

Valley Academy Public Board Meeting Agenda  
December 11, 2012 at 7pm  
539 N 870 W, Hurricane, UT

1. Welcome and call to order (7:00)
2. Review and approval of minutes from 11/13/2012 public meeting (7:05)
3. Read 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.

4. Board Appreciation (7:10-7:15)
5. Discussion with UEN/Skywire (7:15-7:30)
6. How well are students are achieving the outcomes for which the school was chartered? (7:30-7:50)
  - a. Director's monthly report (Mr. Woodd)
    - i. Follow up on before/after school building rental
    - ii. UCA presentation
7. How well are the school's finances being managed? (7:50-8:15)
  - a. Business Manager's monthly report
8. How well is the Board performing its responsibilities? (8:15-8:30)
  - a. Charter Review
  - b. Board Development Topic
  - c. State Trust Lands Committee
  - d. Follow up on items from previous meetings
    - i. Amendment to Mandatory Reporting Policy
9. Reports from Committees (8:30-8:45)
  - a. Accountability Committee (Liz)
  - b. Land and Building (Lane)
  - c. Legal (Trent)
    - i. Follow up on RFP for legal council
  - d. Growth committee report (Alisha)
  - e. PTO (Shani)
10. Public Comment: Members of the public wishing to participate in public comment must sign in with the Board secretary prior to the start of the meeting. Please keep comments to 2 minutes or less. The Board will not formally discuss public comments during this meeting. Board Members and School Administrators will be available to answer questions following the meeting.
11. Time and place for next meeting: January 15, 2012. 7pm in the Board room at Valley Academy.
12. Adjourn

Valley Academy Board Meeting Notes  
December 11, 2012  
539 N. 870 W., Hurricane, UT 84737

In attendance: Alisha Terry-Martin, Liz Goddard, Lane Blackmore, Tonya Heyder, Trent Seegmiller, Ed Woodd, Mike Killeen, Ben Klepper, Keturah Lance, Cory Martin, Bruce Stringham, Ray Timothy (UEN), Aden Kay and family.

Pre-meeting: watched the State Trust Lands movies as required for the application process

1. Meeting called to order by Alisha at 7:00pm
2. Lane made a motion to approve 11/13/2012 Board Meeting minutes. Accepted by all.
3. Mission statement read by Tonya Heyder.
4. Board Appreciation awarded to Aden Kay, 5<sup>th</sup> grade student in Mr. Smith's class. Aden is continually asking where he can be of help. He is frequently found helping in the lunch room without having to be asked and has offered to help in many other areas of the school. Aden was caught by Mr. Martin one day attempting to set up the lunch room before anyone knew he had done it. Mr. Martin said that the lunch room was set up perfectly that day! Many thanks to Aden for his great attitude, service to the school, and example to his fellow students! The board would also like to recognize Jessica Billings and Mark Zwahlen, two of our excellent teachers who have recently had new babies born to their homes.
5. UEN/ Skywire Discussion regarding Internet connectivity agreement
  - a. Lane made a motion to accept Option #1 which was offered in letter sent from UEN. Accepted by all.
6. Director's Report
  - a. Survey Monkey done on Kindergarten and 7<sup>th</sup> grade asking who will be returning to Valley Academy next year for 1<sup>st</sup> and 8<sup>th</sup> grade. Report was favorable, showing that we have interest in K and 7<sup>th</sup> graders continuing with us next year. Mr. Woodd reports that the official lottery for 2013-2014 school year will be held the last week of March 2013. Teachers will be polled to see if they plan to return next year in Jan/Feb 2013.
  - b. UCA-Utah Consolidated Application-Mike
    - i. Grant applications for federal funding. \$128,000 possibility for school. Mike reports that we have 16% SPED students in the school.
  - c. Jada Stout is our first winner of attendance award. Attendance on Fridays is the biggest struggle. Mondays is the second biggest.
  - d. Check will be made this week for bonding of Bruce for Treasurer. Cost to the school \$350/year. Bonding of the treasurer (business manager) is required for charter schools.

- e. Discussion of school facilities rental agreement and policy. Lane made a motion to approve policy. All members in favor. Lane made a motion to approve the facilities use agreement. All members in favor. More detail will be added to the agreement as needed. It may also need to be condensed into a 1 page format.
- f. Ed will provide a formal report to the board in January of progress on our goals as stated in our charter contract.
- g. *Special Education State Audit*: The Special Education Department was audited by the State (documentation attached). The audit found that our special education department is providing the needed assessments, providing necessary staff training, and consistent with Child Find requirements. The department was commended for Dr. Killeen's experience and the quality of instruction being provided by the department. The files reviewed during the audit were found to be out of compliance. Although we received most of the 30 plus files from the school district late and out of compliance, the audit gives no quarter. Dr. Killeen and Sondra Monson are to be commended for their hard work and have given assurances that all the files will be brought in to compliance in the short term.

423 Enrolled as of Dec. 7, 2012  
 Current Class Sizes (see below):

Kindergarten:

- Johnson-25
- Mecham-25
- Karen-jane-25
- TOTAL: 75

1<sup>st</sup> Grade:

- Simmons-18
- Crunk-22
- TOTAL: 40

2<sup>nd</sup> Grade:

- Merrell-26
- Zwahlen-21
- TOTAL: 47

3<sup>rd</sup> Grade:

- Varga-23
- Bowler-23
- Freiberg-9
- TOTAL: 55

4<sup>th</sup> Grade:

- Freiberg-11
- Dunkley-23
- Billings-24

- TOTAL: 58

5<sup>th</sup> Grade:

- Isom-24
- Smith-24
- TOTAL: 48

6<sup>th</sup> Grade:

- Jacobs-25
- Starks-26
- TOTAL: 51

7<sup>th</sup> Grade:

- Mackey-25
- Monson-24
- TOTAL: 49

## 7. Business Manager's Monthly Report:

**December 11, 2012**

### **To the Board – Valley Academy Charter**

The accompanying schedules and comments are intended to highlight the financial operations of the Academy for the five months of the fiscal year **July 1, 2012 thru November 30, 2012**. Schedules are included as follows:

#### **1. Summary Profit & Loss Statement – Budget vs. Actual (all programs)**

##### Observations –

a. As previously noted, budgeted amounts have been established for the entire fiscal year, rather than month by month. Therefore, for projects and activities that are anticipated to unfold evenly throughout the year the expected (or targeted) **% of Budget** number will be about **42%** or **5/12** of the annual budgeted amount. The summary report thru five months shows that revenues overall are right on target, but expenses **recorded** so far are under the budgeted amounts, with the bottom line net excess of revenues over expenditures, \$320,361, somewhat more than budget. Once certain incurred expenses are recorded and paid, and some budgeted revenues become available to draw upon, the bottom line result should be much closer to the budgeted amount. Some of those items will be discussed later.

#### **2. General – State Funded Programs**

##### **0050-Classroom – General**

##### **5619-Local Replacement**

##### Observations –

a. These two programs are combined here to reflect the fact that the funds received, though separately described, are available to cover the same general classroom expenses. While the so-far recorded results vary substantially from one program to the other, the combined result thru five months appears on target. One of the tasks for the coming months will be to identify which specific expenditures should be best assigned to which class, with some accounting and budget adjustments to accompany those decisions.

b. The legislative salary increase is actually part of this picture, but has no significant effect on the end result, as revenues come in and are expended back out in approximately equal amounts.

#### **3. 0040-Federal Rest/Tech Grant**

##### Observations –

a. All the monies under this grant have been received, but \$32,000 have not been spent. However, of that amount about \$22,000 is already owed and/or committed and will be paid out shortly. I'm not aware of specific plans for the immediate use of the remainder.

#### **4. 1200-Special Education-State**

##### Observations –

a. The results thru five months are showing a net loss. This is actually normal, as we have to spend it, then request reimbursement thru the State. (We understand that reimbursement is assured, subject to filing some electronic paper work – which is in process now.)

### **Additional items to note:**

#### **Other funds**

It should be noted that other, restricted, State funds have been received. We are in process of identifying the specific expenditures that can be allocated to those funds.

#### **Rent**

In December we made the first monthly rent payment on the building in the amount of \$44,000. This amount was paid subject to adjustment – when the actual building cost is determined to Valley Academy's satisfaction. It has been suggested that rent based on actual cost might be somewhat less than the amount paid in December. The amount budgeted for rent is about \$40,000 per month.

It should also be noted that there are only seven monthly rent payments in this fiscal year. Next fiscal year there will be twelve payments. Obviously this will be an important factor in next year's budget planning.

8. How well is the Board performing its responsibilities?
    - a. The board review its bylaws for this month's charter review
    - b. Board Development topic- listened to the last podcast 12 of 12 from Dr. Brian Carpenter on the role of board and administration.
    - c. State Land Trust Committee: Liz has discussed this with her school improvement committee. Liz, Mrs. Bowler (teacher), Mike, and Ed will be writing the plan for this. Due date is early March 2013. Follow up in February.
    - d. Follow up on mandatory reporting policy- item tabled from last meeting. Liz states that policy is clear and made a motion to disband the committee that was created to amend this policy. All in favor.
  
  9. Reports from committees:
    - a. School improvement and support: Liz reports that:
      - i. School Facebook page has been turned over to the PTO
      - ii. School website is being updated daily by Ben. It looks great!
      - iii. Due to Facebook and website functionality, a newsletter may not be necessary, but the board would like to get emails that the parents are getting to stay better informed about the great things that are happening daily at the school.
      - iv. Six Seconds survey available to board members. This would allow board members to have a better understanding of how this is working in the school. An outside evaluator would come to go over the results with board members. Lane made a motion to approve Six Seconds training/survey to be sent to all board members. All members in favor.
      - v. Contacted Vista and GWA- they are currently not utilizing an "Accountability Committee", so there was not a lot to compare. Other schools willing to help and offer advice. Valley Academy will continue with our School improvement and support committee as recommended by the SCB and set a good example to the others by being ahead of the curve. Many thanks to Liz and her committee for what they have already done!
      - vi. Needs a scribe for meetings
      - vii. Director's evaluation has been transcribed over to survey monkey and sent out to staff, teachers, and board members. Due date of December 21, 2012. Liz will compile the results and report back at our January meeting. This will be a closed session. Mr. Woodd asks if he will be able to see the evaluation prior to the report in the board meeting. This is possible and should be no problem.
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- viii. Fire drills are happening each month and are getting better each time
- ix. As required by charter contract: the committee reports that 100% of classrooms are implementing a character development program, implementing fine and performing arts programs, and regularly utilizing technology in the curriculum.
- x. The Six Seconds climate survey will be administered this month to parents, students, staff, and board members.
- xi. Strategic planning was done in March. This will be reviewed once per year.
- xii. Our goal is to be accredited within 3 years. Mr. Woodd has asked for board participation. He will advise when help is needed, and what is needed.
- xiii. Reported on current school activities.
- xiv. Suggestion that teachers be invited to board meetings to report on what is happening in the school and in their class. All members in favor.

b. Land and Building: Lane reports that he has found all receipts matching except for one area that he is currently working on with Highmark.

c. Legal: Trent reports that the RFP is complete and will be advertised for legal services. Deadline will be December 31<sup>st</sup>, 2012. Ben will put this on the website and we will notify others that would be interested. To be revisited at our January meeting.

d. Growth committee: Met on 11/28. Recommendation to the board is that we grow one grade each year until 12<sup>th</sup> grade. Ed and Mike will write the amendment that will be presented to the SCB. The goal is to have the plan ready by April 2013. Help is still needed with financials and marketing. Suggestion for possibly using Hurricane Fine Arts building for next year for older grades as well as adding more portable space. 3 additional classrooms will be needed for next year. Mike asked for the list of K-12 charters in Utah. Alisha will send that by email.

10. No public comment

11. Next meeting January 15, 2013.

12. Lane made motion to adjourn. All members in favor.

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