

GUADALUPE CHARTER SCHOOL
Board Meeting Minutes: June 26, 2026

Zoom:	Paul Berthelson, Vanessa Rader
Present:	Jordan Hinckley, Cindy Hinckley
Absent:	Serge Ibarra
Staff:	Richard Pater, Marnie Bertoch, Valerie Jones, Tonya Passey, Jennifer Medrano, John Kirsling, Kim Aranda, Colleen Baum
Absent Staff:	Rubya Alailefaleula, Sharon Kerr
Visitors:	

Welcome – 8:30am

Board Chair, Jordan Hinckley welcomed everyone and called for a motion to approve the May 29, 2026 Meeting Minutes:

Vote to Approve of May 29th, 2026 Meeting Minutes:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Charter School Report– Marnie Bertoch, Charter School Principal

Scorecard:

- Final testing results are not in yet, but will be discussed with the board when they are received.
- Last month, the team spent three days at Assessment to Achievement professional learning. We planned out our school goals, identified needed professional learning, and planned out what data needs to be collected throughout the year to ensure we meet our goals.

Principal Bertoch presented the Attendance Policy.

Jordan Hinckley called for a vote to approve the Attendance Policy as presented:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Principal Bertoch presented the Technology Policy.

Jordan Hinckley called for a vote to approve the Technology Policy as presented:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Principal Bertoch presented the Literacy Plan.

Jordan Hinckley called for a vote to approve the Literacy Plan as presented:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Principal Bertoch presented the School Improvement Plan.

Jordan Hinckley called for a vote to approve the School Improvement Plan as presented:

Motion: Cindy Hinckley; Second: Paul Berthelson

Approved unanimously.

Finance Report – Jennifer Medrano, Charter School Accountant

Jennifer Medrano reviewed the 2026 Monthly Financials from May:

- Expenses are right on budget from last month.

Enrollment

- Enrollment stayed at 258 from the end of May.
- Jordan Hinckley asked about our enrollment being dependent on next year's budget.

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- Jennifer explained that yes, our 2025-26 enrollment will affect what money we receive from the state.
- We want to operate on a zero budget, not have a loss or a surplus.

Jordan Hinckley called for a vote to approve the 2025-26 Final Budget as presented:

Motion: Cindy Hinckley; Second: Paul Berthelson

Approved unanimously.

2026-27 Preliminary Budget

- Beginning Restricted Balance: \$180,584
- Beginning Reserves Balance: \$839,597
- We are reaching for the goal of 300 enrolled students.
- Employee salaries have increased.
- 10% increase in group insurance.
- Eliminated the cafeteria tables.

Jordan Hinckley called for a vote to approve the 2026-27 Preliminary Budget as presented:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Tonya Passey presented the FY 2026 Fraud Risk Assessment, completed on June 22, 2026.

- We answer YES to all questions **except**, "Does the entity have a formal internal audit function?"
The answer is no to that because of our size, we have external auditors and our Finance Committee serves as our audit committee.

Jordan Hinckley called for a vote to approve the Fraud Risk Assessment as presented:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Tonya Passey presented the Policy and Procedures.

- Wellness Policy has been updated, as well as Bullying, etc.
- Updated policies will be added to our website in the next few days.

Jordan Hinckley called for a vote to approve the Policies & Procedures as presented:

Motion: Cindy Hinckley; Second: Paul Berthelson

Approved unanimously.

Annual Assurances Review

- Required to be answered every year.
- Added the language to our Policies & Procedures.
- We sign that we are in compliance.

Richard Pater, Executive Director thanked our board and Chair for all of their help. This is Tonya Passey's last board meeting and we thank her for her dedication to our organization.

Colleen Baum, Executive Assistant announced that the meeting schedule for next year is included in the email attachments.

Jordan Hinckley called for a vote to adjourn the meeting:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

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Meeting adjourned at 9:04am.

Submitted by Colleen Baum.

Next Meeting: Friday, September 25, 2026 at 8:30am at Guadalupe Center, 1385 N 1200 W in Salt Lake City.