

Valley Academy, Inc. Public Board Meeting Agenda  
Dec 9th, 2021 @ 6 pm  
539 N 870 W, Hurricane, UT 84737

1. Welcome

2. 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 **Social Emotional Learning** environment that promotes responsible freedom.*

3. 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 [miranda@valleyacademycharter.com](mailto:miranda@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.

4. Monthly Training Topic: Board Member Audit Training [Module 1 Script - Board Members.docx \(utah.gov\)](#)

5. Review and discussion of Annual Board Calendar

6. Review and Report: Action Items from last month's meetings.

7. Student Council Update

8. Business Manager's Monthly Report

9. Director's Monthly Report

10. Reports from Board Committees:

- a. Finance/Audit
- b. Policy
- c. Charter Accountability
- d. Executive

11. Approval of minutes from the Nov 11th meeting.

12. Discussion and possible of approval of the Leave Policy

13. Discussion and possible approval of the purchase of the upgraded camera system.

14. Discussion and possible approval of the purchase of a Computer Panel for the fire monitoring system.

15. Discussion and possible approval of the purchase of playground equipment.

16. Discussion and approval of an additional Audit Committee member.

17. Closed session, if needed. **Utah Code 52-4-205(a).**

18. Any action necessary from closed session

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

20. Next proposed meeting is Jan 13th, 2022

21. Adjourn

Valley Academy, Inc. Public Board Meeting Minutes (Approved)  
Dec 9th, 2021 @ 6 pm  
539 N 870 W, Hurricane, UT 84737

Welcome and meeting start at 1806

Board members in attendance: Buffy Nelson, Michael Palfreyman, Alisha Terry-Martin, Nicki Hill, Miranda Kloos, Weston White, Jackie Choto

Additional in attendance: Tracy Stevens, JJ Tanner, Marylin White, Kandis White

Pledge led by Member White

Mission Statement read by Member Palfreyman

No public comment requested

Monthly Trainings:

- FERPA training takeaways: Not ok to take pictures of students in the school. PPI- not revealing full names on things displayed in the hallway. Our student data manager is Kelly/Tracy
- Audit Committee Training- Module I for all board members takeaways: We do have a link to the mandatory hotline for audit complaints. We need another member on the audit committee- we need 3. Make sure there is no conflict of interest. Michael is committee chair. Our website is current. Discussion of meeting segments.

Annual calendar review: Required audit training complete for December. In January we will need to talk about fee schedule and schedule a date for the annual retreat.

Review and report: Member Terry-Martin now has access to post on UPN. Leave policy complete. Need a bio from Jackie.

Student council update by Kandis White: sweatshirts, canned food drive for Tan's Treats, kids are putting together a "snowcial" for the middle school, created a mission statement that they recite and are excited about. They go out and say goodbye to the buses. Working on leadership and how to speak to adults as well as how to ask questions. 8th grade is putting together a petition to change the hat policy.

Business Manager's report by Nate Adams: the true up has come in partially, should be fully updated by the end of this month. Lunch program is running well and trending high- there is a lot of participation. Free breakfast and lunch is available for every student this year (and last year). Salaries and benefits are on track. Substitute teacher line is high- Nate is hoping the PTO cash out line goes down to offset this. Some of this may be due to covid and illness. Pulling in some ESSER funds to cover the technology lines. Red Apple newsletter shows what they do for us. Chair Kloos will forward to everyone to read. Member Choto asks if there is a balance sheet. Nate says he can provide it if needed. Questions about the technology lines and debt service lines. Nate will add the balance sheet to the packet each month.

Director's report by Tracy Stevens: enrollment is down a few due to families moving out of the area and one moving schools to be with a sibling. Kelly is calling people on the wait list. 514 is what we are being funded on. We'd like to have 515 or a bit more. Tracy is working on compliance with "parent compacts". It will be updated on the website. Health department hit on bug spray and dumpster staying on the pavement- this is being fixed. Fire alarm issues in the past month- working through wiring issues. Request to table the item on new panel system for fire alarm until wiring issues have been fully explored. New charter application due July 1. Tracy is working on it- increasing enrollment to 750 and up to 9th grade. UHP inspection of busses were great. Booster club is doing a Christmas store next week- these are inexpensive gifts that kids in need can purchase, wrap, and give. If the kids can't afford it, they can get a voucher. Open enrollment for insurance now. Our non-benefited employees were given some info about insurance options today. Insurance coverage remained the same, but is less expensive this year. Thinking about "Next Steps"- Admin will be taking a day for a retreat off campus. Christmas break. Team building day for Jan 5. Next "data moments" Feb 1-3. Open enrollment for students will be Jan 31 until lottery is held in March. Looking forward to the 10th anniversary of the school- possible party or event. Live broadcast from KONY country Jan 31 and

at the spring fling- getting pricing. After school clubs- funded through ESSER grant: weekly bike club, Beyblade, Fun Friday (wagon rides and carolling with Leon), camera club making yearbook and youtube videos. 8th grade history trip. March 6-8 history trip for 7th grade will be out in the same area as last year. Student council leadership conference- trying for the Disneyland leadership class. Summer STEAM camp on Brian Head- week long for 6-8th grades.

Committees:

- Finance- playground discussion (our slide needs to be replaced), upgraded camera system, covering paras with subs has increased the sub line in the budget.
- Policy- revamped the Leave Policy. They have a meeting tomorrow.
- Accountability- Directors are continuing work on mission and vision for ideal school. Reading growth identified as #3 in the whole state. Data moments and evals keeping an eye on standards. New coding class in January. New smart projectors. Camera system upgrade. School counselor continuing with SEI in classrooms, one on one meetings and groups. SEDC provided a grant for our school counselor to get her masters in school counseling. No shows this month. Last month Newsies and music recitals as well as Spooktakular.
- Exec- going over surveys, overall positive. Will present on that next meeting.

Member White made a motion to approve minutes from the Nov 11 meeting. Member Nelson second. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Member Palfreyman made a motion to approve the Leave Policy. Member White second. Discussion: Member White asking for clarification on which leaves are covered in PTO. Member Terry-Martin asking for clarification on accrual of PTO, tardiness, time off request. Covid funds expired Oct 30. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Member White made a motion to approve the purchase of the upgraded camera system. Member Palfreyman second. Discussion: SEDC came back with a contract on best option for update on the system- Pine Cove. Has several weeks of data. Adds cameras to blind spots. Member Nelson asks for clarification that this item fits in the budget. Member Choto asks for clarification on the process of budget approvals. Amended motion by Member White to approve purchase of the upgraded camera system from Pine Cove. Member Palfreyman second. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Chair Kloos made a motion to table the fire panel purchase, as requested by Admin. Member Palfreyman second. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Member White made a motion to approve the purchase of playground equipment from public surplus in the amount of \$18,533.87. Member Hill second. Discussion: Member Nelson asks for clarification that this fits in the budget. Tracy Stevens explained the reason for the purchase and how it would be brought and set up at Valley. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Chair Kloos made a motion to appoint Member Choto as the 3rd Audit Committee member. Member Hill second. Discussion: Member Nelson asks clarification that finance and audit are separate committees. They are separate committees, but have similar members. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Chair Kloos made a motion to move into closed session for the purpose of strategy to discuss purchase/lease/sale of real estate. Member White second. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Closed session began at 1954

\*\*\*\*Closed Session\*\*\*\*

Chair Kloos made a motion to move back into open session. Member Nelson second. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

End of closed session 2048

Chair Kloos made a motion to allow Tracy Stevens to work within the parameters set in closed session. Member Hill second. Discussion: Member White will also work with Director Stevens in this matter. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Follow up- Post leave policy to website. Post minutes and audio. Leave policy needs approval date prior to posting and Member Terry-Martin needs access to post to website. Chair Kloos will update website for audit policy

Member White made a motion to adjourn. Member Palfreyman second. **Miranda Kloos - Yes, Michael Palfreyman - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Weston White - Yes. Jackelyn Choto- Yes. Nicki Hill- Yes.**

Meeting ended at 2051