenAkker

Person's Direct Phone Number*

801-626-6343

Person's Email Address*

carolvandenakker@weber.edu

For month ended:*

7/31/2013 

Please attach copy of Approved Board Minutes for proceeding month

Please attach copy of Approved Board Minutes for proceeding month - additional file

Please attach copy of Approved Board Minutes for proceeding month - additional file

Financial Report for Year to Date Though Most Recent Month

Thus, if you are reporting for January, you would report the total amount for July 1 through January 31st. Please round to the nearest \$1

If there was no financial activity since the prior month report, please check this box and skip to the budget section:

No financial activity since last report

Revenues

1000 Local Funds

3000 State Funds

18,093

4000 Federal Funds

5000 Other Financing Sources (Uses)

Expenditures - Objects

100 Salaries

200 Employee Benefits

300 Professional and Technical

49

400 Purchased Property Services

500 Other Purchased Services

600 Supplies and Materials

10,606

700 Property

4,073

800 Other Objects

Budget Report for Current Fiscal Year

Report the budget as most recently amended and approved by the governing Board. Report the total for the whole year, not just through the current month. Thus, you would report the total amount budgeted for July 1 through June 30. Please round to the nearest \$1

If the budget did not change since the last report, please check the box and move to the enrollment section:

No budget amendments since last report

Budgeted Revenues

1000 Local Funds

3000 State Funds

148,615

4000 Federal Funds

5000 Other Financing Sources (Uses)

Budgeted Expenditures - Objects

100 Salaries

61,125

200 Employee Benefits

19,903

300 Professional and Technical

24,749

400 Purchased Property Services

3,600

500 Other Purchased Services

1,500

600 Supplies and Materials

31,335

700 Property

18,631

800 Other Objects

2,500

Enrollment Report for Most Recent Month

Kindergarten

K Count

41

K Transferred Out

K Transferred In

1st Grade

1 Count

1 Transferred Out

1 Transferred In

2nd Grade

2 Count

2 Transferred Out

2 Transferred In

3rd Grade

3 Count

3 Transferred Out

3 Transferred In

4th Grade

4 Count

4 Transferred Out

4 Transferred In

5th Grade

5 Count

5 Transferred Out

5 Transferred In

6th Grade

6 Count

6 Transferred Out

6 Transferred In

7th Grade

7 Count

7 Transferred Out

7 Transferred In

8th Grade

8 Count

8 Transferred Out

8 Transferred In

9th Grade

9 Count

9 Transferred Out

9 Transferred In

10th Grade

10 Count

10 Transferred Out

10 Transferred In

11th Grade

11 Count

11 Transferred Out

11 Transferred In

12th Grade

12 Count

12 Transferred Out

12 Transferred In

Self Contained Special Education

Self Contained Special Education Count

Self Contained Special Education Transferred Out

Self Contained Special Education Transferred In

Home or Hospitalized etc...

Home or Hospitalized etc... Count

Home or Hospitalized etc... Transferred Out

Home or Hospitalized etc... Transferred In

Other

Other Count

Other Transferred Out

Other Transferred In

Notes, questions, comments, or other information:

The WSU Charter Academy Board of Directors Job Description

Assignment to the Board of Directors:

The Dean of the Moyes College of Education of Weber State University appoints all board members.

Composition:

The Board of Directors is composed of individuals representing the following:

- Dean of Moyes College of Education (Ex-officio Member)
- Administration Representative
- Special Education
- Child and Family Studies
- Health Promotion and Human Performance
- Arts and Humanities
- Student of the Teacher Education Program
- Community
- Teacher Education
- Parent (two appointments)

Term of Assignment:

The 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. (WSU Charter Academy Amended By-Laws, Section 3.4)

General Responsibilities:

Each Board of Director is responsible for actively participating in the work of the WSU Charter Academy Board of Directors and the life of the school. Each Director is responsible for ensuring that the academic program of WSU Charter Academy (WSUCA) is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization. Each Director is expected to affirm and strive to fulfill the performance expectations outlined below.

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of WSU Charter Academy.
 - Use personal and professional contacts and expertise for the benefit of WSU Charter Academy.

- Understand and support the mission statement.
 - Read and understand the Charter application
2. Work with fellow board members to fulfill the obligations of board membership.
 3. Behave in ways that clearly contribute to the effective operations of the Board of Directors:
 - Focus on the good of the organization and group, not on a personal agenda
 - Support board decisions once they are made
 - Participate in an honest appraisal of one's own performance and that of the board
 - Build awareness of and vigilance towards governance matters rather than management.
 - Follow communication guidelines and direct individuals to the appropriate person
 4. Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. Be an active participant.
 - Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
 5. Be prepared to contribute approximately 7-8 hours per month toward board service which includes:
 - Attending monthly board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials, preparing for meetings (2 hour)
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
 - Actively participate in one or more fundraising event(s) annually.
 6. Serve as a committee or task force chair or member.
 7. Give an annual financial contribution and support capital campaigns at a level that is personally meaningful.
 8. Inform the Board of Directors of WSU Charter Academy of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
 9. Determine the mission and purpose of WSU Charter Academy and keep it clearly in focus.
 - Create and periodically review the mission statement which:
 - a. Serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - b. Develop a strategic plan and ensure that all activities are aimed at achieving the plan
 - c. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.

- d. Use mission, charter application, and strategic plan as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.

10. Support the Principal

- Provide frequent and constructive feedback.
- Assist when board members overstep prerogatives or misunderstand their roles.
- Compliment for exceptional accomplishments.

11. Ensure adequate resources

- Approve fundraising targets and goals.
- Assist in carrying out development plan.

12. Manage resources effectively

- Approve the annual budget.
- Monitor budget implementation through periodic financial reports.
- Approve accounting and personnel policies.
- Provide for an independent annual audit by a qualified CPA.
- Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

13. Determine, monitor and strengthen the programs and services

- Assure programs and services are consistent with the mission and the charter.
- Approve measurable organizational outcomes.
- Approve annual, attainable board and management level goals.
- Monitor progress in achieving the outcomes and goals.
- Assess the quality of the program and services.

14. Enhance WSU Charter Academy's public standing

- Serve as ambassadors, advocates and community representatives of the school.
- Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
- Provide for a written annual report and public presentation that details WSU Charter Academy's mission, programs, financial condition, and progress made towards charter promises.
- Approve goals of an annual public relations program.

15. Ensure legal and ethical integrity and maintain accountability

- Establish policies to guide the school's board members and staff.
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- Adhere to the provisions of the school's bylaws and articles of incorporation.
- Adhere to local, state and federal laws and regulations that apply to the school.
- Ensure compliance with all federal state and local government regulations.

Job Description: Chair of the Board

General Responsibilities:

The chair is a volunteer leader of the WSU Charter Academy who presides at all meetings of the Board of Directors and other meetings as required. The Chair is an ex officio member of all committees of the organization. The Board Chair oversees implementation of board and school policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the Principal, other board officers, and committee chairs to develop the agendas for Board of Directors meetings, and presides at these meetings.
2. In consultation with other board officers, appoints volunteers to key leadership positions, including positions as chair of board committees and task forces, and cultivates leadership succession.
3. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Board of Directors and paid and volunteer leadership, in accordance with the Charter School's bylaws and mission, to establish and maintain systems for:
 - Planning the organization's human and financial resources and setting priorities for future development.
 - Reviewing operational effectiveness and setting priorities for future development.
 - Ensuring the legal and ethical standard.
 - Hiring and evaluating the school's Principal and other staff when requested by the Principal or Dean of the Moyes College of Education.
 - Developing and maintaining an effective board culture.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
6. Works with the Principal and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
7. Communicates effectively with and supports the Principal in his/her job as manager of the school. In this capacity, focuses on ensuring that the board governs rather than manages.
8. Works with the Committee Chairs and the Principal to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.

9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the board information system focuses on decision-making, stimulates participation and supports an appropriate balance of responsibility between board and staff.
11. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper or thank a major donor.

Job Description: Vice Chair of the Board

General Responsibilities:

The Vice Chair is the secondary volunteer leader of the WSU Charter Academy and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In Chair's absence:
 - Presides at meetings of Board of Directors.
 - Serves as ex officio member of standing committees.
2. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
3. Works with the Chair to assist in developing the agendas for Board of Directors meetings.
4. Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of board committees and task forces.
5. Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
6. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the board in the community, especially at events at which the chair cannot attend.
8. Other duties as delegated by the Chair.

Job Description: Treasurer

General Responsibilities:

Provides direction for the financial management of the WSU Charter Academy and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Chair of the Finance Committee.
2. Provides direction for the oversight of the school's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.

Job Description: Secretary

General Responsibilities:

Provides direction for the keeping of legal documents including minutes of all meetings of the board of the WSU Charter Academy.

Specific Responsibilities:

1. Certify and keep at the Moyes College of Education Dean's office of the corporation the original, or a copy of the By-Laws as amended or otherwise altered to date.
2. Keep at the Moyes College of Education Dean's office of the corporation or at such a place as the Board may determine a book of minutes of all meetings of the Board of Directors and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board of Directors copies of all minutes of meetings of the board.
4. Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
5. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, and committee report, the adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the office of the Secretary and such other duties as may be required by law, by the Articles of Incorporation or By-Laws, or which may be assigned to him or her from time to time by the Board of Directors.
7. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.

Job Description: Board of Directors

General Responsibilities:

Each Board of Director is responsible for actively participating in the work of the WSU Charter Academy Board of Directors and the life of the school. Each Director is expected to affirm and strive to fulfill the performance expectations outlined below. In addition to the responsibilities below, individual Directors are expected to help each other fulfill the tasks outlined in the collective Job Description of the Board of Directors.

Specific Responsibilities:

- Believe in and be an active advocate and ambassador for the values, mission, and vision of WSU Charter Academy.
- Work with fellow board members to fulfill the obligations of board membership.
- Behave in ways that clearly contribute to the effective operations of the Board of Directors:
 - Focus on the good of the organization and group, not on a personal agenda
 - Support board decisions once they are made
 - Participate in an honest appraisal of one's own performance and that of the board
 - Build awareness of and vigilance towards governance matters rather than management.
- Regularly attend board and committee meetings in accordance with the absenteeism policy. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair.
- Be prepared to contribute approximately 8-10 hours per month toward board service which includes:
 - Attending a month board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials, preparing for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
- Keep informed about the school and its issues by reviewing materials, participating in discussions, and asking strategic questions.
- Actively participate in one or more fundraising event(s) annually.
- Use personal and professional contacts and expertise for the benefit of WSU Charter Academy.
- Serve as a committee or task force chair or member.

- Give an annual financial contribution and support capital campaigns at a level that is personally meaningful.
- Inform the Board of Directors of WSU Charter Academy of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.

WSU Charter Academy Committees

Committees

- Executive Committee
- Family Involvement Committee
- Academic Excellence Committee
- Governance Committee
- Finance Committee
- Resource Development Committee
- Technology Committee

Chair of Committee- General Responsibilities

- Each committee will be chaired by a member of the Board of Directors.
- The Chair of the Board of Directors will appoint the chair for one year which may be reappointed for the term of the Board member.
- The chair of each committee will be responsible for ensuring that the work of the committee is faithful to the terms of its charter, mission, and strategic plan.
- The chair of each committee will provide a written report of the committee's work to the full board. Each written report will contain the date of the meeting, attendees of the meeting, purpose of the meeting, and the business that occurred. The written report must be submitted one week prior to Board meetings.
- The chair will provide meeting dates in advance to the Chair of the Board of Directors.

Committee- General Responsibilities

- Appointments of the committee members shall be made annually by the chair of the Board with the advice and consent of the Board in accordance with the bylaws.
- Each committee will meet at least monthly or more often as needed to complete work. The committee will set the date. The standing monthly date and additional meeting dates of the committee will be provided to the Chair of the Board of Directors so that the public and other Board members may attend.
- Each committee will make recommendations to the Board of Directors for Board development.
- Each committee will annually evaluate its work as a committee and the objectives is has committed itself to and report it to the Board of Directors with recommendations for future work.

Executive Committee

Oversight	Goals	Members (Board and Staff)
Principal FIC Records Human Resources	Improve school performance Improve board communication with parents and staff Monitor Principal performance Set Board agenda	Chair of Board of Directors ** Vice Chair Secretary Treasurer Principal **Committee chair

General Purpose

The Executive Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for monitoring Principal performance and prioritizing Board business.

Responsibilities

- Monitor Principal's performance
- Provides constructive feedback to Principal
- Set and approves agenda.
- Ensure that all board members know the charter promises that were made to the community and the authorizer, and to ensure all Board business adheres to the law, policies, and charter.

Family Involvement Committee

Oversight	Goals	Members (Board and Staff)
Parents Volunteers	Organize and maintain Parent Handbook Assist at organizing volunteers for activities Communication channel for school and parents	Parent Board Member ** Principal **Committee chair

General Purpose

The Family Involvement Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the parents whose students are registered and attending WSU Charter Academy. This is the liaison between Board of Directors and parents.

Responsibilities

- Organize and maintain programs as directed by the Principal.
- Coordinate the efforts of volunteers for classroom help, class activities, field trips, and other volunteer-based activities.
- Raise funds for supplementary materials and activities.
- Provide a communication channel between the school and parents.

Academic Excellence Committee

Oversight	Goals	Members (Board and Staff)
Curriculum Professional Development Library Research Pre-service Teacher Experiences	Continually review assessment data Review and report on State Core Curriculum Compliance Review and report on pre-service teacher activities Review and report on research in school	Teacher Education Rep** Special Education Rep Student Rep Principal **Committee chair

General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Principal to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer, and to devise clear and consistent measures to monitor these goals.

Responsibilities

1. Define and continue to refine what academic excellence means for WSU Charter Academy.
2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer, in regards to academics.
3. Work with school leadership to devise clear and consistent ways to measure progress towards stated goals.
4. Work with school leadership to set annual academic achievement goals, to be presented to and approved by the full board.
5. Work with school leadership to share with the Board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.
6. Review submitted research projects requesting to conduct research in WSU Charter Academy and make recommendation to Board of Directors.
7. Monitor research projects being conducted in the WSU Charter Academy.
8. Review pre-service teacher activities in WSU Charter Academy and make recommendations to ensure quality experiences.

Governance Committee

Oversight	Goals	Members (Board and Staff)
Charter By-Laws Policies & Procedures Health & Safety Legal Counsel Board Training	Define board excellence Improve board performance Obtain needed policies Review policies annually Develop and maintain strategic plan	Secretary ** **Committee chair

General Purpose

The Governance Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors orientation and training in accordance with the bylaws of the school as well as established policies and practices approved by the Board of Directors. This committee is also responsible for developing and revising a Board handbook as needed.

Responsibilities

1. Develop and maintain the strategic plan
2. Analyze the skills and experience needed on the Board.

3. Develop an orientation and training plan for new Board members and assist in the planning of the annual Board retreat.
4. Develop and revise a Board member handbook outlining the responsibilities of the Board and its members, Board policies, and other relevant information.
5. Conduct Board education as needed.
6. Coordinate additional Board retreats with the Board chair as needed.

Finance Committee

Oversight	Goals	Members (Board and Staff)
Facilities Budget School LAND Trust	Ensure Balanced/Sustainable Budget Bi-Annual Review & Compliance w/State Financial Policies Compliance with all Audit Policies Complete LAND Trust Application and plans	Treasurer ** Principal WSU Financial Officer Board Chair (ex-officio) **Committee chair

General Purpose

The finance committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the Principal and Weber State University Financial Officer to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the Principal and WSU Financial Officer.

Responsibilities

1. Prepare an annual budget for the charter school in collaboration with the Principal and WSU Financial Officer.
2. Collaborate with the Principal and WSU Financial Officer to develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Directors.
4. Provide oversight of the procurement process.
5. Review quarterly financial statements and variances from the budget, and recommend action to the Board, as appropriate.
6. Annually submit objectives as part of the planning and budgeting process.

Resource Development Committee

Oversight	Goals	Members (Board and Staff)
Donations & Grants Public Relations Enrollment	Increase public awareness of WSU Charter Academy's mission and vision Increase funding through grants and donations	Appointed ** Principal WSU Financial Officer

	<p>Create & maintain an annual fundraising process to ensure future fundraising success</p> <p>Increase & develop win-win relationships with local business'</p>	**Committee chair
--	--	-------------------

General Purpose

The resource development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to meet the budgeted needs of the charter school. The Board of Directors, in consultation with the resource development committee, finance committee, Principal, and WSU Financial Officer will determine the fundraising goal for the resource development committee, as well as for school-based committees and grants.

Responsibilities

1. Develop an annual fundraising plan that will generate the funds needed to meet the non-public and non-grant fundraising goals.
2. Coordinate fundraising plans with fundraising efforts by staff, parents, and other volunteers.
3. Work with the University Development liaison in the development work for the Charter Academy.
4. Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees; develop a plan for involving Board trustees in the non-grant resource development activities of the charter school, as well as parents.
5. Investigate new resource development projects, activities, and ideas for possible use in the future.
6. Cultivate large financial and in-kind donors.
7. Annually submit objectives as part of the planning and budgeting process.

Technology Committee

Oversight	Goals	Members (Board and Staff)
<p>Technology</p> <p>Internet</p> <p>Training</p>	<p>Ensure a stable, safe and compliant school network</p> <p>Continue to increase student usage of technology</p> <p>Create a 3-5 year technology plan</p>	<p>Vice Chair**</p> <p>Principal</p> <p>MCOE Technology Rep</p> <p>**Committee chair</p>

General Purpose

The technology committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for assessing the current status of technology in the Charter Academy and determining the future needs, as well as ensuring a stable, safe and compliant school network.

Responsibilities

- Developing and maintain a school technology policy to ensure a stable, safe and compliant school network.
- Develop a plan to increase student usage of technology.
- Evaluate the current status of technology in the Charter Academy and determine the priorities of need.
- Develop the technology plan to be submitted to Utah State Office of Education.

