

**WALLACE STEGNER ACADEMY  
BOARD MEETING MINUTES**

Date: Thursday, August 13, 2015

Location: Glendale Library Branch, 1375 Concord St, Salt Lake City, UT



**Board Members Present:** Anthony Sudweeks, Adam Gerlach, Reed Farnsworth, Jeremy Schow, Sarah Vaughan, Andrew Bernstein

**Others Present:** Brandon Fairbanks

---

**CALL TO ORDER**

Anthony Sudweeks called the meeting to order at 5:38 PM.

**CONSENT ITEMS**

- **June 4, 2015 and July 23, 2015 Board Meeting Minutes.**  
Anthony Sudweeks moved to approve the June 4, 2015 and July 23, 2015 meeting minutes. Adam Gerlach seconded the motion. Voting was unanimous and the motion passed.

**DISCUSSION ITEMS**

- **Hiring Committee Update**  
Inasmuch as Mr. Sudweeks and Mr. Gerlach intend to apply for administrative positions at the school, both individuals left the meeting and recused themselves from involvement in the hiring process for the school's administration.

Sarah Vaughan updated the board on the hiring committee's progress. The committee has drafted a job description as well as a position posting. The position will be advertised as soon as possible and the draft job description will be sent out to the board members (excluding Mr. Gerlach and Mr. Sudweeks) for their review prior to interviews. The committee also reviewed budget implications and staffing timelines. Following this discussion, Mr. Gerlach and Mr. Sudweeks returned to the meeting (5:50 p.m.).

- **Website Update**

Mr. Sudweeks updated the board on the school website. He noted that preliminary approval has been given for the content on the website, and he is scheduled to meet with the web designer during the upcoming week to get the website ready.

**BUSINESS ITEMS**

- **2015-2016 Budget**  
Adam Gerlach reviewed the planning year budget. He noted that this budget is based entirely on funds requested and received as part of the Start Up Grant and

the Revolving Loan. He further noted that these are restricted funds, and reminded the board that this is just for the current planning year. The board proceeded to discuss each line item. Following the board's review, Reed Farnsworth moved to approve the 2015-2016 Budget. Adam Gerlach seconded the motion. Voting was unanimous and the motion passed.

- **Capitalization & Expense Policy**

Adam Gerlach reviewed the terms of the Capitalization and Expense Policy. The board discussed the purpose for the policy. Adam Gerlach moved to approve the Capitalization and Expense Policy. Jeremy Schow seconded the motion. Voting was unanimous and the policy was adopted.

- **Electronic Meeting Policy**

Anthony Sudweeks reviewed the terms of the Electronic Meeting Policy. Adam Gerlach moved to approve and adopt the Electronic Meeting Policy. Reed Farnsworth seconded the motion. Voting was unanimous and the policy was adopted.

- **GRAMA Policy**

Anthony Sudweeks reviewed the provisions contained in the GRAMA policy. He also discussed the purpose behind the policy and the need to maintain transparency. Reed Farnsworth moved to approve the Government Records Access Management Act (GRAMA") Policy. Sarah Vaughan seconded the motion. Voting was unanimous, and the policy was adopted.

- **Purchasing Policy**

Adam Gerlach reviewed the terms of the Purchasing and Disbursement Policy. He discussed each level of authorization needed to approve a purchase. Jeremy Schow moved to approve the Purchasing and Disbursement Policy. Anthony Sudweeks seconded the motion. Voting was unanimous, and the policy was adopted.

- **Revenue Recognition Policy**

Adam Gerlach reviewed the terms of the Revenue Recognition Policy. The board read through the policy's definitions and discussed the meaning of the policy. Anthony Sudweeks moved to approve the Revenue Recognition Policy. Jeremy Schow seconded the motion. Voting was unanimous, and the policy was adopted.

## **CALENDARING**

The board's next meeting will be conducted on September 9, 2015 at 5:30 PM at the Glendale Library.

## **ADJOURN**

Anthony Sudweeks moved to adjourn the meeting. Adam Gerlach seconded the motion. Voting was unanimous and the meeting was adjourned at 6:17 PM.