

**MINUTES OF THE  
UTAH STATE CHARTER SCHOOL BOARD MEETING**  
Thursday, September 10, 2015  
Moab Charter School

**DRAFT**

**Members Present:**

Chair Howard Headlee  
Vice Chair Kristin Elinkowski  
Member DeLaina Tonks  
Member Tim Beagley  
Member Bruce Davis

**Members Excused:**

Member Robert Enger  
Member Dean Brockbank

**Staff Present:**

Marlies Burns  
Joe Heywood  
Jennifer Lambert  
Stacy Carroll  
David Thomas  
Jo Schmitt

**Others present:**

Dave Castleton, Steve Bennett, Ken Rudy, Royce VanTassell, Joylin Lincoln, Debby Llewelyn, Jen Patterson, Emma Weiss

**Call to Order**

Chair Howard Headlee called the meeting to order at 9:00 a.m.

**Public comment**

Royce VanTassell, Executive Director of Utah Association of Public Charter Schools (UAPCS), informed the SCSB that in the last month, he has heard from several charter schools expressing their confusion with the goals that were talked about in the August Charter School Directors Meeting pertaining to the Charter School Performance Standards for Schools Authorized by the State Charter School Board.

**Board Chair Report**

Chair Howard Headlee informed the SCSB that he and Vice Chair Kristin Elinkowski met with David Crandall and Jennifer Johnson of the USBE and had a productive conversation exploring in more detail their concerns regarding rule making, communication and ways to improve relationships.

Chair Headlee introduced new charter school staff member Stacy Carroll. Ms. Carroll is the Financial Manager for the section and presented an updated charter school board/staff budget.

**Consent Calendar**

**MOTION:** Member Bruce Davis moved and Member Tim Beagley seconded to approve the Consent Calendar (Minutes of the August 13, 2015 and August 31, 2015 Board Meetings). The motion passed unanimously by those in attendance. Members Dean Brockbank and Robert Enger were not in attendance for the vote.

**MOTION TO AMEND MINUTES:** Member DeLaina Tonks made motion and Member Bruce Davis seconded to correct the minutes of August 13, 2015 to reflect she was not in attendance for the vote of the last two agenda items. The motion passed unanimously by those in attendance. Members Dean Brockbank and Robert Enger were not in attendance for the vote.

**Amendment Request – Moab Charter School**

Representatives of Moab Charter School presented to the SCSB the school’s amendment request to re-write their charter agreement.

No action was taken regarding the request, with the recommendation they come before the SCSB after the school’s governing board has negotiated the terms of the charter agreement.

**Amendment Request – Karl G. Maeser Preparatory Academy**

Representatives of Karl G. Maeser Preparatory Academy presented to the SCSB the school’s amendment request (via phone conference) to increase enrollment by 20 students in grades 9-12 in the 2017 school year.

**MOTION:** Member Tim Beagley moved and Member DeLaina Tonks seconded to recommend approval to the USBE for Karl G. Maeser Preparatory Academy to increase enrollment by 20 students in grades 9-12, beginning in the 2016-2017 school year. The motion passed unanimously by those in attendance. Members Dean Brockbank and Robert Enger were not in attendance for the vote.

**Amendment Request – Gateway Preparatory Academy**

Representatives of Gateway Preparatory Academy presented to the SCSB the school’s amendment request (via phone conference) to change bylaws, mission statement, performance goals, and multiple sections of charter agreement.

No action was taken regarding the request, with the recommendation they come before the SCSB after the school’s governing board has negotiated the terms of the charter agreement.

**Discussion – State Charter School Board governance policy**

Because of recent experiences with charter school governing boards, Chair Headlee feels it wise to set a SCSB policy regarding their role in monitoring charter school governance. Chair Headlee suggested the following “tools” for use in monitoring governance of schools that the SCSB have chartered: monitoring meeting postings, agendas and minutes, listening to recordings of meetings (comparing them to the printed minutes), attending governing board meetings, etc. Additional suggestions were to send notice by signed certified mail to all board members of schools being put on warning/probation; attend school board meetings to formally put schools on warning/probation; require regular updates on warning/probation steps and status; staff visit school board meetings and schools; attend required trainings; to consider this action as “oversight” as opposed to “monitoring”.

**Discussion – RFQ for charter school evaluators**

The charter school staff is in the process of preparing a Request for Qualifications for individuals that would serve as assistants to the SCSB and staff in collecting and reviewing information from individual charter schools. Examples of activities and qualifications were discussed: interim director with ability to step in for long-term illness, accident etc.; financial skills regarding assets/liabilities.

**Resolution re: Utah Charter Academies**

Chair Howard Headlee informed the SCSB that statute requires a 10 business days’ notice is required to both parties involved in the resolution. Because of the Labor Day Holiday, there were only 9 business days between the time the notice was provided and today, the day of the meeting. Because this agenda item was not properly

noticed, the agenda item cannot move forward at this meeting; unless both parties stipulate the 9 days' notice meets the 10 day statutory requirement. After discussion, it was decided the resolution would not be addressed at this meeting, but would be placed on the SCSB agenda for a later meeting.

**Discussion – RFP for charter school teacher professional development**

Executive Director Burns informed the SCSB that during the 2015 General Session of the Utah Legislature, the legislature appropriated \$200,000 to them. She stated that although there is no intent language in the bill, the information provided by Rep. Gibson to the charter school staff is that funds are for professional development. It appears the funding is for an RFP for outsourcing training, seminars, and opportunities for charter schools to share best practices. Training is for teachers, administrators, and governing board members. Staff was directed to draft an RFP for the October meeting.

**Charter funding task force update**

Chair Headlee attended the most recent Charter School Funding Task Force meeting and provided an update of what was discussed at the meeting. Chair Headlee distributed a document reflecting the funding options and possibilities.

**Update of Utah Foundation charter school funding report**

Executive Director Burns informed the SCSB that several years ago the Utah Foundation created a charter school funding report that contained information about charter school funding and some challenges charter schools faced. From the FY16 budget, \$10,000 was approved to allow for an updated report.

**MOTION:** Member DeLaina Tonks moved and Vice Chair Kristin Elinkowski seconded to appropriate additional funds, up to \$30,000 and to increase the “scope of work” for the Charter School Funding Report. Member Tim Beagley requested whomever does the report, would also provide recommendations; therefore the report would provide findings and recommendations. The motion passed unanimously by those in attendance. Members Dean Brockbank and Robert Enger were not in attendance for the vote.

**Researching and sharing charter school value added in Utah public education**

Chair Headlee informed the SCSB that discussions have turned to comparing charter school and district school performance on SAGE, funding differences, enrollment figures, etc. The SCSB discussed ways to identify these best practices and how to share those best practices with other charter schools and districts.

**Adjourn:** Motion was made at 12:15 p.m. by Member DeLaina Tonks to adjourn.