

Valley Academy Inc Public Board Meeting Agenda
Sept 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. 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 [UAPCS | On-demand Training Videos \(utahcharters.org\)](https://www.utahcharters.org)

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. Executive
- e. Safety/SLT
- f. Development Taskforce

10. Approval of minutes from the Aug 12th meeting.

11. Approval of minutes from the Sept 1st Special meeting.

12. Discussion and approval of a new Vice-President position.

13. Discussion and possible approval of the Policy and Procedure Manual.

14. Discussion and possible approval of the ESSER III plan

15. Discussion and possible approval of the Leave of Absence policy

16. Discussion and possible approval of the Employee Discipline, Administrative Leave, and Orderly Termination Policy

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 Oct 14th, 2021

21. Adjourn

Valley Academy Inc Public Board Meeting Minutes - Draft
Sept 9th, 2021 at 6 pm Valley Academy 539 N. 870. W. Hurricane, UT 84737

Welcome by Miranda Kloos at 6:11pm. Board members in attendance: Miranda Kloos (Chair), Monica Adams (Secretary), Michael Palfreyman (Treasurer), and Alisha Terry-Martin (Member) - (ZOOM). Members in attendance in person: Buffy Nelson and Wes White. Additional Attendees: Tracy Stevens, JJ Tanner, Nate Adams, Kandis White, Anna Reimers, Megan Smith, Ashley Irwin, and Judy Johnston. 14 Student Council members in attendance.

Wes White led the Pledge of Allegiance followed by Buffy Nelson who read the mission statement.

Public Comment: Student Council introduced themselves.

Monthly Training Topic: Procurement [UAPCS | On-demand Training Videos \(utahcharters.org\)](https://utahcharters.org). No questions. Nate Adams discussed how to review our budgets and goals set by the finance committee.

Review and discussion of Annual Board Calendar: Calendar items are being met. We will need to post the budget on the website. Miranda to create a page, Monica to post and upload budget.

Review and Report Prior Items: Completed items from prior month

Business Manager Report: Nate Adams reviewed the Financial Summary. Reviewed Year To Date to Actuals, Board approved budget, Forecast (until Board approved amended budget). Reviewed expenses in graph form. Reviewed ratios: Operating Margin Actual to Goal; Debt Service Coverage; Days Cash on Hand; and Building Payment Percent. All ratios are at or better than goal. Reviewed Revenues to Expenses and explained variation based on when school starts and when cash flow. Building Set Aside: Goal is 10% set aside for building. Reviewed student count for projections. Reviewed budget detail: Prior Year Actuals (will be adjusted with audit), Current Year Actuals, Board approved budget, any changes from Budget to Forecast, and Forecast FY22 (adjusted as needs arise in Finance Committee). Actuals as a Percent of Forecast should be close to 16.7%. Bottom line: Current Operating Margin: three levels of goals 3-6%, we are at 4.89% (ideal is 5%). Discussed importance to maintain a healthy Operating Margin to prepare for emergencies.

ESSER II AND ESSER III discussed. Deferred revenue is in discussion with the State. October 1 is when the State will fund the school and an auditor will review followed by State reconciliation. True Up will occur in November or December which may impact financial statements and may result in an amended budget. Question by Wes White regarding Days Cash on Hand: 95 Days cash on hand does include Building Set Aside. Question regarding salaries by Kandis White: Salaries are the majority of the budget. Question from Buffy Nelson on amount changed on salaries from approved budget, this is due to staff changes and adjustments.

Director Monthly Report. JJ Stevens reviewed his report. 505 currently enrolled with 512 projected starting next week with 74 on the waiting list. Powerschool is up and running. COVID-19 discussion. School Land Trust: Committee in place (meeting will be on September 29th, 2021 at 3:30pm). Website Update October 1st. Booster Club: Meeting after SLT with Rebecca Corn. Judy Johnston was recognized as Utah Teacher of the Year and recognized at the State Charter Board Meeting. Congratulations to Judy Johnston. Data Moments and State Testing Plan almost complete. ESSER III discussed. Question about status of artificial turf by Wes White, still a work in progress. Question about vaccine mandates, there are less than 100 employees therefore exempt.

Reports from Board Committees:

- a. Finance/Audit: Modular leases discussion (need to discuss each year). Tracy is reaching out to get a contract. Working on updating contracts. Wish list items are being reviewed. ESSER is being reviewed.
- b. Policy: Policies reviewed: attendance, child abuse, risk questions, employee discipline update, parental leave policy (need to table).
- c. Charter Accountability: Charter goals and objectives being reviewed by staff, meeting to follow up will occur at the end of September.
- d. Executive: Did not meet, no updates, on track.
- e. Safety/SLT: Received update from Tracy.
- f. Development Taskforce: Wes, Miranda and Tracy are reviewing to assess needs. Will depend on the state authorizing committee to review verbiage from Exhibit A.

Monica Adams made a “Motion to approve the minutes of the August 12th meeting” and Alisha seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Wes White made a “Motion to approve the minutes of the September 1st Special Meeting” and Michael Palfreyman seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Miranda Kloos made a “Motion to appoint Alisha as Vice President ” and Michael Palfreyman seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Alisha Terry-Martin made a “Motion to approve the Policy and Procedure Manual ” and Monica Adams seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Wes White made a “Motion to approve the ESSER III plan ” and Monica Adams seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Miranda Kloos made a “Motion to table the Leave of Absence Policy ” and Michael Palfreyman seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Monica Adams made a “Motion to approve the Employee Discipline, Administrative Leave, and Orderly Termination Policies ” and Alisha Terry-Martin seconded the motion. Miranda Kloos opened the floor for discussion, to which there was none. **The motion carried unanimously with the following votes: Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

There was not a Closed Session

Recap and assignment of any action items needed from this meeting:

-Monica Adams to post meeting minutes and audio.

-Miranda Kloos to create a Budget Webpage, Website listing Alisha as Vice President, will post approved policies and procedures to the website, and will meet with Alisha to discuss her role.

-All: Still need to recruit one Board member. Looking for someone open, engaged, with business skills.

Wes White made a “Motion to adjourn” and Michael Palfreyman seconded the motion. The motion carried unanimously with the following votes: **Miranda Kloos - Yes, Michael Palfreyman - Yes, Monica Adams - Yes, Alisha Terry-Martin - Yes, Buffy Nelson - Yes, Wes White - Yes.**

Meeting was adjourned at 7:23 pm.

Next proposed meeting is Oct 7, 2021 at Valley Academy 539 N. 870 W. Hurricane, UT 84737