

**Wallace Stegner Academy  
Board of Directors Annual Meeting  
Tuesday, June 21, 2016**



**Location:** Glendale Branch Library, 1375 Concord Street, SLC, UT

**In Attendance:** Sarah Vaughan, Reed Farnsworth (phone), Frank Magana, Andrew Bernstein, Jeremy Schow

**Others in Attendance:** Adam Gerlach, Anthony Sudweeks, Brandon Fairbanks, Kara Finley, Cole Arnold

*Wallace Stegner Academy will foster a community of active learners through academic rigor and citizenship by providing an opportunity for students to achieve academic excellence.*

## **MINUTES**

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**7:07 PM – CALL TO ORDER by Sarah Vaughan**

### **CONSENT ITEMS**

- **May 17, 2016 Board Meeting and Closed Session Minutes**  
Jeremy Schow made a motion to approve the May 17, 2016 Board Meeting and Closed Session Minutes; Frank Magana seconded. Motion passed unanimously.

### **PUBLIC COMMENT**

- No public comments were made.

### **CLOSED SESSION TO DISCUSS PERSONNEL**

- Closed Session was tabled.

### **REPORTS**

- **Directors Report**  
The outreach efforts have included increased Facebook traffic, a bubble ball activity, and events at the Sorenson Center. More events will be planned and information will be sent out to registered families to keep them engaged.  
Current enrollment figures were presented and additional registration events will be held to help families complete the paperwork. The curriculum needed will be purchased if it can't be purchased used.
- **Construction Update**  
Construction is progressing quickly and the parking lot is finished with striping complete. Landscaping is ongoing and the playground is installed. Temporary occupancy may be granted the first part of July.

## VOTING ITEMS

- **Charter Agreement**

The Board discussed having three-year terms with a maximum of five terms. Jeremy Schow made a motion to approve the Charter Agreement and having Board Member terms set for three years at a maximum of five terms; Frank Magana seconded. Motion passed unanimously.

Jeremy Schow made a motion to approve the Charter Agreement and having a minimum of nine Board Meetings per year for the first two years of the Boards operation and then six Board Meetings per year thereafter; Frank Magana seconded. Motion passed unanimously.

- **Bylaws Amendment**

The changes to the bylaws regarding regular meetings and notices was reviewed. Frank Magana made a motion to approve the amended Bylaws with changes to Article II Section 2 and Section 4 along with changes to the Board Term Limits to be three year terms with a maximum of five terms; Jeremy Schow seconded. Motion passed unanimously.

- **401k 4% Match**

Adam Gerlach proposed offering a 4% match to full-time employees starting from date of hire and it is included in the budget.

Andrew Bernstein made a motion to approve a 401K match of 4% to full-time employees; Jeremy Schow seconded. Motion passed unanimously.

- **2015-2016 Amended Budget**

Cole Arnold discussed the current years budget and the purchases that will be on the cusp of the end of the fiscal year. The final 2015-2016 amended budget will be voted on Thursday, June 30<sup>th</sup> at 8:00 AM.

- **2016-2017 Budget**

Cole Arnold reviewed the projected budget and the enrollment figures. The amounts built into the budget for 401K as well as other expenses were discussed, including the need to review the budget and amend as needed.

Frank Magana made a motion to approve the 2016-2017 Budget; Jeremy Schow seconded. Motion passed unanimously.

- **Audit Engagement Letters**

The school needs to hire an independent audit firm to confirm enrollment and attendance data as well as to review the finances of the school for spending, coding, and documentation. Eide Bailly is the proposed audit company for the engagement letters.

Andrew Berstein made a motion to approve the Audit Engagement Letters with Eide Bailly; Frank Magana seconded. Motion passed unanimously.

- **Board Member Terms and Officers**

Jeremy Schow made a motion to keep the Board Member officers as currently constituted; Frank Magana seconded. Motion passed unanimously.

- **Director Employment Agreements and Compensation**

The terms of the employment agreements were reviewed.

Frank Magana made a motion to approve the 2016-2017 Director Employment

Agreements and Compensation; Andrew Bernstein seconded. Motion passed unanimously.

- **Founding Members**

Jeremy Schow made a motion to approve the Founding Members to be Adam Gerlach, Anthony Sudweeks, Sarah Vaughan, Andrew Bernstein, Jeremy Schow, Feed Farnsworth, and Frank Magana; Andrew Bernstein seconded. Motion passed unanimously.

- **Summer Purchasing Plan**

Adam Gerlach presented the proposed summer purchasing plan and the purchases that are needed for the school to spend for kitchen appliances, curriculum, and technology. Reed Farnsworth made a motion to approve the Summer Purchasing Plan amounts for kitchen equipment, curriculum, and technology; Jeremy Schow seconded. Motion passed unanimously.

- **Janitorial Services Agreement & Rate Sheet**

Anthony Sudweeks reviewed the responses that were received for Janitorial Services and the process for rating the responses. The company with the winning bid will provide a day porter and a night cleaning crew along with summer services. Frank Magana made a motion to approve the Advanced Building Care Janitorial Services Agreement & Rate Sheet and authorize Adam Gerlach and Anthony Sudweeks to sign the agreement; Andrew Bernstein seconded. Motion passed unanimously.

- **Family Handbook and Employee Handbook**

The contents of the handbooks were reviewed including benefits and changes. Jeremy Schow made a motion to approve the Family Handbook and the Employee Handbook and authorize the administration to make minor changes to the handbooks without needing Board approval while substantive changes must come before the Board; Andrew Bernstein seconded. Motion passed unanimously.

## **TRAINING**

- **Utah Open Meetings Act**

The Board reviewed the Utah Open Meetings Act Training and discussed the purposes for Board Meetings, the need to complete business in a public forum, and the purposes for holding Closed Sessions.

## **CALENDARING**

- Annual Board Meeting Calendar
- Conference Call Board Meeting June 30, 2016
- Registration and Parent Meetings July 12, 2016
- Board Meeting July 19, 2016

## **ADJOURN**

- Andrew Bernstein made a motion to adjourn the Board Meeting; Frank Magana seconded. Motion passed unanimously.  
Board Meeting adjourned at 8:16 PM.