

**NOTICE OF PUBLIC MEETING
UTAH VIRTUAL ACADEMY CHARTER SCHOOL
Board Meeting**

Pursuant to Utah Statute 52-4-202, notice is hereby given to the members of the Utah Virtual Academy Governing Board members and to the general public that the Governing Board will hold a public meeting, open to the public as specified below. The Governing Board reserves the right to change the order of items on the agenda. One or more members of the Governing Body may participate in the meeting by telephonic communications.

Pursuant to Utah Statute 52-4-201, the Governing Body may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda or to review, to discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law.

Persons with a disability may request a reasonable accommodation by contacting Stacey Hutchings at 801-262-4922. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this 18th of April, 2014

By _____
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
April 23, 2014 – 6:30 pm
Via Conference call: 801-262-4922 ext. 108 pin. 1562 then #**

A. Roll Call

Board Members: Wade Faraway-Vice Chair, Veronica Hobby-Secretary

Phone: Brian Maxwell-Chair, Stephanie Smith

Excused: Preston Eichers

Staff: Stacey Hutchings-Head of School, Mike Livsey- K-5, Megan Meridith-HS ,
Maryanne Shaheen-PLC Leader

Guests: Stan Lockhart STEM Action Center

Public: No public present

- B. Call to the public** - This is the time for the public to comment. Members of the Governing Board may not discuss items that are not specifically identified on the agenda. Therefore, action taken as a result of public comment will be limited to directing school staff to study the matter, respond to any criticism, or schedule the matter for further consideration and decision at a later date. 10 minutes

No public comment

School Update (30 Minutes)

- A. Head of school Update** - School metrics – including current organizational chart, retention, Scantron, demographics, teacher hiring, and charter board performance measures including retention and academic progress. (Attachment HOS Report folder)

- Still below in HS passing rates

- Science, math and English are improving and are above rates of last year.
- Retention rates:
 - HS above board goal
 - K-8 improving but still below board goal
 - Reregistration is looking good especially in K-5
 - HS has about 400 students still needing to reregister
- Currently testing with Scantron
- SAGE testing to begin in May
- NCAA of extended review not applicable to UTVA

Action Item: Track and update retention rates in May board meeting

Finance Session (30 Minutes)

Motion to move item E next on agenda made by Stephanie Smith, 2nd by Brian Maxwell, Unanimous

Presentation – STEM Science, Technology, Engineering and Math state-wide initiative – Stan Lockhart

- STEM education is active, engaged, hands-on, experiential classrooms
- One way to achieve is through a virtual environment
- Teaching methods that allow for long-term, deep learning
- Curriculum enhancement—digital learning tools for additional student help without needing a teacher or tutor
- Project-based instructional model
- HS pathways that end up with job opportunities for HS interns-school partners with a company interested in working with HS students as interns

A. Finance Review and possible Board Acceptance (Document)

Motion to move Finance Review to May meeting made by Brian Maxwell, 2nd by Veronica Hobby, Unanimous

Policy Session (30 Minutes)

B. Discussion and approval of March 26, 2014 Minutes. (Document A)

Motion to approve March 26, 2014 minutes made by Stephanie Smith, 2nd by Brian Maxwell, Unanimous

C. Discussion and possible action regarding response to school financial audit. (Attachment Audit Response)

Motion to move to item D and not discuss Item C made by Brian Maxwell, 2nd by Stephanie Smith, Unanimous

D. Discussion and possible action regarding Procurement policy. Change to current Procurement policy as a result of audit. (Board Policy 4001 Procurement)

Motion to invite attorney Alan Bockman to educate board on current Procurement policy during May board meeting made by Wade Faraway, 2nd by Brian Maxwell.

E. Presentation – STEM Science, Technology, Engineering and Math state-wide initiative – Stan Lockhart

- Moved to beginning of meeting

F. Discussion and possible action regarding ISIhr contract. New PEO contract for board's approval. Including rider for short and long-term disability insurance. (Attached – ISIhr contract and proposal)

Motion to approve contract with new PEO made by Brain Maxwell, 2nd by Stephanie Smith, Unanimous

G. Discussion and possible action regarding record retention policy. Policy would allow the digitalization of student files for withdrawn students. (Board Policy 5001 Records Retention)

- Allow school to digitalize students' records who have not attended UTVA for one year or more.

Motion to approve change in school retention policy to reflect digitalization of prior student records made by Stephanie Smith, 2nd by Brain Maxwell, Unanimous

H. Parent Organization and Booster Updates– Melissa Carbajal, Booster President will update. (Document B)

- Face to face parent get together-successful
- Will be selling t-shirts during schools outings

I. Discussion and possible action regarding 2014-2015 School Calendar. (Attachment annual calendar)

Motion to approve updates and changes to 2014-2015 School Calendar made by Stephanie Smith, 2nd by Brian Maxwell, Unanimous

J. Interview, Discussion, and possible action regarding potential new board members.

Motion to move to item K made by Stephanie Smith, 2nd by Brain Maxwell, Unanimous

K. Executive Session - Closed meeting to discuss potential school litigation.

Motion to move to next agenda item made by Brian Maxwell, 2nd by Stephanie Smith, Unanimous

Adjournment

Motion to adjourn made by Brian Maxwell, Unanimous

Action Item: Add to board minutes update from board training sessions and address any board action needed from board training previous to board meeting.

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DATED AND POSTED this 21st of March 2014

By _____
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
March 26, 2014 – 6:30 pm
Via Conference call: 801-262-4922 ext. 108 pin. 1562 then #**

C. Roll Call

Board Members: Brian Maxwell-Chair., Veronica Hobby-Secretary, Preston Eichers

Phone: Stephanie Smith

Excused: Wade Faraway

Phone: Stephanie Smith

Staff: Stacey Hutchings-Head of School, Mike Livsey- K-5, Megan Meridith-HS, Shelly Strahan-Special Ed, Anneliese Pixton-Operations Manager, Angie Kreitzer-Title 1 Parent Engagement

K12: Jim Donley-CIO, Todd Thorpe-Central Region Vice President, Jason Jacksack-Finance

- D. Call to the public** - This is the time for the public to comment. Members of the Governing Board may not discuss items that are not specifically identified on the agenda. Therefore, action taken as a result of public comment will be limited to directing school staff to study the matter, respond to any criticism, or schedule the matter for further consideration and decision at a later date. 10 minutes

- **No public comment**

School Update (30 Minutes)

- B. Head of school Update** - School metrics – including current organizational chart, retention, Scantron, demographics, teacher hiring, and charter board performance measures including retention and academic progress. (Attachment 1)

- Introduced Anneliese Pixton as new Operations Manager

- Utah Association of Charter Schools annual conference June 9-10. Board welcome to attend.
- Metrics:
 - Stopped enrollment March 25.
 - Enrollment at 1856
 - Low Income population at 58%
 - Special Ed population at 18%.
 - Special education audit went well. Staff may do some training for other schools.
 - Passing rates
 - Lower than last year this time
 - Down this quarter
 - Tracking weekly with teachers
 - Individual teacher passing rates and class attendance public among staff
 - Rock the Block—try everything to pass last year’s passing rates
 - Feel rates will be better at end of block
 - Higher than usual student withdrawal rate, particularly for Middle School
 - Retention training with teachers
 - May be due to focus on more instructional training than specific retention training
 - Face-to-face with parents about expectations of program
 - Option for students who are doing well not as much oversight required
 - School Lever
 - Student culture survey
 - Staff culture survey
 - Testing
 - DWA-97% participation
 - ACT-problems with new test, highly regulated, missed deadline for make-up day. Outside Utah contract window for make-up ACT-UTVA will pay for tests.
 - Initiatives for next year
 - Face-to-face enrollment
 - Academic intervention team for Language Arts and Math
 - Mentor program converting to Family Academic Support Team

Action Items

- Add to board retreat
 - Performance Audit for Online and Distance Program
 - State Charter Board Report

Finance Session (30 Minutes)

L. Finance Review and possible Board Acceptance (Document)

- Operating July through Feb-about 1 million dollar loss. Many items will amortize more positively by end of fiscal year.
- Preston concerned about deficit position with K12. Suggests working with Stacey and Jason to develop plan to first break even, then operate at a profit.
- What is K12’s long-term goal with UTVA?
 - K12 representative, Todd Thorpe, response that they are interested in a long-term goal. One issue is how online schools are funded-K12 continues to work through this at a legislative level.
 - Jim Donley suggests looking at other K12 school’s budgeting plans.
 - Student outcomes related to school profitability in Utah. Todd Thorpe suggests increasing student CAP will make biggest difference.

Motion to have management and K12 to develop a fiscal plan to show potential school profitability made by Veronica Hobby, 2nd by Preston Eichers, Unanimous.

Motion to pay K12 \$1,502, 084.16 made by Preston Eichers, 2nd by Stephanie Smith, Unanimous.

Policy Session (30 Minutes)

M. Discussion and approval of January 22, 2014 Minutes. (Document A)

Motion to approval January 22, 2014 minutes made by Veronica Hobby, 2nd by Stephanie Smith, Unanimous.

N. Discussion and possible action regarding response to school financial audit.

- Presenting in April board meeting school response of school financial audit to state.
- O. Parent Organization and Booster Updates**– Melissa Carbajal, Booster President will update. (Document 2)

- Report given by Angie Krietzer
- 2nd successful parent night in Davis county
- Facebook group successful. Supportive for parents and learning coaches
- Still selling school t-shirts.

P. Discussion and possible action regarding PEO change. Report and recommendation of PEO investigation. (Attachment 4)

- Prosing school shift to ISI. There may be a \$207,000 saving due to a technology driven platform.
- ISI will be self-sustaining and no additional staff will be needed.
- Another bonus is an IHC platform
- Plan will involve Zions Bank.

Motion to changes HR and payroll platform to ISI on May 1, 2014 and send notice to Insperity of intended change made by Preston Eichers, 2nd by Stephanie Smith, Unanimous.

Q. Discussion and possible action regarding 2014-2015 School Calendar. (Attachment 5)

Motion to adopt 2014-2015 School Calendar made by Stephanie Smith, 2nd by Veronica Hobby, Unanimous. Preston Eichers absent.

R. Discussion and possible action regarding SY 2014-2015 Trust Lands Plan. (Attachment 6)

- Parents more involved than in previous years
- Drop off between 3rd and 4th grade in scores.
- Choose committee in Spring to get committee ready for next school year

Motion to adopt SY 2014-2015 Trust Lands Plan made by Preston Eichers, 2nd by Stephanie Smith, Unanimous.

S. Discussion and possible action regarding Special Education graduation adjustments. (Attachment 7)

- Two groups of IEP students
 - Students who do not take alternative assessments who want to graduate with a regular diploma
 - Choice of regular diploma or certificate of completion for IEP students who do not take alternative assessments
 - Many companies do recognize the certificate of completion
 - Students will be able to attend all graduation activities

Motion to adopt Special Education graduation adjustments made by Stephanie Smith, 2nd by Preston Eichers, Unanimous.

T. Discussion and possible actions regarding of staff and parent surveys by the Board.
(Attachment 8)

- Brian not interested in board having feedback directly from staff or parents. He feels we may be crossing into management.
- Stephanie thinks it is good data to collect, but are we crossing into management.
- Administration is open to including questions from the board on their surveys.
- Administration feels surveys from the board invite inappropriate channel with board
- Preston is against a totally anonymous survey-staff or parents need to include names on survey. Does not feel survey is necessary.
- Make giving name on survey voluntary.
- Due to open-meeting act all responses need to be public.
- Purpose of survey
 - Standard of “how well”

Motion that survey subcommittee to develop questions that board would like to add to management survey made by Stephanie Smith, 2nd by Preston Eichers, Unanimous.

U. Interview, Discussion, and possible action regarding potential new board members.

- No potential applicants at this time
- Need someone with technology and/or education oriented or experience

V. Executive Session - Closed meeting to discuss potential school litigation.

Adjournment

Motion made to adjourn made by Preston Eichers, 2nd by Veronica Hobby, Unanimous

Document B

Booster Report

- We are having re-elections in May for PTO president and will be sending out an interest survey shortly.
- We will be selling t-shirts at the testing sites
- Parent activity on May 20th in Salt Lake County
 - Whitmore Library on May 20th for the Parent Night. 6:30-8:30.
 - The event will run from 7-8.