

## UTAH VIRTUAL ACADEMY CHARTER SCHOOL MEETING MINUTES

November 15, 2011 6:00 pm

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

- A. **Roll Call** – Karen Rackliffe, Doug Shaw, Michelle Smith, Kent Bodily from the Board; Stacey Hutchings, Amy Vance, Kathy VanOrden, Kayleen Marble, Meghan Merideth and Mary Gifford from K12/UTVA.
- 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 the enrollment and demographic metrics. Title 1 is growing; Scantron stays about the same for now until the end of the year when they take the tests again; withdrawal update-teachers are working more with the families to help them customize this program so it works for them. Karen Rackliffe asked a question on Rural vs Urban, why do we show this? Stacey Hutching explained this is for some state reporting. K12 is trying to figure out how to have parents try demos out before actually enrolling. Kayleen Marble is no longer interim, she is now the permanent K8 Principal.

### Policy Session

- A. **Discussion and approval of September 21, 2011 board meeting minutes**  
**ACTION: Kent Bodily made a motion to approve the September 20, 2011 board meeting minutes. Michelle Smith seconded the motion. The motion passed unanimously.**
- B. **Finance Committee Report** – The finance committee meeting has been postponed.
- C. **Parent Organization and Booster Updates** – Stacey Hutchings reported on today's PTO meeting. The meeting is very well attended. Upcoming event at Fat Cats is well under way.
- D. **Presentation on Comprehensive Guidance** – Meghan Meredith, high school counselor, reported to the board the Utah Model for Comprehensive Guidance Counseling. Counselors need to work with students through SEOP's. Two year program; 1<sup>st</sup> year is to submit letter of intent to USOE by April 1<sup>st</sup>. Year 2 fully implement program. By year 3 UTVA will be eligible to receive CCGP funding.  
**Currently:** working with 11<sup>th</sup> and 12<sup>th</sup> graders. Counselors Corner every Thursday, 7<sup>th</sup> grade CTE presentations, Early college options, pathfinder, student success program, comprehensive guidance training, professional development USCA and ASCA membership, CCGP calendar.

**Upcoming:** SEOPS for 9<sup>th</sup> and 10<sup>th</sup> grade, responsive services referrals, counseling website, needs assessment, crisis plan, counseling newsletter, Utah Futures, ongoing professional development.

This will be on the agenda for a vote to approve next time.

- E. Discussion and possible action regarding board member resignations, election of new board members and a parent position on the UTVA board** – Brian Maxwell and Andy Stephenson weren't able to attend in person but were on the phone. Andy Stephenson gave his bio and why he wants to be on the board. Is excited about online education and charters. Andy Stephenson heard about this opening from Doug Foxley. Brian Maxwell worked with Doug Foxley and K12 getting UTVA off the ground. Brian Maxwell has had some budget/finance experience. Stacey Hutchings noted that Allison Holmes works as the Director of Development for the Utah Association of Public Charter Schools. Stacey Hutchings has also been talking to other possible candidates. Karen Rackliffe stated that we want a diverse board but also with a parent on the board, trying to create a balance. Mary Gifford agrees to growing the board to 7 to 9 members. This will help sub-committees to help spread the work around. Agrees to having a finance person on the board and also a person from higher ed and people that will show up and who believe in the mission of UTVA.

**The board would like to meet them in person before making a decision.**

**ACTION: The board accepts Lori Harmon's and Kent Bodily's resignations.**

- F. Discussion and possible action regarding teacher bonuses which may include an executive session** - 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. Stacey Hutchings and Amy Vance were UTVA teachers for two-thirds of the 2010-11 school year and fiscal year. These teachers did not receive performance pay for the period of time they taught during 2010-11. The staff requests performance pay for Mrs. Hutchings and Mrs. Vance for July through March of the 2010-11 school year pursuant to the performance pay plan adopted by the UTVA board.

**Mary Gifford explained the above to the board and is now asking the board if they will approve this.**

**ACTION: Doug Shaw made a motion to pay Amy Vance and Stacey Hutching for their teacher performance pay from 2010-11 for the 2/3 of the year they were teachers. Kent Bodily seconded the motion. The motion passed unanimously.**

- G. Discussion and possible action regarding UTVA expansion amendment** – The staff recommends the attached expansion amendment. (Document G) – Stacey Hutchings and Mary Gifford explained why we are asking for an expansion for UTVA. UTVA are asking for an additional 500 students to our cap.

**ACTION: Doug Shaw made a motion to accept the expansion amendment as stated in Document G. Michelle Smith seconded the motion. The motion passed unanimously.**

**H. Discussion and possible action regarding board meeting dates –**

**ACTION: Michelle Smith moved that we move the board meeting to the 4<sup>th</sup> Tuesday of every other month. Kent Bodily seconded the motion. The motion passed unanimously.**

**Board Development Session**

**A. Board Training –**

- 1. State Charter Board training –** Board members completed the first training module at its September meeting. The board will review the second topic, Board Financial Oversight. The board president requests that members complete the second module prior to attending the board meeting. (Document H and also sent in a separate email to board members)
- 2. Services Agreement –** The board will discuss specific components of the services agreement to review in detail during the January board meeting, including the financial guarantee section.
- 3. Long Range Financial Planning –** The board will discuss desired components of a long-range financial forecast to review at the December finance committee meeting and January board meeting.

**ACTION: Doug moved to make Brian Maxwell a new member of the board and to be notified promptly of his selection. Michele seconded the motion. Passed unanimously.**

**B. Adjournment**