



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

Valley Academy Public Board Meeting Agenda
August 21, 2012 at 7pm
539 N 870 W, Hurricane, UT

7:00pm-

1. Welcome and call to order
2. Review and approval of minutes from 7/26/2012 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 will we ensure students are achieving the outcomes for which the school was chartered?
 - a. Director's monthly report
 5. How well are the school's finances being managed?
 - a. Business Manager's monthly report
 - b. Report on 401K plan (follow up from July meeting)
 - c. Purchase requests over \$5,000
 6. How well is the Board performing its responsibilities?
 - a. Charter Review
 - b. Board Development Topic
 7. Reports from Committees
 - a. Land and Building
 - i. Modular units
 - b. Marketing/PTO/Fundraising
 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 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: September 18, 2012. 7pm in the Board room at Valley Academy. This will be the new permanent location for future board meetings unless specifically posted otherwise.
 10. Adjourn.
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Valley Academy Public Board Meeting Minutes
August 22, 2012, 7:00 p.m.
Valley Academy Charter School

In attendance: Alisha Terry-Martin, Derek Lewis, Tonya Heyder, Doug Beecher, Lane Blackmore, Ed Woodd, Mike Killeen, Veronica Matautia, Shawna Iverson, Cory Martin, Barbara Merrell, Crystal Mecham, Liz Bowler, Dawn Martin, Megan Johnson, Amy Mackay, Mikki Brown, Melissa Haws, Keturah Lance. Excused: Board members Trent Seegmiller and Liz Goddard.

1. Alisha opened the meeting.
2. Motion made by Lane Blackmore to approve minutes from the 7/26/12 meeting as printed. All members in favor.
3. Mission statement read by Tonya Heyder.
4. Ed's Report

OLD BUSINESS

A special thank you goes to Kevin Abraham for serving as our business administrator since January. Kevin has done an exceptional job of providing guidance regarding building and financing issues as well as establishing our original operating budget. His common sense approach and amazing attention to detail have provided us with a solid foundation for our continuing financial health.

Charter amendment: Alisha and I travelled to Salt Lake to request the addition of 8th grade for next school year. After some questions regarding our budget, the Charter Board unanimously approved our request.

Pre-service Training: Dr. Killeen and I facilitated 5 days of pre-service training for our faculty. In addition, two days of social/emotional learning training was conducted by Alex Russell of the Six Seconds organization. Alisha provided first aid training for the entire faculty and the HPD gave a safety briefing regarding lock-out and lock down procedures.

Ribbon cutting: Over 500 people from the community attended our ribbon cutting ceremony August 11. The Cub Scouts conducted an official flag raising ceremony. A Bronze plaque has been purchased to commemorate the event. The plaque will be mounted on the entrance of the building.

Back to School Night: A crowd of 600+ attended our back-to-school night

NEW BUSINESS

Beginning of School: The first three days of school have been a hectic but joyful experience. We moved from our temporary offices and into our beautiful new facilities Thursday and Friday, August 9&10. HighMark and Bouma construction finished our building as promised. Students arrived on Wednesday and classes began without a hitch. All kindergarten students have completed testing and the other grades have gathered baseline data on students so individual growth can be measured.



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Traffic Flow: When Alisha and I visited charter schools last winter, one constant negative we heard was morning drop-offs and afternoon pick-ups were a mess. Some schools were reporting traffic snarls, angry local residents and waits of up to 35 minutes. With the help of faculty and staff volunteers, we have implemented a traffic flow plan that has allowed us to keep our drop-off and pick-up times under 12 minutes. The Hurricane Police Department has provided a crossing guard at the intersection of 870W and 600N. We are grateful for their assistance.

New Hires: We have hired Ben as our purchasing coordinator and Kelly as receptionist they have been great additions to our staff. We are happy to announce, effective September 1, Dawn will become our Business/HR Director.

We received a grant from Wal-Mart for \$1,000. Will be used to assist needy families with lunch or uniforms.

5. Finances-Kevin

- a. July/August salaries are paid this week.
 - b. Current overages in budget: first aid, equipment. These items will need to be adjusted before year end.
 - c. Derek asked about the salary budget being over 12%. Ed explained that federal funding will cover that, and it hadn't been accounted for when we had our budget meeting due to not knowing what federal money we would be getting.
 - d. Alisha asked about the teachers' supplies category being above 75%. Ed explained that most supplies for the entire year were purchased up front.
 - e. The number of students per grade need to be reported in the monthly report.
 - f. 401K- We have contracted with John Hancock. Additional paperwork is needed. Trustees were selected for the committee: Lane, Doug & Derek.
 - g. Insurance can be put in place now that trustees are identified.
 - h. Lane made a motion to approve Lane Blackmore, Doug Beecher, and Derek Lewis as trustees of the 401K plan. All members in favor.
 - i. Purchase requests over \$5,000
 - i. Asset Manager equipment: includes software, handheld scanners, scanner, printer, labels and maintenance agreement. Also track depreciation.
 - ii. Doug felt after researching that it is the best option.
 - iii. Lane asked what budget it will come from. Ed explained the equipment or I.T. category, but was unsure of the funds available.
 - iv. Derek would like to see budget and contract in writing.
 - v. Derek made a motion to table this issue for next month's agenda. All members in favor.
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6. Board Performance: Doug read a section of the charter

Employee Evaluation

Continuous review of employee performance is important for developing and furthering the mission of Valley Academy. Employees need feedback, both positive and constructive, to enable them to improve their skills and to recognize the progress and work they have accomplished. Employee evaluations, both formal and informal, will be regular, standardized, and as frequent as possible. Feedback will be both written and verbal. VA shall maintain a confidential personnel file for each employee. The personnel file will contain the evaluation documents discussed in this section, as well as any other employment related documents or correspondence.

All instructional and professional staff will create and maintain a Personal Development Portfolio containing goals and the employee's plans for meeting those goals. Prior to the beginning of the school year, the Director and employee will meet and discuss goals and develop a professional growth program. The Director will meet and discuss goals and develop a professional growth program with the Board. The portfolio will include samples of classroom or schoolwork, personal reflections, and any other material deemed appropriate as evidence of continuous improvement. The portfolio will be used in the formal review process.

All employees will receive at least two formal evaluations per calendar year and several informal evaluations. A formal evaluation is a pre-determined evaluation, wherein the teacher will be informed of the time, methodology, and expectations of the evaluator. This information will be introduced to all teachers at the beginning of the school year so they understand the purpose and methods they will be evaluated against. In a formal evaluation, each employee will meet in a pre-conference with the evaluator prior to the evaluation to review lesson plans and evaluation criteria. After observing the teacher, the evaluator will provide a description of the lesson, its objective, the lesson format, methods and materials used, employee's strengths, areas for improvement, follow-up items from previous evaluations, instructional goals, interpersonal goals, goals for professional development/coursework, and any other relevant comments. (These criteria can be adapted as necessary to conduct self-assessments, peer reviews, informal reviews, etc, and for non-teaching staff.) Comments should be positive and the evaluator should limit recommendations to two or three significant items. Recommendations will be revisited in future evaluations to assess progress.

A post conference will be held as soon as possible, with the intent of being no longer than 24 hours after a formal evaluation was held to discuss the strengths and areas where improvement is needed. If an evaluation reveals poor job performance, remediation will be suggested and a mentor teacher provided to help the teacher make the required changes or improvements, such recommendations will be reviewed for progress as necessary. If there has been no progress at the time of review or a disciplinary problem is at issue, a formal corrective action plan may be the next step to suggest a specific course of action that may improve performance. If it is determined that an action plan is prudent under the circumstances, the Director will organize a plan detailing the problem, the steps that both the employee and the Director will take, and the timeline for implementing the plan. The employee should have input and suggest changes. If the employee fails to follow the corrective measures established by the school, or it is determined that the employee's performance does not meet the standards of VA, involuntary termination may be initiated by the school. Involuntary termination is a decision made by the Director, in consultation with the Board, after a determination that termination is in the best interest of the school, its vision, and/or its teaching philosophy. Also see the above section: *Terms and Conditions of Employment*.



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Director

Before the beginning of the school year, the Board will meet with the Director to set personal and professional goals in alignment with the school's vision. The Director will be formally reviewed in January and at the end of the school year. These reviews will evaluate goals and give objective feedback to the Director in areas relating to vision alignment, staff development, student success, community outreach, leadership, and other areas the Board sees fit. Teachers and staff will also provide personal written reviews of the Director in December and May. These will be reviewed at the formal review between the Director and the Board. Results of the formal reviews will be put in writing, signed by the Director and Board President, and placed in the Director's personnel file. Several parents of students currently attending the school will be selected at random to request a personal written review of the Director in December and May. These will also be reviewed by the Director and Board. All reviews will be kept confidential at the request of the reviewer.

Entry Years Enhancement (EYE) Program

As part of VA's mission to utilize a highly trained and committed staff to deliver its program, we will provide special attention to teachers during their first three years of employment to provide them an avenue for success and competence as outlined in Utah Administrative R277-522. VA is committed to ensuring its entry-level teachers:

1. Develop the skills required of capable teachers; and
2. Complete all enhancements enumerated in R277-522 for Level 1 teachers.

The purpose of VA's EYE Program is to develop in entry-level teachers, or teachers seeking licensure through an ARL program, a successful set of teaching skills and strategies with assistance from experienced colleagues. As part of VA's EYE Program, the Director will assign each Level 1 teacher a mentor-teacher in the first semester of teaching to supervise, support, and act as a resource for the entry level teacher as set forth in R277-522-3(B). Additionally, VA will provide training, mentoring, testing, assessment, evaluation, and assistance in developing and evaluating each entry-level teacher's professional portfolio.

- i. Ed requested an amendment to this section: planning and goals between Director and employees should be within the first 30 days of school start instead of prior to school start each year.
 - b. Listened to Board Development Topic: Just say no to self-appointed reconnaissance missions. Board speaks and acts as a group, not as individuals.
 - i. Board should not be directing school staff
 7. Building Committee-Lane
 - a. Lane brought in drawing and breakdown for completion of modular classrooms and excavation of property.
 - b. Lane is offering to manage this project for no profit, running it through his company in order to save approximately \$17,000 under the next bid. This way we have insurance in place. Lane is requesting only reimbursement for legitimate expenses such as paying employees.
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- c. Estimates \$80-100,000 to set-up. Contingency included. Highmark is willing to loan \$100,000 for this project separate from our building lease. Funds and checks will run through Highmark.
 - d. Time frame is estimated at 3 weeks to occupy.
 - e. Derek made a motion to accept Lane's proposal with contract signed. Alisha to sign final contract. All members in favor. Lane abstained from the vote.
 - f. Discussion of land dispute between ValleyAcademy and Hurricane Elementary. Lane made a motion to purchase land between Valley Academy and Hurricane Elementary offering a median between 2 appraisals (one from our side and one from WCSD side) not to exceed \$8,000. All members in favor.
8. Ed brought up that several outside companies have requested rental prices for use of our facilities.
- a. Private companies must have their own insurance-Derek.
 - b. Need to consider the expenses of the equipment and custodian.
 - c. Any contracts need to be approved by full Board.
 - d. Ed will do draft for next meeting.

Public Comments:

- a. Megan Johnson-Asked for explanation of carpool and drop-off/pick-up.
 - b. Ed explained that carpool students will meet in the multi purpose room. When full group is gathered they are allowed to go to the curb out front. Carpool parents are allowed to park out front.
 - c. Discussed the back doors being unlocked for students. Doors are unlocked in the mornings, but may be sticky right now due to being new.
 - d. Discussed a space in the fence by the Kindergarten play area that is too wide and kids can get through it.
9. Next meeting will be September 18, 2012 at 7pm here at Valley Academy Charter School.
10. Doug made a motion to adjourn meeting. All members in favor.
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