

NOTICE OF PUBLIC MEETING *MINUTES*
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 30th day of November, 2012

By _____
Douglas Shaw, Board President

UTAH VIRTUAL ACADEMY CHARTER SCHOOL
December 4th 7:00 pm
Via Conference call: 1-888-824-5783 code: 74325098 then #

- A. Roll Call - Doug Shaw, Wade Farraway, Preston Eichers, Kathy VanOrden, Lori Whittam, Kaylene Marble, Stacey Hutchings, Jason Jacksack from K12, Rob Shaw from Squire, Veronica Hobby (potential board member) Michelle Smith. On the phone: Amy Vance, Anneliese Pixton, Melissa Carbajal & Angie Kreitzer & Mary Gifford from K12.**
- 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.**

Motion: Wade made a motion to stray from the agenda and start with the Finance Committee Report from Squire. Preston Eichers seconded the motion.

Rob Shaw from Squire went over the financial statements for the annual audit. Rob Shaw answered questions regarding the net loss at the end of the year. Wade Farraway suggested that we prepare a letter to the state to let them know we are aware of the deficit. Jason Jackson deferred to Squire regarding a letter.

Motion: Wade made a motion to provide a letter to the state from the board. Michelle Smith seconded the motion.

Rob Shaw explained the notes in the financial statement including the management agreement and the deficit. There is a recommendation on page 19 of the audit report to

spend money for certain state programs or work with the state to determine the carryover status of these programs.

Rob explained the related party transactions. Squire's recommendation is that we publically declare our management agreement with K12. Wade made a motion to put this on the agenda for next month. Preston Eichers seconded the motion.

Doug Shaw recommended to the school to make sure the Special Ed money is spent so we don't lose it. Preston Eichers suggested that Shelly Strahan, Sped Coordinator report back with the plan on how to spend the money.

Single Audit & Compliance Audit are included in the report along with a compliance letter. As part of the audit Squire also discusses fraud with different people including the Head of School, the Finance Officer and the President of the Board.

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 reported on the 501c3, the IRS has contacted Doug Shaw and now we can continue the process. Our attorney has sent a Power of Attorney form to Doug so the IRS can also deal with UTVA's attorney. Doug Shaw will sign the form and give to Stacey Hutchings. Terry Izumi from the IRS contacted Doug (714-826-1448) said the application just landed on her desk.

Enrollment report: we have about 200 students in the pipeline. Currently we are at 1982 and we will have an influx at the semester. We are at 15% Special Ed in our school and up to 23% in the Middle School. The At-Risk population will be a positive in our measured performance. Wade would like to see a graph where we are backfilling from.

Doug would like to move to item M to approve Veronica Hobby as a new board member.

Retention and re-registration metrics. HS Principal Amy Vance reported on how we are working towards higher passing rates. Stacey Hutchings also reported on how we track the teachers as well. Wade Faraway is concerned about the low passing rates of the electives and also how low the Algebra passing rates are. Amy Vance reported that Study Island is used to help the students get ready for the end of year state testing. This is working to help students with their grades.

Focus designation process: The appraisal is the first part and will be taking place next week. The external team has interviewed administrators and observed the teachers. There will be a panel discussion tomorrow with parents and students. There is a self-assessment that will be submitted from the teachers and administrators. The appraisal will be completed on December 10th and will be delivered to staff on December 13th. The support team is digging in to find out what is causing the deficiencies' in our school.

Doug Shaw wants the main focus to be to bring our passing grades up. Wade Faraway agrees and wants to move toward success. Stacey asked that the board hold us accountable for the appraisal plan. The support team will stay with us through implementation.

Policy Session

- A. Discussion and approval of September 25th, October 23rd, & November 8th Minutes** (Documents A, B, C) –
Motion: Michelle Smith made a motion to approve the September 25th, October 23rd, & November 8th Minutes. Wade Faraway 2nd the motion. Motion was approved unanimously.
- B. Finance Committee Report** – The board may review and accept the finance committee’s report from October 23rd and current payments to K12. –
Motion: Preston Eichers made a motion to approve the finance committee report and the current payments to K12. Wade Faraway 2nd the motion. Motion was approved unanimously.
- C. Presentation of Annual Audit Report** – Jason Jacksack and Rob Shaw from Squires will present the Audit Report and be available for questions. (Attachment 1) – **See above**
- D. Non-profit status update** – Progress towards getting non-profit status – **Stacey reported in her HOS update.**
- E. Presentation of E-Rate and possible uses** – New possible funding stream for telecommunications. – **Lori Whittam reported on what E-rate is. We can apply the discounts in the office. This would save lots of money as well. More to come in January.**
- F. Parent Organization and Booster Updates** – Melissa Carbajal, Booster President will update. (Attachment 2) – **Has been with UTVA for 4 years and loves the teachers and staff. The last booster meeting was held on Nov. 20th and had 6 in attendance. T-Shirts are ready to sell and will be done online and delivered to students during the CRT’s. Working on how to get HS students to participate in the events. Discussed fund raisers for in-need families during the holidays. (This will be tabled until next year). Fundraising needs to be discussed with Stacey Hutchings. They don’t want to handle any cash, use something like Pay Pal. All funding would go thru UTVA. Upcoming events: ice skating, gingerbread events. Looking to increase volunteers, working on a survey to see what parents can do. Box Tops are being collected and the money collected will go towards incentives for students. www.boxtops4education.com you can go in and register and shop online also. Held auction online, donations to be made to UTVA. Next meeting will be held on Jan. 15, 2013.**
- G. Discussion and possible action regarding Policy Updates** – review updated board policies as discussed in previous meeting. (Attachment 3) – **Move to next board meeting.**
- H. Presentation, discussion and possible action regarding School Goals for SY 2012-2013** (Attachment 4). – possible 65%
- I. Discussion and possible action regarding UCA Plan.** Utah Consolidated Application for use of Title funds submitted requires board review and approval. (Attachment 5) – Anneliese Pixton reported that the UCA is the funding plan we report to the state. Working on improving higher student achievement and parent involvement. Research is required to submit with the plan.

Motion: Wade Farraway moves that we adopt what was submitted on Dec. 1st. Michelle Smith seconded the motion. The motion passed unanimously.

J. Discussion and possible action regarding School Trust Lands Committee. Rule changes this year makes the Charter School Board the School Trust Lands Committee. Need to decide on process to develop the Trust Lands Plan. – **Stacey Hutchings reported the rules have changed to make the school board the committee. No longer obligated to elect a committee. Wade Farraway made a motion to have parents and teachers on the committee. Stacey Hutchings will ask parent Mary Wegzryn if she will be on the committee. Preston Eichers suggested only have 4 people on the committee. Doug Shaw asked Preston if he would be on the committee with Stacey and ask for some parents to be on the committee.**

K. Discussion and possible action regarding Murray Boys & Girls Club Contract. Contract for use of Murray Boys & Girls Club for Face to Face Reading Program. (Attachment 6) – **Kaylene Marble reported that the Boys & Girls Club will let us use their facility for free we just need insurance and board approval.**

Motion: Wade Farraway made the motion to accept the contract. Michelle Smith 2nd the motion. The motion passed unanimously.

L. Board member appointments to board committees. Preston Eichers appointed to be Finance Committee Chair. Wade Farraway appointed to be Policy Committee Chair.

Motion: Michelle Smith moved to appoint Wade Farraway to the Policy Committee Chair. Preston Eichers seconded the motion. Motion passed unanimously.

Motion: Michelle Smith moved to appoint Preston Eichers to the Finance Committee Chair. Wade Farraway seconded the motion. Motion passed unanimously.

M. Interviews, discussion and possible action regarding potential new board members. Veronica Hobby.

Motion: Doug Shaw made a motion to approve Veronica Hobby. Preston Eichers seconded the motion. Motion passed. Veronica Hobby accepted the position of board member.

Board Development Session

A. Board Training – Brian Carpenter Training #2 - “Dirty Walls” (Attachment 7) – moved to next board meeting.

B. Adjournment – Michelle Smith motioned to adjourn the meeting. Wade Farraway seconded the motion. Meeting adjourned at 9:32 PM

Document A
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.

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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 #

- C. 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.**

- D. Finance Committee Report – The board may review and accept the finance committee’s report from August 28th 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

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

- O. 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.

- P. 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.

- Q. 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.**

- R. 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.

- S. 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

T. 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 10th 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

**C. 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 B

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

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DATED AND POSTED this 17th of October, 2012

By _____
Douglas Shaw, Board President

UTAH VIRTUAL ACADEMY CHARTER SCHOOL
October 23rd 2012 7:00 pm
Via Conference call: 1-888-824-5783 code: 74325098 then #

- A. Roll Call: Doug Shaw, Brian Maxwell, Wade Farraway, Michele Smith – UTVA Board
Mary Gifford, Stacey Hutchings – K12
Preston Eichers, Mary Wegzryn - Public**

- 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.

- C. Discussion regarding UTVA’s Utah Comprehensive Accountability System (UCAS) Report.** UCAS designation for UTVA will be formally announced and process and timeline explained.

- D. Discussion and possible action regarding non-profit application – Closed, Executive Session.** Further information on strategy for non-profit application.

ACTION: Wade made a motion to follow up on our current non-profit application and report back at the next board meeting. Brian Maxwell seconded the motion. The motion passed unanimously.

- E. Interviews, discussion and possible action regarding potential new board members.** Preston Eichers and Mary Wegzryn (interview and consideration) Consideration of Emily Marble and Veronica Hobby (Attachments)

ACTION: Wade Farraway made a motion to table the decision regarding Mary Wegzryn’s appointment until they can meet her face to face. Brian Maxwell seconded the motion. The motion passed unanimously.

ACTION: Wade Farraway made a motion to invite Preston Eichers to be a member of the board. Brian Maxwell seconded the motion. The motion passed unanimously.

ACTION: Wade made a motion to invite Veronica Hobby to the next board meeting. Michele Smith seconded the motion. The motion passed unanimously.

F. Discussion and possible action regarding changing the date for the November Finance Committee and Board meeting.

ACTION: Wade Farraway made a motion that we post pone the November finance and board meeting to Tuesday, December 4th at 6:30 and 7:00 respectively. Michele 2nd the motion. The motion passed unanimously.

G. Adjournment

ACTION: Brian Maxwell made the motion to adjourn at 7:29. Michele Smith seconded the motion. The motion passed unanimously.

Document C

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

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DATED AND POSTED this 7th of November, 2012

By _____
Douglas Shaw, Board President

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
November 8th 2012 7:00 pm
Via Conference call: 1-888-824-5783 code:74325098 then #**

- A. Roll Call – Doug Shaw, Brian Maxwell, Wade Farraway and Preston Eichers - Board Stacey Hutchings and Jason Jacksack – K12**

- 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 Present

C. Discussion regarding and possible action regarding hiring a School Support Team.

The School Support Team is required by the USOE to conduct school appraisal, help create school improvement plan, and support implementation of the plan.

ACTION: Brian Maxwell made a motion to hire a School Support Team with the Focus Group grant money. Preston Eichers seconded the motion. Motion passed unanimously.

D. Adjournment

ACTION: Wade Farraway made a motion to adjourn at 7:04. Brian Maxwell seconded the motion. Motion to adjourn passed unanimously.