

Valley Academy Public Board Meeting Agenda  
November 12, 2015 at 6:00pm  
539 N 870 W, Hurricane, UT 84737

1. Work session of the Board (6:00- 7:00pm)
  - a. Closed session if needed.
  - b. Discussion of building rental agreement
  - c. Discussion of policy regarding student photos and policy manual
  - d. Discussion of 8<sup>th</sup> grade
  - e. Discussion of possible building refinance
  - f. Discussion of legal services

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

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

4. Special performance by Musical Theater Class

5. Approval of minutes from 10/8/15 meeting

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.*

6. 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 any purchase orders over \$1,000.
- c. Discussion and possible action on building rental agreement.
- d. Discussion and possible action on Director's salary.

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

- a. Mr. Dunkley's monthly report

8. 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
  - ii. Finance Committee
- c. Discussion and possible action on policy regarding student photos and policy manual.

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

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.

10. Next meeting *proposed* for December 10, 2015

Valley Academy Public Board Meeting Minutes  
November 12, 2015 at 6:00pm  
539 N 870 W, Hurricane, UT 84737

In attendance: Lane Blackmore, Steven DeMille, Miranda Kloos, Lynn Excell, Kevin Dunkley, Gary Kuhlmann. Excused: Ben Ruesch, Alisha Terry-Martin, David Hinton.

Work session:

- Discussion of giving a cost of living increase to the Director's salary. This will be considered in conjunction with the Director's evaluation each June. For this year, it will be a 2.5% adjustment. Teachers in the school got a 2-5% increase this year. Thayne will provide more information and the vote will be taken in the open meeting.

- Discussion of the building rental agreement. Due to the civic center rule, we are encouraged not to charge a fee for not-for-profit organizations that are using the building. What we have been charged at other schools has been approximately \$30 per hour. We still want to make sure we are covering costs (at an hourly rate). Could we also have a provision that people who clean up after themselves are not charged for custodial clean up? A fee schedule needs to be created as an addendum. People are asking about renting rooms. The rate should be different profit or not-for-profit. More discussion is still needed for specifics on rooms available, fees, etc.

- Discussion on policy manual and student photos. Gary presented information on FERPA and PPR. Require disclosures annually and give the parent the right to opt out. If a parent opts out, photos and names are not allowed on any school publication through the school year. It's all or nothing. The opt out should be sent out now. Public events have public exposure, but things that happen inside the classroom may be protected. Over the last 2 years, 2 families have opted out. Kevin keeps track of those. Teachers with private pages have sent home additional permission forms. These two forms should be included in the registration packet. Legal recommends passing the adoption of the compliance office's forms tonight, then forming the social media policy. Lane requests that legal double check to see if all our policies are compliant.

- Discussion of 8<sup>th</sup> grade. Our 8<sup>th</sup> grade currently has 6 students. This is not enough to fund running the classroom. Possibility of taking the 8<sup>th</sup> grade into a waiting list status for next year. Is it possible to do a blended 7/8<sup>th</sup> classroom? We've done it before with other grades. 8<sup>th</sup> grade students are leaving for various reasons. Kevin believes that a majority of our 7<sup>th</sup> grade students may stay next year, but says some are already talking about leaving for the middle school next year. What is the solution to attract the 7<sup>th</sup> and 8<sup>th</sup> grade students? Perfecting our programs is one possible solution. Kevin suggests adding a 3<sup>rd</sup> Kindergarten classroom (wait list is currently 13). Student count is fluctuating every day. Advertise this 8<sup>th</sup> grade in a positive way- either as a stand alone class or as a blended class for next year.

- Discussion of building refinance. Joel Wright has reached out to Highmark to see if this is an option. Not much has been heard back from Highmark. The rent increases each year and we need to have an increase in students to be able to keep going.

- Discussion of legal services. Kevin has been approached by Lear & Lear who does legal services for several charters. \$165 per hour. Our current legal services are based on approximately 8 hours per month at \$1,000 flat fee.
- Discussion of increasing budget for art classes. Miranda proposes using the Dixie Direct money instead of using budget money.
- Mid-year climate survey and Director's survey (teachers are wondering why we do this because they say they haven't done it at any other school). It is in the charter, page 83.

Steven made a motion to adjourn the work meeting. All members in favor.

Special performance by the Musical Theater class.

Regular meeting was opened at 7:15.

Additional in attendance: Ben Ruesch, Megan Gatlin, Lexie Gatlin, Charlotte Potter, Sophie Yetter, Natalie Metzger, Thayne Smith, Keturah Rowland.

Pledge of Allegiance and Mission Statement by Steven DeMille.

Steven made a motion to approve the minutes of the 10/8/15 meeting. All members in favor.

# Business Manager's Monthly report:



## Financial Summary as of October 31st, 2015

BUDGET REPORT				EXPENSES		RATIOS		
	YTD Actuals	Approved Budget	Forecast	% of Forecast		Forecasted	Actual	Goal
Enrollment	358	413	358					
<b>Revenue</b>								
1000 Local	\$ 82,423	\$ 55,000	\$ 115,245	72%				
3000 State	\$ 807,760	\$ 2,395,441	\$ 2,149,734	33%				
4000 Federal	\$ 32,831	\$ 322,445	\$ 362,826	78%				
<b>Total Revenue</b>	\$ 923,014	\$ 2,772,886	\$ 2,627,805	55%				
<b>Expenses</b>								
100 Salaries	\$ 478,496	\$ 1,222,316	\$ 1,222,316	100%				
200 Benefits	\$ 101,260	\$ 275,470	\$ 275,470	17%				
300 Prof & Technical Services	\$ 50,201	\$ 136,120	\$ 136,120	17%				
400 Purchased Property Services	\$ 201,803	\$ 598,657	\$ 601,804	34%				
500 Other Purchase Services	\$ 15,216	\$ 32,730	\$ 32,917	43%				
600 Supplies and Materials	\$ 114,708	\$ 223,450	\$ 257,340	45%				
700 Property, Equipment	\$ 64,791	\$ 50,000	\$ 68,124	14%				
800 Debt Service and Misc	\$ 74,432	\$ 114,100	\$ 141,577	11%				
<b>Total Expenses</b>	\$ 1,100,907	\$ 2,652,843	\$ 2,735,668	40%				
<b>Net Income from Operations</b>	\$ (177,893)	\$ 120,043	\$ (107,863)					
Operating Margin	-19.2%	4.3%	-4.1%					

  

EXPENSES	
Salaries	45%
Benefits	17%
Prof & Technical Services	17%
Purchased Property Services	34%
Other Purchase Services	43%
Supplies and Materials	45%
Property, Equipment	14%
Debt Service and Misc	11%

  

RATIOS		
Forecasted Operating Margin	-4.1%	5%
Debt Service Coverage	0.24	1.25
Days Cash on Hand	25	60-90
Building Payment %	18.0%	20%

  

Red Apple Target Budgeting Scale			
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	\$ 184,711	Last Year Reserve Balance	\$ 79,909	Actual Ytd	Forecast
Days Cash on Hand	25	Reserves Added this Year	\$ (177,893)	\$ (177,893)	(107,863)
		Expenses from Reserves	\$ -	\$ -	\$ -
		New Reserve Balance	\$ (92,884)	\$ 45,868	

-33% of the year represented in this report. Loan from Wells Fargo is represented as local funding. Overtime with janitorial support has been corrected. Hired more Title I aides. Bank account has taken a dip. Thyne is working on this with Kevin and will meet with the finance committee next week to start on a plan to increase this.

-Lynn made a motion to increase the Director's salary 2.5% retroactive to July 2015. All members in favor.

-Building rental agreement. Miranda made a motion to approve the building rental agreement with the addition of a fee schedule. All members in favor.

- No purchases over \$1,000 this month.

### Director's monthly report:

-Visual and performing arts teachers are doing a great job and fulfilling the wishes of many of the parents. Teachers are working well together. Enrollment is 368 and would like to add the new Kindergarten, bringing us to 380. Good reports in the media. 7<sup>th</sup> and 8<sup>th</sup> grade are doing college and career readiness...many things happening with this. Veterans Day assembly included the whole school with art and music- veterans invited appreciated it. Parent Teacher conferences are next week. Data is available to us every day on our growth. UMTSS is helping math and reading

to develop questioning to be ready for end of year testing. School is still looking for a PTO. Kevin invites everyone to come visit and see what's going on. Library is growing. We are a Focus school to work on reading. This is why we are working with the specific reading programs and hiring more Title I aides. Kevin offers a "breakfast with the principal" as an incentive for reading.



## Valley Academy Director's Report

Kevin Dunkley \* [director@valleyacademycharter.com](mailto:director@valleyacademycharter.com) \* 435-668-7481

November 2015

### **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; in a Social Emotional Learning environment that promotes responsible freedom.

### **2015-16 Enrollment as of November 6, 2015: 365+**

K: 51	5 <sup>th</sup> : 46
1 <sup>st</sup> : 46	6 <sup>th</sup> : 36
2 <sup>nd</sup> : 44	7 <sup>th</sup> : 37
3 <sup>rd</sup> : 48	8 <sup>th</sup> : 7
4 <sup>th</sup> : 50	

**Special Education:** 16% of our enrollment  
We are funded at 12%

\*Two new families enrolled November 2-3<sup>rd</sup> with 4 children each. **380+**  
\*We have 13 Kindergarten students on the waiting list.

### **Attendance:**

Average daily attendance comparison:			Average attendance by day of the week in 2015:				
	<u>2015</u>	<u>2014</u>	Mon	Tues	Wed	Thurs	Fri
October:	93.07%	95.63%	93.19	95.18	95.55	95.14	93.38
September:	95.53%	94.46%					
August:	95.82%	95.63%					

Accountability Committee Report: Getting ready for mid-year climate survey. Will send it out this year 2 weeks before the break in hopes of an increased response. Also starting to review academic outcomes. Lane requests a discussion topic of getting a feel for how we can get parents more involved in daily volunteerism.

Finance committee to meet next week.

Discussion from legal on student photo policy. Adoption of FERPA and PPRA notices, including an opt out form that will be sent to parents. Miranda made a motion to this effect. All members in favor. Policy to follow.

No public comment.

Ben made a motion to adjourn. All members in favor.