

Valley Academy Public Board Meeting Agenda  
Feb 11th, 2021 @ 6 pm  
539 N 870 W, Hurricane, UT 84737

The meeting will also be available through Zoom. Anyone interested in participating via Zoom conferencing can email Miranda Kloos at [miranda@valleyacademycharter.com](mailto:miranda@valleyacademycharter.com) for call-in information.

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: Procurement  
<https://www.utahcharters.org/on-demand-training-videos>
5. Review and discussion of Annual Board Calendar
6. Review and Report: Action Items from last month's meetings.
7. Business Manager's Monthly Report
8. Director's Monthly Report
9. Reports from Board Committees:
  - a. Finance/Audit
  - b. Policy
  - c. Charter Accountability
  - d. Technology
  - e. Executive
  - f. Safety/SLT
10. Second discussion of 2021-2022 School Fee Schedule with Spend Plan and delineation of fees
11. Approval of minutes from the Jan 21st meeting.
12. Discussion and possible approval of the Secretary position.
13. Discussion and possible approval of the Spring Fling Fundraiser.
14. Discussion and possible approval of the middle school field trip to the Body exhibit in Las Vegas.
15. Discussion and possible approval of the purchase of a cement pad.
16. Discussion and possible approval of the 2021-2022 School Calendar
17. Discussion and possible approval of the following policies:
  - a. Technology and Electronic Device Policy
  - b. School Board Member Code of Ethics Policy
  - c. Employee Personal Use of School Property
  - d. Parent Grievance Policy
  - e. State Assessment Opt-Out Policy
  - f. Procurement and Financial Management Policy and Procedure

18. Closed session, if needed. **Utah Code 52-4-205(a).**
19. Any action necessary from closed session
20. Recap and assignment of any action items needed from this meeting
21. Next proposed meeting is Mar 11th, 2021
22. Adjourn

Valley Academy Public Board Meeting Minutes  
Feb 11th, 2021 @ 6 pm  
539 870 W, Hurricane, UT 84737

Welcome by Chair Kloos at 6:04. Board members in attendance: Michael Palfreyman, Miranda Kloos, Elaina Westegaard, Wes White. Bronwyn Gooch joined via zoom. Betsy Kimber is excused. Additional attendees: JJ Tanner, Tracy Stevens, Laurie Harper.

Member White led the Pledge of Allegiance

Member Palfreyman read the Mission Statement:

No public comment

Monthly Training Topic: Procurement

<https://www.utahcharters.org/on-demand-training-videos>

Discussion: document if we get less than three bids. RFP must be posted in some kind of public forum for seven days.

Annual Board Calendar

Will be approving the school calendar and discuss the school fee schedule. Teachers' and students' intent to return forms have been sent out and most are back. Have 2 board members that have terms up in May.

Action Items from last month's meetings

Exhibit A has been approved by the authorizing committee, will go to final approval at March meeting. Everything is posted. Miranda confirmed that personal phone numbers for audit committee members are not required.

Business Manager's Monthly Report

Nate highlights true-up and finalizations for state revenue. Added additional amount for the early education kindergarten grant. Federal funds are all updated with COVID funds; most likely won't renew. We are about 58% through the year and most expenses are below that rate, with a few above but still okay because of deadlines. Almost 13% net income!

Director's Monthly Report

Current student count is 502, wait list is at 22 with others in the lottery increasing the wait list for next year. Booster club is working on the spring fling, SLT report, and reviewed upcoming grants.

Finance/Audit

Elaina: Since we have six board members again, we only need two board members on the audit committee. We will start procuring an audit company in March or April. Three of the six old buses have been sold. Of the other three, two are being kept for backups and one will be converted to the "bike bus." SPED is catching up on the spenddown plan.

Policy

Miranda/JJ: no meeting, but a lot of policies have come back from legal and will be approved this evening. With Brian's resignation, we do have an opening on this committee. Miranda is working on reformatting all of the policies for uniformity and including approval dates and amendment dates. Policies usually updated based on legislation updates. Almost all old policies have been updated at this point.

Charter Accountability

Bronwyn: no meeting. A meeting and robust report forthcoming.

Technology

Wes: no meeting.

Executive

Miranda: nothing new to report.

Safety/SLT

Tracy: website down until end of February. Final report template will be out this week and we can email it into state. Meeting set for Feb 22<sup>nd</sup>. Next year's allotment is \$67,764.

Second discussion of 2021-2022 School Fee Schedule with Spend Plan and delineation of fees

Discussion: no comments. Will be on next month's agenda to approve.

Member White motioned to approve the Jan 21<sup>st</sup> meeting minutes, Member Palfreyman 2<sup>nd</sup>. No discussion, all members in favor.

Secretary position – Member Kloos clarified needs for the remaining term; Member Palfreyman volunteered to fill the position. Member Kloos motioned to approve Member Palfreyman as the Secretary for the remaining term, Member Gooch 2<sup>nd</sup>, no further discussion, all members in favor.

Member White motioned to approve the spring fling fundraiser with proceeds exceeding \$1000 and they will go to teacher appreciation, Member Westegaard 2<sup>nd</sup>, no discussion, all members in favor.

Member White motioned to approve the middle school field trip to Las Vegas to the Bodies Exhibit. Member Palfreyman 2<sup>nd</sup>, Discussion – Wes asked what grades, Tracy clarified 7<sup>th</sup> grade, maybe some 8<sup>th</sup> graders that didn't go last year, all members in favor.

Member Kloos motioned to table the purchase of the cement pad until next month due to not having the appropriate bids, Member Gooch 2<sup>nd</sup>, all members in favor.

Member Westegaard motioned to approve the 2021-2022 school calendar, Member Gooch 2<sup>nd</sup>. Discussion that PD days go back to standard allotment and it follows the district's calendar very closely. All members in favor.

Member Palfreyman motioned to approve the Technology and Electronic Device Policy, Member White 2<sup>nd</sup>. Discussion: Wes questions section 7, line E about teachers taking and posting pictures, it states they cannot do so on their personal devices. Tracy clarified that as long as it's for educational use it should be okay. Discussion continued that the line does not state that and if it's the rule we need the appropriate language. Motion amendment: Elaina motioned to table the technology and electronic device policy until we have further clarification about personal device use and taking pictures. Member Palfreyman 2<sup>nd</sup>, all members in favor.

Member Gooch motioned to approve the School Board Member Code of Ethics Policy, Member White 2<sup>nd</sup>, no discussion, all members in favor.

Member Palfreyman motioned to approve the Employee Personal Use of School Property, Member White 2<sup>nd</sup>, no discussion, all members in favor.

Member White motioned to approve the Parent Grievance Policy, Member Westegaard 2<sup>nd</sup>, no discussion, all members in favor.

Member Kloos motioned to table the State Assessment Opt-Out Policy due to needing further clarification needed on the form to opt-out, Member Westegaard 2<sup>nd</sup>, all members in favor.

Member White motioned to approve the Procurement and Financial Management Policy and Procedure, Member Palfreyman 2<sup>nd</sup>. Discussion: Wes questions internal audit procedure. Elaina reviews the statements monthly. Wes asks if we have petty cash and a policy around it - All cash is tracked in deposits. Two people count the cash. Falls into other policy and procedure. All members in favor.

No Closed session needed

Recap and assignment of any action items needed from this meeting  
Miranda will post approved policies and inquire about tabled policies.  
Miranda will update website with Michael as secretary.  
Miranda will post meeting minutes and calendar.

Next proposed meeting is Mar 11th, 2021

Discussion to move meeting because of spring break - meeting will be March 18<sup>th</sup>

Member White motioned to adjourn at 7:17, Member Westegaard 2<sup>nd</sup>, all members in favor.