

Valley Academy Public Board Meeting Agenda  
Feb 11th, 2021 @ 6 pm  
539 N 870 W, Hurricane, UT 84737

The meeting will also be available through Zoom. Anyone interested in participating via Zoom conferencing can email Miranda Kloos at [miranda@valleyacademycharter.com](mailto:miranda@valleyacademycharter.com) for call-in information.

1. Welcome
2. Pledge of Allegiance and Mission Statement:  
The mission of Valley Academy is to provide a superior, character building academic program enhanced by integrated training in fine and performing arts, and a technologically advanced curriculum; *in a Social Emotional Learning environment that promotes responsible freedom.*
3. Public Comment:  
The Board requests that you provide written notice to be heard for public comment so we can plan for the time required for this agenda item. Requests may be sent to [miranda@valleyacademycharter.com](mailto:miranda@valleyacademycharter.com). Please plan ahead for your comments to be 3 minutes or less. Due to open meeting regulations, please be aware that the board will not be able to *formally* discuss or take action on items brought up in this meeting's public comment period.
4. Monthly Training Topic: Procurement  
<https://www.utahcharters.org/on-demand-training-videos>
5. Review and discussion of Annual Board Calendar
6. Review and Report: Action Items from last month's meetings.
7. Business Manager's Monthly Report
8. Director's Monthly Report
9. Reports from Board Committees:
  - a. Finance/Audit
  - b. Policy
  - c. Charter Accountability
  - d. Technology
  - e. Executive
  - f. Safety/SLT
10. Second discussion of 2021-2022 School Fee Schedule with Spend Plan and delineation of fees
11. Approval of minutes from the Jan 21st meeting.
12. Discussion and possible approval of the Secretary position.
13. Discussion and possible approval of the Spring Fling Fundraiser.
14. Discussion and possible approval of the middle school field trip to the Body exhibit in Las Vegas.
15. Discussion and possible approval of the purchase of a cement pad.
16. Discussion and possible approval of the 2021-2022 School Calendar
17. Discussion and possible approval of the following policies:
  - a. Technology and Electronic Device Policy
  - b. School Board Member Code of Ethics Policy
  - c. Employee Personal Use of School Property
  - d. Parent Grievance Policy
  - e. State Assessment Opt-Out Policy
  - f. Procurement and Financial Management Policy and Procedure

18. Closed session, if needed. **Utah Code 52-4-205(a).**
19. Any action necessary from closed session
20. Recap and assignment of any action items needed from this meeting
21. Next proposed meeting is Mar 11th, 2021
22. Adjourn



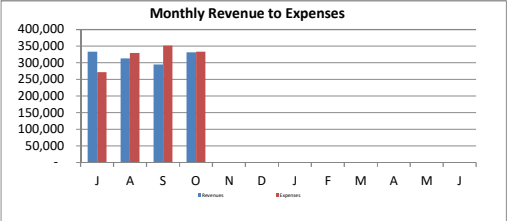
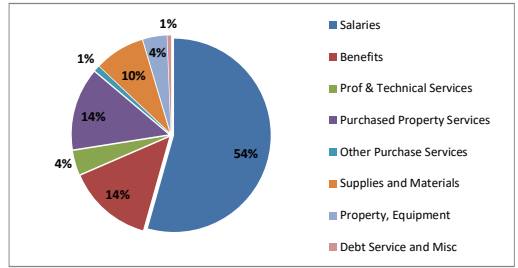
# Financial Summary

as of January 31st, 2020

## BUDGET REPORT EXPENSES RATIOS

58% through the Year

	YTD Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	502	450	502	
<b>Revenue</b>				
1000 Local	\$ 38,472	\$ 72,500	\$ 62,310	62%
3000 State	\$ 2,306,172	\$ 3,362,730	\$ 3,918,946	59%
4000 Federal	\$ 129,281	\$ 407,015	\$ 489,579	26%
<b>Total Revenue</b>	<b>\$ 2,473,925</b>	<b>\$ 3,842,245</b>	<b>\$ 4,470,835</b>	<b>55%</b>
<b>Expenses</b>				
100 Salaries	\$ 1,257,770	\$ 2,168,146	\$ 2,195,002	57%
200 Benefits	\$ 334,931	\$ 569,786	\$ 569,786	59%
300 Prof & Technical Services	\$ 88,458	\$ 162,080	\$ 162,080	55%
400 Purchased Property Services	\$ 315,270	\$ 525,809	\$ 553,287	57%
500 Other Purchase Services	\$ 19,030	\$ 35,695	\$ 35,695	53%
600 Supplies and Materials	\$ 231,127	\$ 242,500	\$ 336,098	69%
700 Property, Equipment	\$ 157,065	\$ 11,000	\$ 161,405	97%
800 Debt Service and Misc	\$ 14,739	\$ 25,000	\$ 25,000	59%
<b>Total Expenses</b>	<b>\$ 2,418,389</b>	<b>\$ 3,740,016</b>	<b>\$ 4,038,353</b>	<b>60%</b>
<b>Net Income from Operations</b>	<b>\$ 55,536</b>	<b>\$ 102,229</b>	<b>\$ 432,482</b>	



	Actual	Goal
Forecasted Operating Margin	9.7%	3%
Debt Service Coverage	2.09	1.25
Days Cash on Hand	91	60-90
Building Payment %	18.0%	20%

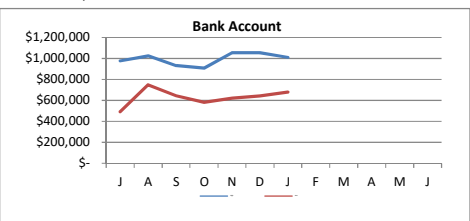
**Red Apple Target Budgeting Scale**

Cash Reserve	Operating Margin	Student Count
\$0-\$300,000	5%	0-600
\$300,000-\$500,000	4%	0-600
\$500,000-and above	3%	0-600

Operating Margin 2.2% 2.7% 9.7%

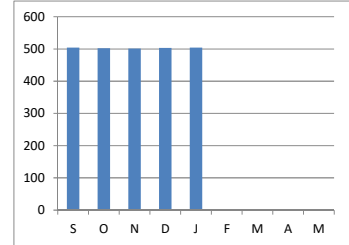
## CASH RESERVES ENROLLMENT

Building Set Aside	\$ 111,311	Since Jan. 2018
Ending Cash Balance	\$ 899,680	



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 106,622	\$ 106,622
Reserves Added this Year	\$ 55,536	\$ 432,482
Expenses from Reserves	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 162,158</b>	<b>\$ 539,104</b>

	S	O	N	D	J	F	M	A	M
K	89	88	83	84	83				
1	58	59	57	57	56				
2	64	63	64	64	65				
3	48	47	48	48	49				
4	57	55	55	55	54				
5	65	68	71	73	75				
6	56	54	54	54	55				
7	43	43	43	43	43				
8	25	25	26	26	25				
<b>Total</b>	<b>505</b>	<b>502</b>	<b>501</b>	<b>504</b>	<b>505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



October 1st Count

# Budget Detail Report

Actuals as of: **January 31st, 2020** Percentage of Year **58.3%**



	(448 Students) Previous Yr's Actuals FY20	(502 Students) Current Yr's Actuals FY21	(450 Students) Approved Budget FY21	Amount Changed	(502 Students) FY21 Forecast	Actuals as a % of Forecast
<b>Revenue</b>						
<b>1000 Local</b>						
1510 Interest on Investments	\$ -	\$ 997	\$ 10,000	\$ (8,250)	\$ 1,750	57.0%
1600 Food Service	\$ 38,000	\$ 18,461	\$ 35,000	\$ -	\$ 35,000	52.7%
1700 Student Activities	\$ 300	\$ 378	\$ 7,000	\$ (2,000)	\$ 5,000	7.6%
1700 Middle School Fees	\$ -	\$ 2,150	\$ -	\$ 2,150	\$ 2,150	100.0%
1700 Washington DC	\$ 29,383	\$ (5,576)	\$ -	\$ (5,576)	\$ (5,576)	100.0%
1700 Ski Trip	\$ 5,110	\$ -	\$ -	\$ -	\$ -	0.0%
1715 Student Government	\$ 3,119	\$ 685	\$ -	\$ 685	\$ 685	100.0%
1910 Rental of Facility	\$ 6,300	\$ 3,000	\$ 7,400	\$ -	\$ 7,400	40.5%
1920 Private Donations	\$ 4,964	\$ 2,047	\$ 5,000	\$ (2,900)	\$ 2,100	97.5%
1920 Dixie Direct	\$ 4,400	\$ 5,720	\$ 4,500	\$ 1,220	\$ 5,720	100.0%
1920 Friday Dress/Spirit Shirts	\$ 2,210	\$ 3,861	\$ 2,600	\$ 1,261	\$ 3,861	100.0%
1922 PTO/PAC	\$ 1,537	\$ -	\$ -	\$ -	\$ -	0.0%
1930 Sale of Assets	\$ -	\$ 2,900	\$ -	\$ 2,900	\$ 2,900	100.0%
1950 Yearbooks	\$ -	\$ 1,320	\$ -	\$ -	\$ 1,320	100.0%
1990 Miscellaneous	\$ 8,222	\$ 2,530	\$ 1,000	\$ (1,000)	\$ -	0.0%
<b>Total 1000:</b>	\$ 103,545	\$ 38,472	\$ 72,500	\$ (11,510)	\$ 62,310	61.7%
<b>3000 State</b>						
3010 Regular School Prgm K-12	\$ 1,374,906	\$ 879,027	\$ 1,366,844	\$ 140,060	\$ 1,506,903	58.3%
3020 Professional Staff	\$ 78,795	\$ 45,541	\$ 79,147	\$ (2,273)	\$ 76,874	59.2%
3105 Special Education -- Add-On	\$ 211,486	\$ 158,908	\$ 211,486	\$ 61,219	\$ 272,705	58.3%
3110 Special Education -- Self-Contained	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3120 Special Education-- Extended Year	\$ 3,138	\$ 1,318	\$ 2,703	\$ (444)	\$ 2,259	58.3%
3125 Special Education- State Program	\$ 4,626	\$ 3,242	\$ 4,043	\$ 1,514	\$ 5,557	58.3%
3128 Special Education - Extended Year	\$ 1,294	\$ -	\$ 4,443	\$ (4,443)	\$ -	0.0%
3211 EHS - Gifted and Talented	\$ 1,746	\$ 1,897	\$ 1,754	\$ 1,497	\$ 3,251	58.3%
3230 Class Size Reduction - K-8	\$ 144,778	\$ 93,566	\$ 145,424	\$ 14,975	\$ 160,399	58.3%
3336 Enhancement for At-Risk Students	\$ 33,154	\$ 23,135	\$ 33,181	\$ 6,480	\$ 39,661	58.3%
3410 Flexible Allocation	\$ 4,579	\$ -	\$ -	\$ -	\$ -	0.0%
3520 School Land Trust Program	\$ 49,122	\$ 56,619	\$ 55,944	\$ 675	\$ 56,619	100.0%
3641 Early Intervention OEK Grant	\$ -	\$ 52,500	\$ -	\$ 120,000	\$ 120,000	43.8%
3642 Elementary School Counselor Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	100.0%
3649 Student Health & Counseling Support	\$ 31,213	\$ 14,443	\$ 31,213	\$ 10,064	\$ 41,277	35.0%
3719 Charter School Local Replacement	\$ 1,078,125	\$ 750,239	\$ 1,156,500	\$ 129,624	\$ 1,286,124	58.3%
3725 Charter School Base Fund	\$ 44,084	\$ 15,625	\$ -	\$ 25,000	\$ 25,000	62.5%
3770 School Lunch (Liquor Tax)	\$ 36,231	\$ 16,057	\$ 35,000	\$ -	\$ 35,000	45.9%
3805 Early Literacy Prgm K-3	\$ 19,144	\$ 13,300	\$ 17,246	\$ 5,553	\$ 22,799	58.3%
3807 TSSP	\$ 2,505	\$ 640	\$ -	\$ 640	\$ 640	100.1%
3810 Library Books & Electronic Res	\$ 604	\$ 311	\$ 546	\$ 27	\$ 573	54.3%
3868 Classroom Supplies & Materials	\$ 3,452	\$ 4,059	\$ 3,467	\$ 592	\$ 4,059	100.0%
3876 Educator Salary Adjustment	\$ 113,156	\$ 78,276	\$ 113,156	\$ 21,031	\$ 134,187	58.3%
3677 Computer Science Grant	\$ 7,700	\$ 7,300	\$ -	\$ 7,300	\$ 7,300	100.0%
3800 Suicide Prevention	\$ -	\$ 2,246	\$ -	\$ 2,746	\$ 2,746	81.8%
3678 Teacher & Student Success Act Program	\$ 50,633	\$ 37,924	\$ 50,633	\$ 14,379	\$ 65,012	58.3%
<b>Total 3000:</b>	\$ 3,344,471	\$ 2,306,172	\$ 3,362,730	\$ 556,216	\$ 3,918,946	58.8%
<b>4000 Federal</b>						
4800 CARES Act Funding	\$ -	\$ -	\$ 57,949	\$ -	\$ 57,949	0.0%
4800 Coronavirus Relief Grant	\$ -	\$ -	\$ -	\$ 14,939	\$ 14,939	0.0%
4800 PPE Grant	\$ -	\$ -	\$ -	\$ 6,544	\$ 6,544	0.0%
4800 GEERS Funding	\$ -	\$ -	\$ -	\$ 40,498	\$ 40,498	0.0%
4800 CARES WiFi Upgrade Grant	\$ -	\$ 14,553	\$ -	\$ 14,553	\$ 14,553	100.0%
4522 IDEA Pre-School	\$ 1,576	\$ -	\$ 1,576	\$ -	\$ -	0.0%
4524 IDEA Part-B	\$ 67,301	\$ -	\$ 67,301	\$ -	\$ 67,301	0.0%
4526 MTSS Grant	\$ 6,000	\$ -	\$ -	\$ -	\$ -	0.0%
4571 National School Lunch Prgm	\$ 20,000	\$ 9,634	\$ 20,000	\$ -	\$ 20,000	48.2%
4572 Free & Reduced Reimbursement	\$ 101,571	\$ 51,868	\$ 101,571	\$ -	\$ 101,571	51.1%
4574 Breakfast	\$ 40,805	\$ 13,959	\$ 40,805	\$ -	\$ 40,805	34.2%
4801 Title IA (Previous Year funds)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4801 Title IA	\$ 75,000	\$ -	\$ 75,000	\$ (2,213)	\$ 72,787	0.0%
4860 Title IIA	\$ 9,148	\$ -	\$ 9,148	\$ 2,642	\$ 11,790	0.0%
4500 E-Rate Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
REAP Grant	\$ 33,665	\$ 39,266	\$ 33,665	\$ 5,601	\$ 39,266	100.0%
<b>Total 4000:</b>	\$ 355,066	\$ 129,281	\$ 407,015	\$ 82,564	\$ 489,579	26.4%
<b>Total Revenue:</b>	\$ 3,803,082	\$ 2,473,925	\$ 3,842,245	\$ 627,270	\$ 4,470,835	55.3%



	(448 Students)	(502 Students)	(450 Students)		(502 Students)	
	Previous Yr's Actuals FY20	Current Yr's Actuals FY21	Approved Budget FY21	Amount Changed	FY21 Forecast	Actuals as a % of Forecast
<b>Expenses</b>						
<b>100 Salaries</b>						
121 Principal	\$ 146,200	\$ 109,200	\$ 180,000	\$ -	\$ 180,000	60.7%
131 Teachers	\$ 1,000,265	\$ 668,351	\$ 1,126,578	\$ (24,331)	\$ 1,102,247	60.6%
132 PTO Cash Out	\$ 22,000	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
132 Substitute Teachers	\$ 19,646	\$ 12,673	\$ 21,000	\$ -	\$ 21,000	60.3%
133 Special Education Salary	\$ 125,741	\$ 68,502	\$ 120,226	\$ (1,294)	\$ 118,932	57.6%
134 Stipends	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
142 Counselor/School Developer	\$ 55,284	\$ 62,879	\$ 111,084	\$ -	\$ 107,793	58.3%
149 School Nurse	\$ 3,000	\$ 1,481	\$ 3,000	\$ -	\$ 3,000	49.4%
152 Secretarial & Clerical	\$ 66,563	\$ 50,197	\$ 101,876	\$ -	\$ 101,876	49.3%
161 Teacher Aides	\$ 52,000	\$ 37,400	\$ 59,616	\$ -	\$ 59,616	62.7%
162 SpEd Aides	\$ 63,000	\$ 61,172	\$ 107,199	\$ 38,118	\$ 145,317	42.1%
163 Title I Aides	\$ 65,000	\$ 41,799	\$ 67,840	\$ 10,256	\$ 78,096	53.5%
182 Custodian	\$ 65,000	\$ 46,462	\$ 78,700	\$ -	\$ 78,700	59.0%
183 Bus Drivers	\$ 87,199	\$ 38,443	\$ 73,481	\$ 6,650	\$ 80,131	48.0%
189 Christmas Bonuses	\$ 10,998	\$ 13,749	\$ 13,000	\$ 749	\$ 13,749	100.0%
192 Lunch Room	\$ 74,000	\$ 45,463	\$ 79,546	\$ (1)	\$ 79,546	57.2%
<b>Total 100:</b>	<b>\$ 1,860,896</b>	<b>\$ 1,257,770</b>	<b>\$ 2,168,146</b>	<b>\$ 30,147</b>	<b>\$ 2,195,002</b>	<b>57.3%</b>
<b>200 Benefits</b>						
210 Retirement	\$ 74,453	\$ 48,082	\$ 87,423	\$ -	\$ 87,423	55.0%
220 Social Security	\$ 142,359	\$ 90,268	\$ 165,863	\$ -	\$ 165,863	54.4%
240 Group Insurance	\$ 309,000	\$ 192,023	\$ 300,000	\$ -	\$ 300,000	64.0%
270 Worker's Compensation Fund	\$ 10,390	\$ -	\$ 8,500	\$ -	\$ 8,500	0.0%
280 Unemployment Insurance	\$ 13,210	\$ 4,558	\$ 8,000	\$ -	\$ 8,000	57.0%
<b>Total 200:</b>	<b>\$ 549,411</b>	<b>\$ 334,931</b>	<b>\$ 569,786</b>	<b>\$ -</b>	<b>\$ 569,786</b>	<b>58.8%</b>
<b>300 Prof &amp; Technical Services</b>						
323 SpEd Services (OT / Psych / Interpreter)	\$ 40,000	\$ 21,092	\$ 40,000	\$ -	\$ 40,000	52.7%
330 Employee Training & Development	\$ 14,000	\$ 2,580	\$ 10,000	\$ -	\$ 10,000	25.8%
340 Legal	\$ 8,500	\$ 1,986	\$ 5,000	\$ -	\$ 5,000	39.7%
350 Business Manager Services	\$ 70,800	\$ 41,300	\$ 70,800	\$ -	\$ 70,800	58.3%
352 Audit	\$ 10,250	\$ 5,000	\$ 10,500	\$ -	\$ 10,500	47.6%
355 Technology Services (IT)	\$ 27,500	\$ 16,500	\$ 25,780	\$ -	\$ 25,780	64.0%
<b>Total 300:</b>	<b>\$ 171,050</b>	<b>\$ 88,458</b>	<b>\$ 162,080</b>	<b>\$ -</b>	<b>\$ 162,080</b>	<b>54.6%</b>
<b>400 Purchased Property Services</b>						
411 Water / Sewage	\$ 3,539	\$ 2,531	\$ 2,800	\$ 2,400	\$ 5,200	48.7%
412 Disposal Service	\$ 4,000	\$ 2,829	\$ 4,000	\$ 3,000	\$ 7,000	40.4%
415 Fire Monitoring	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	0.0%
430 Repairs & Maintenance	\$ 18,500	\$ 16,399	\$ 13,000	\$ 7,000	\$ 20,000	82.0%
430 Repairs & Maintenance (Bus)	\$ -	\$ 10,789	\$ -	\$ 12,000	\$ 12,000	89.9%
435 Lawn Care Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
441 Building Lease	\$ 397,109	\$ 231,647	\$ 397,109	\$ -	\$ 397,109	58.3%
441 Portable Lease	\$ 45,863	\$ 42,847	\$ 96,000	\$ -	\$ 96,000	44.6%
443 Copy Machine Lease & Servicing	\$ 13,000	\$ 8,229	\$ 11,400	\$ 3,078	\$ 14,478	56.8%
<b>Total 400:</b>	<b>\$ 483,511</b>	<b>\$ 315,270</b>	<b>\$ 525,809</b>	<b>\$ 27,478</b>	<b>\$ 553,287</b>	<b>57.0%</b>



	(448 Students) Previous Yr's Actuals FY20	(502 Students) Current Yr's Actuals FY21	(450 Students) Approved Budget FY21	Amount Changed	(502 Students) FY21 Forecast	Actuals as a % of Forecast
<b>500 Other Purchase Services</b>						
521 Property Insurance	\$ 7,182	\$ 4,118	\$ 9,000	\$ (1,472)	\$ 7,528	54.7%
522 Liability Insurance	\$ 5,095	\$ 6,567	\$ 5,095	\$ 1,472	\$ 6,567	100.0%
530 Telephone	\$ 3,800	\$ 2,399	\$ 3,800	\$ -	\$ 3,800	63.1%
540 Marketing	\$ 6,000	\$ 1,659	\$ 3,500	\$ -	\$ 3,500	47.4%
542 Board Expenses	\$ 158	\$ -	\$ 300	\$ -	\$ 300	0.0%
580 Travel	\$ 19,500	\$ 1,153	\$ 9,000	\$ -	\$ 9,000	12.8%
595 Washington DC	\$ 20,778	\$ -	\$ -	\$ -	\$ -	0.0%
595 Student Activities	\$ 10,500	\$ 3,133	\$ 5,000	\$ -	\$ 5,000	62.7%
<b>Total 500:</b>	<b>\$ 73,013</b>	<b>\$ 19,030</b>	<b>\$ 35,695</b>	<b>\$ -</b>	<b>\$ 35,695</b>	<b>53.3%</b>
<b>600 Supplies and Materials</b>						
611 Classroom	\$ 25,500	\$ 25,007	\$ 18,000	\$ 12,000	\$ 30,000	83.4%
611 Intro to Agriculture Supplies	\$ 6,000	\$ 58	\$ 2,500	\$ -	\$ 2,500	2.3%
612 Office	\$ 9,000	\$ 6,893	\$ 10,000	\$ -	\$ 10,000	68.9%
612 PTO/PAC	\$ 1,218	\$ 2,772	\$ -	\$ 3,000	\$ 3,000	92.4%
613 SpED Supplies	\$ 2,000	\$ 4,996	\$ 2,000	\$ 2,996	\$ 4,996	100.0%
615 First Aid Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
617 Student Appreciation / Parties	\$ 2,000	\$ 2,102	\$ 1,000	\$ 2,500	\$ 3,500	60.0%
618 Student Gov't	\$ 3,533	\$ -	\$ -	\$ -	\$ -	0.0%
619 Professional Dev / Appreciation	\$ 9,000	\$ 6,332	\$ 5,000	\$ 6,000	\$ 11,000	57.6%
619 Counselor Supplies	\$ 1,000	\$ 4,908	\$ -	\$ 5,000	\$ 5,000	98.2%
621 Natural Gas	\$ 4,000	\$ 980	\$ 3,000	\$ -	\$ 3,000	32.7%
622 Electricity	\$ 26,000	\$ 19,765	\$ 26,000	\$ 4,000	\$ 30,000	65.9%
626 Motor Fuel (Buses)	\$ 25,000	\$ 11,587	\$ 20,000	\$ -	\$ 20,000	57.9%
631 Food Program Supplies	\$ 141,749	\$ 79,905	\$ 120,000	\$ -	\$ 120,000	66.6%
641 Textbooks & Curriculum	\$ 30,000	\$ 32,769	\$ 15,000	\$ 35,000	\$ 50,000	65.5%
644 Library Books	\$ 2,600	\$ 1,602	\$ 1,000	\$ 602	\$ 1,602	100.0%
670 Software (Educational)	\$ 5,400	\$ 10,145	\$ 4,000	\$ 7,500	\$ 11,500	88.2%
680 Maintenance & Cleaning Supplies	\$ 18,500	\$ 21,306	\$ 15,000	\$ 15,000	\$ 30,000	71.0%
<b>Total 600:</b>	<b>\$ 312,500</b>	<b>\$ 231,127</b>	<b>\$ 242,500</b>	<b>\$ 93,598</b>	<b>\$ 336,098</b>	<b>68.8%</b>
<b>700 Property, Equipment</b>						
710 Land & Site Improvements	\$ 66,500	\$ 23,347	\$ -	\$ 23,347	\$ 23,347	100.0%
732 Buses	\$ 19,000	\$ 64,818	\$ -	\$ 64,818	\$ 64,818	100.0%
733 Furniture & Fixtures	\$ 12,500	\$ 1,019	\$ 1,000	\$ 100	\$ 1,100	92.6%
734 Technology Hardware	\$ 65,000	\$ 31,181	\$ 10,000	\$ 25,000	\$ 35,000	89.1%
739 Kitchen Equipment	\$ 3,500	\$ 1,560	\$ -	\$ 2,000	\$ 2,000	78.0%
790 Cap Ex Fund	\$ -	\$ 35,140	\$ -	\$ 35,140	\$ 35,140	100.0%
<b>Total 700:</b>	<b>\$ 166,500</b>	<b>\$ 157,065</b>	<b>\$ 11,000</b>	<b>\$ 150,405</b>	<b>\$ 161,405</b>	<b>97.3%</b>
<b>800 Debt Service and Misc</b>						
810 Dues & Fees	\$ 10,000	\$ 8,782	\$ 10,000	\$ -	\$ 10,000	87.8%
812 Banking Fees	\$ 3,000	\$ 1,551	\$ 3,000	\$ -	\$ 3,000	51.7%
831 Wells Fargo Loan Re-payment	\$ 9,100	\$ 4,406	\$ 12,000	\$ -	\$ 12,000	36.7%
890 Miscellaneous	\$ 1,331	\$ -	\$ -	\$ -	\$ -	0.0%
890 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 800:</b>	<b>\$ 23,431</b>	<b>\$ 14,739</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>59.0%</b>
<b>Total Expenses:</b>	<b>\$ 3,640,312</b>	<b>\$ 2,418,389</b>	<b>\$ 3,740,016</b>	<b>\$ 301,628</b>	<b>\$ 4,038,353</b>	<b>59.9%</b>
<b>Net Income:</b>	<b>\$ 162,770</b>	<b>\$ 55,536</b>	<b>\$ 102,229</b>	<b>\$ 432,482</b>	<b>\$ 432,482</b>	<b>12.8%</b>

<b>Current Operating Margin</b>	<b>\$ 432,482</b>	<b>9.67%</b>
<b>Operating Goal 3+%</b>	<b>\$ 134,125</b>	<b>3.00%</b>
<b>Operating Goal 5+%</b>	<b>\$ 223,542</b>	<b>5.00%</b>
<b>Operating Goal 6+%</b>	<b>\$ 268,250</b>	<b>6.00%</b>



### Valley Academy School Fee Schedule 2021-22

#### *General Information:*

1. All fees listed are the maximum allowable.
2. The maximum fee per student per activity will not exceed \$100 except for the 8<sup>th</sup> grade American Heritage trip for which the maximum fee for 8<sup>th</sup> graders only is \$1400.
3. The maximum aggregate fee amount per 6-8 grade student will not exceed \$2000 per student, including fundraised money.
4. Any payment for student participation in a class, program, or activity is a fee and is subject to the fee waiver requirement. Families will receive fee waiver information and forms at school registration. For more specific information on fee waivers and other details contact the Valley Academy Director. The information and forms are also published on the school website, as required by law.
5. All students are responsible to pay for any loss, breakage, or damage they cause to school property. Loss breakage or damage is not subject to the waiver requirement in accordance with Utah Code Ann. 53G-8-212.
6. Donations are permissible in both elementary and secondary school, but all such requests are voluntary. A student may not be excluded from an activity or program because they did not donate. If donations are sought in grades K-5, the request must include the express language required in R277-407-3(6).
7. There are no fees charged in grades K-5. Students may however purchase items such as lunch, insurance, etc. as a convenience.

#### *Elementary School K-5*

There are no school fee charges for students in grades K-5.

#### *Middle School 6-8*

##### **\$35.00 Student Fee**

This fee will be used to pay for a tech person to troubleshoot and maintain our current Chromebook and wireless technology.

##### **\$10.00 Class Change**

For parent/student-initiated class change after the first 2 days of a semester. This fee will be used to offset the salary of the registrar for the time it takes away from other duties.

##### **\$50.00 Ski Activity** (per trip, max 4)

Includes Ski pass, rental fee for skis and boots (or snowboard)

##### **\$1400.00 8<sup>th</sup> Grade American Heritage Trip** (6-7<sup>th</sup> special circumstance)

- \$825 Transportation (Air and Ground)
- \$325 Lodging
- \$200 Meals
- \$50 Entrance fees to non-governmental sites

**\$75.00 6-7<sup>th</sup> Utah History Trip**

- \$40 Transportation
- \$30 Meals
- \$5 Lodging

*Other Fees*

\$20.00 Yearbook

\$20.00 Return Check Charge

\$1.00 Friday Dress Day

\$10.00 Spirit Shirts

*Updated January 20, 2021 (Pending Board Approval)*





# Valley Academy Charter School

## 2021-2022

(435) 635-7815  
Fax: (435) 705-7576

August - 21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September - 21						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October-21						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

November-21						
S	M	T	W	T	F	S
31						
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21	22	23	24	25	26	27
28	29	30				

December-21						
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26	27	28	29	30	31	

Weekly Schedule	Regular School Day	Friday's & Min. Days	Last 2 Days of School	First & Last Days of School
Monday-Thursday	8:25 AM - 3:00 PM			SEP Minimum Day
Friday		Out at 12:45 PM	Out at 11:00	Holiday/Breaks- NO School
Schedule at a Glance				Teacher In-Service Day
August 9-11, 2021	Teacher In-Service Days			Minimum Day
August 11, 2021	Back-To-School Open House 3-5 PM			
August 12, 2021	First Day of School 1st-8th Grades Min. Day			
August 20, 2021	Kindergarten Back-To-School Open House 3-5 PM			
August 23, 2021	<b>First Day of Kindergarten</b>			
August 26, 2021	Picture Day			
September 6, 2021	Labor Day- No School			
October 7, 2021	Picture Retake Day			
October 14-15, 2021	Fall Break- No School			
October 18, 2021	Teacher In-Service Day - No School (SB 103)			
November 10-12, 2021	Student Education Plans (SEPs)-Minimum Days			
November 24-26, 2021	Thanksgiving Break- No School			
December 22-Jan 5	<b>Winter Break- No School</b>			
January 5, 2022	Teacher In-Service Day - No School			
January 17, 2022	Martin Luther King Jr. Day- No School			
February 21, 2022	Presidents' Day- No School			
February 23-25, 2022	Student Education Plans (SEPs)-Minimum Days			
March 14-18, 2022	Spring Break- No School			
March 25, 2022	Spring Fling/VAC Lottery & Spring Picture Day			
April 14, 2022	Teacher In-Service Day - No School			
April 15-18, 2022	Spring Recess- No School			
May 19, 2022	Kinder Graduation & Last Day Kindergarten			
May 25, 2022	1st-8th grade Last Day of School- out at 11:00AM			
End of 1st Quarter	End of 2nd Quarter	End of 3rd Quarter	End of 4th Quarter	
October 13, 2021	December 21, 2021	March 11, 2022	May 25, 2022	

January-22						
S	M	T	W	T	F	S
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30	31					

February-22						
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27	28					

March-22						
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27	28	29	30	31		

April-22						
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24	25	26	27	28	29	30

May-22						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

180 Days                      999 Hours

# DRAFT



## **Procurement and Financial Management Policy and Procedure**

### **I. Purpose**

To establish policy and procedures governing the initiation, authorization, and review of all expenditures of Valley Academy Charter School (“VAC” or “VACS”).

### **II. Scope**

- a. These policies and procedures are applicable without exception to all funds owned or administered by VACS.
- b. All expenditures of VACS are to be consistent with applicable state and federal laws and regulations; they must also be consistent with any legal restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent VAC administrative practices.
- c. All expenditures must be reasonable and necessary for carrying out the programs and activities of VACS.
- d. All expenditures must be documented in a way which clearly substantiates such reasonableness and necessity.
- e. This policy applies to all VACS administration, licensed educators, staff, students, organizations, and individuals that initiate, authorize, or process cash disbursements on behalf of VACS.
- f. The scope includes all activities at VACS and for all school-sponsored activities, despite the location, where VACS activities and public funds are expended.
- g. All VACS employees will act in an ethical manner in all financial and money- related duties and assignment consistent with VACS’s Code of Ethics, the Utah Educators’ Standards (R277-515), the Public Officers’ and Employees’ Ethics Act UCA§ 67-16), Fiscal and Auditing Policies (R277-113) and Utah State Procurement Code (UCA § 63G-6a).

### **III. Definitions**

- a. “Public funds” means money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including VACS [UCA 51-7-3(26)].
- b. “Small purchase” means the procurement of goods or services for which the total cost is greater than \$1000, but less than \$50,000.
- c. All other definitions of State law and rule apply.

### **IV. Procurement Policy**

- a. Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of one thousand dollars (\$1,000) or less shall be made using reasonable and customary best business practices to select best value;
- b. Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than one thousand dollars (\$1,000) and less than five thousand (\$5,000) shall require written quotes that meet minimum specifications from two (2) separate

- and distinct vendors;
- c. Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than five thousand dollars (\$5,000) up to a maximum of fifty thousand (\$50,000) shall require a formal bid process, including obtaining written quotes that meet minimum specifications from two (2) separate and distinct vendors. Independent procurement authority rules apply. (R33-1).

**V. Procurement Procedure**

- a. All purchases shall require a Purchase Requisition.
- b. Purchase Requisitions totaling less than \$2,000 may be approved by the Executive Director or Assistant Director signing with the person making the request.
- c. Purchase Requisitions between \$2,001 and \$5,000 may be approved by the signature of the Executive Director or Assistant Director along with a signature from a Board Member, preferably a member that sits on the Finance Committee.
- d. Purchase Requisitions totaling over \$5,000 must be presented at a Board Meeting for review and/or approval by the Board of Directors.
- e. A purchase requisition over \$5000 must be approved by the signature of the Executive Director or Assistant Director and a Board Member after presentation to the Board.
- f. Emergency Purchases:
  - i. An “emergency purchase” is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately.
  - ii. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed.
  - iii. In addition, the purchase must be authorized by the Executive Director, Assistant Director or a Board Member.
  - iv. Should the purchase exceed the procurement code limits in VAC Policy, the purchase will be documented in writing after the fact, explaining the necessity of an emergency purchase.

**VI. Segregation of Duties**

Wherever possible, duties must be segregated to appropriate different employees. Fiscal duties include, but are not limited to:

- a. Custody of purchase cards and blank checks;
- b. Initiating expenditures;
- c. Approving expenditures;
- d. Maintaining documentation;
- e. Use of EIN numbers;
- f. Issuing checks;
- g. Reconciling records

When segregation of duties is not possible due to the small size of the school and limited staffing, compensating controls such as management supervision, dual signatures, increased review of individual expenditures by the VAC Board and review of cash disbursement records by independent parties will be implemented.

**VII. General Provisions**

All checks or check stock, credit/purchase cards, access to bank accounts and statements, etc. shall be secured and controlled by the accounting/front office with limited access.

- a. All disbursing of funds at the school should be done through the accounting/ front office.
- b. Expenditure transactions must be approved by an individual having sufficient

- knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The school shall designate employees by title or job descriptions who are authorized to approve various dollar amount levels of disbursements. Employees shall never be authorized or directed to sign blank checks.
- c. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc. shall be recorded in VACS's accounting records.
  - d. VAC administrators shall establish passwords on user access to the accounting system and changed periodically, consistent with best technology practices.
  - e. Checks should be made payable to specified payees and never to "cash" or "bearer."
  - f. Funds shall be deposited daily or within three days after receipt, in compliance with Utah Code 51-4-2(2)(a).
  - g. All incoming checks must be made payable to "Valley Academy" or "Valley Academy Charter School."
  - h. All disbursement activity must be substantiated by supporting documents. Documents will be available upon request by appropriate individuals, and must demonstrate that proper disbursement controls are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, reconciliations, etc.).
  - i. The school must comply with applicable VACS and state purchasing laws, including the Utah Procurement Code (Utah Code 63G-6a) and applicable Administrative Rules.
  - j. Contracts must follow guidelines outlined in the State Procurement Code, specifically regarding the length of multi-year contracts (Utah Code 63G-6a-1204(7)).
  - k. School construction and improvements must comply with the provisions of the State Procurement Code (Utah Code 63G-6a), all other state and federal laws.
  - l. Exclusive and sole source contracts must comply with the requirements of the State Procurement Code (Utah Code 63G-6a), VACS's procurement policy, and the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16).
  - m. The purchase of goods or services for personal use or personal gain using VAC funds or tax-exempt information is strictly prohibited.
  - n. VAC personnel shall follow all State Procurement Code purchasing thresholds.
  - o. Penalties for violating the State Procurement Code are established in Utah Code (UCA § 63G-6a-24) VACS will adhere to these penalties and report violations to the Utah Attorney General's Office, as required by statute.

## **VIII. Cash Disbursements**

- a. General Procedures
  - i. VACS's tax exempt status number shall be used only in conformity with the Utah State Tax Commission's guidelines.
  - ii. VAC shall not disburse funds for activities at unapproved off-site activities or functions.
  - iii. Purchases of goods or services for personal use or personal benefit of any amount are strictly prohibited. All expenditures shall be equitable for both male and female students and comply with Title IX.
  - iv. Purchase Cards
    - 1. All purchase cards shall be kept secured and controlled by the accounting/front office with limited access. PIN numbers shall be kept secured.
    - 2. Card users shall follow VACS and state purchasing policies and comply with the Utah State Tax Commission's guidelines regarding VACS's tax exempt status number.
    - 3. Purchases exceeding \$1,000 made using the purchase card should be pre-approved, using an expenditure authorization form, prior to making the purchase.

4. If cards are assigned to specific employees, the card user shall retain all receipts for purchases made with public funds. The card user shall review and reconcile the card statement activity each month and attach all receipts to the card statement. The card user should sign the card statement certifying that all purchases have been made in accordance with VACS and state policy.
  5. Administration (or designee) must review each card holder's statement, along with all receipts, for approval. Approval must be documented.
  6. An employee with oversight over the card user(s) should be responsible for providing authorization.
  7. Individual expenditures made on purchase cards shall be recorded in VACS's accounting records. The issuance of a check or an electronic funds transfer to pay the monthly card statement balance shall be documented and approved by administration prior to issuance.
  8. ATM transactions, cash advances, or personal use are strictly prohibited.
  9. Violation of purchase card policy, including not retaining documentation of purchases or making personal purchases, may result in card cancellation, disciplinary action, or criminal prosecution.
  10. VACS will develop an internal review/auditing plan to periodically select purchase card statements to verify that VACS policies and procedures are being followed, and that purchases are appropriate, documented, and coded to the proper funding sources.
  11. If the card is lost or stolen, the employee shall immediately contact the appropriate authority.
- b. Reimbursement Requests
    - i. Employees seeking reimbursement for VACS expenditures made with employee funds must complete a reimbursement request form, which is signed by the requestor and approved by the employee's immediate supervisor. An administrator's or board employee's immediate supervisor may be the director or board chair.
    - ii. Supporting documentation, including detailed receipts and justification for departure from the standard purchase order process, is required.
    - iii. Authorization must be documented by the immediate supervisor.
  - c. Issuance of Checks
    - i. All checks, check stock, access to bank accounts, and bank statements shall be kept secured and controlled by the accounting/front office with limited access.
    - ii. An employee who does not have the ability to issue checks shall review the issued check and accompanying supporting documentation to ensure all policies and procedures are followed prior to signing the check
    - iii. Each disbursement shall be substantiated with supporting documentation, such as an invoice, receipts, quotes (according to the procurement policy above), reimbursement forms, contracts, travel forms, etc. All expenditures shall be recorded in VACS's accounting records using the NCES chart of accounts, or under VACS's roll-up process to convert to the NCES chart of accounts.
    - iv. If it is necessary to void a check, the word "VOID" should be written on the check, and the actual check shall be retained.

**IX. Journal Entries/Electronic Funds Transfers**

- a. All electronic fund transfers and journal entries shall be kept secured and controlled by the accounting/front office with limited access. Passwords shall be kept secured and changed periodically.
- b. Each journal entry or electronic fund transfer shall be substantiated by supporting documentation.
- c. Each journal entry or electronic fund transfer shall be recorded in VACS's accounting

records.

- d. Administration or an individual without cash disbursement duties shall document approval of journal entries or electronic fund transfers.
- e. Periodically, VACS's finance committee or designee shall review and approve the journal entries and electronic fund transfers.

X. **Review Process**

- a. Monthly, bank reconciliation(s) shall be performed on all VACS- approved accounts, including credit card transactions.
- b. If the bank reconciliation is completed by someone who has access to the accounting system and the bank accounts, it shall be reviewed and approved by another person, such as the school leader or director, or a member of the finance committee or board.
- c. Monthly, administration shall review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. VACS' finance committee or VACS' management should ensure that monthly bank reconciliations and credit/purchase card statement reconciliations are occurring.
- d. Periodically, administration or designated members of management shall review cash disbursements to verify that all VACS and State policies and procedures are being followed.



## Technology and Electronic Device Policy

### I. Definitions

- a. "Acceptable use policy" is a document stipulating constraints and practices that a user shall accept prior to a user accessing VAC's network or the Internet as a student, employee, while using VAC owned electronic devices, including connectivity, to VAC's wireless system.
- b. "Electronic device" is a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including:
  - i. a smart phone;
  - ii. a smart or electronic watch;
  - iii. a tablet; or
  - iv. a virtual reality device
- c. "Guest" means an individual:
  - i. who is not a student, employee, or designated volunteer of a public school; and
  - ii. who is on school property or at the site of a school-sponsored activity or event.
- d. "Inappropriate matter" is pornographic or indecent material as defined in Subsection Utah Code 76-10-1253(1)(a).
- e. "VAC-owned electronic device" is a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by VAC to a student or employee.
- f. "Policy" is an electronic device use policy as required by the USBE that contains:
  - i. permissible uses of an electronic device under certain circumstances; or
  - ii. restricted uses of an electronic devices under certain circumstances.
- g. "Privately-owned electronic device" is a device, including an electronic device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by VAC to a student, or employee.
- h. "Student" is an individual enrolled as a student at VAC regardless of the part-time nature of the enrollment or the age of the individual.
- i. "Valley" or "VAC" means Valley Academy Charter School
- j. All other definitions of R277-495 that are not provided in this Policy, apply as needed.

### II. Student Use of school-owned or provided electronic devices

- a. Students may use school-owned or provided devices only after signing the VAC Acceptable Use Policy.
- b. Students may use school owned devices only for instructional purposes as directed by a VAC employee.
- c. Students may not access social media on school-owned devices.
- d. Students are responsible for devices provided or assigned to them for their use.
  - i. Students or parents may be responsible to pay for loss or damage of school-owned electronic devices while in the student's possession.
  - ii. A student is responsible for the use (or misuse) of the device while in the student's possession

- e. Students shall report their own or others' misuse of school-owned or provided devices without delay to the VAC Director.

**III. Student use of privately owned electronic devices at VAC during the school day and at school-sponsored activities**

- a. Students may use electronic devices before the school day begins or after the school day ends.
- b. Students may not use personal electronic devices during school hours
- c. Students may not use personal electronic devices during school-sponsored extracurricular activities or programs.
- d. Students may not use electronic devices while on VAC school buses, except in emergency situations or with the express permission of a VAC supervisor on the bus.
- e. Students are personally responsible for the security and use of private devices by themselves or others while on school property or at school-sponsored activities.
- f. Students shall report the misuse of privately owned devices on school property by themselves or others to the VAC Director.

**IV. Exceptions to III., above**

- a. Exceptions may be made for the use of electronic devices in the sole discretion of the VAC Director or designee.
- b. The exception may be for a single use or for an extended purpose, as determined by the Director or designee.
- c. Exceptions may include:
  - i. Medical reason:
    - 1. Per a written parent request for documented medical need
    - 2. If granted, the device must be maintained by the student on silent mode
  - ii. Parent request, based on documented and compelling circumstance—request must be made to the Director in writing
  - iii. Instructional use/teacher permission:
    - 1. For a designated time period
    - 2. For an instructional purpose
  - iv. Emergency—only to protect the safety of students, school employees or guests and strictly limited to the period of the emergency
- d. Exceptions to III, above, must be made in writing by parent and in advance of the student's use, to the extent possible.
- e. Parent request forms are available in the VAC main office.

**V. When electronic devices are authorized for use on school property or at school-sponsored activities, students may not use devices:**

- a. To bully, harass humiliate or intimidate school-related individuals, including students, employees, and guests—as those terms are defined in state law and R277-609 and R277-613;
- b. In violation of state or federal laws;
- c. To access inappropriate, non-instructional material on any website;
- d. To disclose personal student information, as defined by state and federal law.

**VI. Consequences for student misuse of school owned devices and private electronic devices**

- a. Students may be disciplined for violation of this policy, the law, or misuse of school-owned or private electronic devices used on school property or at school sponsored activities or events.



- b. Consequences for student misuse may include, but are not limited to: verbal warnings, confiscation of the device, disciplinary letters, in-school suspension, loss of electronic device privileges, loss of extracurricular or honor privileges and report to law enforcement (if appropriate) and more serious discipline.
- c. Confiscation of devices
  - i. VAC employees may confiscate students' school assigned or private electronic devices for violation of this policy or misuse of a device.
  - ii. VAC employees shall take confiscated devices to the main office as soon as possible.
  - iii. The VAC office and VAC employees will do their best to protect confiscated devices, but are not responsible for loss, damage or theft of confiscated devices.
  - iv. VAC employees may search confiscated private devices only consistent with state law.
  - v. Only parents may retrieve confiscated devices and must do so within 10 calendar days.

**VII. Employee use of Electronic Devices**

- a. Employees may only use school owned or school provided electronic devices consistent with the VAC Acceptable Use policy;
- b. Employees may only use privately owned devices during non-instructional time or for instructional purposes; if devices are present in the classroom during instructional time, they should be on a silent mode;
- c. Employees who bring personal devices to school are strictly and personally responsible for their security and use and misuse—by any person;
- d. Employees may use school owned devices to record student activities or take pictures that include students only for structured instructional purposes;
- e. Employees may not record students or take pictures that include students on privately owned devices during school time or at school activities;
- f. Employees shall adequately supervise students, volunteers and guests while they are on school property to protect against the misuse of electronic devices, including possible hacking and violations of student privacy;
- g. VAC employees shall not use social media to disparage VAC, its students or its families or to violate the privacy of students or families.
- h. Employees shall report to the VAC Director the misuse of electronic devices by students, other employees, volunteers or others while on school property or while supervising students at school activities.
- i. Consequences for employee misuse of school owned or private electronic devices
  - i. Employees may be disciplined consistent with state law and VAC policies for misuse of school owned or private devices while on school property or while supervising school sponsored activities or programs—up to and including termination of employment.
  - ii. The school may report employee or volunteer misuse of private devices on school property or while supervising students and the misuse of school owned devices to law enforcement, as appropriate and as required by law.

**VIII. Volunteers' and guests' use of school owned devices and of private electronic devices on school property or at school events**

- a. VAC administrators and employees may ask VAC volunteers to use electronic devices consistent with the VAC policy for school employees. VAC volunteers who want to continue to volunteer should comply.

- b. VAC has no responsibility for the security or safety of private volunteer owned devices while on school property or at school sponsored activities.
- c. To the extent students or employees may be harmed, VAC employees are responsible for the use of electronic devices on school property or at school sponsored activities by invited guests.

IX. **Notice to parents and school community**

- a. VAC shall involve, to the extent possible, community members, parents and employees in the development of this policy.
- b. The policy shall be reviewed at least once in a public board meeting prior to approval by the VAC Board.
- c. The Electronic Device Policy shall be available in VAC's main office and on the VAC website.

X. **Miscellaneous**

- a. If a student, employee or parent volunteer violates this policy due to an emergency, the violation will be reviewed by the Director and the Board.
- b. VAC will make required reports related to this policy to the USBE and state and federal agencies as required by law.

## Parent Grievance Policy

### I. Purpose

The purpose of this Policy is to provide a means by which parent(s) (for purposes of this policy includes custodial and non-custodial parents and legal guardians) may present for administrative resolution, unresolved questions, dissatisfactions, or disputes regarding interpretation or application of Valley Academy Policies and procedures regarding their students that attend VAC.

### II. Policy

It is VAC's policy to provide a prompt, preferably informal administrative resolution at the lowest possible level to ensure an orderly means of resolving parent complaints.

### III. Procedure

#### a. Level 1 (Informal procedure)

If the matter involves or can be resolved by the teacher, the parent is encouraged to first discuss the concern with the teacher or another school employee with the objective of resolving the matter.

#### b. Level 2

If the parent feels that the matter was unresolved after meeting with the teacher/employee, or if the complaint is not directed at a school employee or individual, the parent shall discuss the complaint with the Executive Director (or designee), with the objective of resolving the matter.

#### c. Level 3 (Formal procedure)

- i. If, following the discussion with the Executive Director (or designee), the matter is not resolved, the parent shall provide a written notice to the Board Chair for a confidential review of concerns. The request must be sent to the Board Chair within ten days of the date of the final discussion with the Executive Director and shall include at least the following information:
  1. Complainant's/parent's name.
  2. Nature of parent's concern.
  3. The parent's desired outcome or resolution.
  4. Parent's efforts to address/resolve the concern with the individual(s) directly involved.
  5. Parent's efforts to resolve the concern with the Executive Director, including the parent's explanation of why the complaint was not resolved at a lower level.
- ii. The Board Chair shall review and submit the information to the Board of Directors. The Board of Directors shall review the concern consistent with provisions of Utah Code §52-4 and other applicable laws and may request additional information from any party.
- iii. The Board of Directors will respond as quickly as circumstances dictate, not to exceed 30 days.
- iv. The Board's written resolution, including conclusions and written findings, is the final administrative decision.

IV. **Miscellaneous Provisions**

- a. The VAC administrative review process of a parent complaint concludes with the written conclusions and resolution by the Board of Directors.
- b. The VAC parent complaint review will consider all applicable Utah laws, including Utah Code §53G-6-8 and federal laws and regulations.
- c. Confidentiality will be observed in accordance with the provisions set forth in the Utah Government Records Management Act (GRAMA, Utah Code §63G-2), and/or the Family Educational Rights and Privacy Act and other applicable laws.
- d. Nothing contained herein shall be construed so as to limit in any way the ability of VAC and parents or others to resolve any grievance, mutually and informally.
- e. VAC strongly encourages parents to attempt to resolve parent grievances consistent with this policy before seeking other legal remedies.

## Student Assessment Opt-Out Policy

### I. Purpose

The purpose of this student assessment opt-out policy is to allow legal guardians (including parents) of Valley Academy (“VAC”) to follow procedures and the law if they desire to have their students excused from required assessments.

### II. Policy and Authority

Valley Academy Charter School, as a public school, complies with all state-mandated testing requirements and procedures and is dedicated to using assessments to guide our instruction. As with all tests, teachers are encouraged to use the results from state-required testing to determine what information students understand or do not understand.

### III. Compliance with Law

- a. Most importantly, VAC will follow Utah law that mandates certain testing by public schools, but also recognizes parent rights and requires an opt-out opportunity. See UCA §§ 53E-4-302 (statewide assessments); 53E-5-2 (school accountability) and R277-404, R277-406 and R277-485.
- b. Additionally, VAC respects the rights of parents to guide their students’ public education experience. See UCA 53G-6-803 and R277- 404-7 which include the following:
  - i. Parents, in writing, may excuse their student(s) from taking (a) a federally-mandated test; (b) which is in Utah law; and (c ) requires the use of the state assessment system or state software;
  - ii. Parents should give VAC at least one day notice prior to the assessment day for opt-out requests;
  - iii. VAC teachers may not provide students with a non-academic incentive for taking a test, but MAY allow students to substitute a state-mandated assessment for another academic assignment;
  - iv. Teachers must provide an alternative learning experience during the testing period for students who are excused from state-mandated tests;
  - v. Parental opt-out rights and procedures do not apply to VAC teachers’ formative and summative evaluations and assessments given regularly to students.
  - vi. VAC has an opt-out request form ([click here](#)) for parents to identify assessments from which they want their children excused.

### IV. Protection for VAC Teachers and Employees

VAC administrators and Board members will not use school grades or student scores on state-mandated assessments to negatively affect VAC employees’ and teachers’ evaluations

# Valley Academy Employee Personal Use of School Property Policy

## I. Purpose

This policy will establish the School's policy regarding personal use of School property. This policy is consistent with the provisions of Utah Code 76-8-402 and relevant definitions.

## II. Scope

All administrators, educators, volunteers and other full or part time staff or anyone else that has access to or use of School property are subject to this School policy unless:

- A. The employee uses the property for a lawful purpose and the employee's use or possession of the school property substantially outweighs the personal benefit received by the employee or
- B. The possession or use is incidental or de minimis.

## III. Policy

- A. All School property shall be used for School purposes only, subject to the exceptions provided in Section II, above.
- B. Use of School property for purposes other than School purposes may be acceptable by permission only, again, subject to exceptions provided above, or permission may be expressly granted:
  1. As specifically allowed in other School policies, or
  2. As specifically provided in the VAC Employee Handbook, or
  3. On a case-by-case basis, by the Director or Director's designee. The Director/designee may grant permission if:
    - a. The employee tells the Director/designee the purpose for the use of School property; and
    - b. The Director/designee determines that the use of the School property is appropriate.
    - c. The Director/designee or School Board reserves the right to refuse an employee's use or request of School property if it determines that the use is inappropriate or does not sufficiently benefit the School.
- C. School property shall not be used for unprofessional or illegal activities. Employees that use school property, even consistent with the law and this policy, are subject to the standards of professional conduct.
- D. Utah law (Utah Code 76-8-402(10)) does not allow a public entity (VAC) to retroactively modify this policy or retroactively authorize conduct that violates this policy.

IV. Employees who use school property in violation of this policy may be subject to the penalties of Utah Code 76-8-402 in addition to possible employment discipline.

## Valley Academy Charter School Board Member Code of Conduct Policy

### I. Purpose

The Valley Academy School Board (Board), has established this policy to provide professional conduct expectations for Board members to cultivate and sustain the positive culture of the Board. This policy is not intended to override any applicable laws or administrative rules, Board bylaws, or to limit the duties, obligations or legal requirements with which the Board or its members must comply.

### II. Scope

All Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. Board members are expected to adhere to a high standard of ethical conduct and to act in accordance with the Board's Mission, Vision, and Core Values. Unethical actions, or the appearance of unethical actions, are not acceptable.

### III. Policy

#### a. Conflicts of Interest:

No Board member shall derive any personal profit or gain, directly or indirectly, by reason of his/her service on the Board. It is expected that Board members will conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time. Those conflicts are to be handled as outlined in the Board's bylaws.

#### b. Meeting Preparation:

Board members are expected to prepare in advance for each meeting by carefully reviewing all materials provided and, if needed, requesting clarification of staff in advance of the meeting.

#### c. Confidentiality:

Board members are reminded that confidential matters may be included in Board materials or discussed from time to time. Board members are not to disclose such confidential information to anyone.

#### d. Active Participation:

Board members are to make attendance at all meetings of the Board a high priority. It is expected that Board members actively contribute to the discussions. Board members should be fully engaged and attentive during board meetings, not multitasking.

#### e. Professional Conduct:

Board members are expected to conduct themselves in a civil and professional manner. They are expected to be courteous and respectful of the opinions of fellow Board members, leaving personal prejudices out of all board discussions. Board members will use titles when addressing each other, and where appropriate, staff and other individuals present. When representing the Board, members are expected to do so in a positive and supportive manner at all times.

#### f. Transparency:

Decisions are to be made and discussed during board meetings in accordance with the Open and Public Meetings Act. Board members are expected to foster open, honest, and

effective dialogue in their communication with each other and schools. Members are also expected to avoid sentimental or superficial comments, as well as statements that minimize, exaggerate, or dismiss the views or communication of others.

**g. Thoughtful and Deliberate Votes:**

The Board should be able to defend all actions, and Board members are expected to be able to provide a clear rationale for their individual votes. Board members are expected to support actions of the Board, even when the Board member personally did not support the action taken.

**h. Governance vs. Management:**

The Board has the responsibility to establish effective policies, and revisit and revise policies from time to time, to ensure that Board objectives and goals are achieved. Board members are expected to refrain from intruding on administrative issues that are the responsibility of staff, except to monitor the results and ensure that procedures are consistent with Board policy. All members are expected to observe the established lines of communication and to direct requests for information or assistance to the executive director, as outlined in the Board Communications Policy.