

**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 23<sup>rd</sup> of September 2013

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
September 25th, 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  
UTVA: Stacey Hutching—Head of School, Mike Livsey—K5 Principal, Anneliese Pixton—Title 1 Coord., Shelley Strahan—Special Ed Coord., Meghan Merideth—HS Principal  
K12: Jason Jacksack  
Public: Tina Eager

- 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)

- On track to meet cap by Oct. 1
- In process for 2<sup>nd</sup> block
- Special Ed population growing

- Title 1 and Low Income students up.
- HS population growing due to better retention between middle school and HS.
- Largest reason for withdrawals is relocating out of state.
- In-year retention exceeds goal of 2%.
- Reregistration is down. Harder to keep students from year-to-year.
- Passing rate up to 58% from 50% from last year.
- Hired English and Math paraprofessionals to for intervention with students. Small classes are also being utilized.
- What are we doing to increase parent involvement—have a parent involvement coordinator to address parent involvement. K5 has a parent instructional coach to help parents with curriculum and instruction. Also increase in teaching math and reading. MS is incorporating flip recordings and offering more small groups for students. Teachers teaching time increased and more study hall hours. Feedback sessions between teachers and principals weekly to increase instructional skills.
- Utilizing more testing and Study Island to monitor student and effectiveness of instruction. Based on year end SAGE assessments.
- Need to group core subjects on Passing Rates metrics, same line item for same class, clarify new math listings to compare to prior years.
- Approached Martel Menlove about breaking out our state score for advice on approaching state about issues. She suggests requesting breaking out scores as state does for UCAP scores.
- **Action Item** (Stacey): Agenda item in October to discuss hiring process servers or private investigator to track down previous students to document graduation status.

### Policy Session

#### **A. Discussion and approval of August 28<sup>th</sup> minutes.** (Document A)

Motion to approve August 28<sup>th</sup> minutes made by Wade Faraway, 2<sup>nd</sup> by Preston Eichers, Unanimous.

#### **B. Finance Committee Report** – The board may review and accept the finance committee’s report and current payments to K12.

Motion to approve Finance Committee’s report and current payments to K12 made by Preston Eichers, 2<sup>nd</sup> Veronica Hobby, Unanimous.

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

- Update provided by Stacey Hutchings
- Booster has had an increase in interest from last year.
- T-shirts are selling well.

#### **D. Discussion and possible action regarding school banking options.** Bank interviews conducted to determine the best fit for UTVA’s needs.

- Met with Wells Fargo and Zions. Chase Bank did not attend.
- Want someone who will get to know us. More paperless banking.
- Wells Fargo: well prepared and presented customized report on account. Preston disappointed that our account is managed out of Orem. Concerns with current relationship manager. If we stay at Wells we need account moved to Salt Lake area and change relationship manager.

- Zions: came with more of a getting-to-know attitude. Preston disappointed that Zions was not better prepared and know us as an organization better. Concerned about relationship management. May be dealing with more than one contact at bank. One contact does have experience with other charter schools.
- Jason, Stacey, and Preston favor Zions; however, Preston would like to know more about their fee structure and relationship manager.
- Any change will be a disruption. July or August will be the most favorable time to make the change.

Motion made by Wade Faraway that Preston Eichers follow-up on relationship manager and fee structure with Zions and Wells Fargo, 2<sup>nd</sup> by Veronica Hobby, Unanimous. Minutes reflect that Brian Maxwell has a nonbinding conflict with Zions.

**E. Discussion and possible action regarding the school travel policy.** (Document C )  
(Attachment 2)

**F. Discussion and possible action regarding the M&T amendment on the K12 services agreement.** Amendment to bring the K12 Service Agreement in line with the board approved management and technology fees to K12. (Attachment 3)

- Amend service agreement to reflect 21% has been billed to school for K12 although fee structure changed from 24%.

Motion made by Wade Faraway to amend service agreement to reflect change in fee structure from 24% to 21%, 2<sup>nd</sup> by Preston Eichers, Unanimous.

**G. Discussion regarding School Trust Lands Audit Letter.** Outcome of School Trust Lands Audit and discussion regarding response to STLA. (Attachment 4)

**H. Discussion and possible action regarding Board Member and School Trust Lands applicants.** Board will select which board member applicants to interview and schedule interviews. Board will review School Trust Lands applicants and set an election date. (Attachments 5&6)

Motion made by Wade Faraway to increase Trust Lands committee to nine—five parents, three staff, one board member, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

- Stacey to schedule potential board member applicant interviews for October board meeting.
- Further conversation to attract potential community board members with specific areas of expertise—particularly in education.

Motion to move to executive session made by Wade Faraway at 8:14 pm. Unanimous.

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

Motion to end closed session made Wade Faraway at 9:15, 2<sup>nd</sup> by Preston Eichers, Unanimous

## Board Development Session

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

Motion to adjourn meeting made by Veronica Hobby, 2<sup>nd</sup> by Wade Faraway, Unanimous.

## DOCUMENT A

### **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 23rd of August 2013

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
August 28<sup>th</sup>, 2013 – 6:30 pm  
Via Conference call: 1-888-824-5783 code: 74325098 then #**

#### **A. Roll Call**

Board Members: Brian Maxwell-Chair, Wade Faraway-Vice Chair, Veronica Hobby-Secretary,  
UTVA Staff: Stacey Hutchings-Director, Shelly Strahan-Special Ed, Anneliese Pixton-Title 1, Jenny Johnson-MS Interm Principal, Megan Meredith-HS Principal, Mike Livsey-K5 Principal  
Guests: Bob McKinley-legal,  
Phone: Angie Krietzer, Melissa Carbajal-Booster Club, Jason Jacksack-Finance, Amberly Keeler-Teacher, Jenny Wilson-Teacher  
Public: Tina Eagar, John Eagar

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

- Tina Eagar-former employee-raised concerns with school about potential harm to students by actions of k12.
  - Teachers not provided with curriculum materials
  - Students not provided with curriculum materials
  - Records falsified by k12.
  - Appeal to board to investigate allegations that k12 is more interested in financial gains
  - Tina stated intent to bring litigation against UTVA
  - Brian Maxwell stated board willing to accept any additional materials up to one week from board meeting.

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

Motion to close meeting made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.  
Meeting closed at 6:36 pm.

Closed Session completed 7:13 pm

Motion to follow strategy determined in closed session made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

### 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)

- Michelle Smith resigned from board. Post possible parent replacement sent next week to join board and/or Trust Lands Committee.
- Review of bank—September 25, will meet with various banks and credit unions to consider changing bank.
- Management/Technology agreement is putting together contract to update changes by Board—contract ready for next board meeting.
- Handout—k12 organization chart
- Metrics—most important at this point is enrollment. Total is 1894 students. 680 students on waiting list. 48 students have withdrawn in first week. Confident will reach cap by October 1.
- Wade Faraway left meeting at 7:30 pm—no quorum present. Returned 7:33pm.
- School Grading System overview: Overall grade is F with 48%. Concerns about accuracy of data. Talking points when released: try to change with legislation or charter office is we are held to higher points because we are k-12. Break out grades for each school. Elementary and Middle School held to High School standards. Wade suggests breaking each school to separate entity if approach continues. Chair directs Stacey to make sure students who are counted for us actually were students who took CRTs with us. Grade rate 2011/2012 rate not current rate.
- Stacey will provide information on grade to teachers and parents.
- ACT Scores—students taking test scored higher than state average. Stacey will include with school score on information to public.

- No findings of noncompliance in Title 1. Wade suggests posting information with school and ACTs scores.

### Policy Session

#### **A. Discussion and approval of July 12th minutes.** (Document A)

Motion to approve minutes made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous

#### **B. Finance Committee Update**

Motion to move Finance Committee meeting to next board meeting made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous

#### **C. Parent Organization and Booster Updates**—Melissa Carbajal, Booster President will update. (Document B)

- 1<sup>st</sup> meeting held today—16 families present
- Review of last year events and activities
- Explained process of election of officers
- Process to request specific volunteers throughout year
- Tradition in Booster Club to adopt charity of the year. Will not be accepting donations of money, but donations of goods. Help to teach students that important to give back to the community.

#### **D. Discussion and possible action regarding the Middle School Principal.** Board asked to release Jenny Johnston as a UTVA employee to be hired as the new Middle School Principal.

Motion to release Jenny Johnston as UTVA employee and become k12 employee made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous

#### **E. Presentation, discussion and possible action regarding School Trust Lands Committee.** New legislation requires school boards to set size and composition of School Trust Lands Committee.

- Parent must be Chair. Vice Chair cannot be school administrator but can be staff member.
- Parent board member must be chair

Motion that trust lands committee consists of five persons, chair of committee by parent board member, makeup of committee at the discretion of board member, board member will report back to board made by Wade Faraway, 2<sup>nd</sup> by Brian Maxwell, Unanimous.

#### **F. Presentation, discussion and possible action regarding School Annual Goals.**

- Action Item: consideration of how to better track school graduation rate. Stacey will present information to the board on how other virtual programs deal with this issue.
- Add to board goals that we aim for a minimum of a C for all three schools by 2014/2015 school year. Add this to teacher/staff bonus considerations.

Motion to adopt 2013/2014 goals with addition of continuing on block schedule and add that all schools aim for a minimum of a C under state scoring system by 2014/2015 made by Wade Faraway, 2<sup>nd</sup> by Brian Maxwell, Unanimous.

Motion made to adjourn made by Wade Faraway, 2<sup>nd</sup> by Brian Maxwell, Unanimous.

### **Board Development Session**

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

**B. Adjournment**

## DOCUMENT B

'The UTVA Booster Club will be having our meeting on Thursday, September 26th at 3:30pm. The agenda for that meeting will focus heavily on the election of New Officers: President, Vice President, Secretary, and Box Top Coordinator. We will also give a brief update on the status of our Charity of the Year project. I have recently contacted Karen Hill from the United Way to assist us in narrowing down our search for a Utah local charity most in need. She has agreed to provide a list of about 3 charities that we will be voting on at our next meeting in October.'

## DOCUMENT C

### **Mileage**

Teaching staff members will be reimbursed for mileage in excess of 20 miles round trip.

Administrative staff will be reimbursed for mileage in excess of 40 miles round trip with the exception of visits to the academy office.

Academy staff members will be reimbursed at the current federal guidelines per mile for travel required to perform his/her job. . If a staff member lives less than 250 miles from the final travel destination required for his/her job, he/she may purchase an airline ticket if the cost of the ticket is less than the mileage reimbursement amount with the permission of the operations manager received in advance. Airlines ticket purchases and mileage will be submitted by the staff member on the monthly expense reimbursement form pursuant to school policy.

If a staff member needs to travel more than 90 miles one way to a school approved activity they may request permission to stay in a hotel overnight and be reimbursed the meal per diem. Staff members must have written approval from their Head of School prior to incurring the cost and a copy of that approval must accompany the expense report requesting reimbursement for such expenses.

When a staff member needs to travel more than 90,miles one way and there are two or more staff members from the same general area needing to make the same trip, the Operations Manager will designate groups up to 6 to travel in a rental vehicle The designated driver may be reimbursed the expense of the rental vehicle and gas for the required travel with receipts. The staff member requesting reimbursement for such travel expenses must list the people traveling in the vehicle with them on their expense report. Rental vehicles must be reasonable size for the number traveling and the least expense available.

### **Meals**

If a staff member needs to travel more than 90 miles one way to a school approved activity they may request permission to stay in a hotel overnight and be reimbursed the meal per diem. Staff members are encouraged to stay in hotels which include a free breakfast

- Meal Per Diem:
  - Breakfast - \$7 (if not provided by hotel)
  - Lunch - \$8

- Dinner - \$15