

Valley Academy Inc Public Board Meeting Agenda  
Aug 12th, 2021 @ 6 pm  
539 N 870 W, Hurricane, UT 84737

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: Open and Public Meeting Act [UAPCS | On-demand Training Videos \(utahcharters.org\)](https://www.utahcharters.org)

5. New Staff Introductions

6. Board Member Interviews

7. Review and discussion of Annual Board Calendar

8. Review and Report: Action Items from last month's meetings.

9. Business Manager's Monthly Report

10. Director's Monthly Report

11. Reports from Board Committees:

- a. Finance/Audit
- b. Policy
- c. Charter Accountability
- d. Executive
- e. Safety/SLT

12. Approval of minutes from the July 17th meeting.

13. Discussion and possible approval of the Policy and Procedure Manual.

14. Discussion and possible approval of updating the verbiage for the goal in Exhibit A

15. Discussion and possible approval of the following policies:

- a. Leave Policy
- b. Medication Policy
- c. Child Abuse/Neglect Policy
- d. Head Injury Policy

16. Discussion and possible approval of a new Board member

17. Closed session, if needed. **Utah Code 52-4-205(a).**

18. Any action necessary from closed session

19. Recap and assignment of any action items needed from this meeting

20. Next proposed meeting is Sept 9th, 2021

21. Adjourn

Valley Academy Public Board Meeting Minutes - APPROVED  
August 12th, 2021 at 6pm at Valley Academy 539 N. 870. W. Hurricane, UT 84737

1. Welcome by Chair Kloos at 6:04pm. Board members in attendance: Miranda Kloos (Chair), Elaina Westegaard (Vice Chair), Monica Adams (Secretary), Buffy Nelson (Member). Additional Attendees: Tracy Stevens, JJ Tanner, Daniela Stackhouse, Judy Johnston and Alisha Terry-Martin. Excused: Michael Palfreyman (Treasurer) and Wes White (Member).
2. Vice Chair Westegaard led the Pledge of Allegiance. Chair Kloos, who read the mission statement.
3. No public comment
4. Monthly Training Topic: Open and Public Meeting Act [UAPCS | On-demand Training Videos \(utahcharters.org\)](https://www.utahcharters.org). This is mandatory training. Members White and new members will need to take the training. Questions: Member Nelson asked questions pertaining to committee email structure. Questions about quorum were raised and answered. Questions about naming all who are in favor or opposed on votes were raised. Chair Kloos will follow up to answer the question about naming those who vote. No other questions.
5. Board Resignation: Elaina Westegaard has indicated she is resigning from the Board of Directors effective 8/13/2021. New Staff Introductions: Daniela Stackhouse is a new employee and introduced herself to the Board of Directors. Daniela Stackhouse will be a school counselor. Elaina Westegaard has accepted a position with Valley Academy as an Art teacher.
6. Board Member Interview: Alisha Terry-Martin, a founding member of Valley Academy. Alisha spent many years on the original board. Alisha asked questions about the Board of Directors and indicated an interest in becoming involved in the activities of the Board and the School. Alisha had questions about terms that were answered. Alisha indicated excitement about future Valley activities such as the addition of 9th grade. Alisha had questions about the Board Goals: Increase parent participation in school sponsored activities, Retention Rate: 100% w/ waitlist, Oversee the school's Four Pillars as defined in Exhibit A and ensure accountability. Questions about the difference of governance and management and engagement of the Board were discussed.
7. The calendar for this month included the UAPCS Training on Open and Public Meeting Act, which was conducted.
8. Action Items from last month's meeting: Chair Kloos updated UPN website and current school fees and wrote goals. Secretary Adams updated the website for minutes and updated the UPN site for minutes.
9. Business Manager Report: Budget and financials were shared with the Board over email. Financials include 1 month of data. FY 2021 are unaudited, estimated actuals that include realized deferred revenue allowable through Senate Bill 178 that allows restricted SPED funds to be used for unrestricted expenses. This is shown as new revenue without new expenses in the financials. Some changes since the approved budget include additional teacher salary. Reviewed oversight of grants and monitoring of accurate financial processes for this year (finance committee or administrative team as appropriate). Current audit is in process, expect it to be finished in October-November 2021. Question about stipends. Stipends are at 80% now. Teacher Supplement Salary Program and teacher stipends are in that line item. Cash on hand is healthy. Recognized Mr. Stevens' effort on financial management while supporting staff and students.
10. Director Monthly Report. Mr. Stevens reviewed his report on enrollment. 514 enrolled (estimate) and 100 waitlisted. Mr. Stevens recognized the transition from SIS to Powerschool, which has taken significant effort, and much thanks to the Powerschool team for their work on this program. Back To School Night: went well and positive reaction for Board participation. New Art Teacher Hired. First day of school was today and went well.
11. Reports from Board Committees:
  - a. Finance/Audit: No report due to audit schedule and back to school.
  - b. Policy: Reviewed Leave Policy (in draft), Medication Policy.
  - c. Charter Accountability: Need to get scheduled leadership and staff meetings to schedule these out and have them regularly scheduled. Monica to coordinate with Member White and Tracy and JJ.
  - d. Executive: Did Not Meet - meeting 4th Monday of the month.
  - e. Safety/SLT: No Meeting Yet.

12. **Vice Chair Westegaard made a “Motion to approve the minutes from the July 17th meeting” and Chair Kloos seconded the motion. Chair Kloos opened the floor for discussion, to which there was none. The motion carried unanimously with the following votes: Chair Kloos - Yes, Vice Chair Westegaard - Yes, Secretary Adams - Yes, Member Nelson - Yes.**
13. Proposal to Adopt Revised Policy and Procedure Manual. Judy Johnston reviewed changes to the Valley Academy Charter School Special Education Policies and Procedures Manual - Alternative SLD Eligibility Method. Ms. Johnston reviewed the changes emphasizing scoring and patterns of strengths and weaknesses to help strengthen deficits in learning in the special education program. It is an inclusion model to patter IEP’s to each child to strengthen their unique situations. Questions were raised about how children are assessed if parents have concerns about their child’s learning. Ms. Johnston reviewed the method of evaluating cognitive and academic achievement review. The State of Utah has reviewed and approved the changes pending Board approval. A request was made by Member Nelson to table a vote until the manual can be reviewed thoroughly. The deadline for the State of Utah is October 2021. An official letter or draft minutes showing approval is allowable by the State.  
  
**Chair Kloos made a “Motion that we table the approval of the Policy and Procedure Manual until next month so that we have time to fully review it” and Member Nelson seconded the motion. Chair Kloos opened the floor for discussion, to which there was none. The motion carried unanimously with the following votes: Chair Kloos - Yes, Vice Chair Westegaard - Yes, Secretary Adams - Yes, Member Nelson - Yes.**
14. **Chair Kloos made a “Motion that we update our verbiage for our goal in Exhibit A to Valley Academy Charter School will be at or above the average (mean) of the 20 closest similar schools per USBE definition of similar schools” and Secretary Adams seconded the motion.** Chair Kloos opened the floor for discussion. Chair Kloos described how the data used in our expansion application used different data than what we collect. The language in Exhibit A will allow for consistency. Current Verbiage: Valley Academy Charter School will be at or above the average (mean) of the 20 closest comparable schools on state accountability. New Verbiage: Valley Academy Charter School will be at or above the average (mean) of the 20 closest similar schools per USBE definition of similar schools. **The motion carried unanimously with the following votes: Chair Kloos - Yes, Vice Chair Westegaard - Yes, Secretary Adams - Yes, Member Nelson - Yes.**
15. **Vice Chair Westegaard made a “Motion to approve to approve the medication policy” and Secretary Adams seconded the motion.** Chair Kloos opened the floor for discussion. Discussion was held about State laws regarding storage of medications and locking medications such as asthma inhalers and insulin. Discussion was held about how medications are available for students, training on self-administration, accessibility of medications to students and the involvement of nurses (RN’s) to train appropriate staff on the policy and documentation of the training of the policy. Laws were reviewed in the forming of the policy. **The motion carried unanimously with the following votes: Chair Kloos - Yes, Vice Chair Westegaard - Yes, Secretary Adams - Yes, Member Nelson - Yes.**
16. **Chair Kloos made a “Motion to appoint Alisha to the open Board position” and Vice Chair Westegaard seconded the motion.** Chair Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Chair Kloos - Yes, Vice Chair Westegaard - Yes, Secretary Adams - Yes, Member Nelson - Yes.**
17. No Closed Session
18. No Closed Session Actions
19. Chair Kloos will post the Medication Policy, will remove “unanimous” on minutes, and update WF accounts by removing Vice Chair Westegaard and adding Treasurer Palfreyman due to Vice Chair Westegaard’s resignation from the Board, and email agenda to parents. Secretary Adams will do the recording on UPN and minutes for the website for June and July (approved minutes). Monica will reach out to Mr. Stevens and Mr. Tanner to coordinate committee meetings.
20. Next proposed meeting is Sept 9th, 2021 at 6pm at 539 N 870 W, Hurricane, UT 84737
21. **Vice Chair Westegaard made a “Motion to adjourn” and Member Nelson seconded the motion. The motion carried unanimously with the following votes: Chair Kloos - Yes, Vice Chair Westegaard - Yes, Secretary Adams - Yes, Member Nelson - Yes.** Meeting adjourned at 7:43pm.