

Valley Academy Public Board Meeting Agenda
April 16, 2013 at 7pm
539 N 870 W, Hurricane, UT

1. Welcome and Call to Order (7:00)
2. Approval of minutes from 3/19/2013 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? (7:10- 7:25)
 - a. Mr. Woodd's monthly report to the Board
6. How well are the school's finances being managed? (7:25- 7:40)
 - a. Mr. Stringham's monthly report to the Board
7. How well is the Board performing its responsibilities? (7:40- 8:10)
 - a. Charter Review
 - b. Board Training
 - c. Discussion of content for year-end school survey and director evaluation
 - c. Any reports from committees
8. Complaint resolution (8:10- 8:25)
9. Public Comment (8:25-8:30)
Please plan ahead for your comments to be 3 minutes or less. Due to open meeting regulations, please be aware that the board may not be able to formally discuss or take action on items brought up in this meeting's public comment period)
10. Next regularly scheduled meeting: May 21, 2013
11. Adjourn (8:30)

Valley Academy Public Board Meeting Minutes
April 16, 2013 at 7pm
539 N 870 W, Hurricane, UT

In attendance: Alisha Terry-Martin, Derek Lewis, Lane Blackmore, Tonya Heyder, Doug Beecher (excused, Trent Seegmiller), Ed Woodd, Sonja Hirschi, Emma Humphries, Scott Smith, Shirlyayne Quayle, Liz Takau, Tomasi Takau, Rebecca Stover, Karen-Jane, Brenda Hall, Megan Johnson.

1. Welcome and call to order- 7:00pm
2. Motion to approve meeting minutes as written made by Lane Blackmore- all members in favor. *Note from Lane to be consistent when referring to meeting minutes (not notes)
3. Mission statement read by Tonya Heyder
4. Board Appreciation: Scott Smith is one of our 5th grade teachers here at Valley Academy. He truly goes above and beyond. He helps every single day with carpool and traffic, he has taught the entire school how to square dance (and it's amazing to watch!), he helps his fellow teachers with dance and drama and anything he is asked to do, he also takes his personal time to tutor students and attends his students important after-school activities. Scott is a genuine asset to the school and we really appreciate him!
5. Mr. Woodd's monthly report:

***Mr. Woodd would like the "Born to Rise" books back.**

OLD BUSINESS

City Council Presentation: The City Council decided not to take action on our request to explore a lease option on the Recreation Center. This leaves us with a short timeline to find temporary or permanent accommodations for 4 classrooms to be functional by August 1. It would be advisable for the Governing Board to appoint a committee to oversee this process. **Additional notes: we need classroom spaces that are 600 sq ft or bigger.**

Lane has started looking for good used portable classrooms, and would prefer that to new. Lane is requesting help in the search- forward information to him.

Revised Grant Submission: Changes to the start-up grant for next year have been sent to the state for approval. The governing board reviewed and approved the document electronically. Thank you to the members of the technology committee; Dale Varga, Karlene Young, Mark Zwahlen, Jessica Billings, Donnie Starks, Adrienne Jacobs and Ben Klepper, Chairman for their considerable time and energy creating the new budget allocations.

NEW BUSINESS

End of year testing: Our schedule for end of year testing has been created by Dale Varga and Liz Bowler.

Personnel: An employment agreement has been offered and signed for the instrumental music position. The candidate is highly qualified and has extensive international experience. **Stacy Sherman will do strings and other music classes.**

We are in the process of screening applicants for the 8th grade teachers. We have 19 candidates to choose from. A committee consisting of 3 faculty and 2 admin staff will conduct the interviews and select the finalists.

Several candidates have applied for the purchasing/IT manager position. We anticipate interviews next week.

Calls for applications have been posted on teachers-teachers for a 1st grade teacher and a part-time counselor. We anticipate hiring both by the end of April.

Climate Survey

SEI Certification: Alex Russell from Six Seconds provided advanced training for our faculty Friday and Saturday April 12 & 13, as part of our ongoing efforts to become the first public school in the world where all faculty are certified in Emotion Intelligence training.

Next Year's Enrollment: We had a short but successful lottery drawing March 26. Next year's enrollment to date looks good but we need to strategize how to get more students in grades 1 and 2.

Next year's schedule: A survey has been sent out to all parents asking for their input on holidays for next year. Results will be presented at the board meeting. If we add two days to the Christmas break proposed by WCSD, it will give us 2 full weeks rather than having to return to school on Thursday, Jan 2. **Discussion: Board is ok with the calendar Mr.**

Woodd created with parent input. Attendance is low on Fridays- need a draw or something exciting or interesting on Friday so kids will want to come. It was stated that Friday attendance was high during the weeks were activities were happening at the school, like Dr. Suess week.

Seminary: Several parents have inquired about a seminary program for high school students. I would like to hear the board's thoughts on this before we commit to a specific program. **Discussion: this is a possibility as we move to 9th grade and above. It would be planned with HHS and could be offered as an early morning option. To be discussed again at a later date.**

Attendance:

Mar. 18-22	Absences:	37	20	21	16	26	120
	Percentage:	91.04%	95.01%	95%	96.06%	93.64%	94.15%
Mar. 25-29	Absences:	21	18	16	14	Easter	69
	Percentage:	94.87%	95.59%	98.08%	96.57%	Break	96.28%
Apr. 1-5	Absences:	Easter	25	12	15	23	75
	Percentage:	Break	93.90%	97.07%	96.33%	94.38%	95.42%
Apr. 8-12	Absences:	31	25	25	27		108
	Percentage:	92.67%	93.87%	93.87%	93.38%		93.45%

408 Enrolled as of April 13, 2013

Kindergarten:

- Johnson-25
- Mecham-25
- Karen-jane-24
- TOTAL: 74

1st Grade:

- Simmons-12
- Crunk-22
- TOTAL: 34

2nd Grade:

- Merrell-26
- Zwahlen-22
- TOTAL: 48

3rd Grade:

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

4th Grade:

- Freiberg-10
- Dunkley-21
- Billings-23
- TOTAL: 53

5th Grade:

- Isom-22
- Smith-24
- TOTAL: 46

6th Grade:

- Jacobs-26
- Starks-26
- TOTAL: 52

7th Grade:

- Mackey-24
- Monson-22
- TOTAL: 46

6. Mr. Stringham's monthly report:

To the Board – Valley Academy Charter

As the year-to-date financial results this month are not significantly different from last month, it seemed appropriate at this meeting to bring you a summary of the issues covered at the meeting I attended last Tuesday in Salt Lake City. Having said that, much of what was covered there went by very quickly, with barely time to make notes of information sources and references to be followed up later – whether a website reference or a legislative (House Bill or Senate Bill) number. While I am following up most of those references, just a few were immediately applicable and/or actionable immediately. The following are included in the “few”:

- 1) The Office of Education has an official Chart of Accounts, a template if you will, by which all the schools now need to report. It was duly noted (by myself and a USOE staff member) that our Chart of Accounts, while bearing some similarities with the State's, has substantial variances from it, also. These are now under review and will require a fair number of changes, both to coding of expenditures and to budgeted amounts, so that we will have budgets in acceptable format – both final 2012-13 budget and financial reports and 2013-14 proposed budget.
- 2) Presentation was made regarding Social Security coverage of school employees – with provisions, now confirmed by the Attorney General's office (I believe) for qualifying employees to opt out of current coverage. (Meaning = opting not to have Social Security-FICA taxes applied to and deducted from their wages.)

There are qualifying requirements, including having an amount equal to at least 7 ½% of an employee's gross wages contributed to a qualified retirement plan (including contributions by employer and employee).

Observation – our salaried employees now have at least 5% contributed – some more than 5%.

Note – Medicaid coverage still applies to all employees, regardless of their choice.

Several other considerations were discussed as to why some employees might opt in or out of continued Social Security coverage. If you have questions, we can discuss some now, or do some further research later.

By far the most profitable part of my time was spent one-on-one with a seasoned, knowledgeable USOE staff member, considering the following items:

- A. Bringing our financial reports and budgets into compliance with the USOE standard. As mentioned before, this will require some re-coding of certain expenditures or adjustment by Journal Entry, as well as adjustments of the Budget itself.
- B. Identifying restrictions on uses of certain funds that are part of our monthly allocation – and – confirming that (1) unused funds can be rolled over to next year,

and (2) that those funds must still be used according to the original funding guidelines.

The discussions with the USOE staff member provided me some focus on at least one specific area of funding – that of our monthly allocation of funds for “Class Size Reduction”. While the allocation report itself suggests that this applies to grades K thru 8, it became apparent that most of the allocation is to be used and applied to grades K thru 2. I believe we have some application here as a result of our original larger Kindergarten enrollment, but we will be making further inquiries with the State to make certain whether some of the allocation can apply to other grades as well.

Finally (as suggested at first)

Our financial statements thru March 31, 2013 (attached), containing another month’s income and expenditure data, are continuing to validate our year-end projections discussed last month. That is, we still expect the end-of-year bottom line to be close to where we are at the end of March.

4:16 PM
 04/12/13
 Accrual Basis

VALLEY ACADEMY
Profit & Loss Budget vs. Actual
 July 2012 through March 2013

	Jul '12 - Mar 13	Budget	% of Budget
Income			
1000 · Revenue from Local Sources	12,551.21	5,600.00	224.1%
3000 · Rev from State Sources MSP	1,747,162.00	2,371,695.00	73.7%
4000 · Revenue from Federal Sources	119,325.00	238,248.00	50.1%
Total Income	1,879,038.21	2,615,543.00	71.8%
Gross Profit	1,879,038.21	2,615,543.00	71.8%
Expense			
10 · Instruction	846,417.12	1,309,549.00	64.6%
21 · Student Support	1,976.74	1,700.00	116.3%
22 · Staff Support	4,372.94	21,200.00	20.6%
23 · Charter School Admin	14,001.95	21,000.00	66.7%
24 · School Administration	267,892.89	417,045.91	64.2%
25 · Central Services	11,000.00	11,000.00	100.0%
26 · Facilities	449,917.34	555,238.00	81.0%
31 · Food	473.01	1,250.00	37.8%
45 · Building Acquisition and Constr	2,468.39		
Total Expense	1,598,520.38	2,337,982.91	68.4%
Net Income	280,517.83	277,560.09	101.1%

Discussion: Deadline of June 1, 2013 for a preliminary budget to be available to the public for comment. We will have a budget meeting at our regular May board meeting. Deadline of June 30 for final budget to be adopted for the 2013-2014 school year.

7. Charter Review- Board members were asked to review the “Organizational Structure” section of the charter, found starting on page 38.

Board Training- Board members were asked to complete the online Governing Board Training, Module 10, provided by the Utah State Charter Office. The topic is a refresher of public meeting law. Mr. Woodd handed out book “Policy vs. Paperclips” that the Board decided to order for training in our March meeting. Mr. Woodd suggested the Board take note of pages 34, 35, 84, and chapter 7.

Discussion of year-end survey and Director Eval survey content: Tonya will head the committee to help put together these surveys. They will be sent around by email for board comment and comment by Mr. Woodd. Both surveys will be approved in our regular May meeting and sent out for the intended recipients during the month of May. This is in accordance with pages 84 and 101 of our charter.

Reports from committees:

Lane will head the building committee in charge of finding portable classroom space for next year. Lane requests help from everyone to find available sources and forward the information to him.

We received feedback from Marlies on our amendment request for grades 9-12. Marlies said that the State Charter Board usually considers only 2-3 years growth at a time, that we should wait for our year-end testing numbers to show we are performing well, and that our facilities plan will need to be more specific. We met the deadline to request 9th grade for the 2014-2015 school year, so we now have a little time to make our amendment request more detailed.

8. Complaint Resolution: Following Valley Academy’s Grievance and Complaint Policy, parent Liz Takau addressed the Board with a concern about differentiated learning in Kindergarten. Mrs. Takau spoke of her daughter’s progress in Kindergarten this year and asked for the Board to help define differentiated learning. It was decided by the Board that a committee would be formed to meet with Valley Academy Administration and Mrs. Takau to discuss philosophy and our charter, in order to best help resolve this concern. This committee will be open to anyone who would like to attend. Those who expressed interest in attending were: Lane, Tonya, Alisha, Admin Team, Shirlayne Quayle, Scott Smith, Karen-Jane, Mrs. Takau, Rebecca Stover. This meeting will be scheduled within the next two weeks.

9. Public Comment:

Rebecca Stover (parent)- Has a daughter that attends Valley Academy, teaches at a local preschool, would like to be assured that differentiated learning is being done, especially for high level preschoolers who are entering Kindergarten here at the school.

Karen-Jane (teacher)- read a letter from a parent requesting that the Board consider adding colors to the dress code for next year. This topic will be added to the agenda for our regular May meeting. Lane suggested that parent/student input be sought prior to the May meeting.

10. Next meeting scheduled for May 21, 2013

11. Lane made a motion to adjourn. All members in favor.