

**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 21st of March 2014

By \_\_\_\_\_  
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
March 26, 2014 – 6:30 pm  
Via Conference call: 801-262-4922 ext. 108 pin. 1562 then #**

**A. Roll Call**

Board Members: Brian Maxwell-Chair., Veronica Hobby-Secretary, Preston Eichers

Phone: Stephanie Smith

Excused: Wade Faraway

Phone: Stephanie Smith

Staff: Stacey Hutchings-Head of School, Mike Livsey- K-5, Megan Meridith-HS, Shelly Strahan-Special Ed, Anneliese Pixton-Operations Manager, Angie Kreitzer-Title 1 Parent Engagement

K12: Jim Donley-CIO, Todd Thorpe-Central Region Vice President, Jason Jacksack-Finance

- 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 (30 Minutes)**

- 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)

- Introduced Anneliese Pixton as new Operations Manager

- Utah Association of Charter Schools annual conference June 9-10. Board welcome to attend.
- Metrics:
  - Stopped enrollment March 25.
  - Enrollment at 1856
  - Low Income population at 58%
  - Special Ed population at 18%.
  - Special education audit went well. Staff may do some training for other schools.
  - Passing rates
    - Lower than last year this time
    - Down this quarter
    - Tracking weekly with teachers
    - Individual teacher passing rates and class attendance public among staff
    - Rock the Block—try everything to pass last year’s passing rates
    - Feel rates will be better at end of block
  - Higher than usual student withdrawal rate, particularly for Middle School
    - Retention training with teachers
    - May be due to focus on more instructional training than specific retention training
    - Face-to-face with parents about expectations of program
    - Option for students who are doing well not as much oversight required
  - School Lever
    - Student culture survey
    - Staff culture survey
  - Testing
    - DWA-97% participation
    - ACT-problems with new test, highly regulated, missed deadline for make-up day. Outside Utah contract window for make-up ACT-UTVA will pay for tests.
  - Initiatives for next year
    - Face-to-face enrollment
    - Academic intervention team for Language Arts and Math
    - Mentor program converting to Family Academic Support Team

### **Action Items**

- Add to board retreat
  - Performance Audit for Online and Distance Program
  - State Charter Board Report

### **Finance Session (30 Minutes)**

#### **A. Finance Review and possible Board Acceptance (Document)**

- Operating July through Feb-about 1 million dollar loss. Many items will amortize more positively by end of fiscal year.
- Preston concerned about deficit position with K12. Suggests working with Stacey and Jason to develop plan to first break even, then operate at a profit.
- What is K12’s long-term goal with UTVA?
  - K12 representative, Todd Thorpe, response that they are interested in a long-term goal. One issue is how online schools are funded-K12 continues to work through this at a legislative level.
  - Jim Donley suggests looking at other K12 school’s budgeting plans.
  - Student outcomes related to school profitability in Utah. Todd Thorpe suggests increasing student CAP will make biggest difference.

**Motion to have management and K12 to develop a fiscal plan to show potential school profitability made by Veronica Hobby, 2<sup>nd</sup> by Preston Eichers, Unanimous.**

**Motion to pay K12 \$1,502, 084.16 made by Preston Eichers, 2<sup>nd</sup> by Stephanie Smith, Unanimous.**

**Policy Session (30 Minutes)**

**B. Discussion and approval of January 22, 2014 Minutes.** (Document A)

**Motion to approval January 22, 2014 minutes made by Veronica Hobby, 2<sup>nd</sup> by Stephanie Smith, Unanimous.**

**C. Discussion and possible action regarding response to school financial audit.**

- Presenting in April board meeting school response of school financial audit to state.

**D. Parent Organization and Booster Updates**– Melissa Carbajal, Booster President will update. (Document 2)

- Report given by Angie Krietzer
- 2<sup>nd</sup> successful parent night in Davis county
- Facebook group successful. Supportive for parents and learning coaches
- Still selling school t-shirts.

**E. Discussion and possible action regarding PEO change.** Report and recommendation of PEO investigation. (Attachment 4)

- Prosing school shift to ISI. There may be a \$207,000 saving due to a technology driven platform.
- ISI will be self-sustaining and no additional staff will be needed.
- Another bonus is an IHC platform
- Plan will involve Zions Bank.

**Motion to changes HR and payroll platform to ISI on May 1, 2014 and send notice to Insperity of intended change made by Preston Eichers, 2<sup>nd</sup> by Stephanie Smith, Unanimous.**

**F. Discussion and possible action regarding 2014-2015 School Calendar.** (Attachment 5 )

**Motion to adopt 2014-2015 School Calendar made by Stephanie Smith, 2<sup>nd</sup> by Veronica Hobby, Unanimous. Preston Eichers absent.**

**G. Discussion and possible action regarding SY 2014-2015 Trust Lands Plan.** (Attachment 6)

- Parents more involved than in previous years
- Drop off between 3<sup>rd</sup> and 4<sup>th</sup> grade in scores.
- Choose committee in Spring to get committee ready for next school year

**Motion to adopt SY 2014-2015 Trust Lands Plan made by Preston Eichers, 2<sup>nd</sup> by Stephanie Smith, Unanimous.**

**H. Discussion and possible action regarding Special Education graduation adjustments.**  
(Attachment 7)

- Two groups of IEP students
  - Students who do not take alternative assessments who want to graduate with a regular diploma
  - Choice of regular diploma or certificate of completion for IEP students who do not take alternative assessments
  - Many companies do recognize the certificate of completion
  - Students will be able to attend all graduation activities

**Motion to adopt Special Education graduation adjustments made by Stephanie Smith, 2<sup>nd</sup> by Preston Eichers, Unanimous.**

**I. Discussion and possible actions regarding of staff and parent surveys by the Board.**  
(Attachment 8)

- Brian not interested in board having feedback directly from staff or parents. He feels we may be crossing into management.
- Stephanie thinks it is good data to collect, but are we crossing into management.
- Administration is open to including questions from the board on their surveys.
- Administration feels surveys from the board invite inappropriate channel with board
- Preston is against a totally anonymous survey-staff or parents need to include names on survey. Does not feel survey is necessary.
- Make giving name on survey voluntary.
- Due to open-meeting act all responses need to be public.
- Purpose of survey
  - Standard of “how well”

**Motion that survey subcommittee to develop questions that board would like to add to management survey made by Stephanie Smith, 2<sup>nd</sup> by Preston Eichers, Unanimous.**

**J. Interview, Discussion, and possible action regarding potential new board members.**

- No potential applicants at this time
- Need someone with technology and/or education oriented or experience

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

**Adjournment**

**Motion made to adjourn made by Preston Eichers, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

## **Document A**

**NOTICE OF PUBLIC MEETING  
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Board Meeting MINUTES**

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DATED AND POSTED this 17<sup>th</sup> of January 2014

By \_\_\_\_\_  
Brian Maxwell, Board Chairman

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL**  
**January 22, 2014 – 6:30 pm**  
**Via Conference call: 1-888-824-5783 code: 74325098 then #**

**C. Roll Call**

Board Members: Wade Faraway, Veronica Hobby, Stephanie Smith, Preston Eichers  
Staff: Stacey Hutchings, Mike Livsey-- k-5, Jenny Johnston--MS, Megan Meridith--HS, Shelly Strahan—Special Ed, Anneliese Pixton—Title 1  
K12: Jason Jacksack  
Guest: Cindy Psuik--Squire  
Public: Tina Eagars

**D. 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**

**Motion to vary from agenda to item C audit report made by Stephanie Smith, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

**B. 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)

- Stacey Hutchings and Brian Maxwell attended meeting.
  - Answered questions on:
    - School mission
    - Demographics
    - Student count
    - Special Education
    - Low Income
    - Hear back about information on data: talked about school improvement plan, accountability, increased accountability levels,

- State board chair recognized that many of our students graduating are not successful in other plans
- Metrics
  - Enrollment steady
  - Special education population increasing
  - Low income increasing
  - Passing rates lower in HS than last year especially in English
    - Biggest factor for this decrease may be that we are enrolling students at block rather than just at semester
    - What can we do to help students who come in new at block?
      - Now are doing more one-on-one orientation than previously
      - **Add to February board meeting:** request report on changes in orientation on new students
      - Plan to not enroll at block again unless changes in orientation show improvement
- Below cap on count date. Down in state funding about 600K

### Policy Session

**L. Discussion and approval of December 11<sup>th</sup>, 2013 Minutes.** (Document A)

**Motion made to approve December 11<sup>th</sup>, 2013 minutes made by Stephanie Smith, 2<sup>nd</sup> Preston Eichers, Unanimous**

**M. Finance Committee Report and possible Board Acceptance** – The board may review and accept the finance committee’s report and current payments to K12. (Document B)

- No finance meeting held

**N. Audit Report to Board.** Representative from Squires will present the annual external audit and be available for questions. Attachment

- Presentation on school annual audit presented by Cindy Psiuk of Squire
- School has significant amount of cash
- Unearned revenue continues to increase—related to special education, etc.
- Increase in revenue due to increase in enrollment
- Trend that may be a concern—need to diversify large cash balance amounts in single bank account that may be at risk due to FDIC limit.
  - Auditor recommends minimizing credit risk as much as possible.
  - May want to consider multiple bank accounts
  - Maximize interest earnings
  - Recommends board adopt an investment policy
  - Keep as much operating funds for 30 days—may want to invest additional funds in PTIF where funds earn interest, but are readily accessible when needed.
- Note 5 commitments:
  - Clarification to k12 agreement to accommodation credit to minimize what is happening in financial statement in the full accrual accounting method to accommodate modified accrual method
  - Auditor recommends to work towards a prudent level of working capital of two months.
  - Preston does not see this issue as a risk to the school as k12 does not have access to cash until UTVA pays expenses owed to k12

- Amount of operating capital we have has not been an issue for the school as k12 is lenient with our paying expenses to them so as not to create a cash flow issue
- Board feels arrangement is working between UTVA and k12, so clarification may not be necessary
- Auditor's concern is that it leaves auditors to guess intent of modified accrual basis

**Motion made by Preston Eichers that we move discussion of issue of accommodating credits to next financial meeting and discuss how to respond to the suggestion and issues, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**Action Item:** Stacey—Draft a letter of understanding to k12 that our contract does not specifically address method of accounting. Need k12 to sign letter of understanding stating our accounting relationship. **Add to February board agenda**

- Schedule of expenditures of federal funds: expenditure number is reason for single audit
  - Title 1 program expenditures tested
  - Will now be combining federal special education and Title 1 funds
- Auditor did not identify any material weaknesses
- Other area of interest is agreement with Inspirity—auditor is not sure if we need a statement of insurance disclosures. Need to make a clarification if UTVA is in compliance. **Add to February board agenda.**
- Purchasing policies and procedures
  - Auditor cannot see evidence of prior approval process
  - Auditor recommends we retain evidence of prior approval
    - **Add to February board agenda for policy review**
- Concern with exceeding budget
- State deferred revenue in special education funds.
  - Auditor is satisfied that school is trying to find ways to spend funds
- In answer to question by Preston concerning internal controls, auditor feels school's internal controls are very good overall.

**O. Parent Organization and Booster Updates**— Melissa Carbajal, Booster President will update.

No update

**P. Discussion and possible action regarding testing facilities contracts.** Attachment

**Motion to approve testing facility contract made by Stephanie Smith, 2<sup>nd</sup> by Preston Eichers, Unanimous**

**Q. Discussion and possible action regarding School Audit Committee.** School is now required to have a formal, designated audit committee and members.

**Motion that audit committee include Stephanie Smith as chair of audit committee and include Preston Eichers and Stephanie Smith made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

**Motion that audit committee meet as need at the request of the chair made by Wade Faraway, 2<sup>nd</sup> by Preston Eichers, Unanimous**

**Motion that finance committee be combined with board meeting made by Veronica Hobby, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**R. Discussion and possible action regarding PEO renewal.** Board to review Inspirity renewal contract and 2 competing bids.

**Motion to move to February board meeting made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith Unanimous**

**S. Discussion and possible action regarding Priority Grant Application.** Board will consider option to apply for Priority School Improvement Grant. Attachment

- Grant for 1.2 M for 3 year duration to implement a school improvement plan
- Stacey and Jason do not feel we need the money—we have an improvement plan in place just need to give it more time
- We can revisit next year if current plan proves ineffective

**Motion to not apply for the Priority School Improvement Grant made by Preston Eichers, 2<sup>nd</sup> by Wade Faraway, Unanimous**

**T. Trust Lands Committee Update**

- Update on writing and math labs by Jenny Johnston
- Scantron results
- **Address expanding charter to include alternative school to be added to board summer retreat to possibly address struggling student needs better**

**U. Overview of staff and parent surveys**

**Motion to approve of approximately \$200 Survey Monkey as a means of survey made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

- Preston feels everyone needs names on survey
- Board concerned that confidentiality may be a problem—how do we share results effectively with administration to make survey useful
- Veronica and Brian will work out confidential issues and questions issues raised by the board for February board meeting

**Move agenda item to February board agenda**

**V. Discussion and possible action regarding Faculty Summer break.**

- Currently staff does not have a summer break.
- Issue of staff going with other programs that may have higher pay and a break

**Motion that UTVA give a Faculty Summer break to staff from July 5 to July 19 for the year 2014 made by Wade Faraway, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**W. Interview, Discussion, and possible action regarding new board members.**

No discussion

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



**Motion to move to executive session made at 9:28 pm made by Veronica Hobby, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

**Motion to close executive session made at 9:50 made by Preston Eichers, 2<sup>nd</sup> by Veronica Hobby, Unanimous**

### **Board Development Session**

**A. Board Training - GBOT trainings tour**

<http://schools.utah.gov/charterschools/Training/Governing-Board-Online-Training.aspx>

**B. Adjournment**

**Motion to adjourn made by Preston Eichers, 2<sup>nd</sup> by Stephanie Smith, Unanimous**

## **Document 2**

### **Booster Update**

Boosters club had it's second successful parent meeting, this time up in Davis county. All involved had a great time! We will continue these events and will have a repeat here in SLC in April. We plan to have booster club representatives at the major testing sites selling t-shirts to continue our fundraising efforts and to build school spirit! The parent Facebook groups continue to be a big support for learning coaches and members continue to grow.