

Valley Academy Public Board Meeting Agenda
February 12, 2013 at 7pm
539 N 870 W, Hurricane, UT

1. Welcome and call to order (7:00)
2. Review and approval of minutes from 1/15/2013 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 (7:05-7:10)
5. How well are students achieving the outcomes for which the school was chartered?
 - a. Mr. Woodd's monthly report to the board (7:10-7:25)
 - i. Mr. Woodd sign Director's review and state goals for the rest of the school year
 - ii. Update on growth model and plans for 2013-2014 school year
 - iii. Lottery plan and marketing plan
 - iv. Brief overview of each grade's daily/weekly schedule
6. How well are the school's finances being managed?
 - a. Mr. Stringham's monthly report to the board (7:25-7:40)
7. How well is the board performing its responsibilities?(7:40-7:55)
 - a. Charter Review/Board Training
 - b. UEN Contract
 - c. Board Annual Calendar
8. Reports from Committees: (7:55-8:10)
 - a. School support and improvement committee
 - i. State Trust Lands Application
 - ii. Diebels Scores (Scott Smith)
 - b. Legal
 - i. Update on 501C3 status
 - c. Land and building
 - d. PTO
9. Public comment: (8:10-8:20)
 - a. Amy Mackay: School Wellness
 - b. Teri Humphries: Free and Reduced Lunch
10. Board open discussion period: (8:20-8:30)
 - a. Summer programs at the school?
11. Closed session requested to discuss the character, professional competence, or physical or mental health of an individual.
12. Next meeting proposed for March 19, 2013 at 7pm.
13. Adjourn

Valley Academy Public Board Meeting Notes for February 12, 2013
539 N 870 W, Hurricane, UT

In attendance: Bruce Stringham, Doug Beecher, Mike Killeen, Ed Woodd, Trent Seegmiller, Alisha Terry-Martin, Tonya Heyder, Derek Lewis, Liz Goddard, Brenda Hall, Scott Smith, Ben Klepper, Teri Humphries, April Conder, Amy Mackay, Becky Lofthouse. (Excused: Board member Lane Blackmore)

1. Welcome and call to order- 7pm
2. Motion to accept minutes of 1/15/13 meeting made by Doug. All members in favor.
3. Mission statement read by Doug
4. Board Appreciation: Ben Klepper (staff member) does a lot to keep the back office running well, helps with computer issues in the school, stays late and is great with the kids.
5. Mr. Woodd's monthly report:

Six of seven board members have taken the SEI. The debriefers from Six Seconds are waiting until all board members have taken it to conduct the debriefings. Alex Russell has offered to upgrade the reports free of charge which means board members will get much more detailed information.

We are still waiting for some of our 4th graders to complete the SEI-VY. As soon as all the assessments are complete, we can begin to look at the aggregate data as a baseline.

Mid-year DIBBLES testing has been completed for grades K-3 and reported to the state (results attached). As is typical, the scores fall during the middle year exam period but should rise significantly for the final round. **(Scott Smith spoke about the DIBELS reading scores. The scores are not concerning because traditionally the 2nd test is low in the year, and the 3rd test comes back up. This is due to the 2nd test being right after the holidays and the difficulty of the material increasing substantially over the beginning of the year. Teachers are working on facilitated learning instead of direct teaching and it seems to be working well.)**

Risk Management has been contacted regarding the lease of space at the community center for our expansion to 8th grade. Mike Marshall, the individual in charge of buildings at Risk Management, has indicated we will be allowed to lease as long as the following conditions are met: The building still has an "E" or education occupancy permit; the building is maintained to the codes and standards that were in place during the time it was built; satisfactory completion of a visual inspection by him. This is good news and will allow us to proceed with the most beneficial option. The next step will be to meet with the city to negotiate a lease. A board committee should be formed to pursue the details and meet with counsel prior to signing a lease. **(Alisha: The buildings are an "A" or assembly occupancy, which changed over from an "E" when Hurricane City bought it from the school district and changed it to a community center. Todd Hohebein, State Fire Marshall, says that we could occupy the building if it were sprinkled. \$2.75/sq ft is a standard price for sprinklers. As an extra note, we are required by the State Charter Board to send them any lease we are wanting to sign (allowing them 2 weeks to review and approve it) before signing.)**

Our first after school musical was presented at the Hurricane Performing Arts Center Friday, February 1. The show, titled *I Need A Vacation*, was directed by Karlene Young, and played to a good sized audience. The actors did an excellent job singing and acting their

roles on a very impressive set. Several parents and community members participated in the set building and stage management. Karlene is planning another show in the spring.

We have been informed by the State Charter Board that we can revise our application for the Implementation Grant we received. The grant is renewable for up to three years to a maximum \$100,000 per year. Our goal is to revise the portion of the grant pertaining to technology so we can purchase software as well as hardware. A faculty committee has been formed to screen suggestions, narrow the options and make final decisions after faculty input.

A copy of the book *Born To Rise*, by Deborah Kenny, is being made available to all of you. It is an autobiographical account of her journey to start a charter school in Harlem as part of her mission to change the quality of American education. Once you have had a chance to read the book, we will pass them along to faculty.

Thanks to the efforts of Liz Goddard, we now have 2 choirs in process. One elective choir for 6th and 7th graders is meeting during the day and an after school choir had its first meeting last week. We look forward to future performances!

A guitar class taught by Margarita Castro, has begun as part of the elective courses for 6th and 7th graders. David Booth, a part-time teacher in special ed., is offering an art class during elective time as well. We plan to continue to expand our offerings in the performing arts for the lower grades as opportunities rise. Sadly, we are already in a crunch for space to rehearse after school.

Our strings students have been invited to attend the SUPAF festival at Tuachan high school, February 26. This event is by invitation only and we are very proud to be represented.

Zions bank, in conjunction with The Utah Association of Public Charter Schools, is offering special rates and accommodations for charter schools. Our accounts are currently with Wells Fargo. An ad hoc committee of the board with members experienced in finance could be formed to investigate possibilities for us. **(Doug: Zions Bank seems to specialize in schools. It will do us good to compare banks)**

We have been informed that Congress passed a law pertaining to training students on internet safety and protocol. The FCC has mandated several rules relating to our internet policy and provisions including a mandatory annual public hearing (rules attached). Suggested revisions will be made to the policy and brought to the board in April for passage. A public hearing should be scheduled for the start of next school year. **(Derek made a motion to approve the current internet policy with the new federally mandated language as required by the FCC. All members in favor. Ed will send the policy to the board for a final preview before posting.)**

The lottery for 2013-14 will be held Tuesday, March 26 @ 7:00pm in the multi-purpose room. We will hold the lottery for grades 1-7 first, followed by grade 8 and kindergarten respectively. The draw will be manual and recorded on computer. The process will be streamlined from our first experience. At least one board member should be present. We plan to expand to three sections of 1st grade and two sections of 8th grade. This would give us our maximum enrollment of 500 students.

We have hired 4 paraprofessionals through our newly acquired Title I funds. Two of them are licensed teachers. They are working intensely with our K-3 students to improve literacy and provide much needed break times for teachers during the day.

All but one of our teachers have signed an intent to return next year. We are very happy with the progress we have made and look forward to our continued growth. Mike and I will be meeting frequently to determine our staffing needs for next year.

Application materials have been received from a number of highly qualified strings teachers. The hiring committee has done preliminary screening and will begin the first round of interviews Wednesday February 13.

Jan. 7 -11	Absences:	24	28	22	24	28	126	
	Percentage:	94.34%	93.40%	95%	94.34%	93.38%	94.09%	
Jan. 14-18	Absences:	28	33	31	31	46	169	
	Percentage:	93.38%	92.20%	92.67%	92.67%	89.13%	92.01%	
Jan. 21-25	Absences:		40	38	30	43	151	
	Percentage:		90.54%	90.99%	92.65%	89.81%	91.00%	
Jan. 28-Feb. 1	Absences:	39	38	26	26	34	163	
	Percentage:	90.52%	90.97%	93.35%	93.79%	91.89%	92.10%	91
Feb. 4-8	Absences:	30	23	26	28		107	
	Percentage:	92.84%	94.50%	93.79%	93.32%		93.61%	
	Absences:							

418 Students Enrolled as of Feb. 7, 2013

Current Class Sizes (see below):

Kindergarten:

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

1st Grade:

- Simmons-15
- Crunk-22
- TOTAL: 37

2nd Grade:

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

3rd Grade:

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

4th Grade:

- Freiberg-11
- Dunkley-23
- Billings-24
- TOTAL: 58

5th Grade:

- Isom-23
- Smith-23

- TOTAL: 46
- 6th Grade:
- Jacobs-26
 - Starks-26
 - TOTAL: 52
- 7th Grade:
- Mackey-25
 - Monson-23
 - TOTAL: 48

6. Business Manager's monthly report: Bruce reports that he will be spending much of his time working on putting together the budget for next year. Alisha asked about late payment penalty requested from Highmark. Bruce states Highmark is requesting a late payment penalty of \$2,200 for our first payment being late. Ben reports that the first invoice was unclear and was not sent by mail. There was also a question at the time of the correct rent payment. Bruce reports that every check to Highmark is sent with a statement that we have not yet been informed of the final correct rent payment and that our check to them does not mean we agree with the current requested payment. Lane has been working on this since school started and we have not yet been able to get a firm answer, although he has been narrowing in on the actual price. Trent agrees with the statement we have been sending and states we need to draft a letter to Highmark that we are not objecting to paying a late fee, but that we still haven't been informed of the correct rent payment. Doug adds that we should pay the late fee, but reduced to the requested 5% of what we have been able to prove the rent payment should be. Trent adds that we may want to reduce or stop paying the full requested rent until we are caught up to what we have been able to prove. We may not get any refund from Highmark even if it is proven that we have overpaid. **(Doug made a motion for Trent to draft a letter to Highmark, inserting the numbers that Lane has currently been able to justify, and to have Lane sign the letter. All members in favor)**

February 12, 2013
 To the Board – Valley Academy Charter

The accompanying schedules and comments are intended to highlight financial operations of the Academy for the 7 months ended January 31, 2012, and also to provide a view toward the end of the fiscal year at June 30, 2013.

The following schedules are submitted with this report : (1) A Statement of Income and Expense – Budget vs. Actual – for the 7 months completed, (2) A Statement of Projected Actual Income and Expense for the Fiscal Year ending June 30, 2013, and (3) A Schedule of Cash Flow Considerations.

1. The 7 month statement is actually a statement that includes 5 major (in terms of dollars) state- funded programs. In addition to those included in January, the Special Ed program is included here. These funding classes not only include the great majority of budgeted income and spending, but they are most susceptible to an accountant's projecting their results. While other important activities may take place within other funding classes, they are seen for the most part to be funds which will come in and go out in equal amounts, rather than result in any significant bottom line net income or deficiency.

To date the funding classes shown actually account for about 90% of net excess of revenue over expense. The classes are:

- 0050 – Classroom – General
- 5619 – Local Replacement
- 5842 – Charter School Admin Cost

5876 – Educator Salary Adjustment
1205 – Special Ed – Add-on

While some funding classes show greater or lesser net bottom line amounts (we discussed the need for reallocating expenses previously – that task is still in process), taken together these classes show a net excess of revenue over expense of \$202,062, compared with the budgeted amount of \$253,603. The principal cause of a greater difference for February than for January is the inclusion of the Special Ed fund class. In our review it became apparent that there were cost allocations that needed to be revised between classes – a principal one being Special Ed. The review of those allocations is ongoing – a number of other changes have been identified though not yet included in these reports. One important focus of that effort is to make certain that costs qualifying for payment from restricted funds are not charged to the general funds.

2. The year-end projection included here appears a little more positive than the one for January. We hope more issues will be resolved that will help make future projections even more positive - including settling on a final rent amount, as a major example.

Under the assumptions used, the projected net revenue over expense for the fiscal year ended June 30, 2013, is \$115,261.

Assumptions, similar to January's, include rent issues and timing of teacher salary payments, among others. The relative non-effect of restricted fund activity is also assumed, although some exceptions have been found which will be included in future adjustments.

3. A third schedule was included – Cash Flow Considerations. The purpose of its inclusion is not to shock or cause concern, but simply to make sure we are all conscious of some major items which impact the cash flow and cash balance, some of which affect may not show up on the statement of Profit and Loss. This will be discussed as you elect.

In addition to our on-going review to identify needed budget changes within the existing / original budget outline, we are presenting to the Board the following budget additions, which have been approved through the UCA process with the Utah State Office of Education:

Class - Description

7801 – Title IA – Literary & Math

Acct 100 – Salaries (including benefits)	40,000
300 – Purchase Professional & Technical Services	2,000
580 – Travel	2,000
600 – Supplies & Materials	6,598
730 – Equipment	3,352
Total Revenue	53,950

7860 – Title IIA – Teacher Quality

Acct 100 – Salaries	2,000
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580 – Travel	2,000	
600 – Supplies & Materials		2,893
730 – Equipment	2,000	
800 – Other	1,000	
Total Revenue	9,893	
5336 – Enhancement for At-Risk Students (State)		
Acct 100 – Salaries	6,726	
Total Revenue	6,726	
5331 – Gifted & Talented		
Acct 300 – Profession & Technical Services	1,698	
Total Revenue	1,698	

Misc.- to be discussed – payment of rent penalty incurred (apparently) while waiting for possible resolution of the amount of monthly rent.

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Bruce requested a review of amendments to the budget. Doug requested this item be inserted into next month's meeting to be in compliance with open meeting laws.

7. Board Training/Charter Review:

- Review of Board Policy. Current copy on website for public to view. There are a few edits to be made that were missed on last review. Doug will look into a board policy for the financial sections 4.3 and 4.4 for possible consideration at next months meeting.
- **Trent made a motion to accept the new MOU with UEN. All members in favor.**
- Discussion of Annual Board Calendar/Agenda. Liz suggests a board training book where chapters could be taken and discussed each month for board training. **Liz made a motion to accept the board calendar/agenda for 2013. All members in favor.**

Month/ Board Meeting Date	Topics for Board Discussion/Action	Dates of Note
<u>January</u>		
1/15/13	Director Review Results/Set Goals	
<u>February</u>		
2/12/13	State Trust Lands Application Decide on cost of Governance budget (up to \$5,000 TBD at budget meeting)	
<u>March</u>		
3/19/13		Lottery Held- March 26 at 7pm State Trust Lands App Due 3/1 Spring Break 11-15
<u>April</u>		
4/16/13		
<u>May</u>		
5/21/13		Send Surveys for Director Eval
	Board accepts new board member applications if an opening is available (Trent) Director Renumeration decided Budget for 2012-2013 reviewed	Annual school survey of all stakeholders
<u>June</u>		
6/18/13	Formal Director Evaluation/year end Semi-annual Board Self Evaluation New Board Members seated/Board elects leadership (Annually) Budget for 2012-2013 finalized (up to \$5,000 for board training)	
<u>July</u>		
7/23/13	Yearly Board Training Retreat? Evaluation of how well school purposes are being achieved (VA charter, page 6) Accountability Committee	School closed July 15-30
<u>August</u>		
8/20/13	School Begins in the 3rd week	

September
9/17/13

October
10/15/13

Oct 1- Fall Enrollment Count

November
11/19/13

December
12/17/13 Formal Director Evaluation/mid year

Semi-annual Board Evaluation (charter contract)

All Board members will have State Required GBOT modules completed

Charter Contract Goals:

Attendance= 95%

Students continuously enrolled through the year= 95%

Students enrolled from year 1 to year 2= 85%

Students continuously enrolled for all available years=85%

UPASS composite minimum score=205

Student proficiency on CRT by subject:

Language arts=85%

Writing=85%

Mathematics=83%

Science=81%

Proficiency on DIEBELS=85%
Percentage of 6th grade students scoring minimum math proficiency=80%
Percentage of teachers properly licensed and endorsed= 100%
Percentage of employees with completed background checks=100%
No material findings in financial audit
30 days cash on hand
Current assets\liabilites= FY15+ -1.25
Debt ratio: Total liabilities\Total assests= FY15+ -0.9
Facility Costs= <25% Total operating revenues
Maintain bond covenants and audited financial statements= 100%
Adherence to budget within 5%

100% of classrooms will be implementing a character development program as evaluated by the Accountability Committee in December and May
100% of classrooms will be implementing fine and performing arts programs as evaluated by the Accountability Committee in December and May
100% of classrooms will be regularly utilizing technology in implementing the curriculum, as evaluated by the Accountability Committee in December and May.

Goals set 1/13

Post Mission Statement on the wall of the school

Support School Growth by:	Financially Viable Tied to Mission Marketing
Support School Culture by:	Mission Statement Board representing the school well to the public
Support Teachers and Staff by:	Help with fundraising efforts Assistance with supplies/paper

8. Reports from committees:

- School Improvement and Support: Liz reports that the committee has not met yet this month, but they have been working on the State Trust Lands application and will be able to complete it by the March 1 deadline.
- Legal: Trent reports that he was able to talk to an actual person at the IRS this past week, was able to answer their questions, and was told that we could have the 501C3 determination letter within the next 3 weeks. Question from ?? if we will be able to get a tax refund for all the taxes we have paid this year. Ben reports that we have paid thousands of dollars in taxes already this school year. Trent states that once we have the letter, it will be retroactive to when we first turned in our application.

9. Public Comment:

- Parent Amy Mackay spoke about her interest in seeing the school create a wellness policy that would call for non-candy rewards. Discussion of what rewards could be offered inexpensively without offering candy. A wellness policy is one that Mr. Woodd is required to make by board policy.
- Parent Teri Humphries spoke about her interest in seeing the school have a free and reduced school lunch offering. Discussion of benefits and drawbacks of federally funded food programs. Mr. Woodd states that Valley Academy currently has only 15% of kids who qualify for free and reduced lunch. Ben reports that this may be because of people filling out the form incorrectly. Mr. Woodd states that 52% of families need to qualify before we could apply for federal food program. Mr. Woodd states that he was just given a plan for 2 parents who will run a store selling healthy meal items during lunch that looks like a good option.

10. Board open discussion suspended due to late hour.

11. Mr. Woodd requests that the closed session be moved to another time due to late hour and desire for all board members to be in attendance. Board proposes Sunday, February 24th at 4pm for this meeting. Alisha will send email for confirmation from all board members.
12. Liz made a motion to adjourn. All members in favor.

Comparing Populations on mCLASS:DIBELS By Grade For Valley Academy Charter School

Valley Academy Chart..., UT



Institutions with no data are not included.

Printer friendly?