



539 N 870 W Hurricane Utah 84737* 435-635-0772* www.valleyacademycharter.com*

Valley Academy Public Board Meeting Agenda
September 18, 2012 at 7pm
539 N 870 W, Hurricane, UT

7:00pm-

1. Welcome and call to order
2. Review and approval of minutes from 8/21/2012 public meeting
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. How well students are achieving the outcomes for which the school was chartered?
 - a. Director's monthly report
 - i. Mr. Woodd's request to add 25 more students for the 2013-2014 school year.
 - ii. Mr. Woodd's proposal on building rental
 5. How well are the school's finances being managed?
 - a. Business Manager's monthly report
 - b. Asset Manager Program (follow up from August meeting)
 6. How well is the Board performing its responsibilities?
 - a. Charter Review
 - b. Board Development Topic
 - c. Board Calendar
 - d. Board Appreciation
 7. Reports from Committees
 - a. Legal
 - i. RFP for legal services
 - ii. Annual Corporate Renewal
 - b. Technology
 - i. UEN/Skywire contract
 - c. Land and Building
 - i. Modular units/Garden/BioDome
 - d. PTO
 8. Public Comment: Members of the public wishing to participate in public comment must sign in with the Board secretary prior to the start of the
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meeting. Please keep comments to 2 minutes or less. The Board will not formally discuss public comments during this meeting. Board Members and School Administrators will be available to answer questions following the meeting.

9. Time and place for next meeting: October 16, 2012. 7pm at Valley Academy.
 10. Adjourn.
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Valley Academy Public Meeting Notes
9/18/2012 at 7pm

In attendance: Alisha Terry-Martin, Lane Blackmore, Tonya Heyder, Derek Lewis, Doug Beecher, Liz Goddard, Ed Woodd, Mike Killeen, Dawn Martin, Ben Klepper, Kelly Fausett, Cory Martin, Shani Dutton, Bruce Stringham, Emma Humphries, Ashlyn Freeman, Sadee Heyder, Adam Heyder, Jacey Fausett, Madie Heyder.

7:00pm

Welcome and call to order

Motion to approve the notes from the 8/21/12 public meeting as written by Lane Blackmore. All members in favor.

Mission statement read by Liz Goddard.

Director's Report to the Governing Board
September 18, 2012

OLD BUSINESS

UEN MOU: In January, the Board signed an MOU with the Utah Education Network (attached) the MOU stated the UEN would provide a 100MBS Ethernet service to the school for 5 years for a one-time cost of \$14,490 plus monthly fees. UEN agreed to access E-Rate funds estimated to be \$10,287.90 to be applied leaving Valley with a balance of \$4,202.10. UEN came and installed a switch on Friday, September 7, three weeks after school began.

Since the MOU was signed, HighMark introduced us to SkyWire who bid on and installed our complete IT infrastructure, which was up and running prior to the start of school. They have offered to provide us a 100MBS minimum service (contract attached) free of charge for allowing them to place small transceivers on our roof. If the Board vote to determine how we should address the MOU with UEN, I will be happy to follow through.

Social Emotional Learning: We are conducting ongoing training in partnership with Six Seconds. Teachers are generating lessons on social/emotional learning and the student council is working toward culture building activities. Teachers are receiving continuing professional development training Friday, September 21. Our intention is to conduct youth surveys for all students in grades 3-7 this month. In addition, we will conduct two climate surveys including Board members, staff and parents. The first survey will be administered in December and the second in May. The climate surveys are norm referenced and will give us an accurate picture of the climate of Valley Academy.



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Building Rental Proposal: At the last monthly meeting, the Board requested a proposal for renting the dance studio. Jessica van Klaveren did some calling and found out there is a range of charges depending on location and facility. We feel it would be equitable to charge \$35 per hour for the dance studio plus a custodial fee of \$25 for any group or individual charging a fee for a program. For groups or individuals not charging a fee, the \$25 custodial fee would apply.

NEW BUSINESS

Grant Award: We applied for online technology grant money in July and have just received notice that we have been awarded \$6,025 by the State. This money must be spent for computer hardware. The state will reimburse us for money we spend.

Growth Model: With the Board's permission, we would like to petition the state for the ability to add one class each year beginning with 1st grade in the 2013-14 school-year. This would allow us to continue offering 3 sections of all-day kindergarten and retain our students as they matriculate. Lane has an idea we can add several classrooms off the multi-purpose room which would accommodate our needs until such time as we will need to phase in the high school buildings and auditorium. These additional students would allow us to build our financial stability while we most need it and take the time we need to carefully design our high school model.

Parent/Teacher Conferences: We would like the Board's input deciding if parent/teacher conferences should be held on two separate nights – K-3 on one and 4-7 on the other. We realize most of our families have multiple children in the school but we also understand that getting around to see 3 or 4 teachers in one night is a virtual impossibility. We would like provide the best opportunity for parents to meet with all their children's teachers.

Christmas Performance: We have scheduled the first annual Valley Academy Christmas performance Thursday, December 20 @ 7pm in the Hurricane Community Center Auditorium. The performance will feature dance, drama and music ensembles from across the grades. This is our first public performance and should prove to be wonderful. A separate strings performance is scheduled in our multi-purpose room Thursday, December 6 @ 7pm. We look forward to this fabulous opportunity to see our students shine!

- Mr. Woodd said that he will have the high school plan ready for board review by December. In addition to this, he would like to request the ability to add an additional class of Kindergarten each year for a certain number of years in order to reach the ultimate goal of 3 classes of each grade at maximum enrollment. This complete plan (which will include a building addition plan) will be presented to the board prior to making application to the State Charter Board.

- Mr. Woodd has researched possible prices for renting our spaces here at the school. Trent has some additional information to add to this to make sure we are creating a good policy/procedure to start out. This item will be tabled until we are able to get the additional information from Trent.

- The school won a Facebook contest from a local business. We will be given \$500 in cash from Boulevard Home Furnishings and a gift certificate for \$300 for in-store purchases. Several ideas have been given for what we should do with the money. It hasn't been decided yet. The check will be given to us in a ceremony at the Boulevard store in St. George on Sept 25 at 8:30am. Alisha and Mike will be attending to represent the school.



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- Mr. Woodd reported that there had been a small gas leak in one of the classes that was caused by a loose connection on one of the air conditioning units. It was quickly reported by a teacher and quickly shut off by the facilities manager causing the evacuation of just one classroom. The fire department responded and verified the leak was contained and the room was safe to enter. Mr. Woodd also reported that a student had fallen from the playground and broken their arm last week. The student received first aid and was taken to the doctor by her family.

-Dawn presented the business manager's monthly report. Dawn explained the new format of the report that will be given each month. New accounts will be set up for each of the grants to make sure they are being accounted for properly.

- Mr. Woodd asked Ben to explain the purchasing accountability software. We have not yet paid for this software. The company has upgraded the scanner and given a satisfaction guarantee. Mr. Woodd stated that the funds to pay for this system will be taken from our last year's reserve. The school will use this system to barcode and scan all property, take pictures, and keep track of location and status of property. So far it is working well.

Charter Review:

Terms and Conditions of Employment

Valley Academy will strive to create a learning environment and positive work place for all staff by working with employees to correct issues as they arise and maintain standards of acceptable conduct. VA will be an at-will employer and will follow all Utah State and Federal Equal Employment Opportunity Laws regarding both Americans with Disabilities Act, Civil Rights, ADEA and ADA protections. VA will not discriminate against any applicant or employee on the basis of race, color, religion, sex, national origin, age, or disability. Before beginning employment, employees at VA will sign a Letter of Understanding defining their employment. This agreement may be terminated at will by either party, with or without cause, and with or without notice. The existence of the Letter of Understanding does not create any expectation of continued employment at VA. Employees will be given a policy and procedure handbook at the time of hire. Employees will also have access to this same policy and procedure handbook at any time while they are at work and online. Employees will be expected to read and acknowledge that they have read this handbook. Employees will then be responsible for the information contained therein.

The VA Board will work to find the Director first. The Director will then hire all VA staff positions with a committee to assist. Job openings will be posted on appropriate education job sites both in and out of state. Recruitment will be a priority for the Board before VA opens. VA's Director and Board will have hiring committees, consisting of teachers, parents, and Board members for open positions.

VA is not legally obligated to provide notice or follow specific criteria prior to terminating an employee. However, VA's goal is to retain employees, and therefore, the school will work with employees to help improve performance.



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- The board calendar was reviewed. Goals from our charter contract are at the bottom of the calendar for everyone to see so we are aware of what we will be graded on.

October

10/16/12 Monthly report to WCSD
Special Education Policies and Procedures
Manual

**Deadline for Board Members to have
Fingerprints/required paperwork
turned in 10/1/12**

Oct 1- Fall Enrollment Count

Oct 1- AFR for prior year due

Oct 1- APR for prior year due

Oct 1- Final Deadline to
complete CACTUS

Oct 15- Northwest Accreditation
Report (annual)

Oct 20- Monthly Financials Due

Oct 21- Data Clearinghouse File
upload for Fall Enrollment Due

Oct 30- DWS Wage report due

Oct 30- Utah Consolidated
Application due

Oct 31- School Fee Certificate of
Compliance Due

November

11/13/12 Free and Reduced Lunch Enrollment Survey
Educator Salary Adjustments per CACTUS

Monthly report to WCSD

Nov 1- Fall Enrollment Audit
Report Due

Nov 1- Negotiations Report Due

Nov 1- Title I Comparability
Report Due

Nov 15- CACTUS update for
current year

Nov 15- Form 990 due 501C3

Nov 20- Monthly Financials Due

Nov 30- Immunization Status
Report Due

Nov 30- Financial Audit for
prior year due

December

12/18/12 Formal Director Evaluation/mid year

Dec 1- Enrollment Report
SCRAM



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Annual Title I Desktop monitoring
Semi-annual Board Evaluation (charter contract)
Monthly report to WCSD

Dec 20-Monthly Financials Due

All Board members will have State Required GBOT modules completed

Charter Contract Goals:

Attendance= 95%

Students continuously enrolled through the year= 95%

Students enrolled from year 1 to year 2= 85%

Students continuously enrolled for all available years=85%

UPASS composite minimum score=205

Student proficiency on CRT by subject:

Language arts=85%
Writing=85%
Mathematics=83%
Science=81%

Proficiency on DIEBELS=85%

Percentage of 6th grade students scoring minimum math proficiency=80%

Percentage of teachers properly licensed and endorsed= 100%

Percentage of employees with completed background checks=100%

No material findings in financial audit

30 days cash on hand

Current assets\liabilites= FY15+ -1.25

Debt ratio: Total liabilities\Total assests= FY15+ -0.9

Facility Costs= <25% Total operating revenues

Maintain bond covenants and audited financial statements= 100%

Adherence to budget within 5%

100% of classrooms will be implementing a character development program as evaluated by the Accountability Committee in December and May

100% of classrooms will be implementing fine and performing arts programs as evaluated by the Accountability Committee in December and May

100% of classrooms will be regularly utilizing technology in implementing the curriculum, as evaluated by the Accountability Committee in December and May.



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-Alisha asked for the board to consider a monthly “Board Appreciation” award that would be given to a staff member, parent, student, etc who makes a significant contribution to the school. This could be nominated and recognized at each board meeting. Derek suggested that guidelines be set forth. Lane made a motion that the board create this monthly appreciation to recognize an individual who significantly contributes to the school or improves the process within the school. All members in favor.

-Trent is not present to discuss the legal items. These will be moved to the next meeting.

- Discussion of UEN MOU. UEN did not provide internet services that were promised and contacted the school 3 weeks after school start. Mr. Woodd pointed out that if we had relied on UEN for internet services, we would have suffered significantly. A motion was made by Lane to write a letter to UEN expressing our desire to exit the MOU as stated, giving 30 days notice. Mr. Woodd will write this letter and Alisha will sign it. All members in favor. This letter will be sent out to the board prior to signing and sending to UEN.

- Discussion of proposed contract with Skywire. Lane suggested that we receive approval from Highmark prior to signing this agreement because of our lease agreement with them. Mr. Woodd stated that Skywire has provided services above and beyond expectations. They have offered to provide 1000mb internet service to the school for free in exchange for allowing them to put an antenna on the roof of the school.

-Lane discussed the portable classrooms are near completion. Lane also presented a plan for school expansion that would be started this summer. This plan includes 9 more classrooms, bathrooms, and an auditorium as well as more parking spaces and a large soccer field. Doug suggested that we do a pro forma showing that we will be able to afford this addition. Lane stated that this “phase 2” would allow for expansion up to 10th grade instead of needing to build again each year.

-PTO reported on activities that are currently going on and planned for the future. Discussion about setting up PTO bank account and starting corporation.

-No public comment

-Next meeting 10/16/2012

-Motion made to adjourn by Lane. All members in favor.
