

Valley Academy Public Board Meeting Agenda
May 15, 2014 at 5:45pm
539 N 870 W, Hurricane, UT 84737

1. Work session of the Board 5:45-7:00pm
 - a. Closed session for the purpose of legal and personnel discussion (5:45-6:15)
 - b. Board Appreciation nominations (6:15-6:20)
 - c. Presentation by Red Apple Financial (6:20- 6:40)
 - c. Discussion of 2014-2015 school budget (6:40- 6:50)
 - d. Discussion of proposed school policies and amendments: (6:50- 7:00)
 - i. Uniform policy
 - ii. Field Trip policy
 - iii. Employee Handbook
 - iv. Teacher and Staff employee agreements
2. Welcome and open regular meeting at 7:05pm
3. Approval of minutes from 4/17/2014 public meeting. (7:05-7:10)
4. Mission Statement: (7:05-7:10)

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.*
5. Board Appreciation (7:05-7:10)
6. How well are students achieving the outcomes for which the school was chartered? (7:10-7:30)
 - a. Mr. Dunkley's monthly report
7. How well are the school's finances being managed? (7:30-7:45)
 - a. Business Manager's monthly report
 - b. Mr. Monson's monthly report
8. How well is the Board performing its responsibilities? (7:45-8:15)
 - a. Discussion and possible action on proposed school policies and amendments:
 - i. Uniform policy and any others that are ready
 - b. Board Training/Charter Review
 - c. Any reports from committees
 - i. Finance Committee
 - a. Discussion and possible adoption of the 2014-2015 budget
 - b. Discussion and possible action on Implementation Grant 14-15 year
 - i. Accountability Committee
 - ii. Scheduling Committee
 - a. Discussion and possible action on 2014-2015 calendar
9. Public Comment (8:15-8:25)
 - a. PTO report
 - b. Any other public comment

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.

10. Next meeting scheduled for June 19, 2014

Valley Academy Public Board Meeting Minutes

May 15, 2014 at 5:45pm

539 N 870 W, Hurricane, UT 84737

In attendance: Lane Blackmore, Alisha Terry-Martin, Derek Lewis, Dough Beecher, Jimmy Ashley, Tonya Heyder, Kevin Dunkley, Gary Kuhlmann.

Closed Session Beginning at 5:55pm

Closed Session Ending at 6:15

Additional in attendance: Jeff and Steve from Red Apple, Dave Monson, Karlene Young.

Board Appreciation: Adrienne Jacobs was selected for appreciation for the June meeting.

Presentation by Red Apple Financial: Founded by charter school founders. They specialize in charter finance and HR. Currently working with 22 charter schools in Utah. GWA is one of the schools they work with. They assign a business manager to work with us (ours would be shared with GWA) and he would visit the school 2 times per month, also attending board meetings. Thayne Smith would be assigned to Valley Academy. They all work out of a central office in SLC, so they are able to collaborate. They will provide help with grants and help with our master calendar of deadlines for the State. HR can be taken care of with phone calls and email in between visits. If there is a new hire, they will schedule an appointment face to face. The only extra fees beyond the contract price would be for help with switching to long-term financing and construction project management if we decided to add on to the school. *Please send the Red Apple contract to Gary- he would like to make some changes. *

Budget question: A lot of assumptions are made when creating a budget. The proposed budget was made with good faith estimates.

Discussion of policies:

- Field Trip policy needs a final review by Legal. **Place on June agenda.**
- PTO benefits to employees. Right now the charter says employees get 10 days. Most charters do 5-10 days. This change will require amendment to the charter. **Place on June agenda**
- Financial Policy. **Place on June agenda**
- Teacher and Staff employee agreements: Teacher and SPED Teacher agreements have been created and are ready to be approved. No staff employee agreement has been created yet.

7:00- open regular meeting

Additional in attendance: Marisa Monger, Nick Hasenwinkle, Natalie Metzger, Megan Gatlin, Stephanie Peck, Karen-Jane, Tara Freiberg, Tonya Crunk, Alex Santiago, Cherie Santiago, Greg Morris, Lynette Morris, Lindsay Morris, Pierce Morris, Shawna Iverson, Amy Mackay, Brenda Hall, Liz Bowler, Mark Zwahlen.

Doug made a motion to approve the minutes of the 4/17/14 meeting. All members in favor.

Jimmy read the mission statement.

Board Appreciation: The Morris Family was recognized for purchasing and installing the cupboards in the 5th and 6th grade classrooms. Their contributions are very much appreciated.

Mr. Dunkley's monthly report:

- Hurricane City has donated several surplus items to the school and has also given us the good news that we will no longer be charged for use of the auditorium and that we can use their marquee on State Street to advertise.
- 413 students currently enrolled for next year. Wait lists in 2nd, 5th, and 6th grades. We know that numbers will change somewhat over the summer, but planning at this time for 2- K, 3- 1st, 3- 2nd, 1- 3rd and a 3rd/4th split, 2 of each of the rest of the grades through 8th.
- Still planning for 2 bus routes.
- Still planning for Spanish K-5 daily, with elective Spanish available for 6-8th
- Friday attendance is still lower than 95%
- DIBELS will be reported next month
- Students of the month were announced: Kuira McGohan, Aspen Swecker, Jaycee Behunin, Nathan DeMille, Jasmine Davis, Skyler Santiago, Ryler Farnsworth, Solomon Turley, Rebecca Peck.
- Kevin will report back on benchmarks quarterly from now on.
- Appreciation expressed for the teachers and all they do.

Jimmy brought up the Chamber of Commerce relocation guide- the school could place an ad for a low price. The business expo is on June 21 from 11-3. The cost is \$50.

Doug went over the proposed budget. **Jimmy made a motion for one more financial meeting next week to discuss the budget.** Lane added that this will be a special meeting for discussion of the budget, followed by a vote to adopt the budget. This meeting will be May 20th at 7:15pm

Dave said that UEN internet connection has been linked and Skywire contract has been changed. Skywire is no longer charging \$40 per month in exchange for their antenna's being on our roof. Skywire is backup for our phone system. Working with Jocelyn communications for tech services.

Discussion of Teacher Employee Agreements: Alisha has a question about the statement in the agreements that says a designated employee can change the at will status of an employee. Gary says that this is a board-authorized employee and he recommends that this is done rarely, if ever. **Tonya made a motion to accept the Teacher and SPED Teacher employee agreements as written and approved by Kuhlmann and Associates. All members in favor.**

Doug made a motion to accept the Uniform Policy as written. All members in favor.

Question from the audience that we let the stores know to stock colored polos. Wal-Mart, Target, Old Navy, etc. This policy goes into effect for the 2014-2015 school year. Read through the policy for the benefit of the audience.

Budget will be discussed at the Special Meeting scheduled for May 20th at 7:15pm

Implementation Grant: Kevin reports that Marlies did receive the grant and will send it back with her comments for revision on more time. The grant is finally due on June 16th. This is prior to the next Board meeting. The grant requires approval by the Board prior to submittal. This was not done properly and there are several changes that need to be made to the application. Dave says that he will make sure the revised grant is approved by the Board prior to being turned in.

Accountability Committee Notes:

Discussion and Review of our Charter Contract Goals: our charter contract can be found on the website under the “Board” tab. The goals are dispersed throughout the document and we are “graded” each year based on our compliance with them. Last year our feedback from the SCB came around this time. We hope we will be seeing that soon this year.

Measure	Metric	Performance
Ethical conduct	Number of board violations of statute, State Board rule, or charter agreement as of date of amendment request submission.	<p>Goal: 0</p> <p>Actual: (Violations must be reported to the board as soon as Administration is aware of them. Otherwise this goal is assumed fulfilled)</p> <p>Accountability Committee Reporting: No violations known to us</p>
Regulatory and reporting compliance	Percentage of teachers properly licensed and endorsed for teaching assignment as of date of amendment request submission.	<p>Goal: 100%</p> <p>Actual: (Violations must be reported to the board as soon as Administration is aware of them. Otherwise this goal should be reported at the start of each school year and each time a new teacher is hired.)</p> <p>Accountability Committee Reporting: 100% compliance, with one issue in question that is currently being resolved</p>
Regulatory and reporting compliance	Percentage of employees and board members with completed criminal background checks as of date of amendment request submission.	<p>Goal: 100%</p> <p>Actual: (This goal should be reported on at the beginning of each school year and with the hiring of each new staff member)</p> <p>Accountability Committee Reporting: 100%</p>
Audit findings or recommendations	Number of material findings, financial condition findings, or repeated significant findings in prior fiscal year	<p>Goal: No findings</p> <p>Actual: (This goal should be reported in December when audit findings are given to the school, or if a known violation occurs)</p> <p>Accountability Committee Reporting: No material findings known. We did receive a letter with some issues to resolve, and those have either been resolved or are in the process of being resolved.</p>

Current assets to total annual operating expenses	Current Assets ÷ (Prior 12 months Operating Expenses ÷ 360)	Goal: 90 days Actual: (This should be reported each month) Accountability Committee Reporting: 45 days.
Regulatory and reporting compliance (page 2, reporting FY 2013)	Percentage of all required reports that are submitted to state agency complete, accurate, and on time	Goal: 100% Actual: (This should be reported each month) Accountability Committee Reporting: Unknown, but it is known that we have been late on several reports due to not knowing the deadlines
Student attendance rate (page 5, reporting FY 2013)	All student attendance/all student membership	Goal: 95% Actual: (This should be reported each month along with the enrollment report) Accountability Committee Reporting: 95% or better
Within year enrollment rate (page 5, reporting FY 2013)	Percentage of students continuously enrolled throughout the year	Goal: 95% Actual: (This should be reported in May of each year) Accountability Committee Reporting: 93%
Year to year enrollment rate (page 5, reporting FY 2013)	Percentage of students enrolled from one year to the next	Goal: 85% Actual: (This should be reported after the lottery is held each year) Accountability Committee Reporting: 104%
Continuous reenrollment rate (page 5, reporting FY 2013)	Percentage of students enrolled for all available years	Goal: 85% Actual: (This should be reported at the start of each school year) Accountability Committee Reporting: We would like more information on what this goal is asking for.
Progress score on UPASS (page 7, reporting FY 2013)	Attainment of minimum status composite score (school wide) on UPASS	Goal: 205 Actual: (This should be reported in September of each year. If goal is not reached, a correction and action plan should be presented) Accountability Committee Reporting: This goal will need to be changed as State testing has now changed. Follow up with Marlies.
Proficiency levels on state assessments by subject (page 7, reporting FY 2013)	Percentage of students scoring at proficiency on CRT, by subject, by disaggregated groups	Whole school and all subgroups: Language arts- Goal:85%/Actual: Writing- Goal:85%/Actual: Mathematics- Goal:83%/Actual: Science- Goal:81%/Actual: (This goal should be reported in September of each year. If goals are not reached, a correction and action plan should be presented)

		Accountability Committee Reporting: We do not know when we will receive this data back yet.
Proficiency levels on reading (page 7, reporting FY 2013)	Proficiency score on DIEBELS next (3rd grade)	Goal: 85% Actual: (This should be reported at the beginning and middle of the year. If the school did not meet its goal, the Director should create an action plan and report monthly on the progress of implementation and the results of student learning.) Accountability Committee Reporting: Missing data
Proficiency levels on math (page 7, reporting FY 2013)	Percentage of students scoring minimum math proficiency (6th grade)	Goal: 80% Actual: (This goal should be reported in September of each year. If goals are not reached, a correction and action plan should be presented) Accountability Committee Reporting: We do not know when we will receive this data back yet.
Current ratio (page 10, reporting FY 2013)	Current Assets/Current Liabilities	Goal: >1.15 Actual: (This should be reported monthly) Accountability Committee Reporting: Missing Data
Debt ratio (page 10, reporting FY 2013)	Total Liabilities/Total Assets	Goal: < 0.9 Actual: (This should be reported monthly) Accountability Committee Reporting: Missing Data
Occupancy costs (page 10, reporting FY 2013)	Facility Costs/Operating Revenues	Goal: < 0.22 Actual: (This should be reported monthly) Accountability Committee Reporting: Approx 0.22
Maintain applicable bond covenants (page 10, reporting FY 2013)	No default certification, Audited Financial Statements	Goal: 100% Maintained Actual: (This should be reported in December of each year or when any non-compliance occurs) Accountability Committee Reporting: 100% maintained
Adherence to budget (page 10, reporting FY 2013)	(Budgeted expenditure-Expenditure)/Budgeted expenditure	Goal: 5% Actual: (This should be reported monthly) Accountability Committee Reporting: Within 5%

Board member development	Percentage of Board members passing all available board training modules on the State Charter Board website	<p>Goal: 100%</p> <p>Actual: (This should be done in the month that it was sent out)</p> <p>Accountability Committee Reporting: Near 100%, a couple more need to be completed.</p>
Character Development	Percentage of classrooms implementing character development program, evaluated twice annually by the Accountability Committee and the Board	<p>Goal: 100%</p> <p>Actual: (This should be reported by the Accountability Committee in December and May)</p> <p>Accountability Committee Reporting: 100%</p>
Fine and Performing Arts	Percentage of classrooms implementing fine and performing arts programs, evaluated twice annually by the Accountability Committee and the Board	<p>Goal: 100%</p> <p>Actual: (This should be reported by the Accountability Committee in December and May)</p> <p>Accountability Committee Reporting: 100%</p>
Technology	Percentage of classrooms regularly utilizing technology in curriculum implementation, evaluated twice annually by the Accountability Committee and the Board	<p>Goal: 100%</p> <p>Actual: (This should be reported by the Accountability Committee in December and May)</p> <p>Accountability Committee Reporting: 100%</p>

Discussion of Uniform policy: Alisha reports that the Board decided to accept the recommendations of this committee on uniforms and that the updated policy will be voted on at the May Board meeting next week. We read through the updated policy. Additions to the committee's recommendation were: no neon or fluorescent colors and boots will be allowed, but no higher than 2 inches above the ankle. Posters with acceptable uniform choices will be posted in the office.

Discussion about school accreditation: Doug remembers that we didn't need to worry about it until our 3rd year of operation. Kevin will follow up on that.

Scheduling Committee Report: 2014-2015 calendar was created by the school secretaries and will follow the WCSD calendar in order to make sure we have the required amount of days. There are 182 days scheduled. After calendar is approved, the Director has the discretion to alter the daily schedule within that. Questions from the audience about minimum days and the proposed 4-day school week. Nick states that the committee will continue to work on schedules in future meetings, but there are more options than the 4-day week now available. Next meeting of the Scheduling committee will be on the 2nd Thursday in August at 6:00pm. Jimmy made a motion to accept the calendar as written. All members in favor.

PTO report: Tonya read for Charlotte.

- Sod-laying party tomorrow, planted 4 trees on Arbor Day with the help of James Blackmore's tractor.
- For teacher appreciation week, doors were decorated and the PTO was able to give a gift of a butcher paper rack as well as massages for all staff members who wanted one.
- 8th grade pancake breakfast will be on Tuesday from 9-11. A short presentation will be given as a send-off. Volunteers needed to cook.
- School water party will be Wednesday. Need volunteers to run games.

- Uniform recycle project starts next week on the 19th. Donations will be accepted and people can buy items for \$2 each. This was a great fundraiser last year.
- Faculty birthdays will all be celebrated by the end of school (as well as board member birthdays)
- VA window stickers are now available at the front desk
- New PTO officers for next year: Charlotte Potter, President
Alex Santiago, Vice President
Marisa Monger, Secretary
Kim Pope, Treasurer
Jacquie Roque, Historian

Public Comment:

- Brenda Hall asked who she can talk to about seeing if her son can visit with Mr. Howe before the end of school. Brenda was asked to speak to Mr. Dunkley first and follow the Grievance policy if needed.
- Stephanie Peck talked about being concerned over teacher turnover that has affected her daughter. She also expressed concern over the wording of the permission slip that has recently come home for a field trip to the city pool.

Doug made a motion to adjourn. All members in favor. 8:20pm