

**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 20th Day of January, 2013

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
March 26, 2013 7:00 pm  
Via Conference call: 1-888-824-5783 code: 74325098 then #**

**A. Roll Call -**

Board Members: Doug Shaw, Michelle Smith, Bryan Maxwell, Wade Faraway, Preston Eichers, Veronica Hobby  
Administration/Staff: Stacey Hutchings, Kathy VanOrden, Kathleen Marble, Jason Jacksack, Meghan Merideth  
Guests: Mary Gifford—k12 representative, Joel Wright—UTVA attorney, Melissa Carbajal, (by phone)—Booster Club president.

**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 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--Non-profit status has been approved.

#### Highlights of Legislative Session

- 2 percent WPU increase
- Educator salary adjustment will be increased slightly
- Trust lands funds adjusted for charter schools to make more fair with traditional schools--base amount then certain percent per student.
- SB56 allows traditional students to supplement with online school—now includes homeschool and private school students as well as traditional students and increase to 3 classes. These students do not count against our cap. Part-time students do well in UTVA.
- SB272—how charter schools funded—possible changing to ABM that may be a problem for some programs that do not maintain cap—compromised for charter schools to decide between funding models.

#### Update in metrics

- 2012 CRT shows problems in proficiency levels in some areas.
- Data needs to drive planning and goal setting.
- New students coming into program are further behind than previous years' students. Wade requested graph to show new student performance over time of year enrolled and end of year scores. Bryan reminded that during board retreat the goal was set to cut the gap between UTVA student performance scores and state requirements in half each year.
- In--year retention—improvement in both elementary and secondary programs. Re-registration are also increasing—hoping to meet board's goal by end of year.
- Discussion of how to better meet social needs of students—may help with middle and high school retention to provide more social outlets.
- Passing rate in high school has improved from previous year—56%--64% from last year. Sciences, math, literacy classes still struggling. New block schedule seems to be helping, also more instructional training and observation and feedback for teachers.
- Dibbles—scores are improving from September to January. Request for data on whether literacy club student scores are higher than students not participating in club.

#### Report on block schedule

Meghan Meredith reported

- Passing rates improving, all involved, students, parents, teachers, etc., seem to love flexibility of schedule.
- Helpful for credit recovery and moving student towards graduation.

### Policy Session

#### **A. Discussion and approval of January 22, 2013 minutes.** (Document A)

Action: Motion to approve January minutes made by Michelle Smith, seconded by Bryan Maxwell. Unanimously approved.

#### **B. Finance Committee Report and approval of minutes of January 22, 2013 and February 26, 2013** – The board may review and accept the finance committee's reports and current payments to K12. (Document B & C)

Action: Motion to approve Finance Committee Report of minutes of January 22, 2013 and minutes of February 26, 2013 made by Wade Faraway, motion seconded by Michelle Smith. Unanimously approved.

**C. Parent Organization and Booster Updates and Presentation and possible action regarding a fundraiser for the Parent Organization—** Melissa Carbajal, Booster President will update. (Document D)

Following discussed in Booster Club meeting with parents and Head of School Stacey Hutchings

- Change in meeting structure to better facilitate parents by recording meeting for those unable to attend live meeting. Also, change time to two weeks prior to board meeting.
- Discussed school trust land funds in meeting—Stacey explained funds to group and received feedback.
- Discussed role of Booster Club and what events are sponsored by the Booster Club. Decided to focus on whether events will be smaller more local events or larger centralized events. Compromised with parent volunteers in each region organize smaller events and Booster Club plan larger events. Some ideas for larger events are: fall carnival, spring olympics—academic and/or physical, variety show. Some parents showed interest in Booster Club sponsored camping trips.
- Families expressed concern with k12 marketing events and showed interest in more social interaction and UTVA school community development. Lack of socialization an issue for families.

Further update to board included

- T-shirt fundraiser to be postponed until better organized—possibly in the fall.
- By-laws need to be accepted.

Doug Shaw asked about funds allocated for Booster Club activities—Stacey Hutchings reported that funds are available for school sponsored events with the Booster Club.

Michelle Smith noted that the social is vital for student retention.

**D. Presentation, discussion, and possible action regarding school attendance policy.**

Proposed amendments to current attendance policy. (Attachment 2)

Stacey Hutchings presented adjustments to attendance policy

- Main adjustment is that we allow the school to require mandatory attendance to class connects and other helps when student is struggling or truant.
- Further discussion of attendance policy moved to May board meeting.

**E. Presentation and possible action regarding School Trust Lands Plan.** Trust Lands Plan for SY 2013/2014 requires approval by the school's board. (Attachment 3)

Stacey Hutchings presented School Trust Lands Plan

- Decided not to put as many funds into programs, allocated some for attendance clerk.
- Adjustment of focus to eighth and ninth students
- Discussion with parents during Booster Club meeting and emails to parents by Stacey Hutchings showed parents in support of Trust Land plans.

Action: Motion to approve School Trust Lands Plan made by Michelle Smith, seconded by Bryan Maxwell. Unanimously approved.

**F. Review of K12 Management Agreement.** Periodic review and question and answer session. (Attachment 4)

Joel Wright—attorney for UTVA attended meeting to clarify areas of Management Agreement with k12.

- We are charged a percent of revenue—good in that k12 is more like a partner—however, could be seen as for-profit partnering with non-profit.
- May want to compare our k12 pricing with k12 pricing in other states. Mary Gifford explained k12 pricing is national and there is part in agreement that k12 is the last to get paid.
- Doug Shaw asked if percentage we pay k12 is negotiable—Mary Gifford suggested we make sure that k12 is spending the money where we need and want the funding to go.
- There is some room with the performance incentives—to receive performance rate, k12 needs to have 90 percent approval rate from parents. Mary Gifford also suggested an annual evaluation by UTVA of how k12 is meeting our goals. Wade suggested we add this evaluation to our retreat agenda.
- Mary Gifford brought two issues that boards have for Joel Wright to clarify:

1. Deficit Guarantee—Item 5.3 in management agreement

Clarification: A concern is that k12 may be seen as making us a loan and we are paying interest in payments to them. Item 5.3 in the management agreement was a concern in a previous audit of UTVA. Response to this concern from Joel Wright and Mary Gifford is that k12 will forgive the debt. Mary Gifford further explained that k12 is not billing us a set 24 percent; rather, they are billing us up to 24 percent and are mindful of what we can pay them to remain solvent and avoid any cash flow issues.

**Action Item:** Doug Shaw suggests that Stacey Hutchings work with Joel Wright to address this issue in management agreement and to possibly develop an amendment that would comply with audit guidelines. This addresses item 5.3 in management agreement. Doug Shaw further suggests for Stacey Hutchings, Mary Gifford and Joel Wright to review management agreement to ensure we are operating the way the agreement is written. We have been told from previous audit that this may be an issue.

**Agenda Item:** Report from Stacy Hutchings regarding Joel Wright's further investigation into debt guarantee with k12 and that we are operating the way the agreement is written.

2. Role of Management

Joel Wright clarified that there are no set guidelines and that the board sets the standard. Joel Wright further emphasized that main objective of board is to ensure proper management of school funds, performance and retention rates, and legal concerns. Doug Shaw reminded board that board governs, administration manages.

**G. Adjournment**

Action: Motion to adjourn meeting made by Bryan Maxwell, seconded by Wade Faraway.

## **Board Development Session**

- A. Board Training** – Annual Review & Evaluation of School Performance
- B. Adjournment**

### DOCUMENT A

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

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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 B

### **Finance Committee Meeting January 22, 2013 Minutes**

A. Roll Call: Doug Shaw, Brian Maxwell, Wade Faraway, Kathy VanOrden, Kayleen Marble, Stacey Hutchings, Lydia Todd and Jason Jacksack, Veronica Hobby

B. Financial Statement review: Doug Shaw asked that our financial statements be received the Friday before the board meeting. Jason Jacksack will comply to this request. Reminder that our board meeting is the 4<sup>th</sup> Tuesday, not the last Tuesday.

**ACTION: Brian Maxwell made a motion to approve the financial statement review, including balance sheet, restricted fund expenditures and budget-to-actual comparisons as presented. Wade Faraway seconded the motion. Motion was approved unanimously.**

C. Approval of payment register, bid tracking and bank reconciliation: Doug Shaw mentioned there was a payment over \$3,000 and Stacey Hutchings verified that it was approved.

**ACTION: Brian Maxwell made a motion to approve the bid tracking and bank reconciliation. Wade Faraway seconded the motion. Motion was approved unanimously.**

D. Acceptance of state revenue (deposit register):

**ACTION: Brian Maxwell made a motion to approve the state revenue. Wade Faraway seconded the motion. Motion was approved unanimously.**

E. Approval of payments to K12:

**ACTION: Wade Faraway made a motion to approve the payments to K12. Brian Maxwell seconded the motion. Motion was approved unanimously.**

F. Adjournment:

**ACTION: Brian Maxwell made a motion to adjourn the Finance Committee Meeting. Veronica Hobby seconded the motion. Motion was approved unanimously. Meeting adjourned at 6:52pm**

## Document C

Agenda

A. Roll Call - Doug Shaw, Preston Eichers, Brian Maxwell, Michele Smith – UTVA; Stacey Hutchings, Jason Jacksack – K12

B. Approval of January 22, 2013 finance committee minutes (below, Document A)

**ACTION: Brian Maxwell made a motion to approve the minutes for January 22, 2013 Finance Committee meeting. Doug Shaw seconded the motion. Motion passed unanimously.**

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

**ACTION: Doug Shaw made a motion that the board approve the financial statements, balance sheet, restricted fund expenditures, budget to actual comparisons, payment register, bid tracking, and bank reconciliation. Brian Maxwell seconded the motion. Motion passed unanimously.**

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

**See above motion.**

E. Acceptance of state revenue (deposit register)

**ACTION: Brian Maxwell made a motion to approve the acceptance of state revenue. Michele seconded the motion. Motion passed unanimously.**

F. Approval of payments to K12

Invoice # 200008865 - \$ 9,956.50  
Invoice # 200008826 - \$ 650.00  
Invoice # 200008864 - \$ 370,325.00  
Invoice # 200008763 - \$ 140.00  
Invoice # 200008711 - \$ 10,164.00  
Invoice # 200008825 - \$ 111,443.00  
Invoice # 200008761 - \$ 43,987.50  
Invoice # 200008710 - \$ 3,612.00

Document D

**Parent Organization Report**

We decided to change the meeting to be more online with the schedule of the UTVA School Board meetings to help facilitate the review and approval process of future fund raisers. Based on the results of several questions posted in the individual facebook pages we also decided to record the Booster Club meetings and provide a link to those who were interested but unable to attend. In addition, to stating we will have the meetings recorded and from the help of Stacey and the teachers to advertise the meeting via the

Monday morning assemblies and kmails, we had our largest turnout thus far. The following is the link to the meeting...

<https://sas.illuminate.com/p.jnlp?psid=2013-03-05.1023.M.4EC5D721FF3F70D994427CFEA175DA.vcr&sid=559>

At about an hour and a half this was also our longest meeting. Ms. Stacey discussed the School Trust Lands funds. She explained what they were used for in the past and asked for suggestions on what to use the funds for in our next school year.

Afterwards, we discussed the future responsibility of the UTVA Booster Club's role in get-togethers and socialization. I realized there was great confusion on the gatherings between K12 events, UTVA events and parent-organized events. There was great interest in having more local, smaller events held more on a regular basis; however, there was just as much interest in holding larger, events and activities once or twice a year. Knowing the limitations of the Booster Club I felt it wise to pick one over the other (Smaller more frequent events or larger once or twice a year events). We have come to the compromise to have parent volunteers in each region come together and organize smaller, local, more frequent events. This will strictly be parent organized events and not necessarily associated with the UTVA Booster Club. This would allow the UTVA Booster Club to focus on planning and organizing larger events in 2 or 3 areas (Salt Lake, Provo, St. George???), once or twice a year. These events may be all day events with several activities for families to be able to come and enjoy. It was explained that the UTVA Booster Club would like to create a sense of tradition and volunteering to help make our school the best it can be.

We also had some parents inquiring about the block schedule, how it works, why it was switched and how it is doing.

Although, this was not a part of the meeting we have collectively decided that we should hold off on the T-shirt fund-raiser until the beginning of the next school year. This way we can focus the rest of this school year on the details, policies and procedures with the guidance of the UTVA School Board. Hopefully this will allow us to take off running with all of these fund raisers and plans for the new 2013-2014 school year.