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Valley Academy Public Board Meeting Agenda
June 19, 2012
63 S 100 W, Hurricane, UT

5:00pm- Work meeting to discuss the 2012-2013 budget

7:00pm-

1. Welcome and call to order
2. Review and approval of minutes from 5/15 and 5/29 public meetings
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
 - b. Director's semi-yearly formal evaluation
5. How well are the school's finances being managed?
 - a. Business Manager's Monthly Report
 - b. Discussion and possible action on 2012-2013 budget approval
6. How well is the Board performing its responsibilities?
 - a. Highlights of Compliance Meeting with State Charter Board Staff
 - b. Charter Review
 - c. Board Development Topic
 - d. Board self evaluation
 - e. Board leadership elections
7. Reports from committee
 - a. Land and Building
 - b. Legal
 - i. RFP for Legal Council
 - c. Marketing
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 public meeting: July 17, 2012 at 7pm. Place TBA.
10. Adjourn

Valley Academy Work Meeting Notes
June 19, 2012, 5:00 p.m. @ the Hurricane Community Center

In attendance: Tonya Heyder, Alisha Terry-Martin, Lane Blackmore, Liz Goddard, Trent Seegmiller, Dawn Martin, Keturah Lance, Kevin Abraham, Barry Roberts.

5:00 Alisha called meeting to order. Purpose of the meeting was to discuss the budget.

Kevin discussed budget area based on 450 students.

- Employees: hourly (part time) & salary (full time with estimated benefits)
- Budget is reported in a number series.
- Valley Academy needs to maintain 5% under budget to qualify for bonding in the future
- Counselor will be a contracted employee
- \$500 allowed to each teacher for supplies the first year.
- CTE is required for 7th grade. To qualify for funding for CTE, we must have a qualified teacher.
- There are concerns about the Textbook/Curriculum budgeted amount.
 - Need to speak with Ed about having a meeting with the teachers about this concern.
- 22—elected not to use funds in these areas.
- 5 personal days per year for teachers.
- Dawn will check on Start-up grant. Applied for the maximum: \$300,000.
- Katering Koncepts will employ someone to run lunch.
- 24320- employee training- Kevin filled in blanks according to his experience.
- I.T. is contracted with Skywire. This will cover repairs, etc.
- Pest Control estimate could be high
- 26680- Doesn't include grounds equipment, lawn mowers, trimmer, etc.
- The Board asked for a teachers meeting the following Monday and a Board meeting the following Tuesday.

Alisha invited Barry Roberts from G&A Partners to come talk to the Board about H.R. and benefit packages.

- Our health benefits are with Regence BCBS currently
- 2 employees qualified us for good pricing due to good health
- Optic and dental plan included.

Differences:

- Takes over a lot of administration of employees
- Access to 8 different providers. Give options.
- 401K doesn't cost the school any money
- G&A becomes the fiduciary on 401K
- Includes payroll, taxes, reports, W-2's, etc.
- Brought in a Proposal Summary and gave to Board Members.

6:45 meeting adjourned.

Valley Academy Board Meeting Notes

June 19, 2012, 7:00 p.m.
Hurricane Community Center

In attendance: All mentioned above in work meeting, Mike Killeen.

1. Alisha welcomed and called meeting to order at 7:00.
2. Lane motioned to approve 5/15/12 meeting minutes and 5/29/12 special meeting minutes. Motion accepted by all.
3. Tonya Heyder read mission statement.
4. Director's Report (Ed was absent, read by Mike):
 - a. -Amendment to Charter was approved by the Utah State Board of Education. This amendment removed specific references to iSchool and updated our academic plan.
 - Fun Run was a success
 - Uniform ordering page is on website
 - Mojave has great furniture ideas and bid has come in below budget
 - Tile project in process
 - First faculty meeting was June 6th, next one will be 7/16/12
 - \$1,000 Wal-Mart grant was received
 - Still working on hiring teachers
 - 6-second training has begun
 - Kevin prepared budget-presenting it tonight
 - many ideas currently underway to get full enrollment
 - Dawn Martin is new Office Manager
 - b. Director's Evaluation: overall good ratings, good positive comments. This will provide a groundwork for his next formal evaluation in January 2013 when we can also solicit the opinions of staff, parents, and students.
5. How well are Finances being managed?
 - a. - Kevin sent out revised budget and Profit and Loss reports.
 - Made adjustments in Salaries
 - Alisha asked for a monthly flow chart for comparisons to be added to all future reports.
 - b. - Lane motioned to approve revision in 2011-2012 budget as outlined in report.
 - Lane motioned to approve expenditures as outlined in report.
 - Motion accepted by all.
 - Requested 3 bids for insurance to cover the building. Has only received one.
 - Coverage needs to be in place by August 1st, 2012.
 - Appears to be staying in projected budget.
 - State won't insure building because HighMark owns it.
 - URS asked for a declaration of non-participation. This was completed as described in our charter. Board voted on that in 2011. Completed it last week.
 - 401K administration: Mountain West & John Hancock are the service agreement
 - Alisha would like to explore the G&A option before approving benefit package
 - Lane proposes a pro and con analysis list by Kevin.
6. How well is the Board performing its responsibilities?
 - a. Marlies' visit- she was happy with our progress. We had everything completed that she asked for.

- b. Alisha read Charter Review: certificate of insurance, insurance coverages, etc. in the form of a Treasurer's Bond. (Insurance section of charter)
- d. Board evaluation: fund raising ranked low, all other areas were 3's and 4's.
Goals: - get enrollment up
 - fund raising, grants
 - ensuring charter contract fulfilled
 - curriculum designed
 - feed back from parents and community
 - communication of activities, meetings, etc.

*Monthly Board Development: #7 of 12 Has Anyone Seen the School's ATM Card?

- Board's responsibility to make sure the school's money is being used properly.
 - Board takes lead in selecting auditor.
 - Written internal control policy- Do we have one?
 - Require background checks
 - Work with auditor
 - Don't wait for annual budget to review
 - Limits on credit cards
- e. Up for election: Vice Chair: Tonya nominated Liz Goddard. All accepted.
Trent motioned that all others will remain in their positions: Alisha-Chair, Lane-Treasurer, Trent-Secretary. Motion accepted by all.

7. a. Land/Building: Lane
- may have lost 5 days to wind damage
 - doing well to catch up
 - interior moving along quickly
 - exterior-stucco has begun
 - curb and gutter tomorrow, then landscape

- b. Legal: Trent
- no current legal issues
 - local council would be wise. RFP for legal council.
 - Get different bids from law firms
 - Trent to put together RFP's for next month's meeting or sooner for discussion.

- c. Marketing: Tonya
- Fun Run: Thank you to Megan Johnson
 - next month the PTO will be established
 - planning Ribbon Cutting Ceremony
 - ideas welcome for advertisement

8. No public comments.

9. Next Board Meeting will be July 17th @ 7:00. Place to be announced.
Next special meeting will be held next Tuesday.

10. Lane motioned to adjourn meeting. Accepted by all.

Formal Director Evaluation, June 2012

Feedback from Board Members and Valley Academy Staff.

After completing the Evaluation Workbook, please write below the final ratings for each of the seven Standards:

3.7 ___	1. School Leadership
3.5 ___	2. Parent Involvement and Community Partnerships
N/A ___	3. Student-Centered Learning Climate
3.8 ___	4. Professional Development and Human Resource Management
3.7 ___	5. Instructional Leadership: Improving Teaching and Learning
3.7 ___	6. School Management and Daily Operations
3.8 ___	7. Interpersonal Effectiveness

Valley Academy - Director Self-Assessment

Director's Name: Edward Woodd

Date: June 6, 2012

Identify the level of proficiency with the following symbols: BEGINNING with a (B); EMERGING with an (E); PROFICIENT with a (P); and ADVANCED with an (A)

Leadership Competencies and Indicators	B/E/P/A
Domain: Instructional Leadership	
Competency 1: The Director promotes the success of all students by maintaining a culture that supports student achievement, high quality instruction, and professional development to meet the diverse learning needs of the school community.	
Indicators 1.1 Works with all members of the school community to make quality instruction a prime focus.	NA
1.2 Uses accountability literacy in making decisions about student success and achievement.	NA
1.3 Evaluates teachers using performance evaluations that promote high quality teaching and professional learning.	NA
1.4 Incorporates the diversity of the student population and history of the school	NA

community in making curricular and school policy decisions.	
Domain: Communication	
Competency 2: The Director uses communication and relationship-building skills to engage the larger community in the knowledge of and advocacy for equity in meeting the diverse needs of the school community.	
Indicators 2.1 Engages in honest and respectful interactions with all stakeholders to make thoughtful and objective decisions that demonstrate sensitivity and integrity.	P
2.2 Builds and sustains relationships through team development and mediation skills to promote a climate of cooperation and student success.	P
2.3 Supports an environment of inclusion and respect.	P
2.4 Communicates with others objectively, sensitively, fairly, and ethically.	P
2.5 Supports relationships that promote teaching and learning in the school community through communication skills such as speaking, writing, and active listening.	P
2.6 Communicates with all school and community stakeholders concerning current school issues and student achievement.	P
2.7 Maintains a continuous dialogue with decision makers who affect the school community.	P
Leadership Competencies and Indicators	
Domain: Professional Development	
Competency 3: The Director organizes and coordinates ongoing professional learning opportunities that are aligned with and support the diverse learning needs of the school community.	
Indicators 3.1 Identifies and assesses student and staff performance to inform professional development needs.	NA
3.2 Uses relevant professional literature and knowledge, collaborates with key partners, and uses technology to create and provide appropriate professional development.	A
3.3 Implements comprehensive, integrated and systemic ongoing professional development opportunities for faculty.	P
3.4 Supports reflection, sustained mentoring, and coaching as critical processes for professional growth.	P
Domain: Professional Development	
Competency 4: The Director manages the school campus, budget, and daily operations to equitably meet the diverse learning needs of the school community.	
Indicators 4.1 Manages the school campus to ensure that the environment is safe and clean for students and staff.	NA
4.2 Manages the school budget to ensure that resources are maximized for student success.	P
4.3 Manages the day to day operations to maximize the efficiency of the school.	P
4.4 Complies with federal and state initiatives to maximize use of services and programs for which students are eligible.	E
Domain: Scope of Responsibility	
Competency 5: The Director develops, supports, encourages, and supervises programs that lead to increased student attendance and achievement resulting in college readiness and work skills to meet the diverse needs of the community.	
Indicators 5.1 Supervises co-curricular and extracurricular activities to engage all students.	NA
5.2 Develops 21st century skills throughout the curriculum.	NA
5.3 Creates a student centered school environment and strengthens relationships among all stakeholders to improve student performance.	NA

Communication Domain: I feel I have done a good job building relationships in the community and being visible. I have actively participated in all activities sponsored by the school and worked with a variety of parents to help get the PTO off the ground. I constantly work at maintaining positive relationships and building bonds with families. It is my intention to get more involved with local civic organizations.

Professional Development: I feel my grasp of developments in the education world is outstanding, especially as relates to technology and neuroscience. I am working with our business manager to develop a budget process that more closely meets the unique needs of Valley Academy. As budget allows, I am adding teachers and office staff who can best serve the mission of the school.

It is a steep learning curve to grasp all the unique features of Utah education law and compliance. Although I am making progress, there is still a large hill to climb.

With the exception of a few office documents such as the faculty and student handbooks, I have met my stated goals for the first 180 days of my employment.

June, 2012

Valley Academy Board Self-Evaluation
June 2012

Please rate each question below:

1=Poor 2=Fair 3=Good 4=Excellent

- 1 The Board has full and common understanding of the roles and responsibilities of a board (3, 3, 3)
- 2 The Board members understand the school's mission and its programs (4, 2, 3)
- 3 The school's structural pattern (board, officers, committees, executive and staff) is clear (4, 4, 3)
- 4 The Board has clear goals and actions resulting from relevant and realistic strategic planning (3, 3, 3)
- 5 The Board attends to policy-related decisions which effectively guide operational activities of staff (4, 3, 3)
- 6 The Board receives regular reports on finances/budgets, products/program performance and other important matters (4, 4, 4)
- 7 The Board helps set fundraising goals and is actively involved in fundraising (2, 2, 4)
- 8 The Board effectively represents the organization to the community (3, 3, 4)
- 9 Board meetings facilitate focus and progress on important organizational matters (4, 3, 4)
- 10 The Board regularly monitors and evaluates progress toward strategic goals and product/ program performance (3, 3, 3)
- 11 The Board regularly evaluates and develops the executive director (4, 3, 4)
- 12 The Board has approved comprehensive personnel policies which have been reviewed by a qualified professional (3, 3, 3)
- 13 Each member of the board feels involved and interested in the board's work (3, 3, 2)
- 14 All necessary skills, stakeholders and diversity are represented on the board (4, 3, 4)

How do you feel the board did in the following areas?

1. Public relations and recruitment: (3,3,3)
 - Pretty good. We have a great website, a good presence in the community, and a strong board with the skills necessary to achieve oversight of the school.
2. Fundraising: (2,2,3)
 - The board has not been involved as a group with this. We could do better.
 - Need 501C3 to be effective
3. Board Development/Training: (3,3,3)
 - We are consistent with training once a month, and all board members have completed (or are in the process of completing) all the State required online trainings.
 - Would like to get a hard copy of the modules because the audio was not always available. Can we create a hard card for quick reference.
4. Development of school/personnel policies: (3,3,3)
 - We have created board and school policies. There are still more school policies to create, and those are in process.

Please list three goals you believe the board should focus on in the next 6 months. Please be as specific as possible.

1. Boosting enrollment/recruitment
2. Fundraising/Grants/Business donations to arts and technology programs
3. Ensuring that the goals of our charter contract are being fulfilled
4. Occupy building and developing/implement curriculum,getting the school up and running
5. Get effective feedback from parents/teachers/community, public relations on mission and vision of the school and How we hope to achieve that.
6. Better communication of activities (updates)