

Valley Academy Public Board Meeting Agenda
April 9, 2015 at 6:00pm
539 N 870 W, Hurricane, UT 84737

1. Work session of the Board (6:00- 7:00pm)
 - a. SEI training (Ben Klepper- Spanish teacher)
 - b. Closed session (if needed)
 - c. Discussion regarding Gary G. Kuhlmann & Associates, P.C.'s contract
 - d. Discussion of addendum to Transportation Policy, Employee Handbook, any others.
 - e. Discussion of Board committees (Accountability, Growth, others?)
 - f. Discussion of preparations for summer school and next school year (calendar, schedule)
 - g. Follow up on State Retirement question asked at last meeting
 - h. Discussion of Board training retreat

2. Welcome and open regular session (7:05pm)

3. Pledge of Allegiance and Mission Statement: (7:05-7:10)

4. Approval of minutes from 3/19/15 and 3/25/15 meetings

The mission of Valley Academy is to provide a superior, character building academic program enhanced by integrated training in fine and performing arts, and a technologically advanced curriculum; *in a Social Emotional Learning environment that promotes responsible freedom.*

5. How well are the school's finances being managed? (7:10-7:25)

- a. Business Manager's monthly report
- b. Discussion and possible action on updated contract with Gary G. Kuhlmann & Associates P.C., for legal services.

6. How well are students achieving the outcomes for which the school was chartered? (7:25-7:50)

- a. Mr. Dunkley's monthly report
 - i. Discussion and possible action on any purchase orders over \$1,000 (1)
 - ii. Discussion and possible action on State Trust Land Application

7. How well is the Board performing its responsibilities? (7:50-8:20)

- a. Board Training/Charter Review
- b. Any reports from committees
 - i. Accountability Committee
- c. Discussion and possible action on school policies

8. Public Comment (8:20-8:30)

- a. PTO report
- b. Any other public comment

Please plan ahead for your comments to be 3 minutes or less. Due to open meeting regulations, please be aware that the board will not be able to *formally* discuss or take action on items brought up in this meeting's public comment period.

9. Next meeting *proposed* for May 14, 2015

Valley Academy Public Board Meeting Minutes
April 9, 2015 at 6:00pm
539 N 870 W, Hurricane, UT 84737

In attendance: Lane Blackmore, Derek Lewis, Miranda Kloos, David Hinton, Nick Turner, Kevin Dunkley, Alisha Terry-Martin, Ben Klepper.

Work session started at 6:00pm.

Welcome to our new members, Miranda Kloos and David Hinton. Add to May agenda vote to add new voting members.

Ben Klepper, Valley Academy's Spanish teacher, presented how he uses SEI in his classroom and how important he feels it is to overall student behavior and success.

No closed session is needed.

Discussion of contract with Kuhlmann and Associates. Question of continuing with a monthly billing or changing to hourly. The new rate for monthly is \$1,000. Nick Turner states that their office is averaging 14 hours per month. The board would like staff to feel free to call for advice and invitation to attend meetings. Nick will bring the contract back next month after everyone has had a chance to review it.

Discussion of Employee Handbook. Nick states that a handbook is usually redundant and employee issues should be covered in the employee contract. Legal reviews contracts. Instead of creating a new handbook, policies will be created individually as needed.

Discussion of creating a resolution to change the bylaws to state that a majority of members is a quorum (at least 4) instead of 1/3. This will be included on the next agenda.

Discussion of the Addendum to the Transportation Policy. No commercial advertising will be allowed. Nick revised the addendum to reflect just the guidelines for placement of school logos and advertisements on our school busses. Donations will be allowed to the bus program, but only school logos will be placed on the busses.

Kevin stated that a summer school schedule is being worked out right now. It will be fee based since we will need to pay the instructors. There will be 2 three week sessions that include 2 hours of school and lunch. Free lunch will be offered to the community like last summer. Each summer school session will focus on one of our school pillars. There will also be some remedial courses for those who need/want it. Flyers are being distributed.

Kevin is also working on the school calendar for next year. There is a mixture of opinion over minimum days.

Last meeting there was a question about State Retirement. Kevin and Alisha both did research on this. It is an option to apply for State Retirement, but it is an all or nothing program and it would cost the school around \$220,000 versus the \$50,000 we are now contributing to employees 401K. Thayne states that this program is what most charter schools use as a retirement program for employees.

Discussion of Board Committees: Currently a finance committee meets monthly and the Accountability committee meets monthly. Alisha requests the formation of a Growth Committee to discuss and gather ideas for our 9-12 program and encourage feedback from parents. Lane adds that this committee could also discuss improvement of our current enrollment. Alisha will let everyone know when the Growth Committee plans to meet. David will join the Accountability Committee.

Board Training retreat is being planned for July. Proposals are being received for presenters. Our budget is small for this, but we want to have several components: legal, SEI, goal setting, etc. Discussion will continue on this topic.

Regular meeting began at 7:08pm

Additional in attendance: Thayne Smith, Alicia Wisser, Charlotte Potter, Karen-Jane, Peggy Childs, Jennifer Davis, Natalie Metzger, Terra Wade, Crystal Brown, Steve Brown, Megan Gatlin, Tonya Heyder.

Derek made a motion to approve the minutes of the 3/19 and 3/25 meetings as written. All members in favor.

David read the mission statement.

Intro of new board members.

Business Manager's Monthly report:

- Thayne states that in the last Finance Committee meeting, a few changes were able to be made that close our school year in the positive.
- Brief discussion on Utah State Retirement vs. the 401k retirement program that charter schools have gotten together to offer.
- Next Finance Committee meeting will be April 23rd at 11:00 at the school.



Financial Summary
as of March 31st, 2015

BUDGET REPORT **EXPENSES** **RATIOS**

75% Through the Year

	YTD Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	413	415	413	
Revenue				
1000 Local	\$ 46,370	\$ 75,000	\$ 56,000	83%
3000 State	\$ 1,762,342	\$ 2,287,826	\$ 2,345,069	75%
4000 Federal	\$ 120,906	\$ 274,700	\$ 380,071	32%
Total Revenue	\$ 1,929,618	\$ 2,637,526	\$ 2,781,140	69%
Expenses				
100 Salaries	\$ 977,967	\$ 1,255,039	\$ 1,294,974	76%
200 Benefits	\$ 189,756	\$ 323,543	\$ 272,735	69%
300 Prof & Technical Services	\$ 101,017	\$ 119,967	\$ 122,530	79%
400 Purchased Property Services	\$ 436,646	\$ 583,288	\$ 582,814	75%
500 Other Purchase Services	\$ 55,619	\$ 32,657	\$ 63,196	188%
600 Supplies and Materials	\$ 166,242	\$ 192,380	\$ 227,954	73%
700 Property, Equipment	\$ 78,329	\$ 82,531	\$ 88,346	89%
800 Debt Service and Misc	\$ 77,337	\$ 23,493	\$ 101,802	76%
Total Expenses	\$ 2,082,913	\$ 2,612,898	\$ 2,760,351	75%
Net Income from Operations	\$ (153,295)	\$ 24,628	\$ 21,389	
Operating Margin	-7.9%	0.9%	0.8%	

	Forecasted	Actual	Goal
Operating Margin	0.8%	0.8%	5%
Debt Service Coverage	0.08	0.08	1.25
Days Cash on Hand	39	39	60-90
Building Payment %	18.0%	18.0%	20%

Cash Reserve	Operating Margin	Student Count
\$0-\$300,000	5%	0-600
\$300,000-\$500,000	4%	0-600
\$500,000-and above	3%	0-600

CASH **RESERVES** **ENROLLMENT**

Ending Cash Balance: \$ 296,641
Days Cash on Hand: 39

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 187,783	\$ 187,783
Reserves Added this Year	\$ (153,295)	\$ 21,389
Expenses from Reserves	\$ -	\$ -
New Reserve Balance	\$ 34,488	\$ 209,172

	A	S	O	N	D	J	F	M	A	M	J
K	38	59	59	57	57	59	59	58			
1	52	52	50	50	52	54	55	55			
2	57	54	53	51	51	50	49	48			
3	38	38	38	38	38	39	40				
4	45	44	45	45	45	47	47				
5	44	45	46	48	48	45	44	44			
6	39	43	45	45	45	45	44	44			
7	49	51	51	50	49	48	48	48			
8	27	38	39	40	37	26	29	24			
Total	409	412	411	410	412	412	409	408	0	0	0

As of the end of each month

Created by Red Apple

Derek made a motion to table the discussion on the contract with Kuhlmann and Associates. All members in favor.

Mr. Dunkley's monthly report:

- 6th grade teacher Megan Gatlin highlighted an SEI team project her class did this week.
- 1st grade teacher Crystal Brown highlighted a significant reading success with a student that transferred in at a low reading level.
- 3rd grade teacher Jennifer Davis highlighted how she tracks progress in her classroom from beginning to middle and end of year.
- Peggy Childs highlighted the new Star 360 assessments that the school hopes to purchase with State Trust Lands funds next year.
- 2nd grade teacher Aaron Spencer was highlighted for his class completing 100,000 math problems online this year.
- State Trust Lands funds to be used for Reading and Math.
- Kevin says that the STL website is still down, but he will be sending out the application as soon as it is available.
- One purchase order over \$1,000 that will be brought for board approval in the May meeting.
- Current enrollment: 409 and average attendance at 93%

Board Training/Charter Review:

- Kevin talked about the process of employee evaluations. They are happening and there is a formal process, as outlined.

Accountability Committee:

- Discussed the stakeholder feedback link. It has 2 parts- one asking for feedback and the second asking for their contact information if they would like to have follow up from the Accountability Committee. This link will be available on the school website, will be pasted to the school FB page, and school staff will be made aware of this to pass along if needed. The link may also be placed on a sign in the office and in the Student Handbook given out at the first of the year. The purpose of this link will be to provide an opportunity for feedback that can be open all the time. The Accountability Committee will view all feedback and utilize this feedback for improvement.
- Discussed the semi-annual school satisfaction survey. Steven improved the survey to include a scale to the questions instead of just yes and no. This survey will be made available to stakeholders May 17-22 by FB link, email, and a paper note sent home to remind parents to check their email or FB for the link.
- Discussion of providing parents with research that could be posted along with our Attendance policy that shows how important it is to maintain good attendance.
- Discussion of shoes and socks being an issue with the dress code. Some teachers feel bad enforcing dress code when it comes to shoes and socks. Some solutions were discussed, such as positive reinforcement with tickets or a free dress day. The decision was made to take this issue to the student council for creative solutions. If we have a policy, we need to follow it or create a policy that can be followed. Idea to have a book available with pictures of several appropriate dress code options. Another idea to have a dress code fashion show at the start of next school year. Alisha will see if Student Council is willing to take these projects on.

Derek made a motion to approve the addendum to the Student Transportation Policy. All members in favor.

PTO report:

- Book Fair will be going on all next week. Buy one get one.
- SEP's and feed the teacher will also be happening Monday and Tuesday.
- Next year's PTO elections are happening now.
- The library is an ongoing project. Book donations are being requested and money is being spent from scholastic dollars.
- Valley Academy's birthday is being celebrated this week with cupcakes at lunch Friday and book drive.
- PTO is providing snacks for 5th grade maturation program and Arbor Day planting.

- Bobcat costume has been completed by Thora Moore. The kids have been able to vote for names all week during their lunch time. Many names were turned in. Final decision will be made based on votes from students, staff, PTO, etc. Some of the names: Festus, Diego, Canyon, Shakespeare, Dr. Swag-Money.

No public comment.

Derek made a motion to adjourn. All members in favor. 8:10pm