

**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. Online attendance is available at <http://tinyurl.com/shutchings>. Please log in at least 10 minutes before the meeting as software download may be necessary.

Monthly Board Training Time – 6:00 PM

<http://www.schools.utah.gov/charterschools/Training/Governing-Board-Online-Training.aspx>

DATED AND POSTED this 19<sup>th</sup> day of September, 2014

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
September 24, 2014 6:30 PM**

**A. Roll Call –**

Brian Maxwell- Chair of Board, Wade Faraway-Vice Chair of Board, Stephanie Smith-Secretary of Board, Stacey Hatchings-Head of School, Meghan Meredith-High School Principal, Anna Leisa Pixton-Operations, Mike Lisbey- K-5 Principal, Lydia Todd-k12  
Britney Reed- PTA President-Online, Tina Eager-Former Employee-Online, Tracy Krandall, Angie Kreitzer-Middle School Principal, Shelley Strahan –Special Ed, Calvin Maxwell, Abe – k12 Finance- Online/Via Phone

**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 Eager asked for 2 request of Board-**

**-Working to get California credentials-requests copy of legal evaluation from school**

**-Official letter from school for reason of termination.**

**Closed call to the Public-6:40 pm**

## School Update (30 Minutes)

- 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 HOS Report folder)
- Started school year
  - Enrollment- Largest 42 % high school
  - charts in grade levels
  - 9<sup>th</sup> -258
  - 8<sup>th</sup> -220
  - M/F pretty even
  - Ethnic White then Hispanic
  - Transfers out report-down which is good
  - Dibels growth 3<sup>rd</sup> graders 120 days or more. Goal 90% reading at grade level. 3% 74.9% growth. Interventions are working.
- Motion made by Wade Faraway to set our goal to meet 80% on Dibels by this time next year, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimous.***

Fully compliant with 419 Online schools- Amendment to 10 rule for attendance was only change needed and we fixed that at board retreat.

## Finance Session (30 Minutes)

- B. Finance Review and possible Board Acceptance (Document)
- Discussion and possible action regarding approval of financial pack.** Approval of payment register, bid tracking and bank reconciliation, acceptance of state revenue and approval of payments to K12 (attachment)
- Abe is Jason's replacement. Flower shop.
- Motion to accept Payment register by Stephanie Smith, 2<sup>nd</sup> by Wade Faraway, Approved Unanimously.***
- Zions Bank-Minimal balances- ok  
Bid tracking report-ok
- Motion to approve Acceptance of State Revenue by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***
- Motion to approve Deposits made by Stephanie Smith, 2<sup>nd</sup> by Wade Faraway Approved Unanimously.***
- Payments to k12-Couldn't find invoices- will be on next agenda  
Non restricted funding stream- Teacher curriculum- under budgeted.  
209 k deficit/ 575- 580 K as projected deficit- Reduction of 100K this year.

- A. **Discussion and possible approval of Minutes from the August 1<sup>st</sup> Board meeting. (Document A)**
- Motion to Approve minutes made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***
- B. **Discussion and possible approval of UTVA Contract with the Murray Boys and Girls Club.** Hybrid drop in center.
- Motion to approve contract for Murray Boys and Girls Club by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***
- Feasibility to do this in rural areas**  
**Put on agenda for next month/** Rotational basis. Hill AF base area 1-2 kids consistently.
- C. **Discussion and possible approval of School Trust Lands Committee Elections.** New statute requires board establishment of election timeline.

Define elections and compositions. Staff to parent ratio. Parent board member heads up the team- need set the rules# - 5-7

***-Motion to appoint Committee made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith Approved Unanimously.***

***-Motion to have Head of school, send names of staff and parents to the board for appointment to this committee by Wade Faraway, 2<sup>nd</sup> Stephanie Smith Approved Unanimously.***

***-Motion to appoint Chair of Trust funds to be Head of PTO made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith Approved Unanimously.***

**D. Discussion and possible action regarding UTVA Charter Amendments.** Preliminary discussion and timeline regarding Alternative Pathway in the high school.

Preliminary discussion and timeline regarding Alternative Pathway in the high school.

Not be program as name- Alternative High School Plan( Pathway)

Clear definition of students in group

Programmatic difference

Good measuring stick that shows growth-use what they are looking at State

Connect Alternatives

Way to separate

Charter fidelity

***-Motion to change the word “Program” to “Pathway” made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***

Amendment to Charter before end of year – Alternative Pathway by 2015-2016

Implementation of state charter.

Ideas from boards and staff at next meeting

**E. Discussion and possible action regarding Finance Workgroup recommendations.**

Brian and Wade tasked to review procurement policy and new financial guidelines and report back to board. This was skipped because of the number of board members. Skip

**F. Discussion and possible approval of UTVA Employment Agreements.** Request to review item 1 on agreement. (attached)

Attorney looked at it. Joseph Osmond. Annual salary amount.

***-Motion made to add Monthly pay amount for length of contract made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***

**G. Discussion and possible approval of contracts.** Related services contract that needs to be amended.

Evaluations – OT

Time of travel be specified of Map Quest or mileage. Under procurement if not clear, opening ourselves up for concerns. Contracts need to be specific and consistent.

Must be mileage or nothing.

**H. Discussion and possible approval of new board members.**

***-Motion to appoint PTO President, Britney Reed a Board Member made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***

**I. Graduation Rates-** Missing 100+ kids for Graduation rates

***-Motion for 1 year follow what two other k12 schools do and use Skip-A-Trace for one year to track down kids by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Approved Unanimously.***

**J. UCA LEA Plan-**

***-Motion to approve UCA LEA Plan made by Wade Faraway, 2<sup>nd</sup> by – Stephanie Smith, Approved Unanimously.***

- I. **Executive Session to discuss employee matter and possible real estate transaction.**  
Closed session- 8:35 pm  
Open session-8:44 pm  
*-Motion to adjourn made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Unanimously Approved.*

**DOCUMENT A**  
**NOTICE OF PUBLIC MEETING**  
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DATED AND POSTED this 30<sup>th</sup> of July, 2014

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL**  
**August 1, 2014 9:00(9:29 am Actual Start time)**

- C. **Roll Call –**  
**Meghan Meridith- High School Principal**  
**Mike Livsey- K-5 Principal**  
**Stacy Hutchings- Head of School**  
**AnneLisea Pixton-Operations of School**  
**Stephanie Smith-Board Member -Secretary**  
**Jason Jacksack- Regional Finance Manager**  
**Brian Maxwell- Board Member, Chairman of the Board**  
**Wade Faraway-Board Member, Vice Chair of Board**  
**ShelleyStrahan- Special Education Coordinator**  
**Preston Eichers-Board Member, Finance Chair- Not present**
- 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

**None**

### **School Update (30 Minutes)**

#### **B. Head of school Update – State of the School**

- Reviewing the state of the school (Document included)
- Demographic fairly same- small changes
- Below cap because we stop enrolling
- 18% Special Ed/ 12-13% State Average- School is being seen as going to support special education
- Accommodations made to rural areas
- Goals
- Wade asked about total actual percentages- Stacy will look at in a minute
- Challenges with data because scores not available/ state scores make incompatibility/ method for pulling retention information
- Projection for data- November- Problem for staff because of the unknown
- What we do have-End of year retention, re-registration, passing rates, scantron gains, satisfaction, surveys, aggressive and comprehensive plan to improvement.
- Reregistration about 80 %. Higher than the past years
- Retention-possibly not pulling correct data.
- High school passing rates-Credit recovery failed miserably
- Scantrons- Greater Gains in Language and Middle School Math
- Why is Math in 9<sup>th</sup> grade so poorly? Testing common core before other states and UTVA wrote own curriculum. Corrective action has been taken. Having the correct curriculum will address the issue. Mid-year switched out Math Department. Language arts was a focus
- Changes in staffing as a whole hard, but needed.
- Principals- what are we doing to keep kids on track? Changing policy.
- Parental involvement? -Grade book has changed.-Face to Face parent
- School action plan-See attached
- Next Year-Refine what is being done
- FAST TEAM( Mentors) engagement issues/ Face to Face orientations( One on One)/ Academic interventions Teams/Charter and Policy Updates- Work on this as a focus requested by Stacy.
- (Hardest places to meet-rural) (Larger population- people just sometimes do not want to do it.)

### **Finance Session (30 Minutes)**

#### **A. Finance Review and possible Board Acceptance (Document)**

- #### **A. Discussion and possible action regarding approval of financial pack.** Approval of payment register, bid tracking and bank reconciliation, acceptance of state revenue and approval of payments to K12 (attachment)

- \*Motion to accept financials by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**
- \*Motion to pay bills due \$838,748.75 by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**
- \*Motion to Accept Revenue from State Brian, 2<sup>nd</sup> by Wade, Unanimous**
- \*Bank Reconciliation, Motion made Stephanie, 2<sup>nd</sup> by Wade, Unanimous**
- \*Motion made for bid tracking by Wade, 2<sup>nd</sup> by Brian, Unanimous**

### **Board Business**

**B. Discussion and possible approval of Minutes from the June 25<sup>th</sup> board meeting.**

**\*Motion made by Wade to Approve Minutes, 2<sup>nd</sup> by Stephanie, Unanimous.**

**C. Discussion and possible approval of High School schedule. Modified block schedule.**

Meghan-Core class being semester length classes/ block classes ( English/

Sciences/Math/Foreign Language-semester length)

Differentiate instruct (general, comprehensive, honors)

Each class will receive credit every 9 weeks

**\*Motion Made by Stephanie to Accept Modified Block Schedule as presented, 2<sup>nd</sup> by Wade, Unanimous.**

**D. Discussion and possible approval of Related Services Contracts. Special education service contracts for FY 2014-2015**

-All have bids in January- Contracts 31<sup>st</sup> of August, will rebid in July 2015 Put contracts on fiscal year( July 1- June 30). How many bids- Counselors- 8 bids/ 5 met specifications/ Occupational- 3/ Speech-5bids

**\*Motion to accept Related Services Contracts for Special Education as presented with modification to put all contracts on fiscal year contract by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**

**E. Discussion and possible approval of new board members.**

*Action Item- None Currently- see G*

**F. Discussion and possible approval of School goals for 2014-2015 school year.**

1. I think we should be leading the state in the Technology way above 50 %. Aim for 75%

**\*Motion made to increase Technology passing rates to 75 % in 2014-15 by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**

2. Appropriation of hiring to tracking students graduation rates- Bids have been received ((move to future agenda item)

*Action Item: Future Agenda*

Graduation rate to be higher. 65% makes focus school list.

**\*Motion made to moved Graduation Rate to 70% by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**

3. Teacher retention-Is ok. Brick and mortar, paid more and summers off

4. Boosters- 5 or 6 dedicated/ Facebook pages/ Goal to be set to increase parent success, engage in activities, parent teacher conference

**\*Motion made to look to get a measurement for PTC and will set a goal of 5 % increase after baseline (1<sup>st</sup> Quarter to third Quarter) is set. If the teachers meet 95 %, they are being successful. Motion made by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**

**G. Discussion regarding board composition. Review of Board membership and areas of need.**

*Action Item-Neil Abercrombie-VP USU-Stem Connection and higher education.*

*Propose that we accept him on board based upon meeting with him. Put on agenda to meet with him on next agenda.*

**H. Discussion and possible approval of board meeting calendar for 2014-2015 school year.**

**4<sup>th</sup> Wednesday-**

**September 24**

**October 22**

**November 19**

**December 17**

**January 28**

**February 25**

**March 25**

**April 22**

**May 13-Budget Meeting**

**May 27**

**June 24**

**\*Made motion to accept UTVA School Board Meeting Calendar by Stephanie, 2<sup>nd</sup> Wade, Unanimous**

**\*Motion made to have Teacher of the Year by school and the award will be (Mariott/ Hilton) get away. Qualifications by parent nomination. Goals and performance standards. Motion made by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**

**I. Policy Workgroup** – Board members will review proposed amendments to the school charter and Board Policy.

Procurement policy- Needs adopt

**\*Motion to adopt as is and create a working group to modify Procurement policy as needed given by Kirtland by Wade, 2<sup>nd</sup> by Brian, Unanimous**

*Action Item: Wade will head this up- September 24, 2014 Deadline-Preston/ Brian*

-State office audit

Student enrollment policy

**Attendance policy-**

**For students who have accrued 10 or more consecutive absent school days:**

**- Attendance Clerk will move student to be marked as a “non-attender” in the Student Information System (SIS).**

**-When a student resumes their attendance the Attendance Clerk will then move the student to be marked as an “attender” in the SIS.**

**-The Operations Manager will do a monthly audit during the school year to verify that students are being appropriately moved in and out of attendance.**

**\*Motion made to adopt the Attendance policy as written by Wade, 2<sup>nd</sup> by Brian, Unanimous.**

-Charter Amendment

**\*Motion made to adopt the proposed technical amendments to the charter by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**

*Wade and I work group for charter amendment and Stacy/ Meghan Meredith*

**J. Discussion and possible approval of Charter Amendments.**

**K. Discussion and possible approval of Board Policies.**

**L. Suicide Prevention Training- Free Training Our school has completed- ADDED TO AGENDA 8.1.2014-SES**

**Adjournment**

**Motion made to Adjourn Annual Board Retreat by Wade, 2<sup>nd</sup> by Stephanie, Unanimous**