

**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 October, 2013

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
October 23rd, 2013 – 6:30 pm  
Via Conference call: 1-888-824-5783 code: 74325098 then #**

**A. Roll Call**

Board Members: Brian Maxwell-Chair, Wade Faraway-V-Chair, Veronica Hobby-Secretary, Absent: Preston Eichers-Treasurer

UTVA:Stacey Hutchings—Head of School, Mike Livsey—K5 Principal, Anneliese Pixton—Title 1 Coord., Angie Kreitzer-Title 1 Engagement Copor., Meghan Merideth—HS Principal, Kathy Van Orden-Operations, Jenny Johnston-Middle School Principal, Charity Smith-Assoc of American Educators

Phone: Marianne Shaheen-k5 Lead Teacher

Public: Stephanie Smith

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

Metrics:

- Enrollment at 2120
- SPED enrollment at 16%
- Low Income over 60%
- Brian requests breakdown of students with autism spectrum
- ASD classification changing on IEP due to changes in medical classification.
- Wade requests what does board need to do to help students more.
  - Concern from Mike that internet access may be issue for some students
  - School can do more to inform parents of low cost options of internet access for low income families
  - Action Item:** ASD enrollment numbers-Stacey
  - Action Item:** Presentation to board about needs of technology in school and where we need to improve-Stacey
- Top reason for withdrawals in Learning Coach unavailable.
- Passing rates for HS at 66%. Up from 50% last year.
- Wade suggests that we do more to encourage team teaching between Learning Coaches.
- Veronica requests report on average grade levels for elementary students.
- Update on process server due address habitually truant students.
- Travel policy concerns letter-more of a practice issue than policy. Teachers who live more than 90 miles from office can qualify for hotel, mileage, and meal reimbursement.
- Administration will promote complaint process to staff to ensure open communication. Next policy session will address policy issues with complaint process.

### Policy Session

#### **A. Discussion and approval of September 25th minutes.** (Document A)

- Motion to approve minutes made by Wade Faraway, 2<sup>nd</sup> by Brain Maxwell, Unanimous.

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

- Motion made to approve Finance Committee report made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

#### **A. Parent Organization and Booster Updates**– Melissa Carbajal, Booster President will update.

- Report made by Angie Kreitzer
- Changes made in leadership
- See Handout
- Staff support of parent organization to help with socialization between Learning Coaches and cohort ideas.
- Update on outings: turnout is up. Initiative to engage students more with outings and meeting staff.

#### **B. Presentation by the Association of American Educators.**

- Avenue for teachers to have a voice in school and connect with other professionals.
- \$160 per year per teacher.
- Qualify for state funding
- Stacey to gather more information on procurement guidelines and budget.

**C. Presentation and possible action regarding student tour opportunity.** EF Tours offer world-wide student tours for student groups. Presented by Marianne Shaheen – K5 Lead Teacher. (Attachment 2)

- Washington DC and New York June 2014
- Germany, Austria, Switzerland in June 2015
- \$2100 per student ages 15-19
- Need financial cost and liability waiver information.
- Under review by board of whether board endorses.
- School may advertise program.
- Direction given to Stacey to give school credit for school sponsored educational programs.
- Motion that school me proceed with advertising but EF is not a school sponsored event made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

**D. Discussion and possible action regarding school banking options.** Bank interviews conducted to determine the best fit for UTVA's needs.

- Motion to move item D to next meeting made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

**E. Discussion and possible action regarding the Utah Consolidated Application.** UCA application due for restricted funds budgets and program plans.

<http://www.uca.schools.utah.gov/PublicPlanPrint.aspx?Print=1&OrgCode=5F05F>

- Presentation by Anneliese Pixton
- Motion to adopt the UCA plan as presented made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

**F. Discussion and possible action regarding Salt Lake County Testing contracts.** Contract to review South Towne Expo Center for state mandated testing. (Attachment 3)

- Brian Maxwell states a nonbinding conflict with testing center
- Motion that we make this expenditure as required made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

**G. Discussion and possible action regarding Murray Boys & Girls Club contract.** Contract to use the Murray Boys & Girls Club facility for a hybrid program. (Attachment 4)

- Hybrid drop-off program for students to receive adult mentors, activities etc.
- Rate is \$20 per hour
- Program will start in two weeks and go through testing
- Total cost will be \$10, 000

- Wade Faraway states that he has been involved with legislation concerning Murray Boys and Girls Club. No conflict of interest.
- Motion to approve contract with Murray Boys and Girls club made by Veronica Hobby, 2<sup>nd</sup> by Brian Maxwell, Unanimous.

**H. Discussion and possible action regarding School Trust Lands Plan 2013-2014 amendment.** Would like to add the purchase of Utah Writes program to plan. (Attachment 5)

- Amend plan to include Utah Writes program
- Total is around \$7818.
- Note: school has used other programs and found them more expensive but lower quality.
- Note: the board encourages competition in the marketplace.
- Motion to add purchase of Utah Writes program to School Trust Lands plan made by Veronica Hobby, 2<sup>nd</sup> by Wade Faraway, Unanimous.

**I. Discussion regarding School Trust Lands Audit Letter.** Outcome of School Trust Lands Audit and discussion regarding response to STLA. (Attachment 6)

- Auditors concern that UTVA purchased gift cards for student motivation.
- Auditors concern with too much money left over at end of year.
- School need to reimburse Trust Lands \$1910.52 for student gift cards.
- Motion to pay Trust Lands back the \$1910.52 from school's general funds made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

**J. Update regarding School Land Trust Committee.** SLTC elections and members report.

- Voting for parents finalized
- Staff members also chosen

**K. Interview, Discussion, and possible action regarding new board members.** (Attachment 7)

- Interviewed potential parent board member Stephanie Smith
- Motion made to accept Stephanie Smith as new board member contingent upon background check and any other concerns that might preclude Stephanie's service made by Brian Maxwell, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

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

- Motion to move to executive session at 9:09 pm made by Brian Maxwell, Unanimous.
- Motion to end executive session at 9:25 made by Wade Faraway, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

**M. Discussion and possible action regarding November 20<sup>th</sup> board meeting.** Consider cancelling the November board meeting.

- Motion to cancel November 20<sup>th</sup> and December 18<sup>th</sup> board meeting. Move board meeting to December 11<sup>th</sup> made by Brian Maxwell, 2<sup>nd</sup> by Wade Faraway, Unanimous.
- Motion made to adjourn made by Wade Faraway, 2<sup>nd</sup> 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 Meeting**

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DATED AND POSTED this 23<sup>rd</sup> of September 2013

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

**UTAH VIRTUAL ACADEMY CHARTER SCHOOL  
September 25th, 2013 – 6:30 pm  
Via Conference call: 1-888-824-5783 code: 74325098 then #**

- A. Roll Call**  
Board Members: Brian Maxwell—Chair, Wade Faraway—Vchair, Veronica Hobby—Secretary, Preston Eichers  
UTVA: Stacey Hutching—Head of School, Mike Livsey—K5 Principal, Anneliese Pixton—Title 1 Coord., Shelley Strahan—Special Ed Coord., Meghan Merideth—HS Principal  
K12: Jason Jacksack  
Public: Tina Eager

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

- On track to meet cap by Oct. 1
- In process for 2<sup>nd</sup> block
- Special Ed population growing
- Title 1 and Low Income students up.
- HS population growing due to better retention between middle school and HS.
- Largest reason for withdrawals is relocating out of state.
- In-year retention exceeds goal of 2%.
- Reregistration is down. Harder to keep students from year-to-year.
- Passing rate up to 58% from 50% from last year.
- Hired English and Math paraprofessionals to for intervention with students. Small classes are also being utilized.
- What are we doing to increase parent involvement—have a parent involvement coordinator to address parent involvement. K5 has a parent instructional coach to help parents with curriculum and instruction. Also increase in teaching math and reading. MS is incorporating flip recordings and offering more small groups for students. Teachers teaching time increased and more study hall hours. Feedback sessions between teachers and principals weekly to increase instructional skills.
- Utilizing more testing and Study Island to monitor student and effectiveness of instruction. Based on year end SAGE assessments.
- Need to group core subjects on Passing Rates metrics, same line item for same class, clarify new math listings to compare to prior years.
- Approached Martel Menlove about breaking out our state score for advice on approaching state about issues. She suggests requesting breaking out scores as state does for UCAP scores.
- **Action Item** (Stacey): Agenda item in October to discuss hiring process servers or private investigator to track down previous students to document graduation status.

### Policy Session

- A. **Discussion and approval of August 28<sup>th</sup> minutes.** (Document A)

Motion to approve August 28<sup>th</sup> minutes made by Wade Faraway, 2<sup>nd</sup> by Preston Eichers, Unanimous.

- B. **Finance Committee Report** – The board may review and accept the finance committee’s report and current payments to K12.

Motion to approve Finance Committee’s report and current payments to K12 made by Preston Eichers, 2<sup>nd</sup> Veronica Hobby, Unanimous.

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

- Update provided by Stacey Hutchings
- Booster has had an increase in interest from last year.
- T-shirts are selling well.

**D. Discussion and possible action regarding school banking options.** Bank interviews conducted to determine the best fit for UTVA’s needs.

- Met with Wells Fargo and Zions. Chase Bank did not attend.
- Want someone who will get to know us. More paperless banking.
- Wells Fargo: well prepared and presented customized report on account. Preston disappointed that our account is managed out of Orem. Concerns with current relationship manager. If we stay at Wells we need account moved to Salt Lake area and change relationship manager.
- Zions: came with more of a getting-to-know attitude. Preston disappointed that Zions was not better prepared and know us as an organization better. Concerned about relationship management. May be dealing with more than one contact at bank. One contact does have experience with other charter schools.
- Jason, Stacey, and Preston favor Zions; however, Preston would like to know more about their fee structure and relationship manager.
- Any change will be a disruption. July or August will be the most favorable time to make the change.

Motion made by Wade Faraway that Preston Eichers follow-up on relationship manager and fee structure with Zions and Wells Fargo, 2<sup>nd</sup> by Veronica Hobby, Unanimous. Minutes reflect that Brian Maxwell has a nonbinding conflict with Zions.

**E. Discussion and possible action regarding the school travel policy.** (Document C )  
(Attachment 2)

**F. Discussion and possible action regarding the M&T amendment on the K12 services agreement.** Amendment to bring the K12 Service Agreement in line with the board approved management and technology fees to K12. (Attachment 3)

- Amend service agreement to reflect 21% has been billed to school for K12 although fee structure changed from 24%.

Motion made by Wade Faraway to amend service agreement to reflect change in fee structure from 24% to 21%, 2<sup>nd</sup> by Preston Eichers, Unanimous.

**G. Discussion regarding School Trust Lands Audit Letter.** Outcome of School Trust Lands Audit and discussion regarding response to STLA. (Attachment 4)

**H. Discussion and possible action regarding Board Member and School Trust Lands applicants.** Board will select which board member applicants to interview and schedule interviews. Board will review School Trust Lands applicants and set an election date. (Attachments 5&6)

Motion made by Wade Faraway to increase Trust Lands committee to nine—five parents, three staff, one board member, 2<sup>nd</sup> by Veronica Hobby, Unanimous.

- Stacey to schedule potential board member applicant interviews for October board meeting.
- Further conversation to attract potential community board members with specific areas of expertise—particularly in education.

Motion to move to executive session made by Wade Faraway at 8:14 pm. Unanimous.

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

Motion to end closed session made Wade Faraway at 9:15, 2<sup>nd</sup> by Preston Eichers, Unanimous

**Board Development Session**

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

**B. Adjournment**

Motion to adjourn meeting made by Veronica Hobby, 2<sup>nd</sup> by Wade Faraway, Unanimous.

**Document B**

**Utah Virtual Academy Finance Committee**

**September 25, 2013**

**6:00 pm**

**310 E 4500 S Suite 290, Murray, UT**

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

Agenda

**A. Roll Call**

Preston Eichers, Veronica Hobby, Brian Maxwell, Jason Jacksack, Stacey Hutchings, Wade Faraway

**B. Financial statement review June, July, and August, including balance sheet, restricted fund expenditures, and budget-to-actual comparisons**

- Budgetary issues as to why some state restricted funds vary from month to month
- New CFO at k12—changes in processes and procedures that no accrual of restricted funds.
- Revenue for part time students as to why we do not have any revenue for these students. These funds are treated as non-restricted. Line item will be moved state non restricted funds.



- 350K under budget. Most of this comes from teachers' salaries.
- No other significant concerns.

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

D. Acceptance of state revenue (deposit register)

E. Approval of payments to K12

Invoice # 200011104 - \$3,486.00  
Invoice # 200011103 - \$1,344.00  
Invoice # 200011025 - \$21,343.00  
Invoice # 200011026 - \$90.00  
Invoice # 200011035 - \$105,971.00  
Invoice # 200011101 - \$110.00  
Invoice # 200011036 - \$5,218.00  
Invoice # 200011097 - \$14,270.00  
Invoice # 200011400 - \$30,500.00  
Invoice # 200011401 - \$250.00  
Invoice # 200011356 - \$118.50  
Invoice # 200011329 - \$72,562.50  
Invoice # 200011719 - \$168.00  
Invoice # 200011720 - \$504.00  
Invoice # 200011680 - \$550,822.0  
Invoice # 200011681 - \$2,611.00  
Invoice # 200011579 - \$487,226.50  
Invoice # 200011580 - \$3,730.50  
Invoice # 200011728 - \$78,290.00  
Invoice # 200011729 - \$755.00

Motion to approve items C, D, and E made by Brain Maxwell, 2<sup>nd</sup> by Wade Faraway. Unanimous

F. Adjournment