

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

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 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**

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**

Policy Session

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

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

B. 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.**

C. 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.

D. 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.**

E. 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.**

F. 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.

G. 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.**

H. 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**

I. 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.**
- J. 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.**
- K. 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**
- L. 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.**
- M. 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.**

Document A

NOTICE OF PUBLIC MEETING UTAH VIRTUAL ACADEMY CHARTER SCHOOL Board Meeting

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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 24th day of May, 2013

By _____
Douglas Shaw, Board President

UTAH VIRTUAL ACADEMY CHARTER SCHOOL
May 28, 2013 7:00 pm
Via Conference call: 1-888-824-5783 code: 74325098 then #

A. Roll Call

Board Members: Doug Shaw-President, Brian Maxwell-VP, Veronica Hobby-Secretary, Preston Eichers, Wade Faraway (phone)

Administration/Staff: Stacey Hutchings-School Director, Kathy VanOrden, Anneliese Pixton-Title 1, Brooks Larsen-Teacher, Meghan Merideth-HS Principal, Shelly Stratham-Special Ed

k12 Rep--Mary Gifford, Jason Jacksack

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

A. Head of school Update and possible closed, executive session to discuss personnel issues.

School metrics – including current organizational chart, retention, Scantron, demographics, teacher hiring, and charter board performance measures including retention and academic progress. (Attachment 1)

- Updates on audits, Trust land, Title 1, no SPED audit because of previous years performance ratings.
- We will have an extra state audit for state charter online schools.
- Update on prom--collaborated with other online programs.
- Update on graduation--June 6 at East High
- Push for part time students--focus on other programs that can use our curriculum resources.
- SPED funding--better allocating funds. Special Ed Director position moved from k12 employee to UTVA employee to better utilize funds.
- Brian Maxwell suggested profile of our typical special ed students to the board. Shelly will provide published articles on special ed teachers and staff to the board.
- Push to meet 95% participation for state testing requirements for CRTs.
- June 17-18th Utah Association of Public Charter Schools conference. Board is invited to attend.
- Handout: UTVA Performance Action Plan. Reviewed school strengths, weaknesses and turn around research.

Policy Session

A. Discussion and approval of March 26th minutes. (Document A)

Motion to approve March 26th minutes made by Preston Eichers, second by Brian Maxwell.
Unanimous approval.

B. Finance Committee Report and approval of minutes of March 26th and April 23rd – The board may review and accept the finance committee's reports and current payments to K12. (Document B & C)

Motion to accept Finance Committee minutes by Brian Maxwell, second by Veronica Hobby.
Unanimous approval.

C. Parent Organization and Booster Updates and Presentation and possible action regarding a fundraiser for the Parent Organization– Melissa Carbajal, Booster President will update. (Document D)

- Update on Teacher Appreciation event
- Booster Club not planning on meeting through summer
- Plan on providing information to families new to UTVA
- Still need to get the word out to parents and families on what the Booster Club does.

D. Presentation, discussion, and possible action regarding school sponsored student trip.

Close-Up program takes high school students to Washington D.C. to spend 1 week learning about our federal government. <http://www.closeup.org/>

- HS Social Studies Teacher Brooks Larsen presented program to board.
- Program aligns content to Utah State standards
- Estimated cost: \$1700. Students may fund-raise or may qualify for federal grant to help cover cost.
- School attorney does not see any problem with the program. Attorney has provided guidelines for fundraising and liability issues.

Motion to approve program, liability form and fundraising guidelines made by Brian Maxwell, second by Preston Eichers. Unanimous approval.

E. Presentation, discussion, and possible action regarding 2013-2014 Employment Agreements. Proposed agreements to make with employees for 2013-2014 school year. (Attachment 1)

- Only change from Employment Agreements from last year is calendar schedule.

Motion to approve Employment Agreements 2013-2014 made by Brian Maxwell, second by Veronica Hobby. Unanimous approval.

F. Presentation and possible action regarding Performance Pay Plans for 2013-2014. Proposed performance pay plans for teachers for 2013-2014 school year. (Attachment 2)

Motion to approve Performance Pay Plans made by Brian Maxwell, second by Veronica Hobby. Unanimous approval.

G. Presentation, discussion, and possible action regarding SY 2013-2014 budget. Review proposed budget to be submitted to USOE once approved. (Attachment 3)

Motion to send approved SY 2013-2014 budget to USOE made by Veronica Hobby, second by Wade Faraway. Unanimous approval.

H. Discussion and possible action regarding school personnel matters. (Closed)

- Open meeting resumed at 9:45 p.m.

Motion to direct Stacey Hutchings to conduct herself as discussed in closed session made by Brian Maxwell, second by Veronica Hobby. Unanimous approval.

I. Assignments made for Policy and Finance Committee. To discuss committee memberships and possible goals and timelines.

- Brian suggested each board member be an alternate committee member to ensure quorum for finance committee.
- Finance committee to include Preston Eichers, Doug Shaw. All other board members will act as alternate committee members as needed.
- Stacy and Jason will be advisers to finance committee

Motion made to make all board members alternate committee members and include Doug Shaw as Finance Committee member made by Brian Maxwell, second by Veronica Hobby. Unanimous approval.

J. Discussion of board annual retreat and board meeting calendar for the SY 2013-2014.

- Annual board retreat scheduled for Snowboard Cliff Lodge.

Action Item: Date of annual board retreat left to administration's discretion and availability of location. Stacey Hutchings--follow-up.

Motion for annual board retreat to be scheduled at administration's discretion made by Brian Maxwell, second by Veronica Hobby. Unanimous approval.

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

B. **Adjournment**

Motion to adjourn made by Brian Maxwell, second by Preston Eichers. Unanimous approval.

Document B

Utah Virtual Academy Finance Committee

Minutes

May 28, 2013

6:30 pm

310 E 4500 S Suite 290, Murray, UT

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

Agenda

A. Roll Call - Preston Eichers, Jason Jacksack, Veronica Hobby, Doug Shaw, Brian Maxwell, Stacey Hutchings, Kathy VanOrden, Wade Faraway and Mary Gifford

B. Approval of March 26, 2013 finance committee minutes (below, Document A)

Action: Brian Maxwell made a motion to approve the March 26, 2013 finance committee minutes. Veronica Hobby seconded the motion. Unanimously approved.

C. Financial statement review April, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons

Action: Brian Maxwell made a motion to approve the financial statements, balance sheet, restricted fund expenditures, and budget-to-actual comparisons. Wade Faraway seconded the motion. Unanimously approved.

D. Approval of payment register, bid tracking and bank reconciliation

Action: Doug Shaw made a motion to approve the payment register, bid tracking and bank reconciliation. Wade Faraway seconded the motion. Unanimously approved.

E. Acceptance of state revenue (deposit register)

Action: Doug Shaw made a motion to approve the state revenue. Wade Faraway seconded the motion. Unanimously approved.

F. Approval of payments to K12

Invoice # 200009685- \$1,470.00

Invoice # 200009635- \$180.00

Invoice # 200009587- \$140.00
Invoice # 200009720- \$260,143.50
Invoice # 200009634- \$87,009.50
Invoice # 200009586- \$40,655.00
Invoice # 200009721- \$1,741.50
Invoice # 200009686- \$9,030.00
Invoice # 200010223- \$3,288.00
Invoice # 200010222- \$338,129.00
Invoice # 200010125- \$105.00
Invoice # 200010081- \$103,276.00
Invoice # 200010124- \$39,590.00
Invoice # 200010025- \$1,344.00
Invoice # 200010026- \$3,570.00

Action: Doug Shaw made a motion to approve the payments to K12 as listed above. Wade Faraway seconded the motion. Unanimously approved.

G. Review of proposed School Year 2013-14 budget

Action: Brian Maxwell made a motion to approve the proposed 2013-14 School year budget. Veronica Hobby seconded the motion. Unanimously approved.

H. Adjournment – **Wade Faraway motioned to adjourn at 6:59 PM. Veronica Hobby seconded the motion. Unanimously approved.**

Document C

Utah Virtual Academy Finance Committee

MINUTES

June 25, 2013

6:30 pm

310 E 4500 S Suite 290, Murray, UT

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

Agenda

A. Roll Call - Preston Eichers, Wade Faraway, Brian Maxwell, Stacey Hutchings, Jason Jacksack

B. Approval of May 28, 2013 finance committee minutes (below, Document A)

ACTION: Wade Faraway made a motion to approve the May 28th, 2013 Finance Committee meeting minutes. Brian Maxwell seconded the approval. Motion passed unanimously.

C. Financial statement review May, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons

ACTION: Wade Faraway made a motion to approve the financial statement review. Brian Maxwell seconded the motion. Motion passed unanimously.

D. Approval of payment register, bid tracking and bank reconciliation

ACTION: Wade Farraway made a motion to accept the payment register, bid tracking and bank reconciliation and acceptance of state revenue. Brian Maxwell seconded the motion. Motion passed unanimously.

E. Acceptance of state revenue (deposit register)

Preston Eichers requested that Stacey Hutchings add to the next board meeting agenda a proposal to review Wells Fargo bank services.

F. Approval of payments to K12

Invoice # 200010624 - \$12,835.00
Invoice # 200010624 - \$31,545.50
Invoice # 200010564 - \$187,644.50
Invoice # 200010568 - \$1,567.50
Invoice # 200010654 - \$1,344.00
Invoice # 200010655 - \$3,528.00

ACTION: Brian Maxwell made the motion to approve the above payments to K12. Wade Farraway seconded the motion. Motion passed unanimously.

G. Review and approval of proposed final School Year 2012-13 budget

ACTION: Wade Farraway made a motion to preliminarily approve the budget for the coming fiscal year based on the projections as of today's date. Brian Maxwell seconded the motion. Motion passed unanimously.

H. Adjournment

ACTION: Wade Farraway made a motion to adjourn at 7:39 pm. Brian Maxwell seconded the motion. Motion passed unanimously.