

Valley Academy Inc. Public Board Meeting Agenda  
November 9, 2023 @ 6:00 pm  
539 N 870 W, Hurricane, UT 84737

1. Welcome
2. Pledge of Allegiance and Mission Statement

*At Valley Academy we are dedicated to achieving excellence in our education, our character, and our pathways\* for the future.*

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: USBE Audit Training [Internal Audit \(utah.gov\)](https://www.utah.gov)
5. Review and discussion of Annual Board Calendar
6. Review previous month's action items:
  - a. Posting of items (UPN and website)
  - b. Submission of expansion application
7. Student Council Report
8. Business Manager Monthly Report
9. Director's Monthly Report
10. Reports from Board Committees:
  - a. Finance/Audit
  - b. Policy
  - c. Charter Accountability
  - d. Executive
11. Approval of the Oct 19, 2023, meeting minutes.
12. Discussion and possible approval of the Professional Standards and Training for Non- licensed Employees and Volunteers Policy
13. Discussion and possible approval of the Emergency Preparedness and Response Plan
14. Closed session, if needed. **Utah Code 52-4-205(a).**
15. Any action necessary from closed session
16. Recap and assignment of any action items needed from this meeting
17. Next proposed meeting is December 14, 2023.
18. Adjourn

Valley Academy Inc. Public Board Meeting Agenda  
November 9, 2023 @ 6:00 pm  
539 N 870 W, Hurricane, UT 84737

Welcome 6:03 PM

Board Members Present: Miranda Kloos, Alisha Terry-Martin, Ellen Ranta-Olson, Betsy Kimber, Wes White, Nicki Hill and Jackie Choto, Nate Adams, Megan Smith, Kandice White and student council president.  
Admin Present: Tracy Stevens and Dale Varga.

Pledge of Allegiance and Mission Statement led by Member White and Member Terry-Martin.

No Public Comment.

Monthly Training Topic: USBE Audit Training [Internal Audit \(utah.gov\)](https://utah.gov). Chair Kloos reviewed and requested all members watch the modules. Member Choto is the chair for the Audit committee.

Review and discussion of Annual Board Calendar and Goals led by Chair Kloos.

Review previous month's action items:

- a. Posting of items (UPN and website)
- b. Submission of expansion application

Student Council Report- update on spook alley, starting student cards and a middle school dance on 12/8 in addition to a can food drive.

Business Manager Monthly Report- Nate reviewed budget highlights. Met as a finance committee in October.

Director's Monthly Report- enrollment at 565. Title I site visit is happening next month (virtual). Parent committee met to review the Human Development curriculum, committee reportedly went well. Results of scores as compared to the rest of the state are good. Overall above average. Tracy reviewed evidence of VAC goals found in our charter to identify VAC as a high performing school based on the 20 closest demographic schools in Utah.

11. Reports from Board Committees:

- e. Finance/Audit- Chair Kloos reported did meet
- f. Policy- Member Ranta-Olsen reported and affirmed the board is ready to vote on two policies this meeting and prepared for next month as well.
- g. Charter Accountability- no report
- h. Executive- Didn't meet for November meeting

Member White made a motion for Approval of the Oct 19, 2023, meeting minutes. Member Kimber second. **Miranda Kloos- Yes, Alisha Terry-Martin-Yes, Ellen Ranta-Olson- Yes, Betsy Kimber- Yes, Jackie Choto- Yes, Nicki Hill- Yes, Wes White- Yes**

Member Ranta-Olson made a motion for Discussion and possible approval of the Professional Standards and Training for Non- licensed Employees and Volunteers Policy. Member White second. **Miranda Kloos- Yes, Alisha Terry-Martin-Yes, Ellen Ranta-Olson- Yes, Betsy Kimber- Yes, Jackie Choto- Yes, Nicki Hill- Yes, Wes White- Yes**

Member Ranta-Olson made a motion for Discussion and possible approval of the Emergency Preparedness and Response Plan. Member Choto second. **Miranda Kloos- Yes, Alisha Terry-Martin-Yes, Ellen Ranta-Olson- Yes, Betsy Kimber- Yes, Jackie Choto- Yes, Nicki Hill- Yes, Wes White- Yes**

Chair Kloos made a motion for a Closed session to discuss purchase/lease/sale of real estate. Member White Second. Role Call: **Miranda Kloos- Yes, Alisha Terry-Martin-Yes, Ellen Ranta-Olson- Yes, Betsy Kimber- Yes, Jackie Choto- Yes, Nicki Hill- Yes, Wes White- Yes**

Chair Kloos made a motion to move back into open session. Member White Second. Role call: **Miranda Kloos- Yes, Alisha Terry-Martin-Yes, Betsy Kimber- Yes, Jackie Choto- Yes, Nicki Hill- Yes, Wes White- Yes Ellen Ranta-Olson- had to leave and was excused.**

Back in open session at 7:54 PM.

No action necessary from closed session

Recap and assignment of any action items needed from this meeting- posting policies, meetings and recordings.

Next proposed meeting is December 14, 2023.

Member White made a motion to Adjourn. Member Choto second. **Miranda Kloos- Yes, Alisha Terry-Martin-Yes, Betsy Kimber- Yes, Jackie Choto- Yes, Nicki Hill- Yes, Wes White- Yes Ellen Ranta-Olson- had to leave and was excused.**

**Closed session 7:55 PM**



# Financial Summary

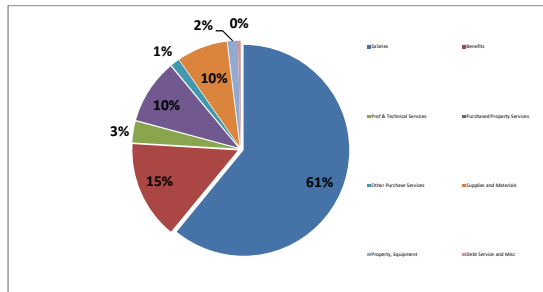
as of October 31st, 2023

33% through the Year

## BUDGET REPORT

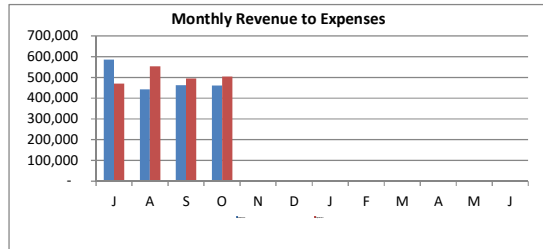
	YTD Actuals	Approved Budget	Forecast	% of Forecast
<b>Enrollment</b>	552	552	552	
<b>Revenue</b>				
1000 Local	\$ 73,006	\$ 119,605	\$ 149,785	49%
3000 State	\$ 1,790,672	\$ 5,470,845	\$ 5,474,922	33%
4000 Federal	\$ 89,919	\$ 405,592	\$ 558,521	16%
<b>Total Revenue</b>	<b>\$ 1,953,597</b>	<b>\$ 5,996,042</b>	<b>\$ 6,183,228</b>	<b>32%</b>
<b>Expenses</b>				
100 Salaries	\$ 1,233,762	\$ 3,484,260	\$ 3,647,428	34%
200 Benefits	\$ 317,189	\$ 886,481	\$ 898,171	35%
300 Prof & Technical Services	\$ 42,317	\$ 192,132	\$ 192,132	22%
400 Purchased Property Services	\$ 203,948	\$ 587,595	\$ 587,595	35%
500 Other Purchase Services	\$ 15,170	\$ 80,901	\$ 80,901	19%
600 Supplies and Materials	\$ 183,516	\$ 461,982	\$ 461,982	40%
700 Property, Equipment	\$ 62,190	\$ 63,701	\$ 91,314	68%
800 Debt Service and Misc	\$ 8,420	\$ 45,000	\$ 25,000	34%
<b>Total Expenses</b>	<b>\$ 2,066,512</b>	<b>\$ 5,802,052</b>	<b>\$ 5,984,523</b>	<b>35%</b>
<b>Net Income from Operations</b>	<b>\$ (112,915)</b>	<b>\$ 193,991</b>	<b>\$ 198,705</b>	
Operating Margin	-5.8%	3.2%	3.2%	

## EXPENSES



## RATIOS

	Actual	Goal
Forecasted Operating Margin	3.2%	3%
Debt Service Coverage	1.50	1.25
Days Cash on Hand	110	60-90
Building Payment %	18.0%	20%

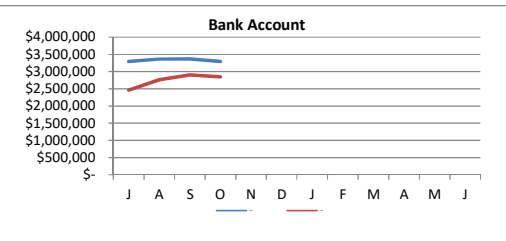


Cash Reserve	Operating Margin	Student Count
\$0-\$300,000	5%	0-600
\$300,000-\$500,000	4%	0-600
\$500,000-and above	3%	0-600

## CASH

Building Set Aside	\$ 207,580
Restricted Cash Balance	\$ 204,815
Ending Total Cash Balance (Restricted & Unrest.)	\$ 1,795,542
Days Cash on Hand	110

Since Jan. 2018



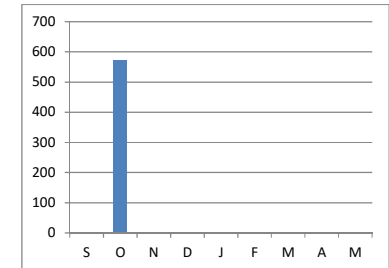
## RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 1,603,798	\$ 1,603,798
Reserves Added this Year	\$ (112,915)	\$ 198,705
Expenses from Reserves	\$ -	\$ -
New Reserve Balance	\$ 1,490,883	\$ 1,802,503

## ENROLLMENT

	S	O	N	D	J	F	M	A	M
K	76								
1	77								
2	69								
3	72								
4	58								
5	76								
6	53								
7	53								
8	39								
Total	573	0	0	0	0	0	0	0	0

October 1st Count



# Budget Detail Report

Actuals as of: **October 31st, 2023** Percentage of Year **33.3%**



	(531 Students) Previous Yr's Actuals FY23	(552 Students) Current Yr's Actuals FY24	(552 Students) Approved Budget FY24	Amount Changed	(552 Students) FY24 Forecast	Actuals as a % of Forecast
<b>Revenue</b>						
<b>1000 Local</b>						
1510 Interest on Investments	\$ 28,000	\$ 32,279	\$ 30,000	\$ 30,000	\$ 60,000	53.8%
1610 Food Service	\$ 50,000	\$ 18,814	\$ 34,184	\$ -	\$ 34,184	55.0%
1720 Bookstore Sales (Yearbooks)	\$ 6,219	\$ 2,072	\$ 3,500	\$ -	\$ 3,500	59.2%
1720 Student Government	\$ 3,616	\$ 80	\$ 2,284	\$ -	\$ 2,284	3.5%
1741 General Student Fees	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.0%
1743 Curricular Activity Fees	\$ 4,700	\$ -	\$ 4,700	\$ -	\$ 4,700	0.0%
1747 Extra Curricular Activity Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
1747 Ski Trip	\$ 1,957	\$ -	\$ 1,900	\$ -	\$ 1,900	0.0%
1747 Disneyland Fees	\$ 8,000	\$ -	\$ 12,000	\$ -	\$ 12,000	0.0%
1910 Rental of Facility	\$ 8,009	\$ 5,075	\$ 7,000	\$ -	\$ 7,000	72.5%
1920 Private Donations	\$ 3,049	\$ 5,500	\$ 3,049	\$ -	\$ 3,049	180.4%
1920 Fundraisers	\$ 10,526	\$ 7,966	\$ 9,888	\$ -	\$ 9,888	80.6%
1920 Disneyland Fundraiser	\$ 7,800	\$ 445	\$ 7,800	\$ -	\$ 7,800	5.7%
1920 PTO/PAC	\$ 3,300	\$ -	\$ 3,300	\$ -	\$ 3,300	0.0%
1930 Sale of Assets	\$ 770	\$ 390	\$ -	\$ 180	\$ 180	216.7%
1990 Miscellaneous	\$ -	\$ 385	\$ -	\$ -	\$ -	0.0%
<b>Total 1000:</b>	<b>\$ 140,946</b>	<b>\$ 73,006</b>	<b>\$ 119,605</b>	<b>\$ 30,180</b>	<b>\$ 149,785</b>	<b>48.7%</b>
<b>3000 State</b>						
0.3005 Regular School Prgm K	\$ 160,499	\$ 91,775	\$ 290,826	\$ -	\$ 290,826	31.6%
0.3010 Regular School Prgm 1-12	\$ 1,689,944	\$ 596,866	\$ 1,857,242	\$ -	\$ 1,857,242	32.1%
0.3020 Professional Staff	\$ 130,635	\$ 42,900	\$ 140,292	\$ -	\$ 140,292	30.6%
31.1205 Special Education -- Add-On	\$ 394,186	\$ 132,128	\$ 394,186	\$ -	\$ 394,186	33.5%
31.1210 Special Education -- Self-Contained	\$ -	\$ 753	\$ -	\$ -	\$ -	0.0%
31.1220 Special Education-- Extended Year	\$ 2,259	\$ 2,197	\$ 2,259	\$ -	\$ 2,259	97.3%
31.1225 Special Education -- Impact Aid	\$ 6,907	\$ -	\$ 6,907	\$ -	\$ 6,907	0.0%
31.1278 Special Education -- Extended Year Stipend	\$ 2,012	\$ 1,118	\$ -	\$ 1,118	\$ 1,118	100.0%
31.5201 Class Size Reduction - K-8	\$ 199,159	\$ 70,824	\$ 213,883	\$ -	\$ 213,883	33.1%
31.5344 Enhancement for At-Risk Students	\$ 92,379	\$ 44,483	\$ 99,209	\$ -	\$ 99,209	44.8%
32.0500 Charter School Base Fund	\$ 50,089	\$ 19,167	\$ 63,480	\$ -	\$ 63,480	30.2%
32.5310 Flexible Allocation	\$ -	\$ 435	\$ -	\$ 2,610	\$ 2,610	16.7%
32.5619 Charter School Local Replacement	\$ 1,566,337	\$ 520,804	\$ 1,696,848	\$ -	\$ 1,696,848	30.7%
32.5651 Educator Professional Time	\$ 56,694	\$ 45,357	\$ 56,694	\$ -	\$ 56,694	80.0%
32.5653 Public Ed Capital & Tech Fund	\$ 74,117	\$ -	\$ -	\$ -	\$ -	0.0%
33.5641 Early Intervention OEK Grant	\$ 90,000	\$ -	\$ -	\$ -	\$ -	0.0%
33.5805 Early Literacy Prgm K-3	\$ 20,747	\$ 8,741	\$ 22,281	\$ -	\$ 22,281	39.2%
34.5807 TSSP	\$ 2,678	\$ -	\$ -	\$ -	\$ -	0.0%
34.5868 Classroom Supplies & Materials	\$ 4,304	\$ 3,446	\$ 4,622	\$ -	\$ 4,622	74.6%
34.5876 Educator Salary Adjustment	\$ 149,133	\$ 99,835	\$ 299,506	\$ -	\$ 299,506	33.3%
34.5911 English Language Learner Software	\$ 5,445	\$ -	\$ 5,445	\$ -	\$ 5,445	0.0%
35.5420 School Land Trust Program	\$ 69,408	\$ 76,828	\$ 76,480	\$ 348	\$ 76,828	100.0%
35.5666 Professional Learning Grant	\$ 4,968	\$ 1,631	\$ 4,968	\$ -	\$ 4,968	32.8%
35.5677 Computer Science Grant	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
35.5678 Teacher & Student Success Act Program	\$ 106,243	\$ -	\$ 132,674	\$ -	\$ 132,674	0.0%
35.5679 School Based Mental Health Grant	\$ 40,402	\$ -	\$ 40,402	\$ -	\$ 40,402	0.0%
35.5810 Library Books & Electronic Res	\$ 624	\$ -	\$ 670	\$ -	\$ 670	0.0%
38.5644 STEM Endorsement Incentive	\$ 700	\$ -	\$ 700	\$ -	\$ 700	0.0%
38.5654 Period Products	\$ 1,271	\$ -	\$ 1,271	\$ -	\$ 1,271	0.0%
38.5673 E-Cig & Nicotine Prevention	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	100.0%
38.5674 Suicide Prevention	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	100.0%
38.5697 LETRS Professional Development	\$ 6,081	\$ -	\$ -	\$ -	\$ -	0.0%
38.8070 State Liquor Tax (Lunch Program)	\$ 38,000	\$ 26,384	\$ 35,000	\$ -	\$ 35,000	75.4%
<b>Total 3000:</b>	<b>\$ 4,990,220</b>	<b>\$ 1,790,672</b>	<b>\$ 5,470,845</b>	<b>\$ 4,076</b>	<b>\$ 5,474,922</b>	<b>32.7%</b>
<b>4000 Federal</b>						
42.7210 ESSER Cares	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
42.7215 ESSER II CARES	\$ 66,841	\$ -	\$ -	\$ -	\$ -	0.0%
42.7225 ESSER III - ARP	\$ 279,471	\$ -	\$ -	\$ 133,032	\$ 133,032	0.0%
42.7230 GEERS Funding	\$ 36,592	\$ -	\$ -	\$ -	\$ -	0.0%
45.4522 IDEA Pre-School	\$ 1,994	\$ -	\$ 2,127	\$ -	\$ 2,127	0.0%
45.7525 IDEA ARP	\$ 5,606	\$ -	\$ -	\$ 14,135	\$ 14,135	0.0%
45.4524 IDEA Part-B	\$ 89,479	\$ -	\$ 90,029	\$ -	\$ 90,029	0.0%
45.4526 MTSS Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
45.8071 National School Lunch Prgm	\$ 46,929	\$ 5,601	\$ 40,000	\$ -	\$ 40,000	14.0%
45.8072 Free & Reduced Reimbursement	\$ 105,500	\$ 26,609	\$ 102,387	\$ -	\$ 102,387	26.0%
45.8074 Breakfast	\$ 32,825	\$ 7,414	\$ 26,793	\$ -	\$ 26,793	27.7%
45.8080 Pandemic EBT Flow Through	\$ 628	\$ 653	\$ 628	\$ 25	\$ 653	100.0%
45.8081 Emergency Operating Fund - NSLP	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
48.7801 Title IA	\$ 69,384	\$ -	\$ 77,124	\$ -	\$ 77,124	0.0%
48.7860 Title IIA	\$ 8,204	\$ -	\$ 12,600	\$ -	\$ 12,600	0.0%
48.7905 Title IV	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
REAP Grant	\$ 43,905	\$ 49,642	\$ 43,905	\$ 5,737	\$ 49,642	100.0%
<b>Total 4000:</b>	<b>\$ 797,358</b>	<b>\$ 89,919</b>	<b>\$ 405,592</b>	<b>\$ 152,929</b>	<b>\$ 558,521</b>	<b>16.1%</b>
<b>Total Revenue:</b>	<b>\$ 5,928,524</b>	<b>\$ 1,953,597</b>	<b>\$ 5,996,042</b>	<b>\$ 187,185</b>	<b>\$ 6,183,228</b>	<b>31.6%</b>



	(531 Students) Previous Yr's Actuals FY23	(552 Students) Current Yr's Actuals FY24	(552 Students) Approved Budget FY24	Amount Changed	(552 Students) FY24 Forecast	Actuals as a % of Forecast
<b>Expenses</b>						
<b>100 Salaries</b>						
121 Principals	\$ 204,750	\$ 117,078	\$ 351,233	\$ -	\$ 351,233	33.3%
131 Teachers	\$ 1,375,436	\$ 551,593	\$ 1,681,431	\$ (15,831)	\$ 1,665,600	33.1%
132 PTO Cash Out	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	0.0%
132 Substitute Teachers	\$ 30,000	\$ 9,262	\$ 30,000	\$ -	\$ 30,000	30.9%
133 Special Education Salary	\$ 200,000	\$ 87,382	\$ 277,271	\$ -	\$ 277,271	31.5%
134 Stipends	\$ 215,000	\$ 136,214	\$ 67,794	\$ 119,611	\$ 187,405	72.7%
142 Counselor/School Developer	\$ 188,333	\$ 44,250	\$ 133,800	\$ -	\$ 133,800	33.1%
145 Librarian	\$ -	\$ 5,628	\$ 19,836	\$ -	\$ 20,880	27.0%
149 School Nurse	\$ 47,000	\$ 16,667	\$ 51,000	\$ -	\$ 51,000	32.7%
152 Secretarial & Clerical	\$ 112,144	\$ 40,530	\$ 123,339	\$ -	\$ 123,339	32.9%
161 Teacher Aides	\$ 75,000	\$ 22,308	\$ 55,332	\$ 15,720	\$ 71,052	31.4%
162 SpEd Aides	\$ 145,015	\$ 51,497	\$ 128,806	\$ 4,392	\$ 133,198	38.7%
163 Title I Aides	\$ 125,370	\$ 25,281	\$ 187,119	\$ 18,792	\$ 205,911	12.3%
182 Custodian	\$ 114,000	\$ 50,315	\$ 101,261	\$ 10,800	\$ 112,061	44.9%
183 Bus Drivers	\$ 98,000	\$ 42,664	\$ 119,250	\$ -	\$ 119,250	35.8%
189 Christmas Bonuses	\$ 26,423	\$ -	\$ 28,000	\$ -	\$ 28,000	0.0%
192 Lunch Room	\$ 107,000	\$ 33,093	\$ 103,788	\$ 8,640	\$ 112,428	29.4%
<b>Total 100:</b>	<b>\$ 3,088,471</b>	<b>\$ 1,233,762</b>	<b>\$ 3,484,260</b>	<b>\$ 162,124</b>	<b>\$ 3,647,428</b>	<b>33.8%</b>
<b>200 Benefits</b>						
220 Social Security	\$ 224,000	\$ 90,020	\$ 266,546	\$ 12,482	\$ 279,028	32.3%
230 Retirement	\$ 115,000	\$ 48,156	\$ 128,354	\$ (792)	\$ 127,562	37.8%
240 Group Insurance	\$ 480,000	\$ 176,762	\$ 472,500	\$ -	\$ 472,500	37.4%
270 Worker's Compensation Fund	\$ 11,081	\$ -	\$ 11,081	\$ -	\$ 11,081	0.0%
280 Unemployment Insurance	\$ 8,000	\$ 2,251	\$ 8,000	\$ -	\$ 8,000	28.1%
<b>Total 200:</b>	<b>\$ 838,081</b>	<b>\$ 317,189</b>	<b>\$ 886,481</b>	<b>\$ 11,691</b>	<b>\$ 898,171</b>	<b>35.3%</b>
<b>300 Prof &amp; Technical Services</b>						
323 SpEd Services (OT / Psych / Interpreter)	\$ 55,000	\$ 11,094	\$ 55,000	\$ -	\$ 55,000	20.2%
330 Employee Training & Development	\$ 14,000	\$ 883	\$ 11,000	\$ -	\$ 11,000	8.0%
340 Legal	\$ 4,000	\$ -	\$ 7,500	\$ -	\$ 7,500	0.0%
350 Business Manager Services	\$ 75,132	\$ 25,544	\$ 76,632	\$ -	\$ 76,632	33.3%
352 Audit	\$ 19,500	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
355 Technology Services (IT)	\$ 20,000	\$ 4,796	\$ 22,000	\$ -	\$ 22,000	21.8%
<b>Total 300:</b>	<b>\$ 187,632</b>	<b>\$ 42,317</b>	<b>\$ 192,132</b>	<b>\$ -</b>	<b>\$ 192,132</b>	<b>22.0%</b>
<b>400 Purchased Property Services</b>						
411 Water / Sewage	\$ 4,200	\$ 1,193	\$ 5,200	\$ -	\$ 5,200	22.9%
412 Disposal Service	\$ 9,000	\$ 2,290	\$ 10,500	\$ -	\$ 10,500	21.8%
415 Fire Monitoring	\$ 3,500	\$ 135	\$ 3,500	\$ -	\$ 3,500	3.9%
430 Repairs & Maintenance	\$ 20,000	\$ 10,482	\$ 20,000	\$ -	\$ 20,000	52.4%
430 Repairs & Maintenance (Bus)	\$ 25,000	\$ 7,297	\$ 20,000	\$ -	\$ 20,000	36.5%
441 Building Lease	\$ 361,008	\$ 132,370	\$ 397,109	\$ -	\$ 397,109	33.3%
441 Portable Lease	\$ 117,475	\$ 42,845	\$ 111,286	\$ -	\$ 111,286	38.5%
443 Copy Machine Lease & Servicing	\$ 25,000	\$ 7,336	\$ 20,000	\$ -	\$ 20,000	36.7%
<b>Total 400:</b>	<b>\$ 565,183</b>	<b>\$ 203,948</b>	<b>\$ 587,595</b>	<b>\$ -</b>	<b>\$ 587,595</b>	<b>34.7%</b>
<b>500 Other Purchase Services</b>						
521 Property Insurance	\$ 5,480	\$ -	\$ 5,480	\$ -	\$ 5,480	0.0%
522 Liability Insurance	\$ 9,840	\$ -	\$ 9,840	\$ -	\$ 9,840	0.0%
530 Telephone	\$ 4,200	\$ 1,395	\$ 4,200	\$ -	\$ 4,200	33.2%
540 Marketing	\$ 17,546	\$ 187	\$ 5,000	\$ -	\$ 5,000	3.7%
542 Board Expenses	\$ 500	\$ 117	\$ 500	\$ -	\$ 500	23.4%
580 Travel	\$ 26,000	\$ 12,409	\$ 23,881	\$ -	\$ 23,881	52.0%
595 Heritage Trip	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
595 Student Activities	\$ 44,000	\$ 1,062	\$ 32,000	\$ -	\$ 32,000	3.3%
<b>Total 500:</b>	<b>\$ 107,566</b>	<b>\$ 15,170</b>	<b>\$ 80,901</b>	<b>\$ -</b>	<b>\$ 80,901</b>	<b>18.8%</b>



	(531 Students) Previous Yr's Actuals FY23	(552 Students) Current Yr's Actuals FY24	(552 Students) Approved Budget FY24	Amount Changed	(552 Students) FY24 Forecast	Actuals as a % of Forecast
<b>600 Supplies and Materials</b>						
611 Classroom	\$ 60,500	\$ 20,135	\$ 55,000	\$ -	\$ 55,000	36.6%
611 Intro to Agriculture Supplies	\$ 4,000	\$ 657	\$ 6,182	\$ -	\$ 6,182	10.6%
612 Office	\$ 40,000	\$ 14,071	\$ 35,000	\$ -	\$ 35,000	40.2%
612 PTO/PAC	\$ 3,049	\$ -	\$ 3,300	\$ -	\$ 3,300	0.0%
613 SpED Supplies	\$ 9,500	\$ 1,653	\$ 9,500	\$ -	\$ 9,500	17.4%
617 Student Appreciation / Parties	\$ 4,500	\$ 873	\$ 3,500	\$ -	\$ 3,500	24.9%
618 Student Gov't	\$ 7,500	\$ 86	\$ 7,500	\$ -	\$ 7,500	1.1%
618 Professional Dev / Appreciation	\$ 27,000	\$ 11,273	\$ 23,000	\$ -	\$ 23,000	49.0%
619 Counselor Supplies	\$ 3,200	\$ 2,389	\$ 3,000	\$ -	\$ 3,000	79.6%
621 Natural Gas	\$ 7,000	\$ 85	\$ 5,500	\$ -	\$ 5,500	1.5%
622 Electricity	\$ 44,000	\$ 17,387	\$ 38,000	\$ -	\$ 38,000	45.8%
626 Motor Fuel (Buses)	\$ 43,000	\$ 13,382	\$ 43,000	\$ -	\$ 43,000	31.1%
631 Food Program Supplies	\$ 160,000	\$ 56,580	\$ 140,000	\$ -	\$ 140,000	40.4%
641 Textbooks & Curriculum	\$ 76,000	\$ 20,463	\$ 40,000	\$ -	\$ 40,000	51.2%
644 Library Books	\$ 5,528	\$ 1,238	\$ 5,500	\$ -	\$ 5,500	22.5%
650 Supplies - Technology Related	\$ 79,467	\$ -	\$ -	\$ -	\$ -	0.0%
670 Software (Educational)	\$ 27,000	\$ 4,721	\$ 9,000	\$ -	\$ 9,000	52.5%
680 Maintenance & Cleaning Supplies	\$ 32,000	\$ 18,523	\$ 35,000	\$ -	\$ 35,000	52.9%
<b>Total 600:</b>	<b>\$ 633,244</b>	<b>\$ 183,516</b>	<b>\$ 461,982</b>	<b>\$ -</b>	<b>\$ 461,982</b>	<b>39.7%</b>
<b>700 Property, Equipment</b>						
710 Land & Site Improvements	\$ 92,500	\$ 21,301	\$ 20,000	\$ 12,000	\$ 32,000	66.6%
720 Buildings	\$ 99,000	\$ 1,613	\$ -	\$ 1,613	\$ 1,613	100.0%
732 Buses	\$ 28,263	\$ -	\$ -	\$ -	\$ -	0.0%
733 Furniture & Fixtures	\$ 10,000	\$ 4,162	\$ 8,000	\$ -	\$ 8,000	52.0%
734 Technology Hardware	\$ 18,500	\$ 34,856	\$ 30,000	\$ 14,000	\$ 44,000	79.2%
739 Kitchen Equipment	\$ 5,701	\$ 258	\$ 5,701	\$ -	\$ 5,701	4.5%
790 Cap Ex Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 700:</b>	<b>\$ 253,964</b>	<b>\$ 62,190</b>	<b>\$ 63,701</b>	<b>\$ 27,613</b>	<b>\$ 91,314</b>	<b>68.1%</b>
<b>800 Debt Service and Misc</b>						
810 Dues & Fees	\$ 14,500	\$ 5,997	\$ 15,000	\$ -	\$ 15,000	40.0%
812 Banking Fees	\$ 2,000	\$ 134	\$ 3,000	\$ -	\$ 3,000	4.5%
831 Wells Fargo Loan Re-payment	\$ 6,500	\$ 2,289	\$ 7,000	\$ -	\$ 7,000	32.7%
890 Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
890 Contingency	\$ 36,101	\$ -	\$ 20,000	\$ (20,000)	\$ -	0.0%
<b>Total 800:</b>	<b>\$ 59,101</b>	<b>\$ 8,420</b>	<b>\$ 45,000</b>	<b>\$ (20,000)</b>	<b>\$ 25,000</b>	<b>33.7%</b>
<b>Total Expenses:</b>	<b>\$ 5,733,242</b>	<b>\$ 2,066,512</b>	<b>\$ 5,802,052</b>	<b>\$ 181,428</b>	<b>\$ 5,984,523</b>	<b>34.5%</b>
<b>Net Income:</b>	<b>\$ 195,282</b>	<b>\$ (112,915)</b>	<b>\$ 193,991</b>		<b>\$ 198,705</b>	
				<b>Current Operating Margin</b>	<b>\$ 198,705</b>	<b>3.21%</b>
				<b>Operating Goal 3+%</b>	<b>\$ 185,497</b>	<b>3.00%</b>
				<b>Operating Goal 5+%</b>	<b>\$ 309,161</b>	<b>5.00%</b>
				<b>Operating Goal 6+%</b>	<b>\$ 370,994</b>	<b>6.00%</b>



## Emergency Preparedness and Response Plan

### I. Purpose

This policy provides a comprehensive resource regarding Emergency Preparedness Planning and Response at Valley Academy Charter School.

- a. Utah State Law R277-400
- b. Utah State Fire Code 15A Chapter 5 Section 202

### II. Policy

In accordance with state and federal law, this plan regulates the operation of schools during an emergency occurring within the school. Compliance with this plan will aid the school in protecting and caring for students, staff, and patrons, before, during, and immediately after a threatened or actual emergency or disaster. Relevant information from this plan must be shared in a standardized format with parents and school community councils because effective emergency preparedness planning and response requires the coordination, cooperation, and participation of not only school and support personnel, but also students, parents, guardians, community organizations, and individuals. The school shall establish close working relationships with various entities that are responsible for directing and coordinating emergency services in order to ensure proper collaboration and support in the event of an emergency. The purpose of this policy is to promote the safety and welfare of students and staff, protect school facilities, and ensure school cooperation with public safety entities.

### III. Definitions

- a. "Emergency Preparedness Plan" is developed by the School Safety Committee to prepare and protect students and staff in the event of school violence emergencies.
- b. "School Safety Committee" is a committee that convenes regularly to certify that the Emergency Preparedness Plan is being practiced, presented to and reviewed by Valley Academy. The Committee also reviews and makes recommendations regarding emergency preparedness and security needs at the school.
- c. "Fire (Evacuation)" is called to move students and staff from one location to another.
- d. "Lockdown" is called when there is a threat or hazard inside of the building.
- e. "Lockout" is called when there is a threat or hazard outside of the building.
- f. "Reunification" includes preparing procedures and standards for how to reunite students with parents in an orderly manner when school is released at an irregular time due to an emergency, lockdown, and/or lockout. Reunifications are generally conducted in conjunction with Lockdowns or Lockouts.
- g. "Shelter in Place" is called when the need for personal protection is necessary. Examples of relevant hazards may include but are not limited to earthquakes, hazardous materials, and other natural disasters.

### IV. Standard Emergency Plan

- a. Valley Academy will appoint a committee to review and develop or modify the standard emergency plan to be used by the school.



- i. The committee will consist of appropriate school and community representatives, including school administrators, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel.
    - ii. The committee will review the standard emergency plan at least once every three years to ensure compliance with state law.
  - b. The standard emergency plan shall:
    - i. establish a uniform response format that is the same as schools in this area;
    - ii. outline the procedures to be followed by Valley Academy during emergencies;
    - iii. provide guidelines to assist Valley Academy in identifying and incorporating specific school information into the standard emergency plan;
    - iv. contain measures which assure that students receive reasonably adequate educational services and supervision during school hours during an emergency, and appropriate education services in an extended emergency situation;
    - v. outline evacuation procedures that include reasonable care and supervision of students until that responsibility has been assumed by another responsible party;
    - vi. address access to the school building during an emergency by specific groups including, students, community members, lessees, invitees, and others;
    - vii. identify resources and materials available for emergency training for all employees;
    - viii. establish a means of updating the plan as needed;
    - ix. provide general emergency resource and reference information, phone numbers, and other contact information specific for the school;
    - x. contain measures which assure that students receive emergency preparedness training;
    - xi. contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs;
    - xii. delineate communication channels and lines of authority within the school, city, county, and state; and
    - xiii. address procedures for recording school funds expended for emergencies, for assessing and repairing damage, and for seeking reimbursement for emergency expenditures.
  - c. At the beginning of each school year, Valley Academy shall notify its parents and staff of the relevant sections of its emergency plan.

**V. Emergency Preparedness Training and Emergency Response Review and Coordination**

- a. Valley Academy shall provide students with age-appropriate training in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills.
- b. By October 1 of each year, Valley Academy shall provide all employees with training on employees' roles, responsibilities, and priorities in the standard emergency plan.
- c. Valley Academy shall designate an Emergency Preparedness/Emergency Response week that will occur prior to April 30 of each school year. Community, student, and teacher awareness and training may be offered during the week.

**VI. Drills and Reporting**

- a. Schools shall conduct emergency and fire drills in accordance with state law. Emergency drills are drills that may be performed at Valley Academy include but are not limited to the following:
  - i. Fire
  - ii. Lockdown for violence
  - iii. Lockout
  - iv. Shelter in place
  - v. Family reunification
  - vi. Bomb threat

- vii. Civil Disturbance
- viii. Flood
- ix. Hazardous Material spill
- x. Utility failure
- xi. Severe weather
- xii. Shelter and mass care
- xiii. Other drills that may be appropriate for the school's location
- b. Valley Academy will periodically perform drills during non-instructional time such as during lunch, between classes, etc.
- c. Frequency
  - i. Valley Academy shall conduct fire drills every other month starting in August.
  - ii. The first fire drill must be held in the first 10 days of the school year.
  - iii. Valley Academy shall perform another type of safety drill on the months that fire drills are not conducted.
  - iv. Valley Academy will complete 10 safety drills total (one each month) throughout the course of the school year.
- d. Execution
  - i. During all safety drills, attendance should be taken at the beginning of class, and again after the drill has concluded.
  - ii. Drills should occasionally be conducted before or after school, during lunchtime or between classes.
  - iii. Fire (Evacuation)
    - 1. Fire drills shall include the complete evacuation of all persons from the school building or the portion of the building used for educational purposes (R277-4006D(1)).
    - 2. Students are not to bring personal items like backpacks during an evacuation. Personal items must be left behind.
- e. Reasonable Delay
  - i. When a fire alarm sounds, students should stand and stage themselves to evacuate the building in an orderly manner. It is appropriate for staff members to briefly delay evacuation to verify that the alarm was not pulled in order to draw staff and students out of the safety of their classrooms.
  - ii. Unless a staff member has reason to believe that the alarm was pulled to draw staff and students from the safety of their classrooms, facilities must always be evacuated when a fire alarm sounds.
  - iii. Fire alarms are for use during fire drills and fire emergencies. They should not be utilized for non-fire emergencies.
- f. Reunification
  - i. Establish a Parent Check-In Location.
  - ii. Deliver the students to the student staging area, beyond the field of vision of parents/guardians. "Greeters" direct parents/guardians to the Parent check-In location, and help them understand the process.
  - iii. Parents/guardians complete Reunification Cards.
  - iv. Procedure allows parents/guardians to self-sort during check in, streamlining the process.
  - v. Runner recovers student from the student staging area and reunites student and parent at the reunification area.
- g. Shelter in Place
  - i. The following announcement should be made over the PA system: "Shelter for (type) and (method)"
- h. Earthquake/Severe Weather

- i. The following announcement should be made over the PA system; “Shelter for earthquake! Drop, cover, and hold.
- ii. Staff and students should drop to the ground and cover under a desk or table until the earthquake is over.
- iii. Shelter drills are not limited to earthquake preparedness. These drills may also be used to practice emergency preparedness skills for most natural disasters.

**VII. Reporting**

- a. Valley Academy must keep track of all fire and other emergency drills that have been conducted.
- b. By June 15 of each year, Valley Academy will have copies of their [Emergency Preparedness Certification form](#) accessible.
- c. By July of each year, Valley Academy will certify to appropriate governmental entities, including the Utah State Board of Education, that the school has presented their emergency plans to teachers, staff, and students, and their plans have been practiced at the school level and have been made available to parents, local law enforcement, and public safety representatives.



## Professional Standards and Training for Non- licensed Employees and Volunteers

### I. Purpose

Non-licensed employees and volunteers are an important part of the educational team and can make a significant difference in the lives of students. These team members provide diverse ways to facilitate and enhance the learning process. The purpose of this policy is to outline best practices professional standards and training for non-licensed employees and volunteers.

### II. Definitions

- a. "Licensed educator" means an individual who holds a valid Utah educator license and has satisfied all requirements to be a licensed educator in the Utah public school system.
- b. "Non-licensed public education employee" means an employee of Valley Academy Charter (VAC) who: (a) does not hold a current Utah educator license issued by the Board under Title 53E, Chapter 6, Educator Licensing and Professional Practices Act; or (b) is a contract employee.
- c. "Volunteer" means someone who may be given significant unsupervised access to children in connection with the volunteer's assignment.

### III. Procedures

- a. In accordance with Utah Code Ann. §67-20-4, volunteers shall have the approval of the director to perform volunteer services under the supervision of a VAC assigned employee.
- b. Non-licensed employees will be assigned a licensed educator supervisor.
- c. Volunteers and Non-Licensed employees are expected to follow the direction of the VAC employee or supervisor to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- d. In the course of their assignments, volunteers and non-licensed employees may be asked to work with confidential information. It is the expectation of VAC that volunteers and non-licensed employees shall keep this information in the strictest confidence in accordance with [Utah FERPA](#) and [VAC Data Governance Plan](#).
- e. In accordance with [VAC Criminal Background Check and Reporting of Arrests Policy](#), volunteers and Non-Licensed employees who will be given significant unsupervised access to a student in connection with their volunteer assignment shall submit to a criminal background check. Volunteers and non-licensed employees who are arrested under the conditions listed in [Criminal Background Check and Employee Reporting of](#) Arrest will report it to the VAC Director within 48 hours as per the policy.
- f. In accordance with Utah Administrative Code R277-316 Professional Standards and Training for Non-licensed Employees and Volunteers, volunteers and Non-Licensed employees shall represent the vision of Valley Academy Charter, and follow the ethical behavior defined in VAC polices, including but not limited to: [Code of Conduct](#); [Board Member Code of Conduct](#);

[Faculty Dress Code, Bullying, Hazing, Retaliation and Abusive Conduct.](#)

- g.** Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service.
- h.** Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by VAC administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.