

Valley Academy Public Board Meeting Agenda
January 15, 2013 at 7pm
539 N 870 W, Hurricane, UT

1. Welcome and call to order (7:00)
2. Review and approval of minutes from 12/11/2012 public meeting (7:05)
3. Read mission statement:

The mission of Valley Academy is to provide a superior, character building academic program enhanced by integrated training in the fine and performing arts and a technologically advanced curriculum.

4. Board Appreciation (7:05-7:10)
5. How well are students achieving the outcomes for which the school was chartered?
 - a. Mr. Woodd's monthly report to the board (7:10-7:25)
 - i. Charter school visits grant
6. How well are the school's finances being managed?
 - a. Mr. Stringham's monthly report to the board (7:25-7:40)
7. How well is the board performing its responsibilities?
 - a. Board self-review (7:40-7:55)
8. Reports from Committees: (7:55-8:10)
 - a. School support and improvement committee
 - b. Legal (RFP)
 - c. Land and building
 - d. PTO
9. Public comment (if needed)
10. Closed meeting to discuss the character, professional competence or physical or mental health of an individual. (8:10-8:30)
 - a. Director's formal semi-annual evaluation
11. Open meeting to finish any necessary business.
12. Next meeting proposed for February 12, 2013 at 7pm.
13. Adjourn

Valley Academy Board Meeting January 15, 2013

In attendance: Alisha Terry-Martin, Lane Blackmore, Doug Beecher, Liz Goddard, Tonya Heyder (excused board members: Derek Lewis and Trent Seegmiller), Ed Woodd, Ben Klepper, Kelly Faucett, Keturah Lance, Cory Martin, Shani Dutton, Nicole Simmons and son.

1. Alisha called meeting to order at 7:00.
2. Lane made a motion to approve the minutes from December 2012 board meeting.
All in favor
3. Mission Statement read by Tonya.
4. Board Appreciation:
 - Shani Dutton: (parent) Shani has dedicated countless hours to the school, organizing events, arranging Christmas displays, serving the faculty Christmas party, and heading the PTO.
 - Kelly Faucett: (staff) Kelly has taken charge of all the first aid needs of our student body. She took on daily calculations and giving insulin shots to one of our students (which is no small task) and is completely wonderful and comforting when I have watched her giving first aid to students...from bandaids to lost teeth and more.
 - Keturah Lance: (staff) One of our parents had a medical emergency in the lobby. Keturah was quick thinking enough to literally jump over the counter and catch this parent before they hit the floor. Great job for quick thinking and quick jumping! All those years doing track paid off!
5. Mr. Woodd's Report:
 - a. Bruce Stringham is now bonded as Business Manager.
 - b. Safety and lock down drill is going to be January 23.
 - c. SEI has been sent to all Board Members
 - d. SEI youth version is set up to happen in the next few weeks.
 - e. DIBELS from BOY were lower than our goals. Waiting for MOY results.
 - f. Ed, Mike Dale and Liz Bowler went to Salt Lake City for CRT training.
 - g. Charter School Visitation Grant-planning meeting for April 4
 - h. Would like Board Members to help with grant and meeting
 - i. 6th and 7th grade talent show is Thursday, January 17, 2013.
 - j. Spoke of enrollment and attendance. Still giving out Dixie Direct Books for perfect weekly attendance.
 - k. Ed requested days off: January 25, 2013 and May 22, 2013.

Director Report to the Board January 15, 2013

OLD BUSINESS

Our annual Christmas party at the Sky Mountain Club was a huge success. Thank you to Lane, Doug Liz and spouses for attending and supporting our faculty and staff. Your presence meant a great deal!

The Utah Consolidated Application (UCA) has been finalized and approved by the state. Also, our funding for Title I has been increased by approximately \$10,000. Title I is a federal program pertaining to reading. As a result, we have added 3 Title I aides who will assist in improving literacy for K-3 students. Special thanks to Mike for the many hours he spent on this process and to Ben for his diligent review of the submissions and revisions. Our students will benefit greatly from their efforts.

Our attendance/tardy incentive program is ongoing. We do not have enough data as yet to determine if the program has had an impact on tardies. As the Board members are no doubt aware, there is a nation-wide flu epidemic which has dramatically lowered our attendance since last month.

We have attained a bond for our business manager so we are compliant with state law.

Friday, January 7, the faculty and staff had training for procedures in case of an active shooter on campus. In addition to information from the FBI (thank you Derek) officer Kurt Yates from the Hurricane PD assisted us. We have given Officer Yates a master key to the building and he will also receive an app which gives him remote access to our security cameras. We will hold a live intruder drill Wednesday, January 23 at 9:30am with the assistance of the HPD.

SEI has been sent to all board members. As soon as you are able, please complete the link. An expert from SEI will contact all of you individually to debrief the report. Remember, there are no "right or wrong" answers. This is a snapshot in time of how you perceive your emotions.

The SEI-Youth Version has been set up for all students in grades 4-7. They will be administered by the teachers sometime this month.

Our second round of Parent Teacher Conferences concluded this evening at 6:30. A huge thank you goes to our dedicated teachers for all the extra time they put in. Thank you also to the PTO for providing a wonderful dinner both nights! We are so fortunate to have so much support.

NEW BUSINESS

Mike, Dale Varga, Liz Bowler and I attended a training for the Criterion Referenced Tests (CRT's) and Developmental Writing Assessment (DWA) in Salt Lake Wednesday of last week (Power Point Attached). Liz and Dale will coordinate and schedule the testing. These tests give us our year end student achievement data which can be compared to the student's scores from the 2011-12 school year. The intention is to measure student progress from year-to-year. This will be the last year of the current testing scheme. Next year a new baseline will be established that measures individual student progress. We are intending to apply for a Charter School Visit grant of \$2,000 from the state. I have contacted Chris Blake of the State Charter School Association who will help us with the

guest list. We need board members to assist with this worthwhile effort to bring local and state politicians and school officials to our school.

Grade 1-3 DIBBLES testing has been completed for this period. The process was much smoother and more streamlined this time thanks to our new aides!

Our first Talent Show is being held this Thursday at 7:00 in the Hurricane Performing Arts Auditorium. PLEASE plan to attend and support our students.

ABSENCES

Dec. 3-7	Absences:	41	21	29	23	33	147	
	Percentage:	90.35%	95.30%	93.16%	94.58%	91.98%	93.07%	
Dec. 10-14	Absences:	30	17	30	29	35	141	
	Percentage:	92.92%	95.99%	92.92%	93.16%	91.75%	93.35%	
Dec. 17-21	Absences:	39	34	26	30	44	173	
	Percentage:	90.78%	91.96%	93.85%	92.91%	89.60%	91.82%	
Dec. 24-28	Absences:							46
	Percentage:							92.75%
Dec. 31-Jan. 4	Absences:				54	61	115	
	Percentage:				87.26%	85.58%	86.42%	
Jan. 7 -11	Absences:	24	28	22	24	28	126	
	Percentage:	94.34%	93.40%	95%	94.34%	93.38%	94.09%	

ENROLLMENT

Valley Academy Enrollment Report
as of Jan. 15, 2013

423 Enrolled as of Dec. 7, 2012
Current Class Sizes (see below):

Kindergarten:

- Johnson-25
- Mecham-25
- Karen-jane-25
- TOTAL: 75

1st Grade:

- Simmons-17
- Crunk-22
- TOTAL: 39

2nd Grade:

- Merrell-26
- Zwahlen-21
- TOTAL: 47

3rd Grade:

- Varga-24
- Bowler-22
- Freiberg-9

• TOTAL: 55

4th Grade:

- Freiberg-11
- Dunkley-24
- Billings-23
- TOTAL: 58

5th Grade:

- Isom-24
- Smith-24
- TOTAL: 48

6th Grade:

- Jacobs-25
- Starks-27
- TOTAL: 52

7th Grade:

- Mackey-25

- Monson-23

- TOTAL: 48

Daily Average Attendance including today: 94.69

Director's Official Report on Charter Contract Goals at mid-year 2012-2013

This is the Year-to-Date Report on Charter Goals given the information currently available to us.

- Attendance average Year-to Date 94.21% goal is 95%
- October 1 count = 430. Enrollment 12/21/12 = 422 98% continuous enrollment
- DIBBLES Results available on chart
- 100% of our teachers are properly licensed and endorsed
- 100% of our employees have had a background check
- There were no material findings in our FY 1011-2012 financial report
- For the period of July 1, 2012 to January 1, 2013 we have a net excess revenue of \$238,804. Our projected goal was \$251,627. We are at 95% of projection
- Our lease payments YTD are \$73,360. This is because our payments did not begin in earnest until November. Therefore, our income to debt ratio is skewed toward the positive right now.
- Bond covenants and financial audit have been maintained
- The budget is being adhered to within the appropriate parameters. Budget adjustment requests will be made with the state where appropriate.
- 100% of our classrooms are implementing SEI and all teachers are receiving ongoing professional development. The board members have been sent a link to an SEI assessment as part of their professional development also.
- 100% of our classrooms have technology available for students and all are using it on a regular basis.
- 100% of our students are receiving instruction in the performing arts.

6. Business Manager's monthly report (Ed in place of Bruce, who is ill today)

January 15, 2013

To the Board – Valley Academy Charter

The accompanying schedules and comments are intended to highlight financial operations of the Academy for the 6 months ended December 31, 2012, and also to provide a view toward the end of the fiscal year at June 30, 2013.

For this purpose only two schedules are submitted with this report : (1) A Statement of Income and Expense – Budget vs. Actual – for the 6 months completed, and (2) A Statement of Projected Actual Income and Expense for the Fiscal Year ending June 30, 2013.

1. You will note that the 6 month statement is actually a statement that includes only the 4 major (in terms of dollars) state-funded programs. These funding classes not only include the great majority of budgeted income and spending, but they are most susceptible to an accountant's projecting their results. While other important activities may take place within other funding classes, they are seen for the most part to be funds which will come in and go out in equal amounts, rather than result in any significant bottom line net income or deficiency.

To date the funding classes shown actually account for about 80% of net excess of revenue over expense. The classes are:

0050 – Classroom – General
5619 – Local Replacement
5842 – Charter School Admin Cost
5876 – Educator Salary Adjustment

While some funding classes show greater or lesser net bottom line amounts (we discussed the need for reallocating expenses previously – that task is still in process), taken together these classes show a net excess of revenue over expense of \$238,804, not far from the budgeted amount of \$251,627.

2. The 2nd statement, the year-end projection, many factors come into consideration that should not only help guide the next 6 months, but should also help explain in more detail a fair share of the first 6 months. While these same funding classes were used for this statement, I believe their selection will still be valid for the final 6 months.

Under the assumptions used, the projected net revenue over expense for the fiscal year ended June 30, 2013, is \$97,948. The following assumptions were made, some perhaps more appropriately than others. Please be free to share with me your various additional insights, so that this process might become more refined early in the coming weeks.

- a. Budgets for the general (relatively unrestricted) state-funded programs appeared to be in order without significant adjustment. State allotment checks will continue to come in monthly succession thru June 2013, the end of the fiscal year – but unquestionably thru July 2013 and the rest of the coming fiscal year.
- b. Most teacher contracts for this teaching year will continue to be paid thru the month of July. Those July teaching salary payments are calculated as part of the projected expense for

the current fiscal year, even though a great portion of them may be paid in July of the next fiscal year. Teaching salaries, including taxes and benefits might be \$100,000 to \$120,000 for a normal month.

- c. Rent has been charged beginning November 2012 (2/3 month) at the tentative rate of \$44,016 a month. This means that while only \$73,360 was paid in 2012, rent (if unadjusted) would be \$264,100 for the first 6 months of 2013. If building rents are adjusted downward based on a final agreement on building cost, it has been suggested that the monthly amount might be reduced some \$3,000 to \$4,000 a month (possibly \$500,000 times 9 ½%?). Of ongoing importance is that whatever the final rate, it will be significant for next year's budget planning as well as this year's.
- d. Other expenses have mostly (not all) been projected at 2 times the level of the first 6 months' spending. While that may be too high an estimate, I will say only that I hope it is.
- e. While only the 4 funding classes have been included, some expenses already incurred (paid) may be reimbursed under other (restricted) programs, after appropriate accounting allocations have been made from these classes to those. This may result in improvement in the bottom line net.

It is hoped that this also provides additional input to the task of projecting the effect of next year's increase in classes and students. I understand that some elements of that discussion have already taken place.

I hope to be with you next time around. Please know that I would like very much to have been with you here.

Bruce

7. Board Performance: Board Self Review- Valley Academy Board evaluates its performance twice a year at the same time that the Director is evaluated.

l. Board Goals made:

- i. Teachers & Staff: paper, fundraising efforts & supplies
- ii. Support Culture of School: Mission statement, board member representation of school to public.
- iii. School Growth: financially, tied to Mission statement, marketing
- iv. Post Mission Statement on wall at school.

m. Lane motioned to accept these goals. Accepted by all.

8. Reports from Committees:

n. Liz: (School support and improvement)

- i. DIBELS, goals, accreditation goals; application accepted, State Trust Land due March 1
- ii. Will have monthly meetings 2nd Thursdays of each month. Rotating Board Members suggested.
- iii. Liz compiled Director Evaluation results.
- iv. 8th grade growth and needs.
- v. Utilize the Fine Arts Center next year?

Legal RFP: Trent sent this advice by email: I have reviewed the responses we received to our RFP for legal services. Both firms are highly qualified and are firms that commonly represent clients similar to Valley. I did have a few phone calls from other firms in the area that did not ultimately respond.

My thoughts on the responses. While both firms are qualified, Kuhlman and Associates is the firm I would suggest based on the following reasons:

1--They have more combined experience representing public bodies in a variety of capacities. (Over 20 years--compared to 10 years)

2--They have overall more experience that is focused and similar to what we would need as a charter school working with a variety of other public entities including state of Utah, school district, city of Hurricane, and police department.

3--I believe that they based on their responses they will be more "available" for our Director and the board as needed.

4--They are better on the price for the services offered. Kuhlmann and Associates have partner rates at \$165 and associate rates at \$115 while Bingham is straight for both associates and partners at \$160. Much of the work and research that will likely be done for Valley would be by an associate and thus much more costly at Bingham.

5--Kuhlmann also has better rates for paralegal work (\$75--Bingham at \$85)

6--Kuhlmann does not appear to charge for things such as long distant phone calls (Bingham charges a per minute fee on this which seems high in today's phone market), legal research (Bingham charges \$40 per research) and Bingham charges twice as much for copies and other items (.20 per copy compared to .10 at Kuhlmann).

For these reasons above, I would suggest in my opinion that Valley retain Kuhlmann and Associates as legal counsel. Again, I believe both firms are highly qualified and would do an excellent job. Taking into account the real cost associated with legal issues, and the budget sensitivities of our non-profit, I believe selecting Kuhlmann and Associates would be the best value while maintaining high quality representation.

- vi. Lane motioned that we retain Kuhlmann and Associates for legal representation. Accepted by all.
- vii. Will ask Trent to send letters to both firms and request a contract from Kuhlmann and Associates.
- a. Lane: Land and Building
 - viii. Working on final cost of building. Should have it by next month's meeting.
 - ix. Doug, Ed & Lane met at Fine Arts building regarding school growth. Will need to discuss code issues. We attempted to use the building a couple years ago and we were told the seismic

codes were not up to date. Also need Todd's advice on sprinklers.

b. PTO: Shani

- x. Met last Thursday & set goals. Wants to coordinate better with teachers.
- xi. Uniform catalog (French Toast brand), 5% given back to school.
- xii. PTO account has just under \$5,000 now
- xiii. Pizza dough fund raiser-coupons will be given to kids to hand out. Jan 24 is the day to purchase the pizza.
- xiv. Ed would like volunteers for video made for April 4th meeting.

9. No public comment

10. Lane made a motion to close the meeting for the discussion of the character, professional competence or physical or mental health of an individual. All members in favor. 8:15

11. Lane made a motion to open the meeting. All members in favor. 10:10

12. Lane made a motion to adjourn the meeting. All members in favor.