

**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 17<sup>th</sup> of January 2014

By \_\_\_\_\_  
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
January 22, 2014 – 6:30 pm  
Via Conference call: 1-888-824-5783 code: 74325098 then #**

**A. Roll Call**

Board Members: Wade Faraway, Veronica Hobby, Stephanie Smith, Preston Eichers  
Staff: Stacey Hutchings, Mike Livsey-- k-5, Jenny Johnston--MS, Megan Meridith--HS,  
Shelly Strahan—Special Ed, Anneliese Pixton—Title 1  
K12: Jason Jacksack  
Guest: Cindy Psuik--Squire  
Public: Tina Eagars

- 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**

**Motion to vary from agenda to item C audit report made by Stephanie Smith, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

- 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)

- Stacey Hutchings and Brian Maxwell attended meeting.

- Answered questions on:
  - School mission
  - Demographics
  - Student count
  - Special Education
  - Low Income
  - Hear back about information on data: talked about school improvement plan, accountability, increased accountability levels,
- State board chair recognized that many of our students graduating are not successful in other plans
- Metrics
  - Enrollment steady
  - Special education population increasing
  - Low income increasing
  - Passing rates lower in HS than last year especially in English
    - Biggest factor for this decrease may be that we are enrolling students at block rather than just at semester
    - What can we do to help students who come in new at block?
      - Now are doing more one-on-one orientation than previously
      - **Add to February board meeting:** request report on changes in orientation on new students
      - Plan to not enroll at block again unless changes in orientation show improvement
- Below cap on count date. Down in state funding about 600K

### Policy Session

#### **A. Discussion and approval of December 11<sup>th</sup>, 2013 Minutes.** (Document A)

**Motion made to approve December 11<sup>th</sup>, 2013 minutes made by Stephanie Smith, 2<sup>nd</sup> Preston Eichers, 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. (Document B)

- No finance meeting held

#### **C. Audit Report to Board.** Representative from Squires will present the annual external audit and be available for questions. Attachment

- Presentation on school annual audit presented by Cindy Psiuk of Squire
- School has significant amount of cash
- Unearned revenue continues to increase—related to special education, etc.
- Increase in revenue due to increase in enrollment
- Trend that may be a concern—need to diversify large cash balance amounts in single bank account that may be at risk due to FDIC limit.
  - Auditor recommends minimizing credit risk as much as possible.
  - May want to consider multiple bank accounts
  - Maximize interest earnings
  - Recommends board adopt an investment policy
  - Keep as much operating funds for 30 days—may want to invest additional funds in PTIF where funds earn interest, but are readily accessible when needed.

- Note 5 commitments:
  - Clarification to k12 agreement to accommodation credit to minimize what is happening in financial statement in the full accrual accounting method to accommodate modified accrual method
  - Auditor recommends to work towards a prudent level of working capital of two months.
  - Preston does not see this issue as a risk to the school as k12 does not have access to cash until UTVA pays expenses owed to k12
  - Amount of operating capital we have has not been an issue for the school as k12 is lenient with our paying expenses to them so as not to create a cash flow issue
  - Board feels arrangement is working between UTVA and k12, so clarification may not be necessary
  - Auditor's concern is that it leaves auditors to guess intent of modified accrual basis

**Motion made by Preston Eichers that we move discussion of issue of accommodating credits to next financial meeting and discuss how to respond to the suggestion and issues, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**Action Item:** Stacey—Draft a letter of understanding to k12 that our contract does not specifically address method of accounting. Need k12 to sign letter of understanding stating our accounting relationship. **Add to February board agenda**

- Schedule of expenditures of federal funds: expenditure number is reason for single audit
  - Title 1 program expenditures tested
  - Will now be combining federal special education and Title 1 funds
- Auditor did not identify any material weaknesses
- Other area of interest is agreement with Inspirity—auditor is not sure if we need a statement of insurance disclosures. Need to make a clarification if UTVA is in compliance. **Add to February board agenda.**
- Purchasing policies and procedures
  - Auditor cannot see evidence of prior approval process
  - Auditor recommends we retain evidence of prior approval
    - **Add to February board agenda for policy review**
- Concern with exceeding budget
- State deferred revenue in special education funds.
  - Auditor is satisfied that school is trying to find ways to spend funds
- In answer to question by Preston concerning internal controls, auditor feels school's internal controls are very good overall.

**D. Parent Organization and Booster Updates**—Melissa Carbajal, Booster President will update.

No update

**E. Discussion and possible action regarding testing facilities contracts.** Attachment

**Motion to approve testing facility contract made by Stephanie Smith, 2<sup>nd</sup> by Preston Eichers, Unanimous**

**F. Discussion and possible action regarding School Audit Committee.** School is now required to have a formal, designated audit committee and members.

**Motion that audit committee include Stephanie Smith as chair of audit committee and include Preston Eichers and Stephanie Smith made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

**Motion that audit committee meet as need at the request of the chair made by Wade Faraway, 2<sup>nd</sup> by Preston Eichers, Unanimous**

**Motion that finance committee be combined with board meeting made by Veronica Hobby, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**G. Discussion and possible action regarding PEO renewal.** Board to review Insperity renewal contract and 2 competing bids.

**Motion to move to February board meeting made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith Unanimous**

**H. Discussion and possible action regarding Priority Grant Application.** Board will consider option to apply for Priority School Improvement Grant. Attachment

- Grant for 1.2 M for 3 year duration to implement a school improvement plan
- Stacey and Jason do not feel we need the money—we have an improvement plan in place just need to give it more time
- We can revisit next year if current plan proves ineffective

**Motion to not apply for the Priority School Improvement Grant made by Preston Eichers, 2<sup>nd</sup> by Wade Faraway, Unanimous**

**I. Trust Lands Committee Update**

- Update on writing and math labs by Jenny Johnston
- Scantron results
- **Address expanding charter to include alternative school to be added to board summer retreat to possibly address struggling student needs better**

**J. Overview of staff and parent surveys**

**Motion to approve of approximately \$200 Survey Monkey as a means of survey made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

- Preston feels everyone needs names on survey
- Board concerned that confidentiality may be a problem—how do we share results effectively with administration to make survey useful
- Veronica and Brian will work out confidential issues and questions issues raised by the board for February board meeting

**Move agenda item to February board agenda**

**K. Discussion and possible action regarding Faculty Summer break.**

- Currently staff does not have a summer break.
- Issue of staff going with other programs that may have higher pay and a break

**Motion that UTVA give a Faculty Summer break to staff from July 5 to July 19 for the year 2014 made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**L. Interview, Discussion, and possible action regarding new board members.**

No discussion

**M. Executive Session** - Closed meeting to discuss potential school litigation.

**Motion to move to executive session made at 9:28 pm made by Veronica Hobby, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**Motion to close executive session made at 9:50 made by Preston Eichers, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

### **Board Development Session**

**A. Board Training - GBOT trainings tour**  
<http://schools.utah.gov/charterschools/Training/Governing-Board-Online-Training.aspx>

**B. Adjournment**

**Motion to adjourn made by Preston Eichers, 2<sup>nd</sup> 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 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 #**

**C. 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

- 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)

- 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

**N. Discussion and approval of October 23<sup>rd</sup> Minutes.** (Document A)

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

**O. 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Stephanie Smith, Unanimous

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

- Accepting competing bids for PEO renewal.
- Deadline for renewing with Insuperity is end of December. Insuperity offers services that local PEOs do not. Insuperity'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 Insuperity until additional bids and fee structures can be researched made by Preston Eichers, 2<sup>nd</sup> 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, 2<sup>nd</sup> Stephanie Smith, Unanimous

**G. Discussion and possible action regarding mid-year enrollment practice.** (Attachment 5)  
Management would like to suspend midyear enrollments in the 11<sup>th</sup> & 12<sup>th</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Stephanie Smith.

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

### **Board Development Session**

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

**C. Adjournment**

Motion to adjourn made by Brian Maxwell, 2<sup>nd</sup> by Stephanie Smith, Unanimous

**Document B**



Agenda

A. Roll Call

Preston Eichers-Finance Chair, Stephanie Smith, Veronica Hobby, Brian Maxwell, Wade Faraway, Stacey Hutchings, Jason Jacksack

B. Approval of October 23, 2013 finance committee minutes (below, Document A)

Motion to approve October 23, 2013 finance committee minutes made by Brian Maxwell, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

C. Financial statement review November, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons

- Budget to actual all funding stream: why is state funding down 427K in non-restricted funding? Research indicates that October 1<sup>st</sup> count down. State allows for ADM to apply for funding that will provide us higher funding through student daily average. State anticipated our enrollment would increase rather than decrease of students.
- K12 will adjust management costs to address potential budget shortfall.
- Increase in Title 1 funding and expenditures.
- State restricted funds: special education expenditures lower than expected.
- Salaries: special ed and title 1 lower. Why salaries decrease while curriculum and increase number of teachers? Decrease salaries due to projected salary amounts—in reality salary amount for special ed and title1 salaries increasing.
- Administrator phone: increase due to start up for VOIP. After initial setup, decrease in cost expected.
- Actual vs. budget for July through November we are 34K under budget. 1.2M anticipated loss better than one year ago. Concern is that the 223K deficit larger than a year ago. May be due to changes in state funding.
- Accounts payable: why negative balances and what is the plan to address negative balances?
- On balance sheet—what are prepaid k12 expenses and amortized over full year.

D. Approval of payment register, bid tracking and bank reconciliation, November and October

- Expense reports: concern that school employees are fronting money for school and time that it takes to reimburse. VIOP system should help address some of these expenses, some are due to mileage reimbursement—school credit card available if prearranged, and some is for teacher supplies. May want to consider electronic expense reimbursement system.

E. Acceptance of state revenue (deposit register), November and October

F. Approval of payments to K12

Invoice # 200011504 - \$272,684.12

Invoice # 200011939 - \$205,179.32

Invoice # 200012473 - \$239,163.23

Invoice # 200012661 - \$235,290.50

Invoice # 200012721 - \$52,273.00  
Invoice # 200012592 - \$176,979.00  
Invoice # 200012794 - \$34,221.00  
Invoice # 200012760 - \$11,130.00  
Invoice # 200012662 - \$3,343.50  
Invoice # 200012722 - \$315.00  
Invoice # 200012593 - \$1,426.00  
Invoice # 200012795 - \$1,155.00  
Invoice # 200012759 - \$2,898.00  
Invoice # 200013103 - \$242,272.48  
Invoice # 200013199 - \$367,952.50  
Invoice # 200013200 - \$11,596.50  
Invoice # 200013381 - \$46,090.00  
Invoice # 200013382 - \$1,518.00  
Invoice # 200013294 - \$100,506.00  
Invoice # 200013295 - \$1,833.00  
Invoice # 200013324 - \$46,112.50  
Invoice # 200013325 - \$245.00  
Invoice # 200013363 - \$10,794.00  
Invoice # 200013362 - \$3,024.00

- Behind in payments to k12.

Motion to approve line items C, D, E, F made by Brian Maxwell, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

#### G. Adjournment

Motion to adjourn finance committee meeting made by Brian Maxwell.