

**Wallace Stegner Academy  
Board of Directors Meeting  
Tuesday, September 19, 2017**



**Location:** 980 S. Bending River Court; SLC, UT 84014

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

**Others in Attendance:** Adam Gerlach, Anthony Sudweeks, 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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**4:07 PM – CALL TO ORDER by Sarah Vaughan**

### **CONSENT ITEMS**

- **June 21, 2017 Board Meeting & Closed Session Minutes**  
No changes were needed to the minutes.  
*Jeremy Schow made a motion to approve the June 21, 2017 Board Meeting & Closed Session Minutes; Frank Magana seconded. Motion passed unanimously.*

### **PUBLIC COMMENT**

- No public present.

### **REPORTS**

- **Finance Review**  
Cole Arnold reviewed the current standing of the budget, including the revenue received and when the funding will increase based on additional enrollment. The donations received and how the school is able to accept donations was discussed. The liabilities of the school and the revolving loan were considered.  
Andrew Bernstein joined via phone at 4:15 PM.  
Expenses including salaries, materials, and supplies for the lunch program, and property were explained. The Board received training regarding the flow of funds once received and the process in place for distribution of funding. The procedures and verification of documentation was discussed.
- **Director Report**  
Adam Gerlach presented on the state of the school, including how students are being referred to the school based on word of mouth. The Outward Bound program is

underway and students have been visiting libraries, the Capitol Building, and the outdoors and it is tied to learning objectives.

The school has received two \$10,000 donations and is very grateful to the generous organizations helping support the school. The University of Utah donated \$10,000 and it was presented on the field at the game and aired on ESPN. The Board reviewed the Donations and Fundraising Policy, including the approvals of donations. The two \$10,000 donations have been approved by the administration.

Jeremy Schow left at 4:38 PM.

The school budgeted conservatively for enrollment and it is above anticipated and the school is full. The anticipated attrition rate of students was discussed along with supporting family needs.

Jeremy Schow joined via phone at 4:45 PM.

Currently, faculty and staffing positional are all full and two additional paraprofessionals were added. Curriculum and standards were reviewed and written over the summer and teacher meetings are going very well. Pre-service training this year went exceptionally well.

The drop off and pick up protocols are been updated with a rule of not allowing any pedestrians in the parking lot. The kids have been trained on the process and it has helped improve the safety for students.

The administrators discussed paid leave options. The Board considered allowing three weeks of paid leave for those on maternity/paternity leave. Employees can also add on regular paid leave as outlined in the employment agreements to the maternity/paternity.

Jeremy Schow left at 5:02 PM.

## **VOTING ITEMS**

- **Board Terms and Elected Officers**

The Board discussed the need to renew Reed and the position of Financial Coordinator. *Frank Magana made a motion to approve an additional three-year term for Reed Farnsworth and appointing Frank Magana to serve as the Financial Coordinator; Reed Farnsworth seconded. Motion passed unanimously.*

- **Lunch Program Agreement**

The agreement will cover the lunch program for the year and it is hosted by Ascent Academies of Utah. The breakfast program is still occurring but is now hosted in the lunchroom. The quality of the food is excellent and kids and teachers like the program. Equipment was purchased to outfit the necessary equipment but the kitchen was set up to accommodate it initially with a few modifications.

*Reed Farnsworth made a motion to approve the Lunch Program Agreement; Andrew Bernstein seconded. Motion passed unanimously.*

- **UCA Plan and Budget**

The restricted funding received through the Utah Consolidated Application allocations will help cover salaries, professional services, and supplies. The grants coverage for paraprofessionals and teacher salaries will help provide additional support and cover the full-time kindergarten program along with supporting supplies.

*Reed Farnsworth made a motion to approve the UCA Plan and Budget; Frank Magana seconded. Motion passed unanimously.*

○ **Policies**

The Board reviewed the changes to the policies and the new policies that are now required. The ability for students to self-apply sunscreen is allowed now, the procurement policy and legal review was considered, and the Wellness Policy is the Ascent Academies of Utah policy.

*Frank Magana made a motion to approve the Amended Wellness Policy, the Amended Administration of Medication Policy, the Amended Cash Handling Policy, the Amended Human Sexuality Instruction Procedures, the Amended Procurement Policy, the Financial Reporting Policy, and the Information Technology Security Policy; Reed Farnsworth seconded. Motion passed unanimously.*

**BREAK FROM 5:45 PM TO 6:18 PM**

**STRATEGIC PLANNING**

○ **Vision**

• **Charter Agreement Goals and Vision Implementation**

The state accountability goals included school grade that will not be issued this year and a PACE report card. The school accountability goals are being monitored and some areas are being exceeded while some are growing. The student engagement goals will be determined when the reports are released from the state in November. Math instruction has been reviewed and there has been a lot of groundwork to provide student interventions.

• **SCOT Analysis**

Internal and external sources facing the school were considered and the Board completed a SCOT Analysis. Strengths included passionate administrators, Academics West, teacher training, flexibility, enrollment and marketing, and the Outward Bound program. Challenges included the math scores, adequately serving the populations needs, the geographic location of the school and transportation, and the learning curve of being a new school. The opportunities included community involvement and expanding enrollment. Threats included changing legislation, compliance, and maintaining the schools reputation.

• **Goals for next year**

Each Board Member wrote down three goals or focuses for the school. Areas included teacher support and training, student achievement, character education, teacher retention, enrollment and expansion, and community development. The goals were prioritized with faculty being first, academics being second, and community as third.

• **Long-term planning**

Goals were established to be: 1) Academics: 3-5% growth in Mathematics proficiency as demonstrated on the SAGE assessment; 2) Faculty: Staff surveys will reflect that the implementation of bi-weekly teacher-administration meetings led to increased teacher satisfaction; and 3) Community: Create a baseline for parent

- engagement at school events (excluding parent-teacher conferences).
- **Board Needs**  
Future Trainings were prioritized and upcoming trainings will include best practices of high performing charter schools, student performance data, governance versus management, and budget 101.  
The Director Evaluation Tool Committee will meet to determine the performance pay metrics and then work with Adam Gerlach and Anthony Sudweeks in preparation for the next Board Meeting.

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

- Tabled.

#### **CALENDARING**

- **Annual Calendar**  
The Board reviewed the annual schedule of meetings and may consider changing the meeting times to 5 PM.
- **Board Meeting**  
The next Board Meeting will be on October 24, 2017.

#### **ADJOURN**

- Frank Magana made a motion to adjourn the Board Meeting; Reed Farnsworth seconded. Motion passed unanimously.  
Board Meeting adjourned at 8:08 PM.