

**Utah Virtual Academy Finance Committee
August 28, 2012
6:30 pm**

310 E 4500 S Suite 290, Murray, UT

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

Agenda

- A. Roll Call Doug Shaw – UTVA Board; Jason Jacksack, Stacey Hutchings – Stacey Hutchings

- B. Approval of August 17, 2012 minutes of public meeting (below, Document A)
Doug will recommend the approval of the minutes.

- C. Financial statement review, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons.
Doug will recommend to the board for approval.

- D. Approval of payment register, bid tracking and bank reconciliation
Doug will recommend to the board for approval

- E. Acceptance of state revenue (deposit register)
Doug will recommend to the board for approval

- F. Approval of payments to K12 – will await board action

- Invoice # 200005758 - \$17,010.00
- Invoice # 200005786 - \$11,794.00
- Invoice # 200005787 - \$3,010.00
- Invoice # 200006064 - \$ 114,959.50
- Invoice # 200006018 - \$ 111,101.50
- Invoice # 200005973 - \$ 14,332.50
- Invoice # 300000922 - \$ 828.75

Doug will recommend to the board for approval

- G. Adjournment
Doug adjourned at 7:14 pm

Document A

**MINUTES OF PUBLIC MEETING
UTAH VIRTUAL ACADEMY CHARTER SCHOOL
Board Annual Retreat
Snowbird – Cliff Lodge
Boardroom Level C**

- A. Roll Call** – Doug Shaw, Brian Maxwell and Michele Smith attended from the board. Stacey Hutchings, Jason Jacksack and Mary Gifford attended from UTVA/K12.
- B. Call to the public** – No members of the public addressed the board.

Policy Session

- A. Discussion and approval of June 26th, 2012 board meeting minutes**

ACTION: Brian Maxwell made a motion to approve the June 26, 2012 minutes. Michele Smith seconded the motion. The motion passed unanimously.

- B. Finance Committee Report** – The board may review and accept the finance committee’s report from June 26th, 2012.

ACTION: Brian Maxwell made a motion to accept the finance committee’s report from June 26, 2012. Michele Smith seconded the motion. The motion passed unanimously.

- C. Discussion and possible action regarding- Audit expense** -The board discussed the release of UTVA information by the auditors.

ACTION: Michele Smith made a motion to approve the proposed audit engagements. Brian Maxwell seconded the motion. The motion passed unanimously.

- D. Discussion and possible action regarding South Towne Expo Contract for testing and Contract policy**

ACTION: Michele Smith made a motion to approve the contract. Doug Smith seconded the motion. The motion passed unanimously with Brian Maxwell abstaining.

- E. Presentation, discussion and possible action regarding Bullying Policy** – Doug asked to include a paper report on bullying incidents within student folders in addition to TV Notes. Michele asked to rewrite the definition of bullying by integrating of 2.1.3.

ACTION: Brian Maxwell made a motion to approve the proposed bullying policy with changing the definition of bullying to include reference to intimidate or cause mental or emotional anguish, the definition applies to all subcategories of bullying and strike the last clause in section 2.1.1. Michele Smith seconded the motion. The motion passed unanimously.

F. Discussion and possible action regarding Board Policy – The board and staff members reviewed all board policies and made suggested changes for consideration at the next board meeting.

G. Discussion and possible action regarding Board Member Appointments – Doug is discussing policy committee chairmanship with Wade. The board needs to elect a secretary. Brian is going to perform board secretary responsibilities until a board election. Brian Maxwell and Michele Smith are going to become signers on the school’s checking account. The board asked the staff to invite Emily Marble for a board interview. The board also asked the staff to invite parents to interview with the board.

Table for lunch:

ACTION: Brian Maxwell made a motion to approve the proposed meeting calendar. Michele Smith seconded the motion. The motion passed unanimously.

Annual Calendar

September 25 – board and finance

October 23 - finance

November 27 – board and finance

January 22 – board and finance

February 26 - finance

March 26 – board and finance

April 23 - finance

May 21 – board and finance

June 25 - finance

H. Discussion and possible action regarding –Budget amendment allowing teacher salary increases based on performance outcomes. (Attachment 8)

ACTION: Brian Maxwell made a motion to approve the amended budget. Michele Smith seconded the motion. Motion passed unanimously.