

**Wallace Stegner Academy  
Board of Directors Annual Retreat  
Tuesday, September 18, 2018**

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

Board Members in Attendance: Sarah Vaughan, Jeremy Schow, Frank Magana, Andrew Bernstein (5:12 pm), Reed Farnsworth (5:27 pm)

Others in Attendance: Anthony Sudweeks, Adam Gerlach (5:12 pm), Kim Dohrer, Platte Neilson, Cole Arnold, Keiley Bradshaw

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**MINUTES**

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**5:11 AM CALL TO ORDER**

- Sarah Vaughan called the Board Meeting to order at 5:11 pm

*5:12 PM Andrew Bernstein joined the meeting*

*5:14 PM Adam Gerlach joined the meeting*

**CONSENT ITEMS**

- **June 26, 2018 Board Meeting Minutes**  
Frank Magana *made a motion to approve the June 26, 2018 Board Meeting Minutes; Jeremy Schow seconded. Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye. Voting was unanimous and the motion passed.*

**PUBLIC COMMENT**

- There was no public present.

**REPORTS**

- **Financial Report**  
Frank Magana reviewed the school's current financial position and discussed the current operating cash and receivables.
- **Facility Financing Options**  
The modular is now operational and is now being used by the school. Currently, the committee is in an exploratory phase right now and is looking at more financing options to bring to the board with different scenarios that the Board can vote on.  
*5:27 PM Reed Farnsworth joined the meeting*

**VOTING ITEMS**

- **Early Literacy Plan**  
Directors Adam Gerlach and Anthony Sudweeks reviewed the Early Literacy Plan with the Board. The plan will be sent in for review to the State, if there are any requests for changes, the plan will need to come back before the Board for re-approval.

Jeremey Schow made a motion to approve the Early Literacy Plan; Andrew Bernstein seconded. Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.

- **School Breakfast and Lunch Prices**

Adam Gerlach and Anthony Sudweeks reviewed the school breakfast and lunch prices with the Board. The Directors' also discussed the Lunch Bunch Program at the school, the teachers are given free lunch if they choose to stay and eat with their students.

Frank Magana made a motion to approve the School Breakfast and Lunch prices Reed Farnsworth seconded. Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.

- **BOARD POLICIES**

- **Government Records Access Management Act (GRAMA) Policy**

The amended policy states that the Board of Directors will approve minutes of board meetings at the next regularly scheduled meeting.

- **Sexual Abuse and Molestation Prevention Policy**

The board reviewed the changes to the policy which included training every other year and reporting. Adam Gerlach mentioned that the training is very good and they would like to have the training yearly.

- **Student Data Privacy and Security Policy**

The board reviewed and discussed the name and code changes in this policy.

The Board reviewed and discussed the changes in this policy. Mr. Gerlach discussed that during the summer they consolidated apps that teachers are using to try and control data that is going out.

Frank Magana made a motion to approve the Government Records Access Management Act Policy, Sexual Abuse and Molestation Prevention Policy, and the Student Data Privacy and Security Policy; Reed Farnsworth seconded. Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.

- **MOU with Salty Cricket Composers Collective**
  - **After School El Sistema Program**
  - **Daytime Fine Arts Education Program**

There are two pieces to the school's music program, the daytime program, which replaces the need to hire a music specialist, and the after-school program. The daytime program brings in different fine art groups for a few weeks at a time to educate the students on different areas of the arts. The Daytime Fine Arts Program will be \$45,000 per year. The Afterschool El Sistema Program is a combined symphony with Jackson Elementary. The two schools will get together one Saturday per month to play together. The afterschool program runs Tuesday's-Thursday's 3:30pm-5:30pm; Friday's 1:30pm-5:30pm; Saturday's 9:00am-12:00pm. Salty Cricket has received a grant for the program for \$20,000 and has asked the school to match the grant for the after-school program.

*Jeremy Schow made a motion to approve the MOU with Salty Cricket Composers Collective for after school El Sistema program and the MOU with Salty Cricket Composers Collective for Daytime Fine Arts Education; Andrew Bernstein seconded. Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.*

## **CALENDARING**

- **November 15, 2018 – Next Board Meeting 5:00 pm**

**CLOSED SESSION** to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a).

- Sarah Vaughan *moved to enter into a Closed Session* to discuss the character, professional competence, or physical or mental health of an individual at 6:01 pm Wallace Stegner Academy Art Room. *Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.*
- Sarah Vaughan *moved to exit the Closed Session* at 6:14 pm Wallace Stegner Academy Art Room. *Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.*

*6:17 PM The Board of Directors took a short recess for dinner.*

*6:57 PM The Board of Directors reconvened the meeting.*

## STRATEGIC PLANNING

- **SCOT Analysis Activity**

Kim Dohrer from Academica West split the Board into groups for an activity to come up with strengths, threats, and opportunities. Once the groups were finished, Ms. Dohrer had them share what each group came up with. These answers were then compared with the SCOT analysis from the last strategic planning meeting.

### **2017-2018 SCOT Analysis:**

#### **Strengths:**

- Passionate administration
- Academica West
- Teacher Training
- Flexibility
- Enrollment and Marketing
- Outward Bound Program

#### **Challenges:**

- Math Scores
- Adequately serving the population needs (so many kids need our help)
- The geographic location of the school and transportation
- The learning curve of being a new school

#### **Opportunities/Threats:**

- Community involvement and expanding enrollment
- Changing legislation
- Compliance
- Maintaining the school's reputation

### **2018-2019 SCOT Analysis:**

#### **Strengths to add:**

- Instruction
- Finances/ resources
- Administration & staff communication
- Board governance – not management
- Competitive teacher compensation
- Competitive teacher retention

#### **Challenges to add:**

- Attendance/chronic absenteeism
- Building financing
- Managing growth

**Challenges to remove:**

- Math scores
- The learning curve of being a new school

**Opportunities/Threats to add:**

- Online learning
- Extracurricular
- State charter board policies

**Opportunities/Threats to remove:**

- None

● **Update from Administration**

○ **Academics**

Adam Gerlach and Anthony Sudweeks reviewed the school's math growth data which shows a 20-point increase. The State Charter Board will be honoring the school for this great achievement on October 11, 2018.

○ **Faculty**

Anthony Sudweeks discussed with the board that both he and Adam Gerlach are trying to create a positive culture at the school, they have hired a Human Resources professional who has worked at Smith's for 16 years. This new hire is focused on creating a sense of community in the school by having weekly stories and an appreciation program with staff at the school. The school had 61-74% teacher retention, the Directors' feel this has to do with the training and communication as well as the salaries they are able to offer their staff. The school has a WSA procedure manual that is similar to a military field guild, it is a working document that is presented at staff training if a situation arises they can look in the manual and see exactly how to respond. If there ever is a situation that is not in the manual, they will add it and notify all staff of the addition.

○ **Community**

The school has hired a counselor who has been a great benefit to many of the students. The counselor assists the students with priority setting as well as counseling if any issues at home come up. The Directors' would like to add community programs such as math, literacy, financial literacy and budgeting 101, with the goal to increase parent activity.

● **Update on Administration Structure**

The Directors' updated the Board on the division of labor between the two Directors. This has helped the administrators become more effective at their jobs.

- **Expansion/ Replication Discussion**

The Board discussed the pros and cons of expanding versus opening a replication/satellite school; the Board ultimately decided to focus on expanding the school. The Board discussed building expansion and growing enrollment to 810 by 20/21.

Sarah Vaughan, Board Chair thanked everyone for their time and contributions and asked that Board Members make a special effort to be to each meeting.

**8:20 PM ADJOURN**

- *Reed Farnsworth moved to adjourn the Board Meeting 8:20 pm Frank Magana seconded. Voting went as follows: Sarah Vaughan, Aye; Frank Magana, Aye; Jeremy Schow, Aye; Andrew Bernstein, Aye; Reed Farnsworth, aye. Voting was unanimous and the motion passed.*