

**Utah Virtual Academy
Governing Board of Directors
Board Meeting**



Date: Thursday, August 9, 2018

Location: 310 E. 4500 S., Suite #620; Murray, UT 84107

Board Members Present: Brian Maxwell (teleconference), Andrew Harvey, Matthew Thue, Jeff Rogers

Board Members Absent: Angela Rackham

Others Present: Meghan Merideth, Kim Dohrer, Brad Taylor, Kara Finley, Desi Wright (teleconference), Jill Hymas (teleconference), LuAnn Charles, Debbie Dempsey, William Johnston (teleconference)

Utah Virtual Academy offers students an effective, innovative learning environment through a pioneering combination of technology and hands-on instruction. Students develop mastery of fundamental skills and are provided additional in-depth learning experiences to help them discover and develop their specific talents and interests.

MINUTES

CALL TO ORDER

- Matthew Thue called the board meeting to order at 6:40 PM.

PUBLIC COMMENT

- No public comment.

TRAINING

- **Utah Open Meetings Act**
The Board reviewed the Utah Open Meetings Act and providing transparency to the public. The posting of meetings, providing notice of business items, and holding emergency meetings was discussed. The reasons for holding closed sessions were outlined and members were reminded that no board action should take place in a closed session. The records kept and the retention thereof was considered.
LuAnn Charles and Debbie Dempsey arrived at 6:46 PM.

BUSINESS ITEMS

- **Head of School Report**
Meghan Merideth provided an update on the current state of the school, including turnaround status and the meetings with the Utah Education Policy Center. Anticipated enrollment was reviewed, and the trends show an increase in high school enrollment and seniors. The school will be offering students who are doing outside physical education activities to complete a waiver following state

guidelines to earn credit where applicable. Priorities for turnaround includes increased academic proficiency, increased student engagement, and increased graduation rate. Other school priorities include individualized PD, i-Ready implementation, and early literacy. Strategic plan goals were presented and include graduation rates, student retention, school grading, CTE Pathways enrollment, and concurrent enrollment. The status of goals and performance data were reviewed and a better understanding of how graduation rates are calculated will impact the success of the school. LuAnn Charles described the purpose of the student services department and assisting families with needs outside of academic support. Debbie Dempsey relayed the academic supports available. Jeff Rogers noted his appreciation of the strategic plans focus and the goals matching turnaround goals.

- **Exhibit A and Charter Goals**

The goals for Exhibit A and the metrics under the academic goals were adjusted for students with 1 FAY to stay on track and gain credits required for graduation to be on track to graduate. The communication with families to promote a greater understanding of the school and learn student goals was evaluated.

Jeff Rogers made a motion to approve amending the value add/student gain/academic goal to state, "After 1 FAY, students deficient in credits for graduation will earn appropriate credits for an FAY" in Exhibit A and Charter Goals; Matthew Thue seconded. Motion passed unanimously.

The structure of the governing board as outlined in the current Exhibit A was discussed and the desire to maintain a parent representative serving on the board. The frequency of board meetings annually was considered. *Matthew Thue made a motion to approve amending Exhibit A, section 10(b), to have the structure of the governing board to include a minimum of one parent serving on the board and removing appointment through the Parent Advisory Group and amending section 10(d) to have the board meet 6-9 times annually; Jeff Rogers seconded. Motion passed unanimously.*

- **Banking Relationships**

The resolution with Zion's Bank changes the status of the account and establishes the relationships with the bank allowing the management company access to assist the school was needed.

Jeff Rogers made a motion to approve the Certification of Resolution and Authorization for Treasury Management Services contingent upon Matthew Thue's review; Matthew Thue seconded. Motion passed unanimously.

- **Budgeting Policy and Purchasing and Disbursement Policy**

The proposed budgeting policy outlines requirements under Utah law. The need to consider adopting a purchasing and disbursement policy was discussed to allow ranges of purchasing approval based on position-based approval limits.

Matthew Thue made a motion to approve the Budgeting Policy with the change to have the Utah Code read "Title 53G Chapter 7"; Andrew Harvey

seconded. Motion passed unanimously.

○ **Academica West Report**

Kim Dohrer provided an update on communication and integration, specifically utilizing human resources, accounting, legal assistance, and board support services provided by Academica West.

○ **Finance Report**

• **Bid Tracking**

Andrew Harvey made a motion to approve the bid tracking for Comm-Core VoIP Monthly Service; Jeff Rogers seconded. Motion passed unanimously.

• **Acceptance of State Revenue Allotment Memo**

Andrew Harvey made a motion to approve the accepting state funds as listed on the allotment memo; Matthew Thue seconded. Motion passed unanimously.

• **Payment and Deposit Register**

Andrew Harvey made a motion to approve payments as per the Payment and Deposit Register; Matthew Thue seconded. Motion passed unanimously.

Andrew Harvey made a motion to approve transferring \$1,738 from PayPal to Zion's Bank Account; Matthew Thue seconded. Motion passed unanimously.

• **Academica West Payment**

Andrew Harvey made a motion to approve the Academica West payments for July and August; Jeff Rogers seconded. Motion passed unanimously.

• **K12 Payments**

Andrew Harvey made a motion to approve the K12 payments; Matthew Thue seconded. Motion passed unanimously.

• **FY 18 Pre-Audit Financial Statements**

The financial audit is scheduled to begin mid-August and the pre-audit statements were provided. Eide Bailly will reach out to board members for standard audit questions.

• **Invoice Approval for Purchases over \$2,500**

Meghan Meredith reviewed current invoices and what the expenses cover. The Utah Education Policy Center invoice will be paid when funding is received.

Matthew Thue made a motion to pay the Utah Education Policy Center conditioned upon receipt of turnaround funds; Jeff Rogers seconded. Motion passed unanimously.

Matthew Thue made a motion to approve the invoices over \$2,500, including Explore Learning, Public Consulting Group, Holiday Inn Express, PowerSchool, UEN, and Virtual Technologies Group; Andrew Harvey seconded. Motion passed unanimously.

Matthew Thue amended the motion to pay the Utah Education Policy Center invoice to be conditioned based on coordination of funding and reimbursement; Jeff Rogers seconded. Motion passed unanimously.

• **PEO and Benefits Approval for SY 18-19**

The proposed benefit changes for employees and the increase was considered, as well as the opportunity to go to higher deductible plans. *Andrew Harvey made a motion to approve the PEO and Benefits for 2018-2019; Matthew Thue seconded. Motion passed unanimously.*

- **Board Business**

- **Board Membership**

It was discussed that board members need to be able to show a dedication to the school and contribute philanthropically. The parent representative on the board is for a one-year term and needs to be re-elected. Angela Rackham's one-year term on the board has concluded and a new parent representative needs to be selected.

Jeff Rogers made a motion to advertise for board members; Matthew Thue seconded. Motion passed unanimously.

The makeup of traditional charter school governing boards was considered along with the composition and terms. Brian Maxwell elaborated on the role of professionals on the board and a parent representative's contribution. Debbie Dempsey stated her appreciation for the boards service and dedication to the school.

Jeff Rogers made a motion to perform an informal search with results presented at the upcoming meeting; Matthew Thue seconded. Motion passed unanimously.

Jeff Rogers thanked Brian Maxwell for his service as president and the time he dedicates to the school. Brian Maxwell recommended finding a candidate with financial experience or a legal background to provide additional expertise to the board.

The school will collect letters of interest from prospective candidates and review at the next meeting.

Jeff Rogers made a motion to amend Exhibit A, section 10a to have at least five board members; Matthew Thue seconded. Motion passed unanimously.

- **Annual Director Evaluation**

The board needs to create an annual director evaluation tool and Brian has reviewed the K12 evaluation benchmarks, which are in alignment with school standards. Brian Maxwell will review the evaluation again and provide it to the board.

- **May 10, 2018 Board Meeting Minutes and June 21, 2018 Board Meeting Minutes**

Brian Maxwell made a motion to approve the May 10, 2018 Board Meeting Minutes and the June 21, 2018 Board Meeting Minutes; Jeff Rogers seconded. Motion passed unanimously.

CLOSED SESSION

- Tabled.

CALENDAR ITEMS

- August 21, 2018 First Day of School

- August 30, 2018 Back to School Night
- September 6, 2018 Board Meeting

ADJOURN

- *Jeff Rogers made a motion to adjourn the board meeting; Matthew Thue seconded. Motion passed unanimously.*
Board Meeting adjourned at 8:25 PM.