

**NOTICE OF PUBLIC MEETING  
UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
Board Meeting Minutes**

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 18<sup>th</sup> Day of January, 2013

By \_\_\_\_\_  
Douglas Shaw, Board President

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
January 22, 2013 7:00 pm  
Via Conference call: 1-888-824-5783 code:74325098 then #**

- A. Roll Call – Doug Shaw, Wade Faraway, Brian Maxwell, Kathy VanOrden, Veronica Hobby, Stacey Hutchings, Lydia Todd, Jason Jacksack, Kayleen Marble, Anneliese Pixton, Shelly Strahan, Angie Walker, Melissa Carbajal, Lori Whittam**
  
- 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

**School Update**

- A. Head of school Update and possible closed, executive session to discuss personnel issues.**  
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 reported that currently we are a bit over our cap due to the withdrawals at the end of the semester. Metrics review including attendance, withdrawals and reasons. Improvement goal for the year shows In-year retention and we are exceeding the goal. Re-registration metrics shows the K8 is above our 2% goal and HS is just below the goal. Veronica Hobby asked how many of our MS students transitioning into HS are retained. Stacey explained the different reasons students would leave and that we are now offering more support. Doug Shaw asked for a chart or a summary of what the Charter Board dinged us on. Stacey Hutchings explained this was from our CRT testing at the end of the year. Stacey will provide a current chart each month to show comparisons of the scores

every other month. Action: Wade Faraway made a motion to have Stacey provide state scores comparing to where the students are currently at. Brian Maxwell seconded the motion. Motion passed unanimously.

Wade Faraway would like a report on the block schedule at the next board meeting, to see how we are doing.

Trust Lands - Stacey met with the Boosters and asked for some goals and they are happy to work on this.

Part of the school improvement plan was suggested to re-organize the "org chart". This has been restructured to be more like a District.

### Policy Session

#### **A. Discussion and approval of December 7<sup>th</sup> 2012 minutes.** (Document A)

Action: Wade Faraway made a motion to approve the December 7<sup>th</sup> 2010 minutes. Veronica Hobby seconded the motion. Motion passed unanimously.

**B Finance Committee Report** – The board may review and accept the finance committee's report from December 7<sup>th</sup> and current payments to K12.

**ACTION: Wade Faraway made a motion to approve the finance committee report from December 7<sup>th</sup>. Brian Maxwell seconded the motion. Motion was approved unanimously.**

#### **B. Parent Organization and Booster Updates and Presentation and possible action regarding a fundraiser for the Parent Organization**– Melissa Carbajal, Booster President will update.

Melissa Carbajal discussed the booster meeting and talked about increasing parental support and funds available. Melissa Carbajal has been working on By-Laws for fund raising. Melissa would like to come to a future board meeting for approval of the By-Laws once they are approved by the UTVA attorney. Doug Shaw thanked Melissa Carbajal for all her work on this. Stacey Hutchings has asked that the Booster club get board approval for any fundraisers they want to do. Melissa Carbajal discussed the current t-shirt sales and the website to sale the shirts. The Booster club needs board approval before this website goes live. This will be on the board agenda for next month. Veronica Hobby suggested that Melissa Carbajal send out a report of the booster club meetings before the board meeting.

#### **C. Presentation and possible action of E-Rate related contract**– Lori Whittam, Operations Manager to present details of a new funding stream for telecommunications and a related contract. (Attachment 2) – Stacey Hutchings reported that the E-rate program will not pay for phones for teachers who work at home but they will help with the office phones and help pay for a consultant. Action: Wade Faraway motioned to move this next meeting until we have the figures at hand. Jason Jacksack suggested looking at other schools and look at the consultants and vendors that are successful. Jason Jacksack can look up exact savings for COVA. Lori Whittam reported that we would qualify for a 80% discount due to the fact that we are a Title One School. The consultant would only be used for the first year. Doug Shaw asked Jason Jacksack if he would be able to fill out the forms so we didn't have to use the consultant. Jason Jacksack would also suggest we use a consultant as he does not have the expertise to do this. Stacey Hutchings said that the consultant would train Lori Whittam how to do the forms for the future. Brian Maxwell wanted to make sure that the consultants would be able to save us money. Wade Faraway asked if eRate will help us fill out the forms. Lori Whittam explained that they will not do this. Veronica Hobby asked if other than the consultant cost if there were any other costs and there is not. Lori Whittam called 3 consultants for different proposals. Only 2 of them responded.

**Action: Brian Maxwell made a motion to go with Lori Whittam's recommendation of Erate Central. Veronica Hobby seconded the motion. Motion passed.**

**D. Discussion and possible action regarding Comprehensive Guidance Program.** Meghan Merideth, High School Counselor will present an update on a possible high school counseling program and funding. - Meghan Merideth presented last year what the comprehensive guidance program is. This year we are up for an audit in April. Meghan is very optimistic that we will be the first virtual school to achieve this. Also they will be working with 8<sup>th</sup> graders to help with the transitioning into high school. Doug Shaw asked how they were funded. Meghan Merideth is paid for from UTVA as a counselor. This program is to make sure the counselors are doing what they are supposed to. This was just an update.

**E. Presentation of Special Education budget.** Shelly Strahan, Special Education Coordinator will present uses of Special Education funding and plans for spending funding to best serve our special education population. (Attachment 3) – Shelly Strahan pulled numbers with the help of Jason Jacksack and the UCA. Spent/Budgeted: \$79,165.15 – webcams, related services database, interventionists at the HS, 3<sup>rd</sup>-8<sup>th</sup> grade, K2 Special Ed teacher ½ time, Dragon Naturally speaking programs, LRP conference in Spring for 5 people to attend. These are additions to the program.

Maintenance of Effort: last year we spent \$1,024,228.43 on running the special ed department, related services, assistive technology, salaries, and supplies. Our student numbers indicate that we are 8% higher overall in special ed student numbers than we were this time last year, and we are almost double the number of self-contained students. We are projecting that we will spend approximately \$1,126,651.27 on running the special ed department, related services, assistive technology, salaries, and supplies. The \$79,165.15 is in addition to those costs.

2013 Budget: \$1,421,447.58 left over after MOE and new purchases

\$267,423 IDEA School Age (federal)

\$4834 IDEA Pre-School Age (federal)

\$975,251 in Special Ed Add-on (State)

If we can reach the \$1,421,447.58 we should have spent all carryover from last year.

Veronica Hobby asked why we keep having this carryover issue. Shelly Strahan explained the costs and that we are using the money and giving all services needed to our students.

Spending Ideas: School-wide PD on special ed issues, techniques for teaching students with disabilities, etc. More specific PD for programs in use in Special Education. Storage unit for “dead” files. Hybrid teacher plus programs.

**Doug Shaw thanked Shelly Strahan for her presentation.**

**F. Discussion and possible action regarding Testing Site Contract Policy.** This policy would allow the Head of School to approve contracts for testing sites. (Attachment 4)  
**Action: Brian Maxwell motioned to allow the head of school to approve contracts for testing sites. Wade Faraway seconded the motion. Motion passed unanimously.**

**G. Discussion and possible action regarding testing locations contracts.** Contracts for use of various facilities for DWA and CRT testing. (Attachment 5) – not needed since item F was approved.

**H. Discussion and possible action regarding School Improvement Plan.** Leadership Team to present the School Improvement Plan which requires board review and approval. (Attachment 6) – Anneliese Pixton reported that the School Improvement plan is to help us improve and explained how this guidance is to help us with the grant. We set goals and strategies to accomplish our school improvement plan. This plan was built with the Leadership Team which included teachers.

**Doug Shaw would like a comparison of other charter schools and our graduation rate. Veronica Hobby asked about our HS population. The strategies of the school improvement plan are to close the gap.**

**Doug Shaw thanked Anneliese Pixton for her report.**

**ACTION: Brian Maxwell made a motion to approve the School Improvement Plan. secretary. Wade Faraway seconded the motion. Motion was approved unanimously.**

**I. Discussion and possible action regarding SY 2013/2014 Calendar.** Kathy VanOrden, Operations Manager, to present draft of school calendar. (Attachment 7)

**ACTION: Brian Maxwell made a motion to approve the block calendar for SY 2013/14. Wade Faraway seconded the motion. Motion was approved unanimously.**

**J. Discussion and possible action regarding Policy Updates – review updated board policies as discussed in previous meeting. (Attachment 8 ) –**

**ACTION: Brian Maxwell made a motion to approve the policy updates. Veronica Hobby seconded the motion. Motion was approved unanimously.**

**K. Discussion and possible action regarding School Goals for SY 2012-2013 (Attachment 9 ). – Stacey Hutchings suggested we add a graduation rate of 65%. The board would agree to the same goals that were set for the School Improvement Plan.**

**ACTION: Brian Maxwell made a motion to approve the school goals as they are now constituted. Wade Faraway seconded the motion. Motion was approved unanimously.**

**L. Michelle Smith wants any new board members to review the management agreement and how much money is being spent to K12. Doug Shaw let her know that we have all financials from the beginning of the school and these can be reviewed.**

**This item will be moved to the next board meeting when Michelle Smith is present so she can present her concerns to the board.**

**M. Board member appointments to board committees. Veronica Hobby to be appointed board Secretary. – Doug Shaw would like to move to appoint Veronica Hobby to be board Secretary.**

**ACTION: Brian Maxwell made a motion to approve Veronica Hobby to be board secretary. Wade Faraway seconded the motion. Motion was approved unanimously. Veronica Hobby accepted.**

### **Board Development Session**

**A. Board Training – Brian Carpenter Training #2 - “Dirty Walls” (Attachment 10 ) – Wade Faraway made a motion to move to next board meeting. Brian Maxwell seconded the motion. Motion passed unanimously.**

**B. We went to closed session for a personal matter. Wade Faraway made a motion to close session. Brian Maxwell seconded the motion.**

**C. Wade Faraway made a motion to close the “closed session”. Brain Maxwell seconded the motion.**

- B. Adjournment – Wade Faraway made a motion to adjourn. Brian Maxwell seconded the motion. Motion passed unanimously. Meeting adjourned at 8:55pm.**

DOCUMENT A

**NOTICE OF PUBLIC MEETING *MINUTES*  
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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 30<sup>th</sup> day of November, 2012

By \_\_\_\_\_  
Douglas Shaw, Board President

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
December 4<sup>th</sup> 7:00 pm  
Via Conference call: 1-888-824-5783 code: 74325098 then #**

- C. Roll Call - Doug Shaw, Wade Faraway, Preston Eichers, Kathy VanOrden, Lori Whittam, Kaylene Marble, Stacey Hutchings, Jason Jacksack from K12, Rob Shaw from Squire, Veronica Hobby (potential board member) Michelle Smith. On the phone: Amy Vance, Anneliese Pixton, Melissa Carbajal & Angie Kreitzer & Mary Gifford from K12.**

- 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**.

**Motion: Wade made a motion to stray from the agenda and start with the Finance Committee Report from Squire. Preston Eichers seconded the motion.**

**Rob Shaw from Squire went over the financial statements for the annual audit. Rob Shaw answered questions regarding the net loss at the end of the year. Wade Faraway suggested that we prepare a letter to the state to let them know we are aware of the deficit. Jason Jackson deferred to Squire regarding a letter.**

**Motion: Wade made a motion to provide a letter to the state from the board. Michelle Smith seconded the motion.**

**Rob Shaw explained the notes in the financial statement including the management agreement and the deficit. There is a recommendation on page 19 of the audit report to spend money for certain state programs or work with the state to determine the carryover status of these programs.**

**Rob explained the related party transactions. Squire's recommendation is that we publically declare our management agreement with K12. Wade made a motion to put this on the agenda for next month. Preston Eichers seconded the motion.**

**Doug Shaw recommended to the school to make sure the Special Ed money is spent so we don't lose it. Preston Eichers suggested that Shelly Strahan, Sped Coordinator report back with the plan on how to spend the money.**

**Single Audit & Compliance Audit are included in the report along with a compliance letter. As part of the audit Squire also discusses fraud with different people including the Head of School, the Finance Officer and the President of the Board.**

## 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.

Stacey Hutchings reported on the 501c3, the IRS has contacted Doug Shaw and now we can continue the process. Our attorney has sent a Power of Attorney form to Doug so the IRS can also deal with UTVA's attorney. Doug Shaw will sign the form and give to Stacey Hutchings. Terry Izumi from the IRS contacted Doug (714-826-1448) said the application just landed on her desk.

Enrollment report: we have about 200 students in the pipeline. Currently we are at 1982 and we will have an influx at the semester. We are at 15% Special Ed in our school and up to 23% in the Middle School. The At-Risk population will be a positive in our measured performance. Wade would like to see a graph where we are backfilling from.

Doug would like to move to item M to approve Veronica Hobby as a new board member.

Retention and re-registration metrics. HS Principal Amy Vance reported on how we are working towards higher passing rates. Stacey Hutchings also reported on how we track the

teachers as well. Wade Farraway is concerned about the low passing rates of the electives and also how low the Algebra passing rates are. Amy Vance reported that Study Island is used to help the students get ready for the end of year state testing. This is working to help students with their grades.

Focus designation process: The appraisal is the first part and will be taking place next week. The external team has interviewed administrators and observed the teachers. There will be a panel discussion tomorrow with parents and students. There is a self-assessment that will be submitted from the teachers and administrators. The appraisal will be completed on December 10<sup>th</sup> and will be delivered to staff on December 13<sup>th</sup>. The support team is digging in to find out what is causing the deficiencies' in our school.

Doug Shaw wants the main focus to be to bring our passing grades up. Wade Farraway agrees and wants to move toward success. Stacey asked that the board hold us accountable for the appraisal plan. The support team will stay with us through implementation.

### Policy Session

- N. Discussion and approval of September 25<sup>th</sup>, October 23<sup>rd</sup>, & November 8<sup>th</sup> Minutes**  
(Documents A, B, C) –  
**Motion: Michelle Smith made a motion to approve the September 25<sup>th</sup>, October 23<sup>rd</sup>, & November 8<sup>th</sup> Minutes. Wade Farraway 2<sup>nd</sup> the motion. Motion was approved unanimously.**
- O. Finance Committee Report** – The board may review and accept the finance committee's report from October 23<sup>rd</sup> and current payments to K12. –  
**Motion: Preston Eichers made a motion to approve the finance committee report and the current payments to K12. Wade Farraway 2<sup>nd</sup> the motion. Motion was approved unanimously.**
- P. Presentation of Annual Audit Report** – Jason Jacksack and Rob Shaw from Squires will present the Audit Report and be available for questions. (Attachment 1) – **See above**
- Q. Non-profit status update** – Progress towards getting non-profit status – **Stacey reported in her HOS update.**
- R. Presentation of E-Rate and possible uses** – New possible funding stream for telecommunications. – **Lori Whittam reported on what E-rate is. We can apply the discounts in the office. This would save lots of money as well. More to come in January.**
- S. Parent Organization and Booster Updates** – Melissa Carbajal, Booster President will update. (Attachment 2) – **Has been with UTVA for 4 years and loves the teachers and staff. The last booster meeting was held on Nov. 20<sup>th</sup> and had 6 in attendance. T-Shirts are ready to sell and will be done online and delivered to students during the CRT's. Working on how to get HS students to participate in the events. Discussed fund raisers for in-need families during the holidays. (This will be tabled until next year). Fundraising needs to be discussed with Stacey Hutchings. They don't want to handle any cash, use something like Pay Pal. All funding would go thru UTVA. Upcoming events: ice skating, gingerbread events. Looking to increase volunteers, working on a survey to see what parents can do. Box Tops are being collected and the**

money collected will go towards incentives for students. [www.boxtops4education.com](http://www.boxtops4education.com) you can go in and register and shop online also. Held auction online, donations to be made to UTVA. Next meeting will be held on Jan. 15, 2013.

**T. Discussion and possible action regarding Policy Updates** – review updated board policies as discussed in previous meeting. (Attachment 3) – **Move to next board meeting.**

**U. Presentation, discussion and possible action regarding School Goals for SY 2012-2013** (Attachment 4). – possible 65%

**V. Discussion and possible action regarding UCA Plan.** Utah Consolidated Application for use of Title funds submitted requires board review and approval. (Attachment 5) – Anneliese Pixton reported that the UCA is the funding plan we report to the state. Working on improving higher student achievement and parent involvement. Research is required to submit with the plan.

**Motion: Wade Farraway moves that we adopt what was submitted on Dec. 1<sup>st</sup>. Michelle Smith seconded the motion. The motion passed unanimously.**

**W. Discussion and possible action regarding School Trust Lands Committee.** Rule changes this year makes the Charter School Board the School Trust Lands Committee. Need to decide on process to develop the Trust Lands Plan. – **Stacey Hutchings reported the rules have changed to make the school board the committee. No longer obligated to elect a committee. Wade Farraway made a motion to have parents and teachers on the committee. Stacey Hutchings will ask parent Mary Wegzryn if she will be on the committee. Preston Eichers suggested only have 4 people on the committee. Doug Shaw asked Preston if he would be on the committee with Stacey and ask for some parents to be on the committee.**

**X. Discussion and possible action regarding Murray Boys & Girls Club Contract.** Contract for use of Murray Boys & Girls Club for Face to Face Reading Program.

(Attachment 6) – **Kaylene Marble reported that the Boys & Girls Club will let us use their facility for free we just need insurance and board approval.**

**Motion: Wade Farraway made the motion to accept the contract. Michelle Smith 2<sup>nd</sup> the motion. The motion passed unanimously.**

**Y. Board member appointments to board committees.** Preston Eichers appointed to be Finance Committee Chair. Wade Farraway appointed to be Policy Committee Chair.

**Motion: Michelle Smith moved to appoint Wade Farraway to the Policy Committee Chair. Preston Eichers seconded the motion. Motion passed unanimously.**

**Motion: Michelle Smith moved to appoint Preston Eichers to the Finance Committee Chair. Wade Farraway seconded the motion. Motion passed unanimously.**

**Z. Interviews, discussion and possible action regarding potential new board members.** Veronica Hobby.

**Motion: Doug Shaw made a motion to approve Veronica Hobby. Preston Eichers seconded the motion. Motion passed. Veronica Hobby accepted the position of board member.**



## Board Development Session

- D. Board Training – Brian Carpenter Training #2 - “Dirty Walls” (Attachment 7) – moved to next board meeting.**
- E. Adjournment – Michelle Smith motioned to adjourn the meeting. Wade Faraway seconded the motion. Meeting adjourned at 9:32 PM**