

**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 5th of December, 2013

By _____
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
December 11, 2013 – 6:30 pm
Via Conference call: 1-888-824-5783 code: 74325098 then #**

A. Roll Call

Board Members: Brian Maxwell-Chair, Wade Faraway—VChair, Veronica Hobby-Secretary, Preston Eichers, Stephanie Smith

UTVA:Stacey Hutchings—Head of School, Mike Livsey—K5 Principal, Anneliese Pixton—Title 1 Coord., Meghan Merideth—HS Principal, Kathy Van Orden-Operations, Jenny Johnston-Middle School Principal

K12: Jason Jacksack

- 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

- 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 1)

- Little below cap of 2050
- Increase in high school students on wait list.
- More students are further behind and credit deficient.
- Retention rates continue to improve.
- Exceeded board goal for student retention.

- High School passing rates 5% higher than last year.
- Review of passing rates—English, Math, Science, and World Languages decreasing.
- Invited to present to charter board about our academic performance as part of our school improvement process.
- Pre-bidder priority school improvement grant: as focus school we qualify in lowest perform 5% of Title 1 schools. 6 grants available at 1M over 3 years. Priority status follows grant award (only get designation if awarded grant). Pros and cons to priority status. January agenda—action on whether we apply for grant. Will grant money actually help our students?
- Still waiting for accurate graduation report from state.
- To consider:
 - Don't apply for SIP Grant
 - Don't accept Title funds
 - 2 Models to follow: Stacey to provide additional information to board
 - Transformation Model
 - Teacher and leader effectiveness
 - Comprehensive Instructional Reform Strategies
 - Learning Time and Community-Oriented Schools
 - Turnaround Model

Policy Session

A. Discussion and approval of October 23rd Minutes. (Document A)

Motion to accept October 23rd minutes made by Stephanie Smith, 2nd by Brian Maxwell, Unanimous.

B. Finance Committee Report and possible Board Acceptance – The board may review and accept the finance committee's report and current payments to K12. Bank review update. (Document B)

Motion to accept finance committee report made by Brian Maxwell, 2nd by Stephanie Smith, Unanimous.

A. Parent Organization and Booster Updates– Melissa Carbajal, Booster President will update. No update this month

B. Discussion and possible action regarding school banking options. Bank interviews conducted to determine the best fit for UTVA's needs.

- Preston's recommendation that we keep Wells Fargo, but add Zions as bank of preference.

Motion made that we add Zions as bank of primary and Wells Fargo as secondary made by Wade Faraway, 2nd Stephanie Smith, Unanimous.

C. Discussion and possible action regarding testing facilities contracts. (Attachment 1)

Motion to approve testing facilities contracts as presented made by Stephanie Smith, 2nd by Wade Faraway, Unanimous.

D. Discussion and possible action regarding Utah Association of Public Charter Schools membership dues. (Attachment 2)

Motion to approve Utah Association of Public Charter Schools membership dues made by Veronica Hobby, 2nd by Stephanie Smith, Unanimous

E. Discussion and possible action regarding PEO renewal. Board to review Insperty renewal contract and 2 competing bids. (Attachment 3)

- Accepting competing bids for PEO renewal.
- Deadline for renewing with Insperty is end of December. Insperty offers services that local PEOs do not. Insperty's bid not specific to what fee covers. ISI's proposal is more fee specific.
- Concern with partial bid from Zions and partner. Zions has responded, but partner has not.
- May make more sense to make change in summer, but will add additional monthly cost.

Motion that we continue with Insperty until additional bids and fee structures can be researched made by Preston Eichers, 2nd by Stephanie Smith, Unanimous

F. Discussion and possible action regarding student fee policies. Amend board policy regarding providing computers to students. (Attachment 4)

- Fee policy is that students do not pay for curriculum materials and computers. Suggested change that we provide computers for k-6, and k-12 based on economic need. Some courses may also have a fee. Suggestion made to include a fee waiver for economic need.

Motion made to accept changes to Student Fees Policy as reflected in updates made by Stacey Hutchings made by Preston Eichers, 2nd Stephanie Smith, Unanimous

G. Discussion and possible action regarding mid-year enrollment practice. (Attachment 5) Management would like to suspend midyear enrollments in the 11th & 12th grade for the 2013-2014 school year. Possible discussion regarding related ongoing board policy.

- We are a great magnet to students needing credit recovery. We have less success with students who enroll mid-year.
- Problem is school wide, but amplified in high school.

Motion is to amend Student Enrollment Policy to reflect that 11 and 12 grade students may not enroll mid-year and other updates made by Stacey Hutchings in policy made by Stephanie Smith, 2nd by Preston Eichers, Nay: Wade Faraway, Veronica Hobby

H. School Trust Lands Committee update. Veronica Hobby – STL Chair

- Concern over scheduling and compensation for staff serving and presenting on committee.

No motion

I. Interview, Discussion, and possible action regarding new board members.

- No potential new board members

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

- Closed meeting to discuss potential school litigation

Motion to move to executive session at 9:33 pm made by Preston Eichers, 2nd by Stephanie Smith.

Motion to end executive session at 9:55 made by Preston Eichers, 2nd by Stephanie Smith, Unanimous

Board Development Session

- A. **Board Training - Productive Governing Board Meetings**
- B. **Adjournment**

Motion to adjourn made by Brian Maxwell, 2nd by Stephanie Smith, Unanimous

Document A

NOTICE OF PUBLIC MEETING UTAH VIRTUAL ACADEMY CHARTER SCHOOL Board Meeting

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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 21st of October, 2013

By _____
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
October 23rd, 2013 – 6:30 pm
Via Conference call: 1-888-824-5783 code: 74325098 then #**

C. Roll Call

Board Members: Brian Maxwell-Chair, Wade Faraway-V-Chair, Veronica Hobby-Secretary, Absent: Preston Eichers-Treasurer

UTVA: Stacey Hutchings—Head of School, Mike Livsey—K5 Principal, Anneliese Pixton—Title 1 Coord., Angie Kreitzer-Title 1 Engagement Copor., Meghan Merideth—HS Principal, Kathy Van Orden-Operations, Jenny Johnston-Middle School Principal, Charity Smith-Assoc of American Educators
Phone: Marianne Shaheen-k5 Lead Teacher
Public: Stephanie Smith

- 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

- 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)

Metrics:

- Enrollment at 2120
- SPED enrollment at 16%
- Low Income over 60%
- Brian requests breakdown of students with autism spectrum
- ASD classification changing on IEP due to changes in medical classification.
- Wade requests what does board need to do to help students more.
 - Concern from Mike that internet access may be issue for some students
 - School can do more to inform parents of low cost options of internet access for low income families
 - Action Item:** ASD enrollment numbers-Stacey
 - Action Item:** Presentation to board about needs of technology in school and where we need to improve-Stacey

- Top reason for withdrawals in Learning Coach unavailable.
- Passing rates for HS at 66%. Up from 50% last year.
- Wade suggests that we do more to encourage team teaching between Learning Coaches.
- Veronica requests report on average grade levels for elementary students.
- Update on process server due address habitually truant students.
- Travel policy concerns letter-more of a practice issue than policy. Teachers who live more than 90 miles from office can qualify for hotel, mileage, and meal reimbursement.
- Administration will promote complaint process to staff to ensure open communication. Next policy session will address policy issues with complaint process.

Policy Session

- C. **Discussion and approval of September 25th minutes.** (Document A)

- Motion to approve minutes made by Wade Faraway, 2nd by Brain Maxwell, Unanimous.

- D. **Finance Committee Report and possible Board Acceptance** – The board may review and accept the finance committee’s report and current payments to K12. Bank review update. (Document B)

- Motion made to approve Finance Committee report made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

K. Parent Organization and Booster Updates– Melissa Carbajal, Booster President will update.

- Report made by Angie Kreitzer
- Changes made in leadership
- See Handout
- Staff support of parent organization to help with socialization between Learning Coaches and cohort ideas.
- Update on outings: turnout is up. Initiative to engage students more with outings and meeting staff.

L. Presentation by the Association of American Educators.

- Avenue for teachers to have a voice in school and connect with other professionals.
- \$160 per year per teacher.
- Qualify for state funding
- Stacey to gather more information on procurement guidelines and budget.

M. Presentation and possible action regarding student tour opportunity. EF Tours offer world-wide student tours for student groups. Presented by Marianne Shaheen – K5 Lead Teacher. (Attachment 2)

- Washington DC and New York June 2014
- Germany, Austria, Switzerland in June 2015
- \$2100 per student ages 15-19
- Need financial cost and liability waiver information.
- Under review by board of whether board endorses.
- School may advertise program.
- Direction given to Stacey to give school credit for school sponsored educational programs.
- Motion that school me proceed with advertising but EF is not a school sponsored event made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

N. Discussion and possible action regarding school banking options. Bank interviews conducted to determine the best fit for UTVA's needs.

- Motion to move item D to next meeting made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

O. Discussion and possible action regarding the Utah Consolidated Application. UCA application due for restricted funds budgets and program plans.

<http://www.uca.schools.utah.gov/PublicPlanPrint.aspx?Print=1&OrgCode=5F05F>

- Presentation by Anneliese Pixton
- Motion to adopt the UCA plan as presented made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

P. Discussion and possible action regarding Salt Lake County Testing contracts. Contract to review South Towne Expo Center for state mandated testing. (Attachment 3)

- Brian Maxwell states a nonbinding conflict with testing center

- Motion that we make this expenditure as required made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

Q. Discussion and possible action regarding Murray Boys & Girls Club contract. Contract to use the Murray Boys & Girls Club facility for a hybrid program. (Attachment 4)

- Hybrid drop-off program for students to receive adult mentors, activities etc.
- Rate is \$20 per hour
- Program will start in two weeks and go through testing
- Total cost will be \$10, 000
- Wade Faraway states that he has been involved with legislation concerning Murray Boys and Girls Club. No conflict of interest.
- Motion to approve contract with Murray Boys and Girls club made by Veronica Hobby, 2nd by Brian Maxwell, Unanimous.

R. Discussion and possible action regarding School Trust Lands Plan 2013-2014 amendment. Would like to add the purchase of Utah Writes program to plan. (Attachment 5)

- Amend plan to include Utah Writes program
- Total is around \$7818.
- Note: school has used other programs and found them more expensive but lower quality.
- Note: the board encourages competition in the marketplace.
- Motion to add purchase of Utah Writes program to School Trust Lands plan made by Veronica Hobby, 2nd by Wade Faraway, Unanimous.

S. Discussion regarding School Trust Lands Audit Letter. Outcome of School Trust Lands Audit and discussion regarding response to STLA. (Attachment 6)

- Auditors concern that UTVA purchased gift cards for student motivation.
- Auditors concern with too much money left over at end of year.
- School need to reimburse Trust Lands \$1910.52 for student gift cards.
- Motion to pay Trust Lands back the \$1910.52 from school's general funds made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

T. Update regarding School Land Trust Committee. SLTC elections and members report.

- Voting for parents finalized
- Staff members also chosen

U. Interview, Discussion, and possible action regarding new board members. (Attachment 7)

- Interviewed potential parent board member Stephanie Smith
- Motion made to accept Stephanie Smith as new board member contingent upon background check and any other concerns that might preclude Stephanie's service made by Brian Maxwell, 2nd by Veronica Hobby, Unanimous.

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

- Motion to move to executive session at 9:09 pm made by Brian Maxwell, Unanimous.
- Motion to end executive session at 9:25 made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

W. Discussion and possible action regarding November 20th board meeting. Consider cancelling the November board meeting.

- Motion to cancel November 20th and December 18th board meeting. Move board meeting to December 11th made by Brian Maxwell, 2nd by Wade Faraway, Unanimous.
- Motion made to adjourn made by Wade Faraway, 2nd by Brian Maxwell, Unanimous.

Document B

**Utah Virtual Academy Finance Committee
October 23, 2013
6:00 pm**

310 E 4500 S Suite 290, Murray, UT

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

Agenda

- A. Roll Call
Brian Maxwell, Wade Faraway, Veronica Hobby
Absent: Preston Eichers
Stacey Hutchings-Head of School, Angie Kreitzer-Title 1 Engagement Coordinator, Megan Meridith-HS Principal, Mike Livsey-k5 Principal,
Jason Jacksack-Phone k12
Stephanie Smith--Public
- B. Approval of September 25, 2013 finance committee minutes (below, Document A)
Motion to approve minutes made by Wade, 2nd Veronica, Unanimous
- C. Financial statement review September, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons
- D. Approval of payment register, bid tracking and bank reconciliation
Motion to approve made by Veronica Hobby, 2nd by Wade Faraway, Unanimous.
- E. Acceptance of state revenue (deposit register)
Motion to approve state revenue made by Wade Faraway, 2nd by Veronica Hobby, Unanimous
- F. Approval of payments to K12

Invoice # 200008586 - \$255,140.77
 Invoice # 200009069 - \$248,369.66
 Invoice # 200009524 - \$260,167.76
 Invoice # 200009943 - \$240,514.88
 Invoice # 200012044 - \$256,928.50
 Invoice # 200012142 - \$77,707.50
 Invoice # 200012226 - \$20,245.50

Invoice # 200012253 - \$25,036.00

Invoice # 200012077 - \$690,955.00

Invoice # 200012173 - \$10,626.00

Invoice # 200012174 - \$3,066.00

Invoice # 200012254 - \$1,067.00

Invoice # 200012078 - \$19,098.50

Invoice # 200012045 - \$3,277.00

Invoice # 200012143 - \$900.00

Invoice # CM 200012400 - (\$221.00)

Motion made to approve payments to K12 made by Veronica Hobby, 2nd by Wade Faraway, Unanimous.

G. Adjournment

Motion to adjourn made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.