

Valley Academy Public Board Meeting Agenda
October 10, 2013 at 6:00pm
539 N 870 W, Hurricane, UT 84737

1. Work session 6:00-7:00pm
 - a. Closed session for the purpose of contract negotiation.

2. Welcome and open regular meeting 7:00pm

3. Approval of minutes from 9/19/13 meeting

4. 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.*

5. Board Appreciation

6. How well are students achieving the outcomes for which the school was chartered?

- a. Mr. Dunkley's monthly report
- b. Introduction of new staff members

7. How well are the school's finances being managed?

- a. Mr. Stringham's monthly report
- b. Mr. Monson's monthly report

- i. Review and possible action on bids for employee health insurance, change of Broker/Agent of healthcare management, and employee benefit options which includes a group life insurance and AD&D policy.

8. How well is the Board performing its responsibilities?

- a. Board Training/Charter Review
- b. Review and possible action on School Wellness Plan
- c. Any reports from committees

9. Public Comment

- a. PTO report
- b. Any other public comment

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 scheduled for November 21, 2013

11. Adjourn

Valley Academy Public Board Meeting Minutes
October 10, 2013 at 6:00pm
539 N 870 W, Hurricane, UT 84737

In attendance: Kevin Dunkley, Dave Monson, Lane Blackmore, Jimmy Ashley, Bruce Stringham, Alisha Terry-Martin, Doug Beecher, Ben Ruesch. (Excused: Derek Lewis, Tonya Heyder)

Work Session- started at 6:07

Closed Session

Lane opened the meeting and turned the time to Bruce.

Bruce: We were hoping enrollment numbers would be up to where we would not lose more than \$200,000 in funding. We have actually lost around \$320,000- which is around 80 students. There are some things that have happened that will offset this. We will have some refunds from last year. One from Ash Creek that is around \$40,000 and one from Bouma that is \$5,600. Some budget lines are figured from last year and will require us to still file for the grant monies, etc. We are saving money in the Admin area with the remainder of the salary saved from the Assistant Director position that we lost. If changes are not made, we are looking at a possibility of \$157,000 deficit.

Kevin, Bruce, and Dave have discussed some possible changes. Possible cuts: 1st grade, we have one extra teacher. We have 3 teachers and 53 students instead of the 75 students we had planned for. Are there any other positions that have been eliminated and are not being replaced? No. We have added 3 Kindergarten aids that could be cut. Lane asks if the school is operating well and if we can focus more on finding extra money instead of cuts. Kevin says that they school is running well.

Kevin says that we have had some issues with Mr. Mack. There have been several parent complaints. Students are finding him unapproachable. He recently gave his students a book that parents and students have found inappropriate- with homework that is also inappropriate for 6th graders, leads to youtube videos, etc. Mr. Mack has told parents that Kevin and the Board had approved his book choice. The book is "Enders Game". Mr. Mack has been on administrative leave because his license has not been approved yet by the state. Kevin and Dave have talked to both 6th grade classes and mostly positive comments came back from the students. He came from out of state and has not yet become licensed in Utah. Deadline is Oct 15. Jimmy asks- does he know that he is expected to be licensed by the deadline? Dave says yes, that he is aware and has been working on it for several months with no results. Dave has been working closely with him and the USOE. Dave has helped him file and extension. It is unknown why he has not turned in all the proper paperwork. Failure to become licensed is cause to end his employment.

Proposed change would be to take one of the first grade teacher and moving them to the 6th grade position. What are we projecting for parent reaction and potential student loss? Kevin has talked with our first grade teachers. Reduced classroom sizes are good, if we can afford it. The least disruptive action at this point will be to move Natalie from the 1st grade to the 6th grade. Barbara Merrill offered to make the switch to 6th grade, but that would create disruption to yet another class and teaching team.

Can we open a discussion with Highmark to reduce our rent to save some budget money? Lane will open the discussion with them tomorrow. We will hope to save \$4,000- \$5,000 on rent per month, which will take us down to a level that Bruce is comfortable with. If this can happen, we can save the jobs of the 3 Kindergarten aids.

Bruce has made a cash balance analysis and recommends we act quickly, whatever decision is made. Bruce brings up our enrollment and asks what we can do to increase enrollment for next year. Kevin says we will be working to build our count through the year and keep it for next year.

End of Closed Session 6:58pm

Lane opened the regular meeting at 7:05pm

Additional in attendance: Dale Kay, Mr. Terry, Amy Mackay, Brenda Hall, Tina Smith, Tonya Crunk, Adrienne Jacobs, Natalie Metzger, Tara Freiburg, Scott Smith, Brandon Howe, Charlotte Potter, Nicole Simmons.

Jimmy made a motion to accept the minutes of our 9/19/13 meeting. All in favor.

Jimmy read the mission statement.

There were no nominations for Board Appreciation this month. We will try to advertise this better for future meetings.

Mr. Dunkley's monthly report:

Enrollment is 419

We are now offering hot lunch while we are working on the free and reduced lunch program. We hope that we will be ready for free and reduced to be online in the next couple of weeks.

Valley Academy average salary \$33,000

Utah average \$45,000

National \$56,000

Classroom size average: Valley 25, Utah 22, Nation 16

DIBELS: Kevin showed the scores for school year beginning tests. They look good.

School counselor is still going through the process of background check.

Adrienne Jacobs will be our new staff developer. Adrienne talked about benchmarks that each grade level will be held to. Our staff are also setting their own goals, personally, for grade level, and for the school. We will be tracking those things through the year to show progress. Scott Smith is helping with the math goals. Next is language arts and then science. The benchmarks will be set and we'll be able to show how we are helping the students who are struggling. We are also looking forward to setting higher standards for the students who are excelling.

Kevin is working on how we can reduce tardy students. Working on a policy for that.

Kevin says that our staff are excellent and that they care about the students. Kevin says the best part of his day is watching the classrooms and the students/teachers relationships. Kevin is also spending time with the students and working on projects to make education real world. When the counselor arrives, she will be teaching a course on life skills, which will fit well with SEI.

Lane asks Kevin if the Board is accessible to him for help as much as we need to be. Kevin says yes.

Mr. Stringham's monthly report:

Bruce needed to leave prior to the meeting starting. Instead of reading his full report, Mr. Monson will proceed with his report since they covered many similar things.

Mr. Monson's monthly report:

Working on the benefits package for the employees. There will be no change in the cost of the overall program for the school to change carriers. Dave is proposing the addition of life insurance and death and dismemberment to the policy, which would cost an additional \$200 per year. Employees can also add life insurance on their own, if they choose, at a very reduced cost.

Lane asks if we have followed our procurement policy. Dave says yes.

We are now working with the other charter schools to participate in the Live Scan fingerprinting. WCSD has Live Scan that teachers can access, by law, but they don't allow anyone else to use it. The charters have gone in together for Live Scan that will be housed at Vista.

As of November 1, we will be using Kelly services for substitutes. \$20 extra fee to use Kelly Services above what it would cost us normally, but Kelly takes care of all the background checks and payroll. They also have a large list to pull from where our current list of subs is only 5. If any of our current subs want to continue subbing for us, they will need to apply with Kelly.

Dave is still working on the policy books and hopes to have them ready for December.

SkyWire (Classroom Smart) has been furnished with all necessary information to set up WebDav server. The server will allow students and teachers the ability to access stored information and data throughout students' tenure at Valley Academy. It will also serve as a tool to develop student portfolios showing growth and progress while attending Valley. Once online with access to the server, a scheduled training session will be incorporated during the weekly Professional Development for teachers and staff on how to use this system.

Valley Academy applied and has been approved for a \$38,000.00 reimbursement through Title I funding. Anticipate reimbursement within the next few weeks.

Administration working on goals for 2013-14 budget year through the Utah Consolidated Application (UCA) process.

Bond renewal for November 1, 2013. Those to be included on bond through Bringham-Stringham insurance will be Bruce Stringham, David Monson, and Doug Beecher.

Motion made by Ben to authorize Kevin to enter into an agreement with Mountain West Financial. All in favor.

Board Training: Board members have been asked to review the new online training and take the test. Please get the test back to Alisha so she can send all the results back to the state. Board members were also asked to review the charter up to page 37.

Valley Academy Health and Wellness Policy

Rationale:

The link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and life long health and well-being. Healthy eating and physical activity are essential to reduce risk for many chronic diseases. Schools have a responsibility to help students learn, establish and maintain lifelong healthy eating and activity patterns. Well planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a health school environment, since school staff can be daily role models for healthy behaviors.

Goal

All students at Valley Academy Charter School will possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff at Valley Academy Charter School are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, Valley Academy adopts this school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, other school based activities, and implementations. This policy is designed to effectively utilize school and community resources to equitably serve the needs and interest of all students, families, and staff, taking into consideration difference in culture.

Nutrition Education

- The school cafeteria or eating area serves as a learning laboratory to support nutrition education through menu offerings and signage.
- The school will provide education for students, families, and staff to help them learn skills needed to practice lifelong healthy eating, through such things as fun assemblies, school gardening projects, and many others.
- The classroom, cafeteria and other school venues provide clear and consistent messages that explain and reinforce healthy eating and physical activity habits.

Promotion of Healthy Eating and Nutrition Guidelines

- Encourage the increased consumption of a variety of healthy foods, including fruits, vegetables, whole grain and low fat dairy products.

- Offer food and beverages outside the lunch and breakfast meal service which are a good source of nutrients, moderate in sodium, moderate or low in fat, and moderate in sugar that is not naturally occurring in the food and moderate in calories.
- Classroom celebrations should encourage healthy choices and portion control. Celebrations involving treat food should be limited to Halloween, Christmas, and Valentines Day. During these three food parties, a healthy food option should also be offered alongside the treats. Students who bring treats for their birthday should be encouraged to bring non-food items or healthy snacks.
- Non-food rewards will be planned for classrooms that participate in the Healthy Eating and Nutrition Guidelines.
- Vending machine items, if provided, should be moderate in sodium, fat, and sugar. Drinks should be limited to water, 1% milk, and juices that are 100% juice with no sugar added.
- Strive to improve student nutrition behaviors on the school campus; include an increase of healthier meal choices by students to include fruits, vegetables, whole grains, and low fat dairy products.
- Serve school meals which meet the USDA nutrition standards for all meals as well as provide sufficient choices, including new foods and foods prepared in new ways to meet the taste preference of the students.
- Designated lunch periods for all students should offer sufficient time to enjoy eating healthy foods. Lunch periods will be scheduled near the middle of the school day when possible.
- Students shall be encouraged to test healthy food items with which they are not familiar to promote behavior change and healthy school meal consumption.
- Support healthy eating by utilizing the food service area as a learning laboratory to support classroom instruction through menu offerings and signs supporting healthy eating.
- Food and beverages are not used as reward or punishment. Time scheduled for lunch should never be shortened or taken away.
- Provide student's opportunities to practice healthy habits – they can choose from an array of healthy food options, eat in relaxed and comfortable surroundings and enjoy daily physical activity.

Physical Activity

- Valley Academy will ensure that all students receive regular, age appropriate quality physical education.

- Provide within the school environment a safe enjoyable activity for all students, including those who are not athletically gifted.
- Provide, through physical education, safe and satisfying physical activity for all students, including those with special needs.
- Provide for fitness education and assessment to help students understand and improve or maintain their physical well-being.
- Promote the benefits of doing regular amounts of physical activity now and through life.
- Schools should ensure that physical activity facilities on school grounds are kept safe and well-maintained.
- Physical activity should be encouraged throughout the school day to help improve on-task behavior. Programs such as Take 10!, Instant Recess, and The Energizers are just a few ideas that teachers can utilize.
- Students will be encouraged to be physically moving during recess.

Goals for Other School Based Activities

- The before and after-school environment includes physical activity and promotes healthy eating habits as outlined above, including clubs, celebrations, fundraisers, meetings, and any other extra-curricular activities.
- Our goal is to provide a points system for classes, with fun rewards for healthy behaviors. We will also provide a “treasure chest” of non-food rewards that will replace food rewards.
- Valley Academy will participate in the Gold Medal School’s program.
- Valley Academy will provide services for students with nutrition-related health problems, referring them to appropriate services for counseling or medical treatment.
- Dining room supervisory staff (teachers, aids, janitorial staff, etc.) shall receive appropriate training in how to maintain a safe, orderly, and pleasant eating environment.

Staff as Role Models

- Train staff who supervise student dining areas to encourage healthy eating patterns through positive experiences, allowing students adequate time to eat.
- Offer opportunities and encouragement for staff to model healthy eating habits.
- Provide ideas and resources for teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing health eating and being physically active.

Food Safety/Food Security

- All foods made available will comply with state and local food safety and sanitation regulations.
- Implement Hazard Analysis and Critical Control Point (HACCP) plans and guidelines to prevent food illness in school.
- All food service equipment and facilities must meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety

Measuring Implementation:

- Conduct a semi-annual review of the progress toward school wellness policy goals and identify areas for improvement.
- Prepare and submit a semi-yearly report to the school's administrators regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.
- Periodically assess how well the policy is being managed and enforced.
- Form a committee of shareholders to oversee and make recommendations for school wellness.

Jimmy made a motion to implement the wellness policy. All in favor.

Doug reports that the Accountability Committee has been meeting monthly and working on goals for school improvement, some of which we have heard being implemented by the staff at this meeting tonight. Next Accountability Meeting will be October 24.

PTO: spirit week went well and the students enjoyed it. Doughraiser money will be used for grass- \$130. Lin's receipts project will be tomorrow. Red Ribbon Week has been successful. Decorating for Halloween will be done sometime this week. Walk

to School Day was highly attended and we made good contacts with the Health Department. Valley Academy School Birthday April 3rd. PTO has revised their bylaws- they are working on their 501C3.

Public Comment: Dale Kay (parent of 3 children that attend Valley Academy) discusses of a book and online homework with inappropriate content sent home. Has issues with 6th grade that are currently being worked on with Administration.

Lane requests that the content for public comment be made known so everyone will be aware of topics, if possible. This will make for a balanced presentation. Lane reminds the audience that all issues of this type should be solved with Administration, and that we have a policy in place for times when the issue is not solved.

Motion to adjourn by Ben Ruesch. All members in favor. 8:30pm

Next meeting planned for November 21.