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Valley Academy Public Board Meeting Agenda

July 26, 2012 at 7pm

63 S 100 W, Hurricane, UT

7:00pm-

1. Welcome and call to order
2. Review and approval of minutes from 6/19/12 and 6/26/12 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
  5. How well are the school's finances being managed?
    - a. Business Manager's monthly report
    - b. Review and possible action on Purchasing Policy
    - c. Discussion and possible action on employee 401K plan
    - d. Purchase requests
  6. How well is the Board performing its responsibilities?
    - a. Charter Review
    - b. Board Development Topic
  7. Reports from Committees
    - a. Land and Building
    - b. Marketing/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 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: August 21, 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 Notes  
July 26, 2012  
63 S 100 W, Hurricane, UT 84737

7:00pm

In attendance: Alisha Terry-Martin, Tonya Heyder, Ed Woodd, Derek Lewis, Liz Goddard, Lane Blackmore, Dawn Martin, Emma Humphries, Angela Johnson, Mikki Brown, Gaylene Knoke, Cory Martin, Adam Heyder

1. Welcome and call to order
2. Motion made by Lane Blackmore to approve the June 19, 2012 public board meeting minutes as printed. All members in favor. Motion made by Tonya Heyder to approve the June 26, 2012 special board meeting minutes as written. All members in favor.
3. Mission statement read by Liz Goddard:

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:

**Director's Report to the Board**  
**July 26, 2012**

**OLD BUSINESS**

I would like to officially introduce Dr. Mike Killeen our Assistant Principal and Special Education Director. Mike comes to us with a wealth of experience in special education and a Ph.D. in gifted education. He designed the elementary education teacher training program at Dixie College and has been conducting graduate and undergraduate training at a number of universities. Prior to coming to Valley Academy, Mike was with Washington County School District as a special education coordinator. In his short time with us, Mike has already proven to be an invaluable asset having taken charge of teacher training and curriculum alignment.

The National Charter Schools Convention in Minneapolis was very productive and informative. I was able to attend presentations by high performing charter schools that are on the cutting edge of innovation. I am proud to say that our charter and mission are aligned with research indicating how to most effectively maximize student performance. I was also fortunate to have some face time with Tom Vander Ark, author of Getting Smart who affirmed we are on the right path with our technology. As far as I was able to tell, we are

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the only charter school combining technology, performing arts and social emotional learning all of which are statistically proven to improve student learning.

Keturah and Dawn have both received training in our SIS data base. Keturah is in Richfield this week receiving DIBBLES training. Dawn will be in Salt Lake 7/26 to receive private instruction on business management from a highly respected consultant recommended by the state charter school office.

Our enrollment continues to grow. At the writing of this report, we have 441 students enrolled with full expectations to reach our goal of 450. We have been able to continue to accept student in all grades and will have a3-4 combined class to accommodate the increased demand in those grades.

We have received the year 1 funds from the state for the start-up grant. A copy of the grant is attached with this report.

#### **NEW BUSINESS**

*New Hires:* We have hired several excellent new teachers and staff members. Also, Keturah Lance, our student information manager has been brought on full-time.

- Crystal Mecham- Kindergarten
- Tonya Crunk-1<sup>st</sup> grade
- Jessica Billings-4<sup>th</sup> Grade
- Scott Smith- 5<sup>th</sup> grade
- Donald Starks – 6<sup>th</sup> grade
- David Monson – 7<sup>th</sup> grade
- Lynn Lundstrom- Strings specialist
- Ann Marie Fogleman- Special Education Para-professional

Cory Martin- Maintenance/Janitorial coordinator  
Ben Klepper- Purchasing Secretary

*Purchase Requests:* Attached are a number of purchase requests for equipment and supplies we need in order to begin school.

*Charter Amendment Request:* We have submitted a preliminary proposal to the State Charter Board to add 8<sup>th</sup> grade for next year and begin offering high school the following year. After a conference with the State Charter Director, we have decided to request 8<sup>th</sup> grade at the Charter Board August meeting and submit the high school request at a later date. This will give us ample time to plan our high school in great detail and source the best online programs for core credit.

*Director Purchase Limit Increase:* I am requesting the limit for Director purchase requests without entire Board approval be increased from \$1,000 to \$5,000. Now that we are frequently ordering large amounts of school and janitorial supplies as well as classroom items, waiting for 1 month for approval will not be convenient or feasible in all circumstances.

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*Business Report:* I am happy to announce we finished our fiscal year with a balance of \$100,193.31 (June 2011 – June 2012 Profit and Loss vs. Actual, Attached). These funds will carry over into the current fiscal year and be used as a safety net. Also attached to this report is the complete month-by-month profit and loss statement as requested.

*Purchase Requests:* We have a number of large purchase requests (attached) being made for a “not to exceed” dollar amount. These are necessary to release available funding for grant money expenditures, janitorial supplies and various instructional uses. It will be far easier for us to ask permission of the Board to release these funds and submit specific purchase requests once all the items have been sourced and finalized. Our only other alternative would be to have Board meetings weekly until school is underway and a routine for purchasing is established.

5. How well are school finances being managed?

- a. Business manager’s monthly report: a detailed spreadsheet of our year end month-to-month expenditures was sent by email to board members. No comments or questions.
- b. Review and Possible action on the Purchasing Policy. Lane Blackmore made a motion as follows: Leave the policy the same for purchases up to \$1000 and add a new criteria for purchases from \$1,000-\$5,000. These must now be approved by the Director and authorized by at least two board members. The Board Chair and Board Treasurer primarily have responsibility for this task, but in their absence, another board member may substitute when two signatures are required. All members in favor. The new policy is attached with changes made highlighted in blue.

**Valley Academy Charter School**  
**Policy: Purchasing/Disbursement Policy**  
**Approval Date: 7/26/2012**

**Purchasing:**

The responsibility for approving purchases is delegated to the School Director and authorized Board Members. **A Purchase Requisition will be required for All purchases.**

Purchase Requisitions totaling less than \$1,000 may be approved by the authorized Board Member provided the funds are available. **Purchase Requisitions totaling \$1,000-\$5,000 or more MUST be authorized by at least two Board members. Except in the event of emergency repairs, as specified in the charter, a purchase requisition totaling \$1,000 or more will not be ordered until it has been approved by at least two Board members.**

Employees’ purchases that require reimbursement are discouraged, except in the case of Teacher Supply Account funds. Purchases for travel require prior approval and are to follow the purchasing process utilizing a

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Purchase Request Form and a Travel Reimbursement Packet. To the greatest extent possible travel arrangements should be made by the School's Purchasing Specialist prior to departure

The School's Purchasing Specialist will retain the school issued credit card and only utilize the credit card when required to do so. All purchases with the school credit card will follow the purchasing policy and no charges will be made until the Purchase Requisition is completed and signed.

### **Disbursements:**

The responsibility for disbursement is designated to the Business Administrator.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements, and handling of public funds, are followed.

The following controls are established to ensure that all payments are made on a timely basis and in accordance with all purchase requisitions, purchase orders and contracts:

A Purchase Requisition must be completed for **EVERY** purchase of supplies, curriculum, expenses for repair, service, professional development, and travel using school funds. **This policy applies to every school employee and board member.** Because we receive public funds, we are required to maintain documentation substantiating every purchase beginning with the Purchase Requisition. The exception to this policy is the use of the Teacher Supply Account funds.

A Purchase Requisition must be approved by the director and an authorized board member **BEFORE** the purchase can be made. Following is the procedure for approving Purchase Requisitions:

1. When a purchase is needed a Purchase Requisition is prepared and presented to the Director for approval, the Director will:
  - a. Verify that the Purchase Requisition is filled out completely, including Name/Grade, Date, Quantity, Description, Item #, Cost, and Company Information.
  - b. Verify that the purchase meets the needs of the school. This includes questioning the intention of the purchase, how it will be implemented, how it will meet the needs of the school, etc.
  - c. Verify that the funds are available in the budget for the purchase. This can be done by referring to the monthly Budget vs. Expenditures report or by contacting the Business Administrator.
  - d. Complete the following sections:
    - i. Budget Line Item: This can be found by referring to the approved annual budget or contacting the Business Administrator.
    - ii. Program (box at the bottom): Check the appropriate box for the Program of funds being used for the purchase. This can be determined by referring to the approved budget or contacting the Business Administrator.





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- iii. Signature: Please sign the Purchase Requisition once the above items have been completed.
- e. Place the signed Purchase Requisition in the Board Member's box.
2. Only authorized Board Members may sign the Purchase Requisition. [The Board Chair and the Board Member over finance will be principally responsible for this duty, however in the absence of one of these members, any other board member may substitute when two board signatures are required.](#) The only exception to this is if the purchase is being requested by the Board Member. A Board Member may not request and approve the same purchase.
3. Authorized Board Members will:
  - a. Review the Purchase Requisition
  - b. Verify that the purchase meets the needs of the school. This includes questioning the intention of the purchase, how it will be implemented, how it will meet the needs of the school, etc.
  - c. Verify that the funds are available in the budget for the purchase.
  - d. Sign and place the approved Purchase Requisition in the Procurement Specialist's box
4. There is a deadline for submitting Purchase Requisitions to the Purchasing Specialist.
  - a. **Monday:** Purchase Requisitions must be in appropriate Board Member's box for signature.
  - b. **Wednesday:** Approved and signed Purchase Requisitions must be placed in Procurement Specialist's box, by end of school.
  - c. **By the Following Monday:** Purchases will be placed by the Purchasing Specialist.
5. When the items arrive the Purchasing Specialist will confirm the order is complete and then attach all documents with the purchase request and place it in the Business Administrators box for payment.
6. The Business Administrator will compare the invoice with the purchase request and delivery confirmation. If the documentation is correct the Business Administrator will then pay the invoice.

### Teacher Supply Account funds

Each year the Board will approve an amount for the teacher supply accounts. These funds will be used by the teacher to purchase items for the class and classroom as needs arise during the school year. Any item purchased with these funds remain the property of Valley Academy. Teachers are allowed to purchase items without prior approval for reimbursement using their Teacher Supply Account, but **must submit a completed reimbursement form with an original receipt to be reimbursed.** Teachers can also ask the Purchasing Specialist to purchase or order items for them and have the amount deducted from their supply account.

### Cash

All cash collected will be reconciled in the presence of two authorized individuals. A receipt will be given whenever cash or checks are received. Cash and checks will be sealed in tamper-evident envelopes and should be delivered to the bank each evening but no later than three business days.

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No petty cash account will be maintained by Valley Academy

- c. Discussion and possible action on employee 401K plan: This is carried over from our last board meeting. Many questions still remain which have not been answered as yet. The board understands this is an issue that requires quick action. Lane Blackmore made a motion to approve the signing of the 401K documents once they have been reviewed by the school and the contract party (Mountain West Pensions). Alisha added that she had been in contact with Mountain West Pensions today and learned that they had been asked to set up our account in a way similar to GWA, but that we are able to change our options at any time for a fee of \$150. Lane added to his motion that nothing be initiated with this 401K plan until the proper insurance is in place and that, prior to signing, committee members to oversee this plan must be picked. All members in favor.
  - d. Purchase Requests over \$1,000:
    - i. Motion made by Derek Lewis to approve purchase request for laptop computers and charging carts not to exceed \$38,160 subject to the terms of the grant. All members in favor.
    - ii. Motion made by Tonya Heyder to approve the purchase request for iPads and charging carts not to exceed \$34,344 subject to the terms of the grant. All members in favor.
    - iii. Motion made by Lane Blackmore to approve the purchase request for SEL instructors and supplies not to exceed \$6,000 subject to the terms of the grant. All members in favor.
    - iv. Motion made by Liz Goddard to approve the purchase request for a storage container not to exceed \$4,500 as a budgeted item. All members in favor.
    - v. Motion made by Lane Blackmore to approve the purchase request for a private contractor to write the charter amendment in the amount of \$2,000 as a budgeted item. All members in favor.
    - vi. Motion made by Lane Blackmore to approve the purchase request for computer site licenses specific to our Special Education program in the amount of \$1,496 as a budgeted item. All members in favor.
    - vii. Motion made by Lane Blackmore to approve the purchase request for SEL instructor travel not to exceed \$2,400 subject to the terms of the grant. All members in favor.
    - viii. Motion made by Lane Blackmore to approve the purchase request for stage lighting in the multipurpose room in the amount of \$1,620. This
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may be a budget item or may be negotiated as a contracted piece of the school building. All members in favor.

- ix. Motion made by Liz Goddard to approve the purchase request for Special Education testing supplies not to exceed \$3,000 as a budgeted item. All members in favor.
  - x. Motion made by Lane Blackmore to approve the purchase request for the online software for our reading program, Reading A-Z, which gives our students access to over 10,000 titles in the amount of \$1,259.55 as a budgeted item. Ed was able to get a price reduction from \$2,400 by attending the National Charter Conference. All members in favor.
  - xi. Motion made by Lane Blackmore to approve the purchase request for janitorial supplies not to exceed \$10,000 as a budgeted item. Cory explained that the school has received 4 bids for items that will be used inside the school and on the grounds. This includes machines to wash the floors and all the small items like toilet paper. All members in favor.
  - xii. Motion made by Tonya Heyder to approved the purchase request for office supplies not to exceed \$8,000 as a budgeted item. All members in favor.
6. How well is the Board performing its responsibilities?
- a. Charter Review: Tonya Hyder read through a section of our charter titled “Employment of Relatives”.
  - b. Board Development Topic: Dr. Brian Carpenter’s podcast titled “Some revolving doors lead to dead ends”. Brief summary: High Administrator turnover, which is a chronic problem in the charter world, sometimes leads to failure of the school.
7. Reports from Committees:
- a. Building: Lane reported that we are on tract to have occupancy in time for our ribbon cutting. There have been some elements hard to control in our timeline- such as the wind that knocked walls down and the new guidelines that pushed the sprinkler pipes back a few days. Crews are working hard every day. A third party reviewer will be going over all the financials between us, Highmark, and Bouma to ensure that we are seeing cost savings where promised.
  - b. Marketing/PTO: A PTO president has been selected, Shani Dutton. She will be gathering support over the next few weeks. The marketing committee will be setting up a booth at the Washington County Fair. Anyone interested
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in helping should contact Tonya.

8. No public comment
9. Time and place for next meeting: August 21, 2012 at 7pm in the Board room at Valley Academy.
10. Motion to adjourn by Lane Blackmore. All members in favor.