

Board of Directors Meeting
Minutes August 18, 2020 4:10-5:30pm

Zoom Meeting Link <https://weber.zoom.us/j/4221496779>

Additional meeting materials are in the [shared google drive folder](#) and may also be accessed using the links below.

4:10 -4:30 New Board Orientation (Wei, Teri, Sheila, Camie should attend) – Brittney (Secretary)

4:30

– Welcome –Sheila (chair): Complete the [Annual Conflict of Interest Statement](#). Please sign and email a scanned copy to the next person on the signature list. Please copy Sally, Camie and Teri (sallywest@weber.edu, CBEARDEN@weber.edu, terihenke@weber.edu) on the emails.

- **In attendance is Sheila, Teri, Brittany, Wei, Morris, Alex, Stephanie, Camie and Angela (health consultant)**
- **Thank Brittany for the New Board Orientations and welcomed the new members Wei and Teri.**
- **Annual Conflict of Interest Statement to be signed and forwarded until all signatures and then final copy to Sally to post on the Website.**

4:35 Consent Items VOTE

– Brittney (Secretary): Approval of June & July Minutes (p. 3-5 this document)

– Stephanie (Treasurer): Approval of June (Year End) & July 2020 [Budget Reports](#) (attached FIC, WSUCA Board Report, WSUCA June & July 30)

- **Stephanie is comfortable with where the budget from the discussions in June.**
- **Brittany motion to approve both minutes and financial, Alex seconded, approved**

4:40 Board Business

-Principal [Executive Summary](#), including current progress on COVID-19 reopening plan – Camie (Principal)(attached)

- **Camie goes over the Executive Summary attached.**
- **Action Items: Camie contact health department, seek feedback from parents**
 - **Parents are very happy with our Reopening Plan. Lots of good feedback.**
 - **Health Department says we do not need to contact them until we have a case! Contact with the Weber-Morgan Health department is Jenny Richardson.**

-Literacy Plan review and approve – Camie (Principal). The [draft submitted to the state](#) for review see attached. If the state has additional revisions, we may need to reapprove. VOTE to approve.

- **USBE has preapproved the Literacy Plan. Some revisions were needed.**
- **Imagine Learning has to have so many minutes on thru the school year, which will be helpful if another shut down happens.**
- **Teri asked how the minutes are documented, and it is explained that the curriculum goes hand in hand and not each different area by themselves.**
- **Sheila suggested that the Board go over the Literacy Plan in the June Board meeting.**
- **Alex motioned to approve, Brittany seconded, approved**

-Equity position statement progress - Alex (Vice Chair)

- **Met once and discussed if there should have 2 different or if there should just be 1 for the whole department with both the Charter and the Children's School in it.**

-Legislative and accreditation policy updates

a. Policy Revisions VOTE to approve (see attached):

Accreditation Requirement Policy Updates

- Assessment of Student Development and Learning (p. 173)
- Staff Absence/Late Policy (p. 195)
- Professional Development Plan (p. 221)
- Staff Orientation (p. 228)
- Challenging Behaviors- New Policy (p. 237)
- Student Discipline Policy (p. 307)
- Suspension/Expulsion and After School Detention Policy (p. 317)
- Child Supervision and Ratios Policy (p. 336)
- Food Safety & Feeding Policy (p. 341)
- Medical and Dispensing Medication Policy (p. 350)
- Facility Management (p. 394)

Numbering updates. The NAEYC Accreditation standard number or Utah Code number has been updated in the following policies to reflect changes made by those entities.

- Extra-Curricular Activities and Student
- Curricular Clubs
- Education Association
- Educator License- Highly Qualified
- Educators and Parental Notification of Educator Qualifications
- Bullying, Cyber-Bullying, Harassment, and
- Hazing
- Dissemination of Information about Juvenile Offender
- Prohibition of Corporal Punishment Policy
- Student Code of Conduct Policy
- Suspension/Expulsion and After School
- Detention Policy
- Medical and Dispensing Medication Policy
- Reporting Child Abuse and Neglect Policy
- School Emergency Plan Policy
- Search of Person or Property Policy
- School Personnel and Medical
- Recommendations
- Dual Enrollment Policy
- Dress Code Policy
- Facilities Usage

- **Brittany motioned to approve, Stephanie seconded, approved**

b. Legislative Updates (p. 6)

- HB 99: Recommend exploring this as an option for moving to a full day kindergarten program by obtaining an estimate of the funding amount we would qualify for.
- HB 114: Recommend subcommittee to work on mathematics coaching, training and bench mark assessment approval plan.
- HB 14: Reviewed truancy policy. Updated Attendance & Absence Prevention Policy (see p. 176) purpose statement to reflected current code numbers and requirements that changed the age at which parents may receive truancy notices from 12 and older to 6 and older in grades 1st-6th. VOTE to approve amendments.
 - Stephanie motioned to approve, Alex seconded, approved
- HB 67: Follow-up with Abel regarding if financial information systems communicate with State Board computer systems effectively and meets requirements.
- HB 242: Follow-up with Abel regarding if required accounting methods are being used.
- SB 166: Has the student data collection and rights notice statement been sent this year?

- **Action Item HB 67: Camie will follow up with Abel regarding if financial information systems communicate with State Board computer systems effectively and meets requirements. Will CC Stephanie.**
- **Action Item HB 242: Follow-up with Abel regarding if required accounting methods are being used.**

-Review of new Early Childhood/Early Childhood Education Field Experience Program structure –Sheila (chair)

- Goes over the restructuring of the Charter Board Governance

-Board member elections. Wei Qiu Department chair will appoint the board chair. Open nominations for vice chair and secretary. VOTE to approve board member offices vice chair, secretary, and treasurer.

- Wei, appoints Dr Teri Henki as the new Chair.
- Teri asks if Stephanie wants to stay as Treasure, and she agrees to stay.
- Teri then asks Brittany if she wants to stay as Secretary and she agrees to stay.
- Wei is nominated as Vice Chair and she accepts
- Wei motions to approve, Brittany seconds, approved

-Review Approved Board Meeting Calendar (p.7 this document). VOTE if amendments are needed.

- No changes made

-Review & Approve 2020-2021 Strategic Work Plan – (New Chair) & Camie (Principal): VOTE (attached - Sally responsible for uploading this).

- Camie goes over the Strategic Work Plan
- Action Item: Voting on the Strategic Work Plan at Octobers meeting

-Establish and approve Principal Evaluation subcommittee (New Chair): VOTE

- Wei, Teri and Brittany will be the new Principal Evaluation subcommittee.
- Stephanie motions to approve, Brittany seconded, approved

5:15:

-Review action items – Sally (Administrative Assistant)

- Action Item: Update new board member contact information with Abel.
- Action Item: Camie will ask Abel about the Reimbursement and if it came out of last Fiscal Years budget or this year? Should it be done by Semester or at the end of the year.

-Schedule principal evaluation meeting Teri (Chair)

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-Meeting evaluation Teri (Chair) & Sheila

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5:25

-Open Public Comment: Sign-up sheet available prior to the board meeting

-Next Meeting: October TBA.

Adjournment

- Wei motioned to adjourn, Stephanie seconded, approved

Action Item: Camie and Stephanie to follow up with Abel

Weber State University Charter Academy Board of Directors Retreat
Minutes Draft for June 25, 2020 2:00-3:30pm
Zoom Meeting Link<https://weber.zoom.us/j/846795238>

Preparation. Please review all materials prior to the meeting. For the board training we will discuss the boards role in address COVID-19 and racial equity. Review:

Video: Bettina Love on co-conspirators <https://www.c-span.org/video/?c4804332/user-clip-conspirators>
Read: Creating caring classroom and Ally and Accomplish handouts with meeting materials

2:00 Call to order & welcome – Sheila (Chair)

- **In attendance by zoom Brittany, Camie, Letitia, Jeremy, Stephanie, Alex and Angela Page**

2:10 Consent Items

- Brittney (Secretary): VOTE Approval of March (pdf attached)
- Stephanie (Treasurer): VOTE Approval of May Budget Report (attached)
 - **Brittany motioned to approve both March minutes and May Budget Report, Alex seconded. Approved**

2:15 Board Business

- **Introduction of Angela Page a nurse practitioner student here at the University who is doing a project on “Community and School Based Health” and will be Consulting with the Charter Academy and the MSL Children’s School ie.**
 - **Hearing**
 - **Sight (if Friends for Sight are not able to do it this year)**
 - **Speech and Language help**
 - **Follow-ups being implemented**
 - **Immunizations and helping get us into USSIS to follow up on immunizations.**
 - **Community Nursing Services to come in and help.**
 - **Consultations with really sick children**
 - **Mental Health**

-Board Training - Sheila (Chair). COVID-19 and Equity Response. What is the board’s role in addressing gaps highlighted by COVID-19 and death of George Floyd? Do we need a subcommittee to move this work forward? Examples of transparent commitments:

- **Camie gave over view:**
 - **USBE expects schools to open in the yellow or new normal.**
 - **Will be meeting as a class team to start implementation of required steps. Going over what has to be implemented and what is recommended.**
 - **Distant Learning Form has to be filled out and to USBE by June 30th if plans are to do on line school instead of classroom teaching/learning.**
 - **Reached out to the Covid -19 Committee here on campus to make sure they are including the children that are here on campus in their decision making.**
 - **The Boards role will be to give feedback and approve the Covid Re-opening Plan**

Bankstreet:

- <https://www.bankstreet.edu/in-solidarity/>
- <https://www.bankstreet.edu/our-work-with-schools-and-communities/emotionally-responsive-practice/covid-19-resources/>

Pacific Oaks

- <https://www.pacificoakschildrensschool.org/covid19-updates/>
- <https://www.pacificoaks.edu/voices/community/pacific-oaks-college-actively-stands-against-racism-and-discrimination/>

- **Issues on Racism “Equality and the gap”**
 - **Alex has some expertise in this area and will go over some of the points and issues that need to be addressed.**
 - **She starts off by saying her research was mainly disability, but happened to be in a lower income area in Washington DC, so did deal with minorities. Alex then started talking about the videos above.**
 - **As a board we need to look at the different materials being used in the classroom for diversity**

- **Brittany wants to look at how we advertise our Charter and make sure it is to a wide diverse demographics.**
- **Commitment to the Transparency of our Charter**
- **Covid Plan and Equality need to go hand in hand**
- **Alex will draft a Statement of Commitments**

- ✓ **Action Item 2nd week in July to look at the Draft of Statement of Commitment.**

-Executive Summary/ Legislative update /Strategic Recommendations-Camie (Principal, pdf attached)

- **Camie states that everything is the same since March. No end of year data was available due to Covid-19 and the soft closure. Because of this, was not able to be compare data from the beginning, mid and end of the year to see classroom and individual growth .**
- **No vote for now on the Reopening Plan until USBE has finalized theirs.**

-Annual Report - Sheila (Chair)

- **Jeremy motioned to approve, Brittany seconded. Approved**

-2019-2020 Strategic Priorities – Brittany (Secretary, pdf attached)

- **Just reviewed keeping same as last year as goals were for the end of the year and were not all met due to Covid and the soft closure.**

-Financial Report – Stephanie (Treasurer): VOTE Approval of 2020-2021 School Year Budget (pdf attached)

- **Not much changed and we are in a good place, in the positive.**
- **Looking at hiring a 2nd Para Professional for 20-21 and there is funding to do this.**
- **Talk of new technology and curriculum if we have to go back to online teaching/learning.**
- **Cleaning and sanitizing products may need to add a little more to this budget.**
 - **Angela said she has a list of approved and sanitizers she will send to us**
- **Cares Act funding was denied, but some things have changed due to Covid, so Abel is following up on this.**
- **Stephanie motioned to approve, Alex seconded. Approved**

-Tentative 2020-2021 Schedule -Sheila (Chair, see p. 2-3): Feedback and suggestions?

- **Board will vote on in August when we have our new Parent Board Member/s in attendance.**

3:10 Service Recognition Presentation- Sheila (Chair)

- **Sheila thanked everyone for their time and service for the year!**

3:20

-Open Public Comment: Sign-up sheet available prior to the board meeting

-Other Business/ Items

-Next Meeting: TBA

Adjournment

- **Stephanie motioned to adjourn, Jeremy seconded. Approved**

Weber State University Charter Academy Board of Directors
Tentative Agenda for July 21, 2020 3:30 – 4:30pm
Emergency Meeting July 22, 2020 3:00 – 5:00pm
COVID-19 and Assurance Policy Update Approvals
Zoom Meeting Link

Join Zoom Meeting <https://weber.zoom.us/j/846795238>

Toll Dial by your location US Toll Meeting ID: 846 795 238

Find your local number: <https://weber.zoom.us/u/aceImMoCCm>

State Requirements: <https://schools.utah.gov/file/a5eba09a-42b8-45c0-b8fa-9adeea879fcd>

Preparation. Please review all materials prior to the meeting.

[School Reopening Plan - Final.sa \(1\).docx](#)

3:30: Welcome (Chair, Sheila)

- In attendance is Brittany, Morris, Camie, Stephanie and Angela Page.
- Camie introduced Angela as she will be very helpful as a Pediatric Nurse Practitioner with our Covid-19 reopening plan.

3:35: COVID-19 School Reopening Plan Introduction (Camie)

- Camie and Angela will do trainings for all Faculty and Staff.
 - August 10, 2020 for training for both the Charter Academy and the Children's School so both programs will be on the same page. There is an overlap of students in both programs.

3:40 - 4:20: Review and discuss COVID-19 School Reopening Plan. Amend if needed.

- Going over the School Reopening Plan section by section for the Charter Academy making amendments and modifications before voted on. (see attached)

4:25: Vote to Approve COVID-19 School Reopening Plan.

- Stephanie motioned to approve with permission to make technical editing on document by Sheila and Camie. Not seconded as Stephanie had to leave meeting and all sections were not completely reviewed and discussed.

Postponed vote and will reconvene in an Emergency meeting on July 22, 2020 @ 3:00 -5:00. This is due to not being able to complete the amending Reopening Plan and concerns Brittany has on the section on "Taking steps to mitigate the risks for employees."

Adjourn

Did not have a quorum to motion to adjourn so will continue minutes to emergency meeting tomorrow July 22, 2020.

Emergency Meeting continuation from July 21, 2020 meeting

3:00 pm in attendance for the emergency meeting Sheila, Brittany, Camie, Stephanie, Morris and Angela (Health Consultant)

Sheila indicated that her and Camie continued going thru all the sections after yesterday's meeting and today will go thru with the rest of the Board to vote on today.

The meeting picked up where Brittany had concerns about the section "Taking steps to mitigate the risks for employees."

- Brittany's concerns were the awareness and the kind of protection the teachers in our plan for Covid-19 and reopening will have. Talked about teachers concerns if they are at high risk and not feeling comfortable about coming back. The additional stresses of workload, adult interactions and limited breaks with everything.
- What will happen if a teacher gets sick? What will happen then, how the class will look, where subs will come from etc.?
- Camie talked about her feelings about putting staff at risk. Camie, the teacher and teacher assistant all had meetings to go over the plan several times and had input in the plan from the beginning.
- Stephanie brought up the point about the students and their interaction in the classroom and with teachers.
- Angela also brought up the districts that are looking at the population of their families. and working on the students/families as a whole and teachers as a whole.
- Sheila pointed out that Camie and the staff have taken the lead on this issue and that the Board has not really been mandating the Reopening plan.
- Sheila talked about the Harvard course her and Camie were part of in the Spring, it talked about how to do a stress plan for the school. It consists of looking at the different levels. You look at the children, staff with families, administration then identify potential sources of stress for them and then look at strategies to mitigate or buffer distress or alleviate it.
- Talk again about substitutes
 - Action Item Camie will check into the Company that supplies substitutes and hiring another full time teacher assistant for the upcoming school year.
- Continuation thru the rest of the sections Camie and Sheila had done the night before, discussion and minor adjustment/edits were made in each section.

Vote to Approve COVID-19 School Reopening Plan.

- Brittany motioned to approve, Stephanie seconded, approved

Adjourned

- Shelia motioned to adjourn, Stephanie seconded, approved

2020 Legislative Updates

- HB 99: Possible funds available for full-day kindergarten. If participate, must give and report to the state board the results of kindergarten entry and exit assessments for an LEA to receive continued funding distributions. **LEA Action: Consider applying for additional grant funding, administer the kindergarten entry and exit assessments as required, and report the data to USBE.**
- HB 114: Possible funds available to provide training and coaching to teachers. “LEAs will identify schools and grades that demonstrate a need for improved learning outcomes and provide targeted professional learning and follow-up to support teachers in advancing their students’ learning.” **LEA Action: Establish an early learning plan, select and administer a mathematics benchmark assessment, optional for kindergarten, and apply for the grant program, if interested.**
- HB 16, 222 – Do you offer lunch? If so, review and comply with requirements to also offer breakfast. **We do not offer lunch.**
- HB 14 – You should look at the truancy policy and modify it as necessary in light of the clarified definitions and other provisions. It does not appear to impose truancy requirements on kindergarten though.
- HB 67. Is it an issue for WSUCA to be able to communicate with the State Board’s computer systems? If so there may be funds available to help with that. Summary: Requires the state board to make rules related to requirements for an LEA’s financial information system including amendments to the requirements for an LEA’s data systems. Allows the state board to assist an LEA in meeting requirements for a financial management system by providing funding to the LEA or procuring a financial management system on behalf of the LEA. Allows the state board to take action against an LEA that does not comply with requirements related to information management systems after a certain date.
- HB 242 Charter School Operations and School Accounting Amendments. Requires a charter school to use certain accounting methods: “use fund and program accounting methods and standardized account codes capable of producing financial reports that comply with: (A) generally accepted accounting principles; (B) the financial reporting requirements applicable to LEAs established by the state board under Section 53E-3-501; and (C) accounting report standards established by the state auditor as described in Section -301. Permits authorizers to request financial documents from a charter school; petition a district court to appoint a receiver for a charter school on certain grounds; transfer operation and control of a charter school to a high performing charter school under certain circumstances; and transfer students from a closing charter school to another charter school. **LEA Action: Utilize the identified accounting methods.**
- SB 166 You should already be issuing a student data collection notice statement stating what student data you collect, how you store and protect data, student’s rights re data, and that you will not collect a social security number or criminal record.
 - *HB 80 School fee data collection Requires a local education agency to measure and collect data related to certain fees the LEA charges or waives and report the data to the State Board of Education. Requires the State Board of Education to report the data to the Education Interim Committee. LEA Action: Report the identified school fee data to USBE. **We do not collect student fees.***
 - 53G-7-503(5) (a) For each fee on an LEA’s fee schedule described in Section 52G-7-505, the LEA shall: (i) by July 1, 2020, determine whether the fee is curricular, co-curricular, or extracurricular; (ii) for the 2020-2021 school year, measure the total number of: (A) students who pay each fee; and (B) money received for each fee; (iii) for the 2020-2021 school year, measure the total: (A) number of students who receive a fee waiver; and (B) value of each waiver for each waived fee; and (iv) by July 1, 2021, report the separate categories of data gathered under Subsections (5)(a)(ii) and (iii) to the state board. (b) The state board shall report on the data the board receives under Subsection (5)(a) to the Education Interim Committee on or before the date of the November interim meeting in 2021.

2020-2021 WSUCA BOD Work Plan & Meeting Schedule DRAFT

July

- Welcome and orient new Provost and board members
- Revise Annual report format
- Policy revisions to address legislative updates
- Update strategic plan and progress indicators
- Personnel

August Retreat

- Approve year end report, strategic plan (curriculum and assessment, marketing, professional development, family engagement, evaluation), policy revisions to address legislative requirements
- Approve Literacy Plan**
- Training – roles and responsibilities, Annual Conflict of Interest Statement
- Principal Executive Summary
- Plan and coordinate principal support needed

September

Beginning of Year Principal evaluation subcommittee conference (Sheila, Stephanie, Brittney)

October

- Minutes & Budget
- Principal Executive Summary with beginning or year progress indicators
- Family Involvement Committee report
- Open public meeting training

December: Holiday Social

January

- Minutes & Budget
- Principal Executive Summary with mid-year progress indicators
- Principal Evaluation Subcommittee Midyear progress review (Sheila, Stephanie, Brittney)

March

- Lottery
- Minutes & Budget
- Principal Executive Summary
- 2020-2021 Calendar
- Land Trust Committee recommendation approval

May 2nd attend Charter Academy Opera 6:00 pm. (tentative)

June Year End Board Retreat

- Approval of Annual Report & 2020-2021 Budget
- Principal Report Year End Summary and Strategic Plan Recommendations
- Strategic Planning & mission statement review
- Teacher and student success plan