

Valley Academy Inc Public Board Meeting Agenda  
Nov 11th, 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  

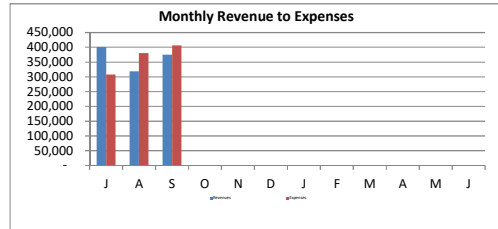
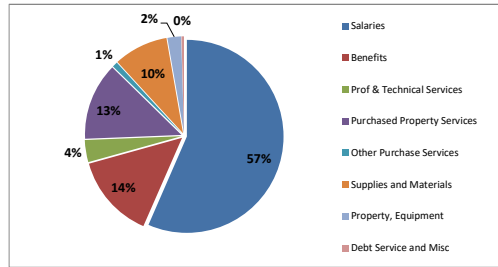
The Board requests that you provide written notice to be heard for public comment so we can plan for the time required for this agenda item. Requests may be sent to [miranda@valleyacademycharter.com](mailto:miranda@valleyacademycharter.com). Please plan ahead for your comments to be 3 minutes or less. 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: FERPA [UAPCS | Training Videos \(utahcharters.org\)](#)
5. Review and discussion of Annual Board Calendar
6. Review and Report: Action Items from last month's meetings.
7. Student Council Update
8. Board Member Interviews
9. Business Manager's Monthly Report
10. Director's Monthly Report
11. Reports from Board Committees:
  - a. Finance/Audit
  - b. Policy
  - c. Charter Accountability
  - d. Technology
12. Approval of minutes from the Oct 14th meeting.
13. Discussion and possible approval of the 7th grade Utah History trip.
14. Discussion and possible approval of the 8th grade History trip.
15. Discussion and possible approval of the Secretary position.
16. Discussion and possible approval of the Leave Policy.
17. Discussion and possible approval of the Paid Time Off Policy.
18. Closed session, if needed. **Utah Code 52-4-205(a).**
19. Any action necessary from closed session.
20. Discussion and possible appointment of 2 new Board members.
21. Recap and assignment of any action items needed from this meeting
22. Next proposed meeting is Dec 9th, 2021
23. Adjourn



# Financial Summary as of October 31st, 2021

## 33% through the Year BUDGET REPORT EXPENSES RATIOS

	YTD Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	502	502	502	
<b>Revenue</b>				
1000 Local	\$ 11,008	\$ 57,405	\$ 22,626	49%
3000 State	\$ 1,392,097	\$ 4,085,851	\$ 4,049,156	34%
4000 Federal	\$ 60,514	\$ 357,117	\$ 415,976	15%
<b>Total Revenue</b>	<b>\$ 1,463,619</b>	<b>\$ 4,500,373</b>	<b>\$ 4,487,758</b>	<b>33%</b>
<b>Expenses</b>				
100 Salaries	\$ 789,933	\$ 2,297,378	\$ 2,448,437	32%
200 Benefits	\$ 209,784	\$ 612,298	\$ 612,298	34%
300 Prof & Technical Services	\$ 48,932	\$ 165,216	\$ 159,436	31%
400 Purchased Property Services	\$ 178,827	\$ 559,988	\$ 559,988	32%
500 Other Purchase Services	\$ 16,530	\$ 38,460	\$ 38,212	43%
600 Supplies and Materials	\$ 219,837	\$ 366,971	\$ 393,000	56%
700 Property, Equipment	\$ 73,897	\$ 60,600	\$ 98,650	75%
800 Debt Service and Misc	\$ 7,272	\$ 25,000	\$ 20,000	36%
<b>Total Expenses</b>	<b>\$ 1,545,012</b>	<b>\$ 4,125,910</b>	<b>\$ 4,330,020</b>	<b>36%</b>
<b>Net Income from Operations</b>	<b>\$ (81,392)</b>	<b>\$ 374,463</b>	<b>\$ 157,738</b>	
Operating Margin	-5.6%	8.3%	3.5%	

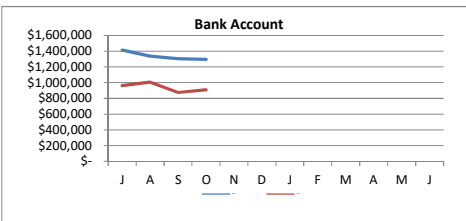


	Actual	Goal
Forecasted Operating Margin	3.5%	3%
Debt Service Coverage	1.40	1.25
Days Cash on Hand	109	60-90
Building Payment %	18.0%	20%

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

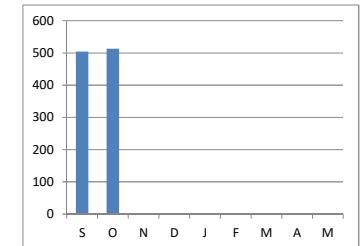
Building Set Aside	\$ 138,386	Since Jan. 2018
Ending Cash Balance	\$ 1,159,469	
Days Cash on Hand	109	



	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 106,622	\$ 106,622
Reserves Added this Year	\$ (81,392)	\$ 157,738
Expenses from Reserves	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 25,230</b>	<b>\$ 264,360</b>

	S	O	N	D	J	F	M	A	M
K	74	75							
1	67	69							
2	50	50							
3	65	69							
4	52	52							
5	54	54							
6	56	57							
7	48	49							
8	39	39							
<b>Total</b>	<b>505</b>	<b>514</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

October 1st Count



# Budget Detail Report

Actuals as of: **October 31st, 2021** Percentage of Year **33.3%**



	(502 Students) Previous Yr's Actuals FY21	(514 Students) Current Yr's Actuals FY22	(502 Students) Approved Budget FY22	Amount Changed	(502 Students) FY22 Forecast	Actuals as a % of Forecast
<b>Revenue</b>						
<b>1000 Local</b>						
1510 Interest on Investments	\$ 1,593	\$ 397	\$ 1,750	\$ (550)	\$ 1,200	33.1%
1600 Food Service	\$ 21,868	\$ 156	\$ 35,000	\$ (34,844)	\$ 156	100.0%
1700 Student Activities	\$ 3,355	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
1700 Middle School Fees	\$ 2,586	\$ 2,310	\$ 2,150	\$ 350	\$ 2,500	92.4%
1700 Washington DC	\$ (30,545)	\$ -	\$ -	\$ -	\$ -	0.0%
1700 Ski Trip	\$ 1,637	\$ -	\$ -	\$ -	\$ -	0.0%
1715 Student Government	\$ 273	\$ -	\$ 685	\$ 15	\$ 700	0.0%
1910 Rental of Facility	\$ 7,800	\$ 2,548	\$ 7,000	\$ -	\$ 7,000	36.4%
1920 Private Donations	\$ 3,182	\$ 763	\$ 2,000	\$ -	\$ 2,000	38.2%
1920 Dixie Direct	\$ 5,720	\$ -	\$ -	\$ -	\$ -	0.0%
1920 Friday Dress/Spirit Shirts	\$ 5,420	\$ 2,633	\$ 2,500	\$ 250	\$ 2,750	95.7%
1922 PTO/PAC	\$ 4,390	\$ -	\$ -	\$ -	\$ -	0.0%
1930 Sale of Assets	\$ 23,501	\$ -	\$ -	\$ -	\$ -	0.0%
1950 Yearbooks	\$ 1,320	\$ 555	\$ 1,320	\$ -	\$ 1,320	42.0%
1990 Miscellaneous	\$ 5,972	\$ 1,646	\$ -	\$ -	\$ -	0.0%
<b>Total 1000:</b>	<b>\$ 58,072</b>	<b>\$ 11,008</b>	<b>\$ 57,405</b>	<b>\$ (34,779)</b>	<b>\$ 22,626</b>	<b>48.7%</b>
<b>3000 State</b>						
3010 Regular School Prgm K-12	\$ 1,506,716	\$ 527,092	\$ 1,633,664	\$ -	\$ 1,633,664	32.3%
3020 Professional Staff	\$ 76,873	\$ 26,867	\$ 76,874	\$ -	\$ 76,874	34.9%
3105 Special Education -- Add-On	\$ 340,118	\$ 110,339	\$ 272,705	\$ -	\$ 272,705	40.5%
3110 Special Education -- Self-Contained	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3120 Special Education-- Extended Year	\$ 2,259	\$ 753	\$ 2,259	\$ -	\$ 2,259	33.3%
3125 Special Education- State Program	\$ 5,557	\$ 2,057	\$ 5,557	\$ -	\$ 5,557	37.0%
3178 Special Education - Extended Year	\$ 1,006	\$ -	\$ 1,006	\$ -	\$ 1,006	0.0%
Deferred SpED Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	
3101 Class Size Reduction - K-8	\$ 160,399	\$ 57,814	\$ 160,399	\$ -	\$ 160,399	36.0%
3200 Charter School Base Fund	\$ 25,000	\$ 14,485	\$ 25,000	\$ -	\$ 25,000	57.9%
3244 Enhancement for At-Risk Students	\$ 39,661	\$ 20,886	\$ 39,661	\$ -	\$ 39,661	52.7%
3219 Charter School Local Replacement	\$ 1,286,124	\$ 444,765	\$ 1,355,902	\$ -	\$ 1,355,902	32.8%
3258 Supp Educ COVID19 Stipend	\$ 80,657	\$ -	\$ -	\$ -	\$ -	0.0%
3210 Flexible Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3331 EHS - Gifted and Talented	\$ 4,115	\$ -	\$ 3,251	\$ -	\$ 3,251	0.0%
3341 Early Intervention OEK Grant	\$ 120,000	\$ -	\$ 90,000	\$ -	\$ 90,000	0.0%
3305 Early Literacy Prgm K-3	\$ 22,799	\$ 8,592	\$ 22,799	\$ -	\$ 22,799	37.7%
3442 Elementary School Counselor Grant	\$ 50,000	\$ -	\$ 50,000	\$ (50,000)	\$ -	0.0%
3407 TSSP	\$ 640	\$ -	\$ -	\$ 5,356	\$ 5,356	0.0%
3868 Classroom Supplies & Materials	\$ 4,059	\$ 3,246	\$ 4,059	\$ -	\$ 4,059	80.0%
3876 Educator Salary Adjustment	\$ 134,187	\$ 44,729	\$ 134,187	\$ -	\$ 134,187	33.3%
3520 School Land Trust Program	\$ 56,619	\$ 66,713	\$ 56,619	\$ 10,094	\$ 66,713	100.0%
3566 Professional Learning Grant	\$ -	\$ 1,769	\$ -	\$ 5,306	\$ 5,306	33.3%
3577 Computer Science Grant	\$ 7,300	\$ 20,000	\$ 7,300	\$ 12,700	\$ 20,000	100.0%
3578 Teacher & Student Success Act Program	\$ 65,012	\$ 28,517	\$ 65,012	\$ 20,540	\$ 85,552	33.3%
3579 Student Health & Counseling Support	\$ 66,648	\$ -	\$ 41,277	\$ (41,277)	\$ -	0.0%
3510 Library Books & Electronic Res	\$ 573	\$ 191	\$ 573	\$ -	\$ 573	33.3%
3872 Substance Abuse Prevention	\$ -	\$ 2,333	\$ -	\$ 2,333	\$ 2,333	100.0%
3874 Suicide Prevention	\$ 2,246	\$ 1,000	\$ 2,746	\$ (1,746)	\$ 1,000	100.0%
3870 School Lunch (Liquor Tax)	\$ 52,171	\$ 9,949	\$ 35,000	\$ -	\$ 35,000	28.4%
<b>Total 3000:</b>	<b>\$ 4,110,739</b>	<b>\$ 1,392,097</b>	<b>\$ 4,085,851</b>	<b>\$ (36,695)</b>	<b>\$ 4,049,156</b>	<b>34.4%</b>
<b>4000 Federal</b>						
4210 ESSER Cares	\$ 57,934	\$ -	\$ -	\$ -	\$ -	0.0%
4215 ESSER II	\$ 17,152	\$ -	\$ -	\$ 23,859	\$ 23,859	0.0%
4220 GEERS Funding	\$ 19,074	\$ -	\$ -	\$ -	\$ -	0.0%
4580 PPE Grant	\$ 6,544	\$ -	\$ -	\$ -	\$ -	0.0%
4581 Coronavirus Relief Grant	\$ 14,939	\$ -	\$ -	\$ -	\$ -	0.0%
4582 CARES WiFi Upgrade Grant	\$ 14,553	\$ -	\$ -	\$ -	\$ -	0.0%
4522 IDEA Pre-School	\$ 1,786	\$ -	\$ 1,576	\$ -	\$ 1,576	0.0%
4524 IDEA Part-B	\$ 81,841	\$ -	\$ 67,301	\$ -	\$ 67,301	0.0%
4526 MTSS Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4571 National School Lunch Prgm	\$ 22,501	\$ 4,331	\$ 20,000	\$ -	\$ 20,000	21.7%
4572 Free & Reduced Reimbursement	\$ 149,288	\$ 46,205	\$ 101,571	\$ 35,000	\$ 136,571	33.8%
4574 Breakfast	\$ 39,624	\$ 9,978	\$ 40,805	\$ -	\$ 40,805	24.5%
4801 Title IA	\$ 75,733	\$ -	\$ 72,787	\$ -	\$ 72,787	0.0%
4860 Title IIA	\$ 11,790	\$ -	\$ 11,790	\$ -	\$ 11,790	0.0%
REAP Grant	\$ 67,231	\$ -	\$ 41,287	\$ -	\$ 41,287	0.0%
<b>Total 4000:</b>	<b>\$ 579,990</b>	<b>\$ 60,514</b>	<b>\$ 357,117</b>	<b>\$ 58,859</b>	<b>\$ 415,976</b>	<b>14.5%</b>
<b>Total Revenue:</b>	<b>\$ 4,748,801</b>	<b>\$ 1,463,619</b>	<b>\$ 4,500,373</b>	<b>\$ (12,615)</b>	<b>\$ 4,487,758</b>	<b>32.6%</b>



	(502 Students) Previous Yr's Actuals FY21	(514 Students) Current Yr's Actuals FY22	(502 Students) Approved Budget FY22	Amount Changed	(502 Students) FY22 Forecast	Actuals as a % of Forecast
<b>Expenses</b>						
<b>100 Salaries</b>						
121 Principal	\$ 179,300	\$ 65,700	\$ 195,000	\$ -	\$ 195,000	33.7%
131 Teachers	\$ 1,163,823	\$ 448,256	\$ 1,095,401	\$ 111,944	\$ 1,207,345	37.1%
132 PTO Cash Out	\$ 20,288	\$ -	\$ 20,000	\$ -	\$ 20,000	0.0%
132 Substitute Teachers	\$ 30,392	\$ 13,177	\$ 21,000	\$ -	\$ 21,000	62.7%
133 Special Education Salary	\$ 115,887	\$ 41,589	\$ 193,759	\$ 13,523	\$ 207,282	20.1%
134 Stipends	\$ 111,859	\$ 2,500	\$ 1,200	\$ 4,675	\$ 5,875	42.6%
142 Counselor/School Developer	\$ 107,793	\$ 34,914	\$ 104,743	\$ -	\$ 104,743	33.3%
149 School Nurse	\$ 2,732	\$ 517	\$ 3,000	\$ -	\$ 3,000	17.2%
152 Secretarial & Clerical	\$ 96,010	\$ 34,020	\$ 103,914	\$ -	\$ 103,914	32.7%
161 Teacher Aides	\$ 66,676	\$ 16,094	\$ 62,280	\$ 2,916	\$ 65,196	24.7%
162 SpEd Aides	\$ 121,966	\$ 34,671	\$ 117,702	\$ 4,194	\$ 121,896	28.4%
163 Title I Aides	\$ 73,229	\$ 24,141	\$ 129,359	\$ 4,081	\$ 133,440	18.1%
182 Custodian	\$ 83,752	\$ 33,390	\$ 79,474	\$ 8,340	\$ 87,814	38.0%
183 Bus Drivers	\$ 71,062	\$ 17,262	\$ 69,390	\$ -	\$ 69,390	24.9%
189 Christmas Bonuses	\$ 13,749	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%
192 Lunch Room	\$ 77,999	\$ 23,702	\$ 86,156	\$ 1,386	\$ 87,542	27.1%
<b>Total 100:</b>	<b>\$ 2,336,517</b>	<b>\$ 789,933</b>	<b>\$ 2,297,378</b>	<b>\$ 151,059</b>	<b>\$ 2,448,437</b>	<b>32.3%</b>
<b>200 Benefits</b>						
210 Retirement	\$ 88,739	\$ 30,875	\$ 90,048	\$ -	\$ 90,048	34.3%
220 Social Security	\$ 163,805	\$ 56,484	\$ 175,749	\$ -	\$ 175,749	32.1%
240 Group Insurance	\$ 310,544	\$ 121,475	\$ 330,000	\$ -	\$ 330,000	36.8%
270 Worker's Compensation Fund	\$ 6,590	\$ -	\$ 8,500	\$ -	\$ 8,500	0.0%
280 Unemployment Insurance	\$ 6,883	\$ 950	\$ 8,000	\$ -	\$ 8,000	11.9%
<b>Total 200:</b>	<b>\$ 576,561</b>	<b>\$ 209,784</b>	<b>\$ 612,298</b>	<b>\$ -</b>	<b>\$ 612,298</b>	<b>34.3%</b>
<b>300 Prof &amp; Technical Services</b>						
323 SpEd Services (OT / Psych / Interpreter)	\$ 43,331	\$ 12,414	\$ 40,000	\$ -	\$ 40,000	31.0%
330 Employee Training & Development	\$ 6,101	\$ -	\$ 10,000	\$ -	\$ 10,000	0.0%
340 Legal	\$ 5,836	\$ 1,523	\$ 5,000	\$ -	\$ 5,000	30.5%
350 Business Manager Services	\$ 70,800	\$ 24,552	\$ 73,656	\$ -	\$ 73,656	33.3%
352 Audit	\$ 10,780	\$ 6,000	\$ 10,780	\$ -	\$ 10,780	55.7%
355 Technology Services (IT)	\$ 38,132	\$ 4,443	\$ 25,780	\$ (5,780)	\$ 20,000	22.2%
<b>Total 300:</b>	<b>\$ 174,980</b>	<b>\$ 48,932</b>	<b>\$ 165,216</b>	<b>\$ (5,780)</b>	<b>\$ 159,436</b>	<b>30.7%</b>
<b>400 Purchased Property Services</b>						
411 Water / Sewage	\$ 4,871	\$ 1,452	\$ 5,200	\$ -	\$ 5,200	27.9%
412 Disposal Service	\$ 4,899	\$ 1,948	\$ 7,000	\$ -	\$ 7,000	27.8%
415 Fire Monitoring	\$ 3,150	\$ -	\$ 3,150	\$ -	\$ 3,150	0.0%
430 Repairs & Maintenance	\$ 21,282	\$ 135	\$ 20,000	\$ -	\$ 20,000	0.7%
430 Repairs & Maintenance (Bus)	\$ 15,803	\$ 6,357	\$ 12,500	\$ -	\$ 12,500	50.9%
441 Building Lease	\$ 361,008	\$ 132,370	\$ 397,109	\$ -	\$ 397,109	33.3%
441 Portable Lease	\$ 75,042	\$ 28,955	\$ 100,551	\$ -	\$ 100,551	28.8%
443 Copy Machine Lease & Servicing	\$ 17,691	\$ 7,610	\$ 14,478	\$ -	\$ 14,478	52.6%
<b>Total 400:</b>	<b>\$ 503,746</b>	<b>\$ 178,827</b>	<b>\$ 559,988</b>	<b>\$ -</b>	<b>\$ 559,988</b>	<b>31.9%</b>



	(502 Students) Previous Yr's Actuals FY21	(514 Students) Current Yr's Actuals FY22	(502 Students) Approved Budget FY22	Amount Changed	(502 Students) FY22 Forecast	Actuals as a % of Forecast
<b>500 Other Purchase Services</b>						
521 Property Insurance	\$ 4,118	\$ 7,407	\$ 7,528	\$ (121)	\$ 7,407	100.0%
522 Liability Insurance	\$ 6,567	\$ 6,767	\$ 6,567	\$ 200	\$ 6,767	100.0%
530 Telephone	\$ 4,114	\$ 1,369	\$ 3,800	\$ -	\$ 3,800	36.0%
540 Marketing	\$ 3,660	\$ 327	\$ 3,500	\$ -	\$ 3,500	9.3%
542 Board Expenses	\$ -	\$ 50	\$ 300	\$ -	\$ 300	16.7%
580 Travel	\$ 5,934	\$ 5,469	\$ 9,000	\$ 5,000	\$ 14,000	39.1%
595 Washington DC	\$ (10,383)	\$ (5,327)	\$ -	\$ (5,327)	\$ (5,327)	100.0%
595 Student Activities	\$ 7,295	\$ 469	\$ 7,765	\$ -	\$ 7,765	6.0%
<b>Total 500:</b>	\$ 21,305	\$ 16,530	\$ 38,460	\$ (248)	\$ 38,212	43.3%
<b>600 Supplies and Materials</b>						
611 Classroom	\$ 35,224	\$ 19,532	\$ 30,000	\$ -	\$ 30,000	65.1%
611 Intro to Agriculture Supplies	\$ 56	\$ -	\$ 2,500	\$ -	\$ 2,500	0.0%
612 Office	\$ 12,251	\$ 3,843	\$ 10,000	\$ -	\$ 10,000	38.4%
612 PTO/PAC	\$ 2,358	\$ 1,372	\$ 3,000	\$ -	\$ 3,000	45.7%
613 SpED Supplies	\$ 6,952	\$ 2,431	\$ 7,000	\$ -	\$ 7,000	34.7%
615 First Aid Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
617 Student Appreciation / Parties	\$ 3,325	\$ 139	\$ 3,500	\$ -	\$ 3,500	4.0%
618 Student Gov't	\$ -	\$ 1,123	\$ 169	\$ 1,831	\$ 2,000	56.2%
619 Professional Dev / Appreciation	\$ 19,155	\$ 6,881	\$ 11,000	\$ -	\$ 11,000	62.6%
619 Counselor Supplies	\$ 7,465	\$ 1,793	\$ 6,000	\$ -	\$ 6,000	29.9%
621 Natural Gas	\$ 3,190	\$ 85	\$ 3,000	\$ -	\$ 3,000	2.8%
622 Electricity	\$ 33,864	\$ 13,475	\$ 30,000	\$ -	\$ 30,000	44.9%
626 Motor Fuel (Buses)	\$ 22,796	\$ 8,192	\$ 20,000	\$ -	\$ 20,000	41.0%
631 Food Program Supplies	\$ 140,162	\$ 45,260	\$ 120,000	\$ -	\$ 120,000	37.7%
641 Textbooks & Curriculum	\$ 57,568	\$ 55,735	\$ 60,000	\$ -	\$ 60,000	92.9%
644 Library Books	\$ 2,285	\$ 1,172	\$ 2,000	\$ -	\$ 2,000	58.6%
650 Supplies - Technology Related	\$ 15,095	\$ 23,859	\$ 15,002	\$ 9,998	\$ 25,000	95.4%
670 Software (Educational)	\$ 28,834	\$ 26,748	\$ 13,800	\$ 14,200	\$ 28,000	95.5%
680 Maintenance & Cleaning Supplies	\$ 34,878	\$ 8,197	\$ 30,000	\$ -	\$ 30,000	27.3%
<b>Total 600:</b>	\$ 425,458	\$ 219,837	\$ 366,971	\$ 26,029	\$ 393,000	55.9%
<b>700 Property, Equipment</b>						
710 Land & Site Improvements	\$ 63,268	\$ 21,710	\$ 35,000	\$ 3,800	\$ 38,800	56.0%
732 Buses	\$ 65,350	\$ -	\$ -	\$ -	\$ -	0.0%
733 Furniture & Fixtures	\$ 1,019	\$ 6,143	\$ 6,100	\$ 3,750	\$ 9,850	62.4%
734 Technology Hardware	\$ 57,078	\$ 29,634	\$ 17,500	\$ 12,500	\$ 30,000	98.8%
739 Kitchen Equipment	\$ 1,935	\$ 16,410	\$ 2,000	\$ 18,000	\$ 20,000	82.1%
790 Cap Ex Fund	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 700:</b>	\$ 188,650	\$ 73,897	\$ 60,600	\$ 38,050	\$ 98,650	74.9%
<b>800 Debt Service and Misc</b>						
810 Dues & Fees	\$ 12,511	\$ 4,005	\$ 10,000	\$ -	\$ 10,000	40.0%
812 Banking Fees	\$ 2,522	\$ 924	\$ 3,000	\$ -	\$ 3,000	30.8%
831 Wells Fargo Loan Re-payment	\$ 7,247	\$ 2,343	\$ 12,000	\$ (5,000)	\$ 7,000	33.5%
890 Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
890 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 800:</b>	\$ 22,280	\$ 7,272	\$ 25,000	\$ (5,000)	\$ 20,000	36.4%
<b>Total Expenses:</b>	\$ 4,249,497	\$ 1,545,012	\$ 4,125,910	\$ 204,110	\$ 4,330,020	35.7%
<b>Net Income:</b>	\$ 499,304	\$ (81,392)	\$ 374,463		\$ 157,738	

<b>Current Operating Margin</b>	\$ 157,738	3.51%
<b>Operating Goal 3+%</b>	\$ 134,633	3.00%
<b>Operating Goal 5+%</b>	\$ 224,388	5.00%
<b>Operating Goal 6+%</b>	\$ 269,265	6.00%



539 North 870 West | Hurricane Utah 84737 | 435.635.7815 | Fax: 435.705.7576 | [www.valleyacademycharter.com](http://www.valleyacademycharter.com)

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## Leave Policy

Valley Academy recognizes that employees may occasionally need to be absent from their scheduled position for various reasons. The Leave Policy has been developed to accommodate this needed time-off. All full- and part-time employees are eligible for leave benefits. Accrued leave time may be used for either vacation or sick leave, or other approved purposes described in this policy.

### Accruing Earned Leave

Full-time employees are those working 30-plus hours per week. Full-time employees will earn leave on a prorated basis of 10 days per year. Leave accrual begins on the first day of full-time employment. Leave can be used only after it is earned. Leave will not be earned during an unpaid leave of absence.

Accrued leave will be paid at the employee's base rate at the time the leave is taken. If a holiday falls during the employee's leave, the day will be charged to holiday pay rather than to leave pay. Any days taken beyond an employee's available leave balance will be charged the daily base rate.

If an employee resigned or is terminated, accrued unused leave earned through the last day of active employment will be paid at the employee's base rate of pay.

### Attendance and Punctuality

Time off must be scheduled with the Executive Director, or designee, in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. *A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.*

### Vacation Leave

To schedule vacation time, employees should submit a written request to the Executive Director, or designee, at least fifteen (15) days before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three

business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

### **Sick Leave**

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family.

Sick leave may not be used before accrual. An employee who has a sick leave absence in excess of three consecutive working days may be asked to present medical documentation for the absence.

### **Personal Leave**

Employees who require time off in addition to their accrued leave may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Extensions of leave will only be considered on a case-by-case basis.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment.

### **Professional Leave**

An employee may request a leave of absence to pursue educational experiences and the enhancement of the employee's current job duties. Requests for professional leave must be made in writing, and may be granted at the discretion of the Executive Director, or designee.

### **Jury Duty**

An employee may request time off for jury duty or witness leave duty. To qualify for jury or witness duty leave, an employee must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed. Per Federal and State law, all employees are granted paid time off if summoned to appear in court as a witness or to serve as members of a jury.

### **Bereavement**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted, to those qualified for FMLA, according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

## **Valley Academy compliance with the Family and Medical Leave Act**

Upon hire, VAC provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities Under the Family and Medical Leave Act ("FMLA") The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

### **General Provisions**

Under this policy, Valley Academy will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

### **Eligibility for FMLA**

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- a. The employee must have worked for Valley Academy for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive.
- b. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.
- c. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break.
- d. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- e. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

### **Type of Leave Covered:**

To qualify for FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- a. The birth of a child and in order to care for that child.
- b. The placement of a child for adoption or foster care and to care for a newly placed child.
- c. To care for a spouse, child or parent with a serious health condition

### **Serious Health Condition Defined:**

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. (A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.)

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be



considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under Valley Academy's sick leave policy are encouraged to consult with the Human Resource manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, Valley Academy may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

#### **Amount of FMLA Leave Available:**

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. Valley Academy will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Valley Academy will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

If a husband and wife both work for Valley Academy and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for Valley Academy and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

#### **Employee Status and Benefits During Leave**

While an employee is on leave, Valley Academy will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

#### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

#### **Use of Paid and Unpaid Leave**

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

#### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

### **Certification for the Employee's Serious Health Condition**

Valley Academy will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification for the Family Member's Serious Health Condition**

Valley Academy will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Recertification**

Valley Academy may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, Valley Academy may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

### **Procedure for Requesting FMLA Leave:**

- All employees requesting FMLA leave must provide the HR manager with verbal or written notice of the need for the leave.
- Within five business days after the employee has provided this notice, the HR manager will provide the employee with the DOL Notice of Eligibility and Rights.
- When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice.
- When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.
- When the need for FMLA leave is not foreseeable, the employee must comply with Valley Academy's usual and customary notice and procedural requirements for requesting leave.
- Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.
- Valley Academy may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Parental Leave**

In addition to the FMLA required accommodations, Valley Academy also offers Parental Leave for full-time, benefits eligible employees.

These accommodations include:

- a. Valley Academy offers 2 weeks (10 days) of paid parental leave to both a biological or adoptive parent for the birth or delivery of their child.
- b. If both parents are employees of Valley Academy, the employees may choose to take their 2 weeks (10 days) of leave at separate times or concurrently.
- c. Employees are not required to exhaust their PTO before parental leave may begin.
- d. Employees must use their Valley Academy Parental Leave within 30 days of the birth or adoption.
- e. This leave does not apply to an employee who delivers as a surrogate.



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## Paid Time Off Policy

### Purpose

Paid Time Off (“PTO”) provides full-time, benefits eligible employees with a benefit of paid days away from a regularly scheduled work day. For absences other than PTO such as bereavement, jury duty, military service, or family medical leave (FMLA), refer to the leave policy.

Employees ineligible for PTO are eligible for 5 Non-Paid Time Off (NPTO) days per contract year. The following policy applies to NPTO as well.

For purposes of PTO/NPTO, a school year shall be the Employment Agreement period. Employees should refer to their Employment Agreement for specifics on their PTO allotment.

### Leave Request Procedure

- a. Time off requests should be submitted in writing to the Executive Director, or designee, at least 15 calendar days in advance, or as soon as reasonably possible in the event of an illness or emergency. PTO can only be taken in 4-hour (1/2 day) increments.
- b. Time off cannot be taken before it is approved by the Executive Director, or designee.
- c. In the event that time off is needed in excess of the allowed PTO, and is approved by the Executive Director, or designee, the employee will be responsible for paying their daily base rate. These fees will automatically be deducted from the employee’s pay check.
- d. Continued absences taken in excess of allowed/accrued PTO/NPTO may result in disciplinary action up to and including termination.
- e. Employees are responsible for monitoring their PTO/NPTO over the course of the school year.
- f. If an employee has a PTO balance, that must be used for time off. An employee may not elect to receive no pay for regularly scheduled work hours they choose to take off.
- g. Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- h. Any remaining balance of PTO at the end of the school year will be paid out at the rate set forth in the compensation agreement. PTO balances will not be paid out if employment is terminated, voluntarily or involuntarily, prior to the completion of the school year.
- i. Exceptions to the PTO/NPTO usage as described in this policy are allowed only by the Executive Director, or designee

### **Request For and Donation of PTO – Procedures**

All employees are eligible to request PTO donations to assist with leaves of absences. All eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below. The donation of PTO time by eligible employees is strictly voluntary.

#### **PTO Request - Eligibility Criteria**

- a. To request donated PTO, an employee must have a situation that meets the following criteria:
  - i. Family Health Related Emergency – Critical or catastrophic illness or injury of the employee or an immediate family member.
  - ii. Other Personal Crisis – A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee’s primary residence such as a fire or severe storm.
  - iii. Other Extenuating Circumstances – an emergency or need deemed appropriate by the Executive Director, or designee.
- b. If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time.
- c. Donated PTO may only be used for time off related to the approved request.
- d. Donation minimum – 4 hours (1/2 day), as determined by job classification
- e. Donation maximum – no more than 50% of employee’s current PTO balance  
Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future PTO to donate.
- f. Employees who are currently on an approved leave of absence cannot donate PTO.

#### **PTO Donation Procedures**

- a. Employees who would like to make a request to receive donated PTO time are required to complete a VAC “Release of Information for Leave Donation Request” form (available from the Executive Director, or designee) to allow VAC Administration to present their request to the employees of Valley Academy for the sole purpose of soliciting donations.
- b. All forms must be returned to the Executive Director, or designee, for processing as soon as possible.
- c. Requests for donations of PTO must be approved by the Executive Director or designee. Once approved an email will be sent to the VAC staff soliciting donations.
- d. Employees who wish to donate PTO time to a co-worker in need must complete a “Leave Donation Release Form,” (available from the Executive Director, or designee).
- e. PTO donations will be recorded and used in the order received, taking one day from each donor before taking more than one from a single donor. PTO time donated that is in excess of the time off needed will be returned to the donor.



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### Valley Academy PTO Donation Release Form

Donating Employee's Name: \_\_\_\_\_

Receiving Employee's Name: \_\_\_\_\_

I authorize the following PTO to be transferred from my available balance to the above-named receiving employee. PTO must be donated in increments of a minimum of ½ day (4 hours).

Total # of Days I wish to donate: \_\_\_\_\_

By signing below, I acknowledge and agree to the following:

1. The above donation is made freely and voluntarily. I have not been coerced to make this donation.
2. I understand that by signing this form, I am relinquishing my right to the above PTO days.
3. I understand that actual PTO usage will be tracked and that I will be informed if my PTO is actually used by the receiving employee. Further, I understand that unused PTO will be returned.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_



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### Valley Academy Release of Information for Leave Donation Request

Employee's Name: \_\_\_\_\_

I authorize the following information to be released to other VAC employees to be considered for possible leave donation. I understand that medical or personal information is generally considered private. I understand that the statement contained on this form will, by authorization of my signature below, be considered public information. I waive my rights to confidentiality and privacy in this regard. Please write below your personal statement of exactly what information you are willing to release regarding your situation:

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By signing below, I acknowledge and agree to the following:

1. I understand that medical information is normally kept strictly confidential; however, I explicitly waive my rights to the confidentiality provisions of the ADA, FMLA and any other state or federal law for the purposes of making the above announcement.
2. I agree that Valley Academy may edit the above request, using the identified issues and concerns.
3. I understand that by signing this form I am holding VAC, its Board Members, and its employees harmless of any liability for release of the information.
4. I understand that employees are not obligated to donate leave and that I will not attempt to encourage them to do so.
5. I understand that the amount of leave will be limited to an FMLA qualifying event.
6. I understand that actual leave usage will be tracked and that unused leave will be returned to the donating employee(s).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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