

Valley Academy Public Board Meeting Agenda
May 15, 2012
63 S 100 W, Hurricane, UT

6:30-7:00pm- Board Interviews

7:00pm-

1. Welcome and call to order
2. Action item: filling of one board member seat
3. Review and approval of meeting minutes from 4/17/2012 meeting
4. 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.

5. How will we ensure students are achieving the outcomes for which the school was chartered?
 - a. Director's Monthly Report (Mr. Woodd)
 - i. Discussion and possible approval of school policies/handbooks
6. How well are the school's finances being managed?
 - a. Business Manager's Monthly Report (Mr. Woodd and Kevin Abraham)
 - b. Discussion and possible approval of Utah State Charter Start-up Grant Application.
7. How well is the Board performing its responsibilities?
 - a. Charter Review
 - b. Board Development Topic
8. Reports from committees
 - a. Land and Building
 - i. Update on building progress
 - b. Marketing
 - i. Upcoming events
9. 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.
10. Time and place for next public meeting: June 19, 2012. 7:00pm at the Hurricane Community Center.
11. Adjourn

Valley Academy Public Board Meeting Notes
May 15, 2012
63 S. 100 W., Hurricane, UT

In attendance: Alisha Terry-Martin, Lane Blackmore, Trent Seegmiller, Tonya Heyder, Edward Woodd, Kevin Abraham, Keturah Lance, Shirlayne Quayle, Liz Goddard, Doug Beecher, Darin Larson, Mark Zwalin, Megan Johnson, Kent and Natalie Bennion, Emma Humphries, Kathryn Braux, Tara Freiburg, Stef McMullin, Dawn Martin, Diane Martin, Elna Perkins, Buffy Nelson, Chauncey Turley, MaryAnn Johnson, Eden Freiburg, Marsha Postert.

1. Welcome and call to order (7:00pm)
2. Lane Blackmore motioned to fill board member seat: Doug Beecher. Accepted by all.
3. Lane Blackmore made a motion to accept the minutes of our 4/17/12 meeting as modified. Accepted by all.
4. Mission Statement read by Trent Seegmiller:

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.

5. a. Director's Monthly Report:

Old Business

Political Action Meeting: On April 26, Alisha, Lane and I attended a meeting at Vista hosted by the Utah Charter Schools Network. The meeting addressed scoring of the new state standard assessments and political action favoring charter schools.

Meetings with WCSD: In an effort to have good relations with the WCSD we have held two meetings with district level staff. The first meeting on April 19 was with Max Rose Superintendent. Liz Goddard, Shirlayne and I discussed our intentions to have harmonious relations with the district and look for ways to cooperate. The meeting was cordial and Max encouraged us to meet with other district personnel. The second meeting was held May 4 with Richard Holmes and Kathleen Petersen. Shirlayne and I discussed specific ways we could make more harmonious relationships with the Hurricane schools. We left the meeting with an assurance that local principals would be encouraged to seek more positive communication with parents and students.

Grant Application: On May 4 we submitted a startup grant application to the USOE. If our application is successful, we will receive approximately \$100,000 per year for three years. The funds are to be designated for purchase of hand held computing devices for students and teachers, Orff instruments for lower elementary students, and SEL training for our staff and Board members. We will find out in June if our application was successful. I would like to thank Kevin, Alisha and Shirlayne for their invaluable assistance in getting the grant together.

New Hires: We have hired 10 local teachers and have interviews scheduled with several others. Our goal is to have staffing completed by June 1.

New Business

Skywire Technologies: Derek, Lane and I have been communicating with Skywire Technologies regarding our technology infrastructure. They are going to provide a fiber optic backbone and wireless connectivity throughout the building. In addition they will install security cameras in the interior hallways and in strategic locations outside the building. They will also provide our phone service and intercom.

National Network of Digital Schools: Derek joined us for a phone conference yesterday with a representative from the National Network of Digital Schools to discuss the possibility of utilizing their extensive online learning system for Valley Academy. They run a nation-wide network of accredited digital coursework supported by licensed facilitators. We will be further investigating their offerings in hopes that we can partner with them and provide a blended education for Valley students.

Building Furniture: We have been working with Contrax school furnishing of Gainesville, FL. to create a comprehensive bid for our school furnishings. They have provided a computerized model for our classrooms. Kevin and I are currently negotiating on pricing and will request a motion from the board to proceed.

Tile Project for Hallways: Bouma Construction has given us the opportunity to have our founding students each decorate a tile to be placed in the main hallways of our new building. Alisha and I saw an application of the tiles during our trip to Colorado and think it would be a wonderful community building project for Valley. It will require each student to create a unique design which they will transfer onto a tile. The tiles will then be glazed and become a permanent part of the main hallways of the school. The PTO will discuss the project at their Thursday night meeting

Upcoming Business & Events

May 16 Meeting with Marlies followed by Meet and Greet

June 4 Marlies - Progress Review Visit

i. **School Policies: (Alisha)**

- Doug noted some spelling errors in Illegal Substances, page 3 “and”, and Behavior, pae 2 “attachment”.
- Liz: is listing every Medication in the policy necessary?
- Ed: Permission to administer from physician and parent, locked cabinet, sign-in log.
- Lane motioned to accept policies as currently written. Accepted by all.

6. **School’s Finances:**

a. Kevin discussed the Liability Insurance Policy payment of \$1,000 that had to be paid earlier in the month in order to make the policy active. This was approved earlier by the board Finance officer, but now needs the full board approval "retroactively" for the payment.

- Liz made a motion to approve payment of Insurance Policy to State Risk Management. Approved by all.

-Kevin presented the Budget vs Actual report to the board for review and approval.

b. Grant: Lane made a motion to accept Grant Application submitted May 4th. Accepted by all.

7. Board Responsibilities:

a. Charter Review

Assurances

UTAH CHARTER SCHOOLS

Assurances

The applicant charter school hereby assures and certifies to the State Superintendent of Public Instruction that:

A. The charter school will make provision for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting for all funds.

B. The charter school will maintain a clear, written procedure and process for auditing school finances as per the requirements of the Utah State Office of Education.

C. The charter school gives the Utah State Office of Education or the U.S. Comptroller General, through any authorized representative, the access to, and the right to examine, all records, papers, or other documents related to all funds, including the submission of reports as may be required.

D. The charter school will annually maintain written evidence of liability and other appropriate insurance coverages, including a description of the levels of coverage and the relationship of these coverages to local and state agency obligations.

E. The charter school will make such reports, including reports of evaluations, in such form and containing such information as the State Superintendent of Public Instruction may reasonably require to carry out his legislative functions and to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.

F. The charter school will comply with appropriate rules, regulations, and state guidelines except as specifically waived by the Utah State Board of Education or Legislature, and effective control will be maintained over, and accountability provided, for all funds, property, and other assets. The charter school will also adequately safeguard all public property and shall assure that it is used solely for authorized purposes.

G. After settling any outstanding debt, all physical and other assets owned by the charter school become the property of the Utah State Board of Education upon the termination of the charter school.

H. The charter school will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.

I. The charter school will not discriminate in program benefits, participation, employment, or treatment on the basis of race, color, religion or national origin, and will comply with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of gender.

J. The charter school assures that no otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from local, state, or federal financial assistance.

K. The charter school will not expend program funds for any education program, activity, or service related to sectarian instruction or religious worship.

L. The charter school will function under an open admission policy. If the number of students applying to enroll at any grade level exceeds the capacity of the school or of, classes, or grade levels within the school, then those to be admitted shall be chosen at random from among the applicants, within the allowable mandatory and optional preferences specified in Section 53A-1a-506, Utah Code Annotated.

M. The charter school assures that it will not conduct a program of instruction until such time as:

- (1) The requisite health and safety standards for the school building have been met according to the local fire and health department inspectors;
- (2) Adequate equipment, and materials are available; and
- (3) Conditions are adequate to provide for the economical operation of the school with an adequate learning environment.

N. The charter school will comply with all applicable federal and state laws, rules, and regulations regarding the recruitment, screening, selection, and evaluation of all school employees.

O. The charter school will only employ educators who hold valid Utah Professional Educator Licenses or who meet State Board requirements for alternative licensing routes or Board authorization.

P. The charter school will employ the use of the Utah State Core Curriculum as the foundation for the instructional program for the school.

Q. At the beginning of every school year and prior administering any state assessment, the charter school will review the State Ethics Policy PowerPoint with all teachers who will administer any state assessment during the school year. School test proctors are then responsible to read the *Standard Test Administration and Testing Ethics Policy for Utah Educators* brochure and then sign the *Standard Test Administration and Testing Ethics Policy* document. The signed document must be kept on file at the school.

The charter school will administer the Iowa Test of Basic Skills (IOWA), the Utah State Core Course End-of-Level Tests (Criterion Referenced Test - CRT), the Direct Writing Assessment (DWA), the Utah Basic Skills Competency Test (UBSCT), and the Utah Alternate Language Proficiency Assessment (UALPA), in the grade levels required by U-PASS as a fundamental part of the overall assessment program for the school. Administration of each state assessment will follow all ethical testing procedures including a secure testing site as defined in the *Standard Test Administration and Testing Ethics Policy for Utah Educators*.

The school will administer all required assessments in a secure and standardized manner, and have a process in place to administer criterion-referenced tests (CRTs) via the computer. All test administrations will follow the protocol for submission of school files, ordering and administration of the test in the testing windows for each assessment.

Virtual schools are responsible to secure approved sites where state assessments can be administered and proctored.

R. The charter school assures that resources will be available and a process established to develop a Student Education Plan/Student Education Occupation Plan (SEP/SEOP) for each student.

S. The charter school will operate with a written procedure for student suspension and dismissal, including appeal procedures.

T. The charter school will maintain an active parent/guardian involvement process including some formal mechanism for meaningful involvement in site-based decision making.

U. The charter school will not charge tuition or fees, except those fees allowed by law. Governing Boards will adopt allowable fees annually in an open board meeting.

V. The charter school will operate under the provisions of the Utah Open Meeting Law and adopt bylaws in an open meeting.

W. A copy of the charter will be supplied to interested individuals or groups on request.

X. The charter school will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, or operation of the school.

Y. A secondary charter school will be accredited or in the process of seeking accreditation.

Z. The charter school will acquire and maintain nonprofit corporate status.

AA. The charter school will follow all state procurement rules.

BB. The charter school will maintain accurate student transcripts.

CC. All governing board members will attend a mandatory human resources training annually.

- b. Board Training topic #6 of 12 "That will be 1.4 million dollars, please."
 - board is held liable for its' decisions
 - spoke about board treasurer's responsibilities

8. Committees:

- a. Building (Lane):
 - Permits and Below Grade are finished
 - Boama's schedule chart on time
 - Didn't run into severe rock conditions
 - Refining bid numbers
 - Building is smaller than original bid. Can save us \$
 - Impressed with Boama
 - Ed: They will be pouring footings Friday and floor next week
- b. Marketing (Tonya):
 - Picnic was a success
 - Fun Run will be held June 16th

- Donations for the Yard Sale this Saturday will be accepted by Tonya
- 501C3 recommended for PTO
- Doug asked what the goal for fund raisers is for this year mentioned if under \$10,000 it is easier to get IRS approval
- Trent: PTO will not be audited with the school. Suggests gift cards and sponsors.
- Ed: Fun Run-wants to make this an annual fund-raiser to help assist families with uniforms and/or meals.
- Looking for sponsorship.

No public comment.

Next Board Meeting will be held June 19, 2012 @ 7:00, in the Hurricane Recreation Center.

Lane made a motion to adjourn. Accepted by all.