

**NOTICE OF PUBLIC MEETING  
UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
Minutes**

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 20th day of September, 2012

By \_\_\_\_\_  
Douglas Shaw, Board President

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
September 25th 2012 7:00 pm  
Via Conference call: 1-888-824-5783 code:74325098 then #**

- A. Roll Call - Doug Shaw, Melissa Carbajal, Lori Whittam, Shelly Strahan, Kayleen Marble, Angie Kreitzer, Anneliese Pixton, Amy Vance, Kathy VanOrden, Michelle Smith. Board Applicants: Veronica Hobby, Emily Marble, Joseph Osmond (attorney) joined to discuss item F below.**
  
- B. Finance Committee Report –** The board may review and accept the finance committee’s report from August 28<sup>th</sup> and current payments to K12. (Document A) - **ACTION: Brian Maxwell made a motion to approve the payments to K12. Michelle Smith seconded the motion. The motion passed unanimously.**
  
- C. 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.

**School Update**

- 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.

Stacey Hutchings went over the Org Chart and the metrics. The board recommended to Stacey Hutchings to send a letter to the Charter board. They responded favorably.

Watching the enrollment closely for our October 1 count day.

High School enrollment has increased significantly including the part-time students.

Stacey explained our relationship with Open-High School and our part-time students.

Our Sped is up to 14% and our Title 1 is at 12%.

Doug Shaw asked about our attendance policy. Melissa Carbajal reported on the parent facebook and how they are reaching out to help parents with their attendance reporting. Stacey Hutchings explained how UTVA is doing home visits to find out where students are. Parents are responding to the letters left at the doors. Also went over the withdrawal reasons. Angie Kreitzer is our new parent involvement specialist.

The board of education is changing the rules on Trust lands committees. The change will be the school board will now be the committee instead of a parent committee.

NCLB is being changed because we have been granted a waiver. There will no longer be AYP and UPASS. We will receive a score from the state.

### Policy Session

- A. Discussion and approval of August 17th Board Meeting/ Retreat Minutes (Document B)**  
**Doug Shaw recommends that we move this to the October Board meeting.**

- B. Parent Organization and Booster Updates – Angie Kreitzer – Parent Involvement Specialist will update.**  
**Implemented Parent trainings including Love & Logic. Had first Booster meeting today and formed a leadership committee. Region Facebook pages have been formed for parent communication. Melissa Carbajal is the Booster President. Mentors are available for struggling parents. All parents are invited to the Booster meetings. There were about 25 parents at the meeting.**

- C. Discussion and possible action regarding Policy Updates – review updated board policies as discussed in previous meeting. (Attachment 1)**  
**Doug Shaw recommends we move this to the next board meeting.**

- D. Presentation, discussion and possible action regarding School Goals for SY 2012-2013 (Attachment 2). Doug Shaw recommends we move this to the next board meeting.**

- E. Discussion and possible action regarding Audit expense amendment. Due to a higher amount of Federal Funds spent an additional audit expenses - (Attachment 3)**  
**Doug Shaw gave verbal approval for the audit.**

- F. Discussion and possible action regarding non-profit application. School attorney recommendation that we secure a specialized attorney to walk us through the process. Joseph Osmond from Kirton, McConkie Law firm. We are now in closed session for this portion of the agenda.**

**Closed Session adjourned at 8:06 pm**

**G. Interviews, discussion and possible action regarding potential new board members.** Emily

Marble, Preston Eichers, and Veronica Hobby (Attachment 4)

Emily Marble – Sister-in-law informed her of opening on the board. Doesn't have school employment experience but wants to expand her horizon. She is a CPA.

Doug Shaw asked how she feels about the management company and the virtual school. As a governing board we make sure the management company and the school is doing what they are supposed to. Michelle Smith asked Emily to read the mission statement and give her take on it. Feels that the board would make sure that the mission statement is followed. Emily said she would be available for meetings.

Veronica Hobby – Michelle Smith asked what her experience is. Veronica was on the board at Spectrum Academy for 2 ½ years. Had a larger board with competing views. Enjoyed learning how a charter school works and got to know the families. What you brings you to apply with UTVA? Wants to be involved with her children's school and see what the need is and see if this a good fit. Has a daughter currently enrolled in 10<sup>th</sup> grade and had an older daughter involved a couple of years ago. Veronica Hobby likes UTVA and K12 curriculum. Came from the home school community. Is impressed with the teachers. Michelle Smith asked what she would do if she has conflicting views with the board. Veronica would represent the school and stand by the boards decision and support it. Michelle Smith asked her to read the mission statement and tell what she thinks that means and as a board member what would you do make sure this is followed. Veronica likes that it covers parents, students and staff. She likes that is also addresses the unique styles of learning for all students. As a board member you have to make sure the finances are there to cover the costs and promote the bottom line. Doug Shaw asked what the difference is between governance and management. Veronica said that we need to make sure the management company is doing their job. Michelle Smith asked what Veronica could bring to the board as an asset. Veronica said she is parent of a disable child and has been in all the different school communities and can bring insight to the school with what works and what doesn't. Michelle Smith asked how Veronica can consider all student's needs and not just her own. When you become part of a board you need to remember you are a part of the board. Doug Shaw asked if she would be available to attend the board meetings and she said yes.

Stacey Hutchings suggested that we have a special board meeting in a couple of weeks and talk with Preston Eichers and then decide on the new board members. We will need to have a quorum at this meeting.

**Board Development Session**

- A. Board Training – Brian Carpenter Training #3 – “Broken Promise” (Attachment 5)  
This will be postponed until next board meeting.**
  
- B. Adjournment – meeting adjourned at 8:55pm**

## DOCUMENT A

Utah Virtual Academy Finance Committee  
August 28, 2012  
6:30 pm

310 E 4500 S Suite 290, Murray, UT

Conference Call Number: (888) 824-5783 x74325098 then #

### Agenda

- A. Roll Call                    Doug Shaw – UTVA Board; Jason Jacksack, Stacey Hutchings – Stacey Hutchings
- B. Approval of August 17, 2012 minutes of public meeting (below, Document A)  
**Doug will recommend the approval of the minutes.**
- C. Financial statement review, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons.  
**Doug will recommend to the board for approval.**
- D. Approval of payment register, bid tracking and bank reconciliation  
**Doug will recommend to the board for approval**
- E. Acceptance of state revenue (deposit register)  
**Doug will recommend to the board for approval**
- F. Approval of payments to K12 – will await board action

Invoice # 200005758 - \$17,010.00  
Invoice # 200005786 - \$11,794.00  
Invoice # 200005787 - \$3,010.00  
Invoice # 200006064 - \$ 114,959.50  
Invoice # 200006018 - \$ 111,101.50  
Invoice # 200005973 - \$ 14,332.50  
Invoice # 300000922 - \$ 828.75

**Doug will recommend to the board for approval**

- G. Adjournment  
**Doug adjourned at 7:14 pm**

## DOCUMENT B

### MINUTES OF PUBLIC MEETING UTAH VIRTUAL ACADEMY CHARTER SCHOOL Board Annual Retreat Snowbird – Cliff Lodge Boardroom Level C

- A. **Roll Call** – Doug Shaw, Brian Maxwell and Michele Smith attended from the board. Stacey Hutchings, Jason Jacksack and Mary Gifford attended from UTVA/K12.
- B. **Call to the public** – No members of the public addressed the board.

#### Policy Session

- A. **Discussion and approval of June 26<sup>th</sup>, 2012 board meeting minutes**

**ACTION: Brian Maxwell made a motion to approve the June 26, 2012 minutes. Michele Smith seconded the motion. The motion passed unanimously.**

- B. **Finance Committee Report** – The board may review and accept the finance committee’s report from June 26<sup>th</sup>, 2012.

**ACTION: Brian Maxwell made a motion to accept the finance committee’s report from June 26, 2012. Michele Smith seconded the motion. The motion passed unanimously.**

- C. **Discussion and possible action regarding- Audit expense** -The board discussed the release of UTVA information by the auditors.

**ACTION: Michele Smith made a motion to approve the proposed audit engagements. Brian Maxwell seconded the motion. The motion passed unanimously.**

- D. **Discussion and possible action regarding South Towne Expo Contract for testing and Contract policy**

**ACTION: Michele Smith made a motion to approve the contract. Doug Smith seconded the motion. The motion passed unanimously with Brian Maxwell abstaining.**

- E. **Presentation, discussion and possible action regarding Bullying Policy** – Doug asked to include a paper report on bullying incidents within student folders in addition to TV Notes. Michele asked to rewrite the definition of bullying by integrating of 2.1.3.

**ACTION: Brian Maxwell made a motion to approve the proposed bullying policy with changing the definition of bullying to include reference to intimidate or cause mental or emotional anguish, the definition applies to all subcategories of bullying and strike the last clause in section 2.1.1. Michele Smith seconded the motion. The motion passed unanimously.**

- F. **Discussion and possible action regarding Board Policy** – The board and staff members reviewed all board policies and made suggested changes for consideration at the next board meeting.

**G. Discussion and possible action regarding Board Member Appointments** – Doug is discussing policy committee chairmanship with Wade. The board needs to elect a secretary. Brian is going to perform board secretary responsibilities until a board election. Brian Maxwell and Michele Smith are going to become signers on the school’s checking account. The board asked the staff to invite Emily Marble for a board interview. The board also asked the staff to invite parents to interview with the board.

**Table for lunch:**

**ACTION: Brian Maxwell made a motion to approve the proposed meeting calendar. Michele Smith seconded the motion. The motion passed unanimously.**

**Annual Calendar**

**September 25 – board and finance**

**October 23 - finance**

**November 27 – board and finance**

**January 22 – board and finance**

**February 26 - finance**

**March 26 – board and finance**

**April 23 - finance**

**May 21 – board and finance**

**June 25 - finance**

**H. Discussion and possible action regarding –Budget amendment allowing teacher salary increases based on performance outcomes. (Attachment 8)**

**ACTION: Brian Maxwell made a motion to approve the amended budget. Michele Smith seconded the motion. Motion passed unanimously.**

**2:00 Goals – Performance Measures / School Improvement Plan (Attachment 6)**

Michele made a motion to adjourn. Brian seconded. 3:56 pm