

## DOCUMENT A

### UTAH VIRTUAL ACADEMY CHARTER SCHOOL MEETING MINUTES

September 20, 2011 6:00 pm

Via Conference call: 1-888-824-5783 code:74325098 then #

- A. **Roll Call** – Karen Rackliffe, Kent Bodily and Doug Shaw joined from the board. Stacey Hutchings, Kayleen Marble, Kathy VanOrden and Mary Gifford joined from UTVA/K12.
- B. **Call to the public** – No members of the public addressed the board.

#### School Update

- A. **Head of school Update**  
School metrics – Stacey Hutchings reviewed enrollment and demographic metrics. Doug Shaw asked if attendance is being taken for each demographic. Stacey talked about tactics to get families engaged. UTVA was recognized for getting Scantron testing underway much earlier than other virtual academies.

#### Policy Session

- A. **Discussion and approval of May 25, 2011 board meeting minutes**

**ACTION: Doug Shaw made a motion to approve the May 25, 2011 board meeting minutes. Kent Bodily seconded the motion. The motion passed unanimously.**

- B. **Discussion and approval of June 9, 2011 board meeting minutes**

**ACTION: Kent Bodily made a motion to approve the June 9, 2011 board meeting minutes. Doug Shaw seconded the motion. The motion passed unanimously.**

- C. **Finance Committee Report** – The board may review and accept the finance committee's report. Kent Bodily reported that K12 is providing financial statements and other information as required and requested. The finance committee asked for a cash balance when approving invoices and a list of outstanding K12 invoices.
- D. **Parent Organization and Booster Updates** – Stacey Hutchings reported on today's PTO meeting. Paul Glanton will work with the PTO to publicize the organization and events. About 150 parents expressed interest in participating in the PTO.
- E. **Discussion on future board meeting dates** – The board tabled a decision on this topic. Tuesday remains a good meeting day for Doug, Kent and Karen. Karen will ask other board members about their availability. The finance committee will meet October 18 and the finance committee and full board will meet November 15.

## Board Development Session

1. **Board Training** – Doug described the assessment of the State Charter School Board training. Doug said the test is rigorous and involves student issues and the role of board members. He said there is an opportunity to review and study the law prior to taking the assessment. Doug suggested getting together as a board to review the law and take the test. Doug left the meeting at 6:30 pm. Karen and Doug took the Open Meetings Act pre-test.
  
- B. **Adjournment** – The meeting ended at 6:55 pm, although a quorum was lost at 6:30 pm.

### **Document B**

**Utah Virtual Academy Finance Committee - Minutes  
October 25, 2011  
5:30 pm**

**310 E 4500 S Suite 290**

**Conference Call Number: (888) 824-5783 x74325098 then #**

### Agenda

- A. Roll Call - **Kent Bodily, Doug Shaw, Karen Rackliffe and Michelle Smith attended from the board; Stacey Hutchings, Felicia Boothe, Kayleen Marble, Kathy VanOrden, Abe Barela, , Paul Glanton, Shelly Strahan, Sara Shallenberger attended from UTVA/K12.**
  
- B. Approval of September 20, 2011 finance committee minutes (below, document A) –  
  
**ACTION: Karen Rackliffe made a motion to approve the September 20, 2011 minutes. Michelle Smith seconded the motion. The motion passed unanimously.**
  
- C. Financial statement review, including balance sheet and budget-to-actual comparisons.  
  
**ACTION: Doug Shaw made a motion to approve the financial statement review, including balance sheet and budget-to-actual comparisons. Karen Rackliffe seconded the motion. The motion passed unanimously.**
  
- D. Approval of payment register, bid tracking, restricted fund expenditures, and bank reconciliation.

**ACTION: Abe Barela will check to see what the \$82,584.00 is and get back to the board. Karen Rackliffe made a motion to approve the payment register, bid tracking, restricted fund expenditures, and bank reconciliation. Doug Shaw seconded the motion. The motion passed unanimously.**

E. Acceptance of state revenue

**ACTION: Karen Rackliffe made a motion to accept the state revenue. Michelle Smith seconded the motion. The motion passed unanimously.**

F. Approval of payments to K12

**ACTION: Michelle Smith made a motion to accept payments to K12 in the amount of \$724,247. Karen Rackliffe seconded the motion. The motion passed unanimously.**

G. Review of the UCA Plan

DISCUSSION: Felicia Boothe reviewed the UCA Plan. (Utah Consolidated Application) This has all of our different funds in there. Plans have to be developed and put in the UCA plan. The leadership committee spent 2 days developing goals and plans for the UCA. A total of 40 teachers & staff shared in this plan. The UCA plan is due October 31, 2011. The board also needs to look this over and share in the plan. Stacey Hutchings will send the board a spreadsheet and also a survey to get their input. This is a very open process with a group effort to help all students in our school. Steps have been taken to close the gaps. Karen Rackliffe asked how the finance committee should look at this. Felicia Boothe explained what the plan is and how to look at it and to see that we are spending the money for student achievement. Michelle Smith asked about parent involvement in this process. Title 1 teachers have had input from the parents at 4 different open-house meetings. Felicia Boothe said she will also send out a survey at the end of the year to see if they have more ideas or concerns.

H. Adjournment

**ACTION: Doug Shaw made a motion to adjourn. Karen Rackliffe seconded the motion. The meeting was adjourned at 6:04 pm.**