

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

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 23rd of August 2013

By _____
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
August 28th, 2013 – 6:30 pm
Via Conference call: 1-888-824-5783 code: 74325098 then #**

A. Roll Call

Board Members: Brian Maxwell-Chair, Wade Faraway-Vice Chair, Veronica Hobby-Secretary,
UTVA Staff: Stacey Hutchings-Director, Shelly Strahan-Special Ed, Anneliese Pixton-Title 1, Jenny Johnson-MS Interm Principal, Megan Meredith-HS Principal, Mike Livsey-K5 Principal
Guests: Bob McKinley-legal,
Phone: Angie Krietzer, Melissa Carbajal-Booster Club, Jason Jacksack-Finance, Amberly Keeler-Teacher, Jenny Wilson-Teacher
Public: Tina Eagar, John Eagar

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

- Tina Eagar-former employee-raised concerns with school about potential harm to students by actions of k12.
 - Teachers not provided with curriculum materials
 - Students not provided with curriculum materials
 - Records falsified by k12.
 - Appeal to board to investigate allegations that k12 is more interested in financial gains
 - Tina stated intent to bring litigation against UTVA

- Brian Maxwell stated board willing to accept any additional materials up to one week from board meeting.

C. **Executive Session** - Closed meeting to discuss potential school litigation.

Motion to close meeting made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.
Meeting closed at 6:36 pm.

Closed Session completed 7:13 pm

Motion to follow strategy determined in closed session made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

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. (Attachment 1)

- Michelle Smith resigned from board. Post possible parent replacement sent next week to join board and/or Trust Lands Committee.
- Review of bank—September 25, will meet with various banks and credit unions to consider changing bank.
- Management/Technology agreement is putting together contract to update changes by Board—contract ready for next board meeting.
- Handout—k12 organization chart
- Metrics—most important at this point is enrollment. Total is 1894 students. 680 students on waiting list. 48 students have withdrawn in first week. Confident will reach cap by October 1.
- Wade Faraway left meeting at 7:30 pm—no quorum present. Returned 7:33pm.
- School Grading System overview: Overall grade is F with 48%. Concerns about accuracy of data. Talking points when released: try to change with legislation or charter office is we are held to higher points because we are k-12. Break out grades for each school. Elementary and Middle School held to High School standards. Wade suggests breaking each school to separate entity if approach continues. Chair directs Stacey to make sure students who are counted for us actually were students who took CRTs with us. Grade rate 2011/2012 rate not current rate.
- Stacey will provide information on grade to teachers and parents.
- ACT Scores—students taking test scored higher than state average. Stacey will include with school score on information to public.
- No findings of noncompliance in Title 1. Wade suggests posting information with school and ACTs scores.

Policy Session

A. **Discussion and approval of July 12th minutes.** (Document A)

Motion to approve minutes made by Wade Faraway, 2nd by Veronica Hobby, Unanimous

B. **Finance Committee Update**

Motion to move Finance Committee meeting to next board meeting made by Wade Faraway, 2nd by Veronica Hobby, Unanimous

C. Parent Organization and Booster Updates— Melissa Carbajal, Booster President will update. (Document B)

- 1st meeting held today—16 families present
- Review of last year events and activities
- Explained process of election of officers
- Process to request specific volunteers throughout year
- Tradition in Booster Club to adopt charity of the year. Will not be accepting donations of money, but donations of goods. Help to teach students that important to give back to the community.

D. Discussion and possible action regarding the Middle School Principal. Board asked to release Jenny Johnston as a UTVA employee to be hired as the new Middle School Principal.

Motion to release Jenny Johnston as UTVA employee and become k12 employee made by Wade Faraway, 2nd by Veronica Hobby, Unanimous

E. Presentation, discussion and possible action regarding School Trust Lands Committee. New legislation requires school boards to set size and composition of School Trust Lands Committee.

- Parent must be Chair. Vice Chair cannot be school administrator but can be staff member.
- Parent board member must be chair

Motion that trust lands committee consists of five persons, chair of committee by parent board member, makeup of committee at the discretion of board member, board member will report back to board made by Wade Faraway, 2nd by Brian Maxwell, Unanimous.

F. Presentation, discussion and possible action regarding School Annual Goals.

- Action Item: consideration of how to better track school graduation rate. Stacey will present information to the board on how other virtual programs deal with this issue.
- Add to board goals that we aim for a minimum of a C for all three schools by 2014/2015 school year. Add this to teacher/staff bonus considerations.

Motion to adopt 2013/2014 goals with addition of continuing on block schedule and add that all schools aim for a minimum of a C under state scoring system by 2014/2015 made by Wade Faraway, 2nd by Brian Maxwell, Unanimous.

Motion made to adjourn made by Wade Faraway, 2nd by Brian Maxwell, Unanimous.

Board Development Session

- A. Board Training - Productive Governing Board Meetings**
- B. Adjournment**

DOCUMENT A

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

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DATED AND POSTED this 5th day of July, 2013

By _____
Douglas Shaw, Board President

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL
July 12th 9:00 am**

A. Roll Call

**Board Members: Brain Maxwell-VP, Wade Faraway, Preston Eichers,
Veronica Hobby-Sec.**

**School Admin: Stacey Hutchings-Head, Kathy VanOrton-Operation Admin,
Mike Livsey-K5 Principal, Tom Fell-Jr High Principal, Anneliese Pixton-Title
1 Coord., Meghan Merideth-HS Principal,**

K12: Jason Jacksack-Finance, Lidia Todd-K12 Representative

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- **No public comment**

Policy Session

G. Discussion and approval of May 28th board meeting minutes (Document A)

- **Wade Faraway Motion, 2nd by Veronica Hobby, Unanimous.**

H. Finance Committee Report – The board may review and accept the finance committee’s report from May 28th, 2013 and June 23rd. (Documents B & C)

- **Biggest issue is budget. Formal committee motion in June to accept budget subject to any changes by Jason by time budget goes to state. No changes.**
- **Motion to accept Finance Committee meeting minutes as has been proposed by Wade Faraway, 2nd by Veronica Hobby, Unanimous.**

I. Discussion and possible action regarding Wells Fargo Bank. Board will discuss conducting a review of bank choice and establish a process for a review.

- **Customer Service issue to address error in funds being withdrawn through telephone transaction. Wells Fargo slow to address problem. Withdrawal was a bank error-error--has been taken care of.**
- **Stacey suggests during upcoming Finance Committee meeting to have several other financial institutions submit proposals for banking services.**
- **Motion to explore changing our financial institution and changing bank services and review made by Wade Faraway, 2nd Preston Eichers, Unanimous.**

Action Item: Finance Committee to arrange for proposals to board.

J. Review and approval of proposed final School Year 2012-13 budget as needed. Board approved preliminary SY 2012-2013 budget previously and will consider any adjustments in the final budget.

- **Move to adopt budget as presented by Wade Faraway, 2nd Veronica Hobby, Unanimous.**

K. Discussion regarding M & T language in K12 contract. M & T payments were adjusted after contract was signed. Board will consider proposing an amendment to reflect current practice. (Attachment 1)

- **Discussion regarding service agreement amendment about November 2008 board minutes that changed percent from 24 to 21%. Looking for actual addendum.**
- **Wade suggests including written addendum regarding change added to management agreement.**

L. Discussion and possible action regarding office and teacher phone systems. E-rate funding would allow phone systems to be changed to VOIP. (Attachment 2)

- **Can only receive e-rate for office system. Discount can be up to 80%.**
- **Will move to VOIP—systems are available to set up continuity with teacher phone systems and will bring teacher phone systems under school control and central billing.**
- **VOIP will also enable monitoring of teachers phone time, recording, and training. Will facilitate better communication with staff and families.**
- **Cost savings may be up to half of current rate of reimbursements to teachers and staff.**
- **Timeline—possible to be in place by beginning of 2013 school year.**

Motion to adopt VOID contract made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.

M. Discussion and possible action regarding EYE Mentor and Performance Payout.

Meghan Meredith, now a K12 employee, will need board approval to be paid for EYE Mentorship and Performance Pay while a UTVA employee.

- **Motion to approve payment earned to Meghan Meredith made by Preston Eichers, 2nd Wade Faraway, Unanimous.**

N. Discussion and possible action regarding Employee Handbook. Updates for the 2013 release includes Whistleblower policy and Employee appearance policy. (Attachment 3)

- **Updated every 2 years.**
- **All updates at suggestion of Inspirity.**
- **Dress code updated. Concerns to include medical concerns and more specifically what unnatural hair to extreme hairstyles.**
- **Motion to approve the appearance as discussed to show extreme hairstyles and not include unnatural hair made by Wade Faraway 2nd Preston Eichers, Aye—3, Veronica Hobby--Nay**
- **Update to whistleblowers police to reflect board policy.**
- **If teachers cannot come to mandatory development days—they need to take day off.**
- **Motion to approve whistleblower policy and all other edits made by Preston Eichers, 2nd by Wade Faraway, Unanimous**

O. Discussion and possible action regarding Policy modifications. Policy modification to the current attendance policy as requested by the School Support Team. Addition of a Parent Notification policy to fulfill new state law. Addition of Fundraising policy for Parent directed fundraisers. (Attachment 4)

- **Have alternate method of measuring attendance. Login report can help verify if student is logging in and working on work and help hold students accountable for attendance logged in.**
- **Consequences for truancy—added clause that if in a truancy situation that would require mandatory attendance in online attendance—this may also help to move for further truancy measures. Attorney also suggested physical attendance at facility for worse offenders as a last resort. May be required for students missing 9 consecutive days or more. Change wording in policy show to 5 days we do “may” at 9 days we do “shall” to require student to attend physical location. At what point do we require truancy papers to be filed to hold student responsible—truancy letter mailed to learning coach at 5 days.**
- **Motion to add “shall” at 9 days and “may” at 5 days made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.**
- **Motion that Excused absences are moved to Attendance area in handbook, made by Wade Faraway, 2nd by Preston Eichers, Unanimous.**
- **Motion to adopt cleanup language in attendance section made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.**
- **Motion to add login report made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.**
- **Bullying and hazing policy updates to reflect state law.**
- **Motion to adopt new changes of state law to require parent notification of student threats and concerns regarding bullying, hazing and suicidal inclinations and incidents made by Wade Faraway, 2nd by Preston Eichers, Unanimous.**
- **Fundraising—limit payments to approved electronic method. Also adopt a procedure for how fundraising will be conducted.**

- **Motion to add electronic to payment method for all fundraising made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.**
- P. Discussion and possible action regarding Booster Fundraiser.** Boosters would like to sell school T-Shirts as a fundraiser for the beginning of the school year. (Attachment 5)
- **Motion to approve T-Shirt Fundraiser by Booster Club made by Preston Eichers, 2nd by Veronica Hobby, Unanimous.**
- Q. Discussion and possible action regarding offering Legal Shield benefits.** Give teachers the option to individually sign up for Legal Shield Services through a school group. (Attachment 6)
- **No Action**
- R. Discussion and possible action regarding Bylaws clarification or amendment.** Clarification of Board leadership elections process.
- **Motion for Minor change under section 4.3 election of trustees—eliminate D and change to C made by Wade Faraway, 2nd by Veronica Hobby, Unanimous.**
- S. Discussion and possible action regarding the election of Board Leadership.**
- **Motion that Brian Maxwell assume role as new Board President made by Preston Eichers, 2nd by Wade Faraway, Unanimous.**
 - **Motion to reconstitute leadership as: Brian Maxwell President, Wade Faraway, Vice President, Veronica Hobby Secretary. Remove Michele Smith as Vice President. Motion made by Preston Eichers, 2nd Veronica Hobby, Unanimous.**

Board Development Session

10:30 - Break

10:45 Annual Calendar – meeting dates & approvals

- **Move board meetings and finance committee meetings to every 4th Wednesday at 6:00. Move November and December meetings to 3rd Wednesday.**
- **Month of May will include additional finance committee meeting to review annual budget. May 14th annual budget review.**

11:15 Board Profile

- **Board Profile Worksheet.**
- **What gaps in experience do we need to address for potential board members. Discussion included additional financial background, education background. Stacey will follow-up on recommendations from other sources.**
- **Open to 2 additional board members. One position to include a parent representative.**

11:45 Lunch

12:30 Policy Review

- Need to update office succession for president.
- Update for resignations from board
- Look at cleaning up bylaws and policies
- Cloud file for board binder
- President or secretary keeps a hard copy of records under discretion of president.
- Title of Board President or Board Chair—bylaws change to reflect change in language from “Board President” to “Board Chair”.
- Motion to change language in bylaws to “Board Chair” and “Board Vice-Chair” made by Veronica Hobby, 2nd by Brian Maxwell, Unanimous.
- Encourage board members to be paperless as possible. Unless requested, Stacey will not provide paper handouts to board members.

1:30 Financial Review – Controls process, ways to cut expenses

- Review of internal process document by Jason:
 - Separate locations for people, i.e., senior accountant at k12 corporate, Jason in Denver, Stacey in Salt Lake.
 - Cash Reconciliations: bank statements delivered electronically—to local office which does not have authority to write checks
 - We do not accept cash
 - Allotment memo—public document
 - Review of credit card transactions reviewed by Jason and office in Virginia. Currently Stacey, Kathy and Shelley Stratham have credit cards. Discussion on whether principals need credit cards. Decision to include Anneliese Pixton with a credit card. Internal control is that all employees must get written approval prior to purchase. Wait for new cards until we decide on financial institution.
- All funding streams are tracked individually. Handout discusses the overall process for tracking funding streams.
- Preston to further discuss process document with Jason and Stacey
- Ways to cut expenses: phone and e-rate.

2:00 Goals – Performance Measures / School Improvement Plan (Attachment 6)

- K8 parent satisfaction decreased 4%. One issue may be that we need to be more flexible and individualize program to families.
- HS parent satisfaction increased by 1%. 2nd semester has seen a boost to teacher and student moral and HS improvement plan.
- Special Ed parent satisfaction increased 4%.
- Veronica to head up board directed annual survey of staff and parents.
- Retention goal increased 2%.
- Reregistration increased K8 by 8.3%, HS increased 9%.
- Academic goals: Language Arts—1% increase with state average CRT’s. Math 1st year goal to close gap by 50%--improvement made but did not meet goal.
- Initiative to align curriculum with state core for next year—teacher development to align curriculum to state standards and making sure student is mastering standards before moving forward in class. Issue with students beginning to struggle in pre-algebra.
- HS graduation rate—goal 65% by 2014.
- Performance Action Plan: Handout—pushes for increase in graduation rates, involving teachers and students in data, teacher development.
- Title 1 Improvement Goals Review: Increase graduation rate from 27% to 55.20%. On track to meet goal of 65%.
- Increase in class assessments—95% improvement of use of data by teachers.

- **Increase in small group and differentiated instruction.**
- **Increase in culture of school, teachers are more involved with students and meeting student needs through increased student contacts.**
- **Review teacher salaries and consider revising to better align with district.**
- **Goals: Do we need to shift some goals to be more reasonable especially in math.**
- **Moving towards system called SAGE—issues comparing scores with CRT scores. Lapse in good growth data. Shifting to student growth percentiles that is based on each individual student where they are and where they are going. One option is to use Scantron for additional data. Expect a drop in performance measures while state transitions to new testing standards.**
- **Need Scantron information data before we adopt academic goals.**
- **Leave graduation goal at 65% for 2015.**
- **Because of Title 1 status state is okay with us to allocating \$300,000 from special education funds for school wide use.**
- **Set board goals next board meeting in August.**
- **Motion to adjourn made by Wade Faraway, 2nd by Veronica Hobby. Unanimous.**