

Valley Academy Public Board Meeting Agenda
Jan 21st, 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 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. 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: Required finance/audit training.

[Module 1 – LEA Board Member Training](#)

[Module 2 – LEA Audit Committee Member Training](#)

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. Approval of minutes from the Dec 10th meeting.

11. Discussion and possible approval of Exhibit A to be submitted.

12. 1st Discussion of 2021-2022 Fee Schedule with Spend Plan and delineation of fees.

13. Discussion and possible approval of the purchase of 5 new busses.

14. Discussion and possible approval of the sale of up to 5 busses.

15. Discussion and possible approval of a Parking Lot Sealer.

16. Discussion and possible approval of the Amended By-Laws.

17. Discussion and possible approval of the following policies:

- a. Conflict of Interest
- b. Employee Grievance Policy w/ Grievance Form

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 Feb 11th, 2021
22. Adjourn

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Welcome by Chair Kloos at 6:02. Board Members present: Miranda Kloos, Wes White, Elaina Westegaard, Betsy Kimber. Michael Palfreyman via Zoom. Excused: Brian Brough, Bronwyn Gooch. Additional attendees: Tracy Stevens, JJ Tanner, and Nate Adams via Zoom.

Member White led the Pledge of Allegiance.
Member Kloos read the Mission Statement:

No Public Comment

Member Kloos led the Monthly Training Topic discussion: LEA Board Member Audit training from the USBE Audit committee. Need to add a member because we now have seven board members. Elaina Westegaard will be Chair, Miranda Kloos and Michael Palfreyman will be the additional members. Miranda Kloos will update the website with the appropriate information.

Primary duties include selecting an external auditor, ensuring policies and procedures for procurement are in place, and understanding the audit results and creating action plan if necessary. Business manager and admin are not members.

Review and discussion of Annual Board Calendar

Director and board: Mid-year check-in instead of full evaluation twice a year.

Check-in will address positives and concerns from fall evaluation.

Retreat set: July 17th

Chair Kloos expressed her intent to wish to serve an additional 1-year term when her current term is up in May.

Review and Report: Action Items from last month's meetings – all items complete.

Business Manager's Report

True-up should be completed this month, as far as the state goes.

Grants have come in or been approved - ESSER II for \$234k – can spend up until 2023.

About 10% profit margin, with potential approvals will be over 8%. Line items are on track – nothing standing out to be concerned about.

Director's Monthly Report

506 students and 22 on waitlist

474 intent to return next year – discussion of how to fill the remaining spots with Kindergarten not full yet.

COVID update – no new cases, one family is quarantined, but has not been in contact with anyone at school.

Reports from Board Committees:

Finance/Audit - Talked about budget and wish list items. Also discussed running feasibility report to determine if expansion would be possible.

Policy - Submitted several policies to Carol; should have them for Feb. meeting

Charter Accountability - No meeting

Technology - Watched presentation. Main takeaways: incorporate AI into practical application and teach students to apply scientific knowledge for practical purposes

Executive - Created word documents for the parent and student evaluations; overall positive; discussed a few changes we can make or items are on our radar and we are making.

Safety/SLT - SLT website down until end of Feb. Next meeting Feb. 2nd. Allotted amount \$67,764.

Member White motioned to approve Dec. 10th meeting minutes, Member Kloos 2nd. Discussion: Wes's name needs to be included as attendee; Miranda made change. In favor: Wes, Miranda, Michael. Elaina and Betsy recused due to Dec. absence.

Member White motioned to approve the submission of the Exhibit A, Member Palfreyman 2nd. Discussion: about the technology pillar; made some wording changes. Member White motioned to approve updated Exhibit A, Member Palfreyman 2nd, all in favor.

1st Discussion of 2021-2022 Fee Schedule with Spend Plan and delineation of fees - Discussion: everything looks good, fees remained the same.

Member Kloos motioned to approve the purchase of the 5 new (used) buses for Valley, Member White 2nd. Discussion - buses in good shape, have AC, larger and accommodate more students, offered maintenance records, 5 identical which will help with service and maintenance. Chair Kloos requested to put on the record, no other quotes had buses that included A/C which is what we need with our weather. All members in favor.

Member Kloos motioned to approve the sale of 5 buses to recoup the costs of the new buses, Member White 2nd. No discussion. All members in favor.

Member White motioned to approve the purchase of a parking lot sealer up to \$7,000, Member Westegaard 2nd. Discussion – we'll be able to do the parking lots ourselves rather than hiring someone to do it and we spent \$15K 2 years ago for a one-time project. All in favor.

Member White motioned to approve the amended by-laws, Member Palfreyman 2nd. Discussion – clarified annual meeting versus our retreat and appointment of officers versus committee responsibilities. By-laws are correct. All members in favor.

Member White motioned to approve the conflict of interest policy, Member Westegaard 2nd. No discussion, all members in favor.

Member Westegaard motioned to approve the employee grievance policy w/ grievance form, Member White 2nd. No Discussion, all members in favor.

Member Kloos motioned to move into closed session to discuss the character and competence of an individual. Member White second. Roll Call: Member White – aye, Member Westegaard – aye, Member Palfreyman – aye, Member Kimber – aye, Member Kloos – aye.

No action necessary from closed session

Recap and assignment of any action items needed from this meeting

- Miranda update website for audit committee; double-check about school phone number
- Miranda will post by-laws and policies
- Miranda will submit Exhibit A

Next proposed meeting is Feb 11th, 2021

Member White motioned to adjourn at 8:15, Member Westegaard 2nd, all in favor.