

Valley Academy Public Board Meeting Agenda
February 14, 2019 @ 6pm
539 N 870 W, Hurricane, UT 84737

1. Welcome and open public meeting of the Board
2. Board Training: Valley Academy Charter Review and Board Training (UCAP)
3. 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.***

4. 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 alisha@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.

5. Approval of minutes from the 1/10/19 meeting.
6. Board Self-Evaluation
7. Discussion and possible approval of Annual Board Calendar
8. Discussion and possible approval of the 2019-2020 school calendar
9. Discussion and possible approval of upgrade to Preston's Copier Contract
10. Follow up items:
 - a. Dress Code:
 - i. Discussion and possible approval of staff dress code.
 - b. Possible discussion and approval of policies.
11. Reports from Committees:
 - a. Academics/Curriculum/Teacher Liaison
 - b. Technology
 - c. Arts
 - d. SEI
 - e. PAC
 - f. Safety/State Trust Lands
 - g. Policy
 - h. Building Development

- i. Wellness
- j. Finance
- k. Executive Committee

12. Business Manager's Report

13. Director's Monthly Report

14. Closed session, if needed. Utah Code 52-4-205(a).

15. Any action necessary from closed session

16. Recap and assignment of any action items needed from this meeting

17. Next meeting proposed March 14, 2019

18. Adjourn

Valley Academy Public Board Meeting Minutes

February 14, 2019 @ 6pm

539 N 870 W, Hurricane, UT 84737

In attendance: Weston White, Kevin Castro, Alisha Terry-Martin, Nate Adams, Tracy Stevens, Michael Palfreyman, Miranda Kloos, Elaina Westegaard, Larie Harper. By phone: Eva Pelton.

Open meeting at 1805

Charter Review- pages 65 and 66. This section needs to be amended. It's mostly old information that is no longer applicable. Discussion of the process and timeframe of charter amendment. We need to plan a specific meeting just to discuss all the charter amendments when we are ready for this.

Board Training- Board Structure and Responsibilities (UCAP Powerpoint). Discussion: We need to update the Board Handbook. Term limits and staggering of terms is important to keep the board stable. Eva stated that she would not be renewing her term in May, so there will be an opening and we will start advertising for this. Are we looking for a specific set of skills at this point? Someone with specialty in arts, wellness, and/or marketing. Kevin stated he would be renewing his term.

Pledge of Allegiance was led by Tracy.

Mission Statement was read by Weston.

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.***

No Public Comment.

Elaina made a motion to approve the minutes from the 1/10/19 meeting with the addition of Miranda being in attendance. Kevin second. All members in favor.

Board Self-Evaluation- Discussion: Review our goals quarterly, posting committee meetings on social media and google calendar, help faculty to know what our role is. Request to Tracy that staff are introduced to Board when they are hired.

Discussion and possible approval of Annual Board Calendar. Miranda had a copy of one of our old calendars. She will send it to Alisha to include in the Board Handbook. This calendar includes important items for the Board to follow up on through the year.

Michael made a motion to approve the official 2019-2020 school calendar. Discussion: Does this match with the district calendar? Tracy says it does. Kevin second. All members in favor.

Preston's Copier Contract does not need approval as it is below the threshold in the purchasing policy. Item dismissed.

Kevin made a motion to approve the staff dress code. Weston second. Discussion: Miranda is talking with Erin to see if this needs to be a school policy or just a part of the employee handbook. At this time, we'll create it as a policy, but we may update with further information from Erin. All members in favor.

Michael made a motion to approve the Meal Charge Policy as written. Kevin second. Discussion: this was a policy that was currently in place, amended to add no discrimination language. All members in favor.

Reports from Committees:

- Academics/Curriculum/Teacher Liaison: Due to the problems with state reporting, teachers are all bringing back data individually by grade level. Nancy and others will present about Spaulding and Dibels in the March meeting. Teachers reporting that they have technology needs and they wanted to be evaluated. Tracy is taking care of their smaller technology needs and is starting to do evaluations.

- Technology: the committee is working on the draft technology plan. They will meet in March.

- Arts: no report

- SEI: Tracy, Laurie, and Bronwyn went up to SLC for Hope Squad training and we are now a Hope Squad school. Hope Squad focuses on suicide prevention for grades 5-8, but this is a program that fits well into our SEI because it is a peer support group where the kids on Hope Squad receive specific training on how to help their peers and bring them to a trusted adult that can help. The squad members were voted on by their peers. Home visits are happening now- this is part of a SPED grant that pays for teacher's time to make home visits. The intent is to get to know the students and their families better. Student council is working on an SEI video that we will send out to our social media and by email to the parents (fitting in with our goal of teaching the parents about SEI in the second half of the year). Teachers are giving great reports of SEI working in their classrooms. Lots of great stories coming from the older grades. Most of the teachers are doing some type of daily check in with their students. Open house will be held during SEP's Feb 27, 28, and Mar 1 from 1-3. Student council has offered to help. Anyone else want to help?

- PAC: Seuss Week is the last week of Feb, Spring Fling and lottery will be March 25 (LOTS of great stuff happening including dinner, a concert, bounce houses, fun booths run by teachers, etc. Discussion of if there will be a charge to attend and how much to charge). Penny Wars will be April 1. Teacher Appreciation will be in May.

- Safety/State Trust Lands: Board needs to approve the STL plan in the March meeting. Miranda sent a training video to everyone that needs to be completed.

-Policy: Still working on policies with Erin. More will be coming as they are approved by legal.

-Building Development: Need to meet in March. Please include Nate.

-Wellness: Jill has a wellness event coming up Feb 22 that will involve the whole school.

-Finance: possibly looking at the movie theater quote again for marketing.

-Executive Committee: looked at the surveys and how we are handling the specific concerns. Safe Utah app and Hope Squad are some of the ways we are attempting to deal with bullying. Doing a better job disinfecting surfaces daily to keep illness from spreading. It's been a hard year for sickness. Tracy is looking at how much homework teachers are sending home. Some things have been moved around on the playground to make the whole area more visible to the teachers who are supervising during recess. Cameras have been added to buses and multiple places in the school to help with security and safety. Many people are interested in after school programs- Elaina is looking into starting a 501C3 so federal grants are available for this.

Business Manager's Report: starting to prep for next year's budget. Will need to vote on this in June and any amendments to the current budget. There are no concerns at this time.



Financial Summary
as of January 31st, 2018

BUDGET REPORT

Revenue	YTD Actual	Approved Budget	Forecast	% of Forecast
Enrollment	399	340	399	
1000 Local	\$ 42,477	\$ 59,600	\$ 65,047	65%
3000 State	\$ 1,578,377	\$ 2,410,944	\$ 2,742,116	58%
4000 Federal	\$ 81,866	\$ 287,449	\$ 218,024	21%
Total Revenue	\$ 1,702,720	\$ 2,258,033	\$ 3,025,187	55%

Expenses	YTD Actual	Approved Budget	Forecast	% of Forecast
100 Salaries	\$ 903,156	\$ 1,188,807	\$ 1,605,254	56%
200 Benefits	\$ 242,336	\$ 388,618	\$ 459,148	53%
300 Prof & Technical Services	\$ 78,182	\$ 127,456	\$ 127,380	61%
400 Purchased Property/Services	\$ 218,059	\$ 453,407	\$ 458,304	58%
500 Other Purchases/Services	\$ 25,644	\$ 32,520	\$ 32,652	79%
600 Supplies and Materials	\$ 192,466	\$ 204,955	\$ 243,898	79%
700 Property/Equipment	\$ 67,670	\$ 52,804	\$ 76,825	89%
800 Debt Service and Misc	\$ 14,917	\$ 25,500	\$ 25,500	59%
Total Expenses	\$ 1,792,479	\$ 2,675,157	\$ 3,023,159	59%

Net Income from Operations	Operating Margin	Operating Margin
\$ (89,759)	3.0%	2.1%

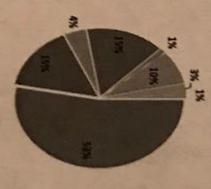
CASH

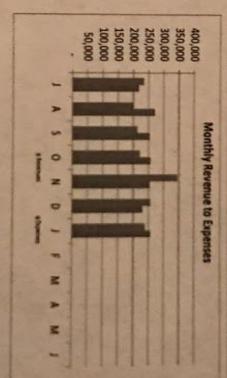
Ending Cash Balance	\$ 487,538
Days Cash on Hand	59

RESERVES

Last Year Reserve Balance	Actual Ytd	Forecast
\$ 106,622	\$ 106,622	\$ 108,622
Reserves Added this Year	Expenses from Reserves	
\$(89,259)	\$ 66,018	
New Reserve Balance	\$ 16,883	\$ 172,660

EXPENSES



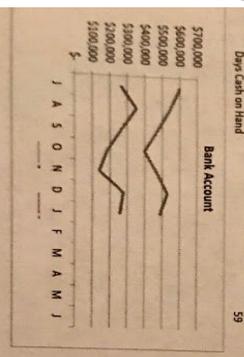


RATIOS

Forecasted Operating Margin	Actual	Goal
2.1%	3%	3%
Debt Service Coverage	1.94	1.75
Days Cash on Hand	59	60-90
Building Payment %	11.0%	20%

ENROLLMENT

Field Assn Travel Expense Ratio	Operating Margin	Debt/Total
62%	3%	0.400
25-\$300,000	4%	0.400
\$300,000-\$500,000	7%	0.400
\$500,000 and above	7%	0.400



Month	Cash	Bank
Jan	5100,000	5100,000
Feb	5000,000	5000,000
Mar	4900,000	4900,000
Apr	4800,000	4800,000
May	4700,000	4700,000

Director's Report: 6 new students arrived this week. Letters of intent went out yesterday for returning students. Dixie Montessori admin came this week to discuss expanding their lunch program with Jill. High praise for Jill and her team for all they do. Addition of cameras on buses and in various locations in the school to help with safety and security. This is helping with several specific behavior problems. New copier to help the teachers. Teacher evaluations are happening this month. Intent to return letters are going out to teachers for next year as well. SafeSchool training is happening as well as defensive driving training that will help with insurance coverage through State Risk. Hope Squad conference is coming up

next week- the kids on Hope Squad will be going up to Provo with Admin to get training with several other schools.

Miranda made a motion to go into closed session for the purpose of discussing the competence of an individual. Role call vote: Michael, Kevin, Alisha, Weston, Miranda, Elaina, Eva. All in favor.

*****Closed Session 1949 - 2051*****

Alisha made a motion to allow the Executive Committee to work within the parameters set by the Board in closed session. Michael second. No discussion. All in favor.

Weston made a motion to adjourn. Kevin second. All in favor.

Next meeting proposed March 21, 2019

Adjourn 2052