



Wasatch Charter School
22 September 2021
Governing Board Meeting
6:15 PM - 8:15 PM
1458 East Murray-Holladay Road, Holladay, UT 84117

Minutes

1. Opening

a. Confirm recorder is on: Confirmed.

b. Roll Call:

Present:

Sherry Jones, Board President

Ann Johnson, Board President-Elect

Meghan Golden, Board Secretary

Heidi Huntsman, Board Member (attending via Zoom)

Melissa Frisch, Board Member

Chalimar Swain, Board Member

Peter Westman, Board Member

Lyn Spataro, Board Member

Mac Gaulin, Board Member (attending via Zoom)

Brian Cates, Business Manager (attending via Zoom)

Emily Merchant, Executive Director

Heather Campbell, Special Education Director

Kara Salisbury, Administrative Director

Tricia Sullivan, Wasatch Family Foundation Director

Excused:

Jonathan Echlin, Board Member

Rachel Buchanan, Board Member

c. Potential Conflicts of Interest: None reported.

d. Waldorf Verse

*"The healthy social life is found
When in the mirror of each human soul
The whole community finds its reflection,
And when, in the community,*

The strength of each one is living.”

-Rudolf Steiner

- e. Chair Remarks:
 - i. Trustee Jones stated that she has written a DEI (Diversity, Equity, and Inclusion) statement on behalf of the Board, which she would like the members to read and be prepared to discuss in the next Board meeting. She spoke briefly about the importance of addressing DEI issues in the school, and the Board’s commitment to ensuring the health of the school in that arena.
 - ii. Ms. Jones spoke about the importance of effective training of new Board members as they join the governing body (and continuing training of standing members), particularly in maintaining understanding on the part of the Board members of the form and processes of the Board as it has developed (noting the structure of a bulk of work happening in committee meetings rather than in the main monthly Board meeting, etc.).
2. Approval of Meeting Minutes
 - a. August 25, 2021: Trustee Huntsman made a motion to approve the meeting minutes from August 25 2021; Trustee Westman seconded the motion, which carried unanimously (with one abstention from Trustee Gaulin as a new Board member).
 - b. Sep 10, 2021 : Trustee Westman made a motion to approve the meeting minutes from September 10 2021; Trustee Johnson seconded the motion, which carried unanimously (with one abstention from Trustee Gaulin as a new Board member).
3. Business Manager Report: Mr. Cates referenced the Finance Report that he made available to the members ahead of the meeting. He stated that the school’s cash position is currently strong. He spoke about the current enrollment numbers, which are down from projected levels for this time of year. He noted that he and Ms. Merchant had a meeting with someone from the Utah State Board of Education, with the purpose of finding out how much financial impact there could be from being lower in enrollment than projections at the October 1 point; the USBE staff member they met with is new in his position and couldn’t share a lot of information beyond what Mr. Cates understood. Mr. Cates noted that final numbers and understanding of the impact of lower enrollment (if enrollment remains low by October 1) will come in November and December (some data in November, some in December). There was discussion about the
4. Committee Reports
 - a. Governance Committee:
 - i. Review and update on board member terms and needs: No discussion.
 - ii. Jonathan’s resignation, vacant Chair of Governance Committee: Ms. Jones noted the resignation of Mr. Echlin, and stated that Ms. Buchanan has agreed to be the new Chair of the Governance Committee.
 - iii. Melissa Jensen’s Board nomination: Ms. Merchant noted that she met with Ms. Jensen and had a very positive conversation with her. Ms.

Jones stated that this nomination should be ready to be on the agenda in the October Board meeting.

- b. Finance Committee: As discussed in the Business Manager Report.
 - c. Policy Committee/Policies for Vote
 - i. Emergency Response Policy: Trustee Johnson made a motion to approve the Emergency Response Policy and the Special Education Policy; Trustee Swain seconded the motion, which carried unanimously (with one abstention from Trustee Gaulin as a new Board member).
 - ii. Special Education Policy: As noted above.
 - iii. IT Security Plan: Tabled until the October meeting.
 - iv. Ms. Golden noted that the policies on the docket for the October meeting are: IT Security Plan, Conflict of Interest Policy, Disposal of Textbooks, Secondary School Completion, and Association Leave.
 - d. Fundraising Committee
 - i. Harvest Festival update: Ms. Spataro noted that it is less than a month until the Festival. She stated that the Angel Room is one element of the Festival that is being removed due to covid, in the effort to keep all elements outdoors. She spoke briefly about the vendors that are signed up at this point, and also gave highlights about the craft activities and food trucks that will be there.
 - ii. Board Involvement: Ms. Spataro
5. Executive Director Report: Ms. Merchant referenced the monthly report provided to members ahead of the meeting. She noted the prior discussion about enrollment numbers (in the Financial Report section). She then shared information about the septic/plumbing issues that have happened at the school this week, which caused the school to be online for two days as the school was not able to have any running water. The issue is now resolved to the point that the building can be occupied, and Ms. Merchant stated that she will be in touch with the Board if a meeting is needed before the next regular meeting, to approve expenditures for replacing a septic pump.
- a. Updates on Covid: There was discussion about the idea that has been suggested, that the Board draft a letter to be sent to the parent community, regarding covid (with an emphasis on requesting that parents have their children wear masks to school). Ms. Jones shared that she is not comfortable with a letter on this topic being sent by the Board to the parent community. She further stated that while there are covid issues extant, she does not feel that there are covid issues that need to be addressed by the Board, or action that the Board should take. She made note of the covid response committee that exists within the school administration, and stated that any action that may need to be taken with regards to covid, should go through that existing committee. There was further discussion about a letter being written by the Board, with the decision being that the idea of a letter will be tabled for now, unless requested by the administration/covid response committee. Ms. Jones noted that if a letter were to go out from the Board, she would want it to be reviewed by legal counsel before being sent.
6. Foundation update: Ms. Sullivan stated that things are going very well with the Foundation; she stated that all of the preschool classes are very close to full, the

kindergarten aftercare is fully enrolled, 1st grade aftercare is fully enrolled, and grades aftercare is making a comeback (not back to pre-covid levels yet, but recovering from where it was last year). Ms. Sullivan noted that the Foundation Board passed a budget in their September meeting that will see the Foundation ending the year in the black, which is a very positive outcome.

7. Board discussion and/or Votes

- a. Ratifying current Board Officers and Committees as constituted and discussed at Board Retreat (officers for the 2021-22 school year):

Board Chair: Sherry Jones

Chair-Elect: Ann Johnson

Treasurer: Heidi Huntsman

Secretary: Meghan Golden

Finance Committee Chair: Heidi Huntsman

Audit Committee Chair: Ann Johnson

Policy and Procedure Committee Chair: Meghan Golden

Governance Committee Chair: Rachel Buchanan

Fundraising Committee Chair: Lyn Spataro

Foundation Board Liaison: Peter Westman

- b. Covid discussion, if needed: As discussed in the Executive Director Report.

8. Option for Closed Session

9. Closing:

- a. Did we spend our time effectively?
b. What can we do to improve our effectiveness?
c. What is keeping our leader awake at night?

10. DEI (Diversity, Equity, and Inclusion) Discussion: As mentioned in the Chair Remarks section, Ms. Jones referenced the DEI statement that she has written and shared with the members ahead of the meeting. She stated that the purpose of the statement is to state as a Board "we are committed to this," and the next logical step could be for a committee to be formed to work on these issues, if there is the will to do that among the Board and the school staff. There was discussion about the need for anything done in this arena to be meaningful and substantive, and then followed discussion about potential ways for these issues to be examined in the school.

11. Adjournment: Ms. Spataro made a motion to adjourn the meeting; Ms. Swain seconded the motion, which carried unanimously and the meeting ended at 8:45pm.