

Valley Academy Public Board Meeting Agenda  
August 9, 2018 @ 6pm  
539 N 870 W, Hurricane, UT 84737

1. Welcome and open regular session of the Board
2. Board Training: SEI Introduction, Valley Academy Charter Review
3. Pledge of Allegiance and Mission Statement:

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 SocialEmotional Learning environment that promotes responsible freedom.*

4. Public Comment

The Board requests that you provide written notice to be heard for public comment so we can plan for the time required for this agenda item. Requests may be sent to [alisha@valleyacademycharter.com](mailto:alisha@valleyacademycharter.com). 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.

5. Closed session, if needed.
6. Any action necessary from closed session.
7. Approval of minutes from the 7/14/18 and 7/17/18 meetings.
8. Follow up action items from previous meeting:
  - a. Deseret Industries information for student uniforms.
  - b. Embroidery pricing for school logo items.
  - c. Letter sent to 6-8th grade students and parents for uniform changes.
  - d. Detailed descriptions of committees.
9. Discussion and possible approval of Valley Academy Board Annual Meeting Schedule and Calendar.
10. Discussion and possible approval of bus purchase.
11. Discussion and possible approval of budget for ceramics class materials.
12. Reports from Committees:
  - a. Academics/Curriculum
  - b. Technology
  - c. Arts

- d. SEI
- e. PAC
- f. Safety
- g. State Trust Lands
- h. Policy
- i. Building Development
- j. Wellness
- k. Teacher Liaison
- l. Finance

13. Business Manager's Report

14. Director's Monthly Report

15. Recap and assignment of any action items needed from this meeting.

16. Next meeting proposed September 13, 2018.

17. Adjourn.

Valley Academy Public Board Meeting Minutes

August 9, 2018 @ 6pm

539 N 870 W, Hurricane, UT 84737

In attendance: Tracy Stevens, Weston White, Michael Palfreyman, Alisha Terry-Martin, Miranda Kloos, Kevin Castro, Eva Pelton, Laurie (Excused: Elaina Westegaard)

1. Welcome and open work session of the Board. 6:05pm
2. Board Training:
  - a. Alisha shared an SEI practice that several of our teachers are using to open their classrooms on a daily basis. As children come into the classroom in the morning, they write down the emotion they are feeling on a piece of paper. The teacher then prompts the students to do a feelings sharing time prior to starting school work for the day. The teacher and students pass the microphone around the classroom and can share their feeling (the one they wrote down) and why, or they can choose to pass the microphone to the next person. As the year progresses, the students are prompted by the teacher to use different “feeling” words, so they are increasing their emotional vocabulary through the year. Tracy talked about the importance of this practice and how much it helps the coherence in the classroom. This practice to start the day helps create empathy and a safe space where students can learn in an environment where they feel cared about. This also helps the teacher (and fellow students) to know what to look for, i.e. students that need extra help that day. \*Everyone in attendance at our meeting wrote down the feeling they were feeling on a paper and took a turn sharing.
  - b. The Board reviewed pages 1- 15 of the charter. Discussion of the importance of our charter purposes, differentiation in the classroom (such as students on different learning levels being able to move at their own pace), and the marketing plan (which Tracy has been doing a great job with since he arrived).
3. The Pledge was led by Weston. The mission statement was read by Miranda.
4. There was no public comment requested for this meeting.
5. Miranda made a motion to go into closed session for the purpose of pending or imminent litigation and character or competence of an individual. Kevin second. Roll call vote taken, unanimous in the affirmative.
6. Miranda made a motion to go back into open session. Kevin Second. Roll call vote taken, unanimous in the affirmative. No action necessary from closed session.
7. Kevin made a motion to accept the minutes from both the 7/14/18 and 7/17/18 meetings. Eva second. All members in favor.
8. Follow up on action items:
  - a. Weston turned in an application to Deseret Industries for a community grant that can be used to get clothing for students. There is a 6 week turn around for this application and DI will be contacting Tracy with the approval. Typically, the grant is for \$600 that can be used for 30 kids (approximately \$50 per student). The distribution of this grant will be overseen by Tracy as he sees the needs in the school. Eva brought up the lost and found situation that has been overwhelming in the past. Tracy said he would be keeping the lost and found pile down by sharing with parents the need to find lost items at SEP’s and times when parents are physically already in the building.
  - b. Embroidery pricing for those wanting Valley logo on their items is \$3.90 per piece. We have a relationship already with Mega Pro. They are requesting that 12 items per order

is the minimum for this pricing. Alisha will be coordinating an order for Board members and staff who want an embroidered shirt. Discussion of possibility of a new logo. The current logo is good for now. We will reach out to parents for a task force at BTS night to see if anyone is interested in creating a new logo. Eva also brought up the idea of the students creating a t-shirt contest as a yearly project that would be something the students could color with markers to customize their own Valley shirt. This would be voted on and possibly sold as a fundraiser. If there is concern over supervision with markers, this could possibly be done as a classroom art project. Eva will be coordinating this.

- c. A letter was sent to the 6-8th grade students about the uniform policy. There have been no comments or concerns brought to Tracy about this. Some have seen comments on social media about parents confusion on backpacks. We can add a section on backpacks to the Uniform Policy when we review it again in January. Policy committee will follow up on this in their meeting.

9. Motion made by Miranda to set the yearly calendar meetings of the Board for the second Thursday of each month at 6pm. Kevin second. All members in favor.

10. Motion made by Michael for expenditure up to \$20,000 for the purchase of 3 new buses. Kevin second. Discussion: Tracy says that with increased enrollment, we have the need for 4 buses and 4 bus routes. He is hiring a 4th bus driver. 2 of the 3 current buses will not pass the required inspection, so he has bid on 2 (one from Michigan and one from Iron County) and looking for another. 1 of our current buses is ok to pass inspection. Tracy is working on making the bus route map better for time spent on the bus and distance parents need to drive to get there. Tracy is also putting the Bobcat on the buses so they look different from the other buses in the area. The buses that will not pass inspection will be sold. All members in favor.

11. Motion made by Michael for expenditure up to \$2,500 for ceramics class materials. Kevin second. Discussion: Tracy is working on a structure that is code compliant to keep the kiln safe from the elements. He will be going over to look at the kiln at HHS. Tracy says the teacher is starting simple to get a feeling of the interest of the students and will increase the program to a pottery wheel at a later date. The teacher is experienced and excited to start the program. All members in favor.

12. Discussion of the detailed descriptions of all the committees, who is in charge of them, and when they will meet. This was a recap and confirmation of our discussion at the retreat 7/14. Miranda will be at BTS night to advertise the committees we need parent help on.

13. Business Manager's report: Nate discussed the monthly tasks that Red Apple is in charge of each month and how he would be doing his monthly report during the school year. Yearly financial audit is currently in progress. In October, due to our increase in enrollment, we will need to amend our budget. New hires will be meeting August 14 @ 11:00 to discuss benefits. Open enrollment for current staff will be later in the year. Teachers get \$300 per year in the budget for supplies.



**Board Meeting**  
August 9, 2018

**Discussion items:**

1. Review Potential Bus Purchases
2. Review FY19 Budget
3. FY19 Budget will need to be amended soon
4. Audit is in process
  - a. Kelly has submitted some reports to Auditor
5. New Hire Benefits Meeting  
Aug 14 @ 11:00  
*Open enrollment later*

Review Item for August: USBE Reporting Due Date Calendar sent to Tracy

**Latest & Greatest from charter world:**

- ✓ Legislative updates – 2.5% WPU increase, 1.5% WPU value amount increase to 'flexible allocation', \$57 per student increase to LRF

**Strategic Plan & Benchmarks: 5% Net Operating Margin for FY19 activities**



**Nate Adams**  
Director of Finance



**Carrie Clegg**  
Director of Finance

**Beth Brech**  
Director of Finance



**Monthly:**

- ✓ Payments & Deposits recorded, including Allowment Memo
- ✓ Bank & Bond & CC accounts reconciled
- ✓ Balance Sheet accounts reconciled
- ✓ Payroll & Payroll taxes
- ✓ Retirement contributions
- ✓ Pay & reconcile benefits bills
- ✓ Teacher & Department budget update
- ✓ Internal reports: lunch prgm, detail of programs, etc.
- ✓ Request sales tax back

**Annually:**

- July
  - UCA Assurances – uploaded by the director
  - Year End Web Survey – Data Gateway
  - Final Budget – prior year – UPERS
  - Initial Budget – new year – UPERS
  - Transparency – Quarterly – All Revenues & Expense transactions
  - Payroll taxes – quarterly reports (941, TC941, SUTA)
  - Utah Money Management Council – report
  - Complete audit field work

Sept

- Restricted Funds review – w/Finance committee
- Fed reimbursements – deadline for prior year(s)
- Transparency – salary & benefit data – prior year
- Auditor adjustments made in books, AFR / APR match in books
- Close books – prior year

Aug

- All new employees ready to pay, benefits meeting, benefit sign up**
- AFR / APR completed – uploaded and certified by director
- School Land Trust final report – matches APR numbers
- CACTUS updated for current year, authorizations requested
- Transparency – Quarterly – All Revenues & Expense transactions
- UCA complete – board approved plan and K3 Reading program
- Title I waiver requests due
- Financial Audit to USBE

Nov

- 1099 – W9 check for end of year – self-employed vendors
- DMI (Title I desktop monitoring instrument)
- Indirect cost for the following year – UPERS, director certify
- Transparency – New construction or acquisition of facility report
- Financial Audit – submitted and certified to State Auditor's Office
- W2s and 1099s distributed, new W4 made available
- Restricted funds review – w/Finance committee
- Transparency – Quarterly – All Revenues & Expense transactions
- Utah Money Management Council – report
- W2s and 1099s, 1096 to Utah, IRS & SSA
- ACA – 1094 / 1095 to employees, and to IRS
- 990 reviewed by finance committee, then submitted to the IRS

Dec

- Transparency to AFR reconciliation
- Legislative session ends – funding known for next year
- Initial budget for next year constructed and reviewed by admin
- Initial restricted funds plan for next year developed
- Transparency – Quarterly – All Revenues & Expense transactions
- Year-End audit prep begins
- CACTUS – data finalized, term non returning teaching staff
- Restricted funds plan – finalized for year end, rollover amounts
- Approve budgets – vote must occur on or before June 22nd

Jan

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Feb

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June

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14. Director's report: Enrollment is currently at 430. We currently have a wait list in 1st and 3rd grades. Tracy has purchased all the chrome books we needed with the SLT funding and has extra money to spend on technology (needs to be specific to the SLT plan). The booth at the Washington County Fair has been very successful- more than 500 balloons with the logo were given out as well as brochures, and he has spoken to many potential parents. A salary schedule is needed and will be created soon. Teacher dress code will be discussed at the staff meeting on Aug 13. Nate brought up the need to turn in Safety Committee minutes to Risk Management. We are currently in compliance with this and Tracy will follow up on if we can combine the SLT meeting with the Safety Committee and send combined notes.

15. Michael made a motion to adjourn. Weston second. All members in favor.