

Valley Academy Public Board Meeting Agenda
August 20, 2013 at 6:00pm
539 N 870 W, Hurricane, UT 84737

1. Work session 6:00-7:00pm
 - a. School lunch
 - b. Uniform policy
 - c. Goals for the year 2013-2014
2. Welcome and open regular session 7:00pm
3. Approval of minutes from 7/23/13, 7/26/13, 7/27/13, 8/1/13 meetings.
4. 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.

5. How well are students achieving the outcomes for which the school was chartered?
 - a. Mr. Dunkley's monthly report
 - b. Possible action on Uniform Policy
6. How well are the school's finances being managed?
 - a. Mr. Stringham's monthly report
 - b. Mr. Monson's monthly report
7. How well is the Board performing its responsibilities?
 - a. Board Training/Charter Review
 - b. Discussion and potential action to modify the Mission Statement with the following intent: *"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; set in an **SEI environment where responsible freedom is demonstrated.**"*
 - c. Any Reports from Committees
 - i. Accountability

9. Public Comment
 - a. PTO

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

10. Next meeting scheduled for September 17, 2013

11. Adjourn

Valley Academy Public Board Meeting Minutes
August 20, 2013 at 6:00pm
539 N 870 W, Hurricane, UT 84737

In attendance: Kevin Dunkley, Lane Blackmore, Derek Lewis, Alisha Terry-Martin, Jimmy Ashley, Ben Ruesch, Tonya Crunk, Aarron Spencer, Tonya Heyder, Scott Smith, Doug Beecher, Bruce Stringham, Tara Freiburg,

1. Work meeting started at 6:00pm

a. School lunch: Kevin and Charlotte have made contact with WCSD nutrition office for possibilities of contracting their services and creating a site at our school to serve hot lunch cooked by them. Since we had the kitchen prepared for Katering Koncepts last year, we have the food warmers and the refrigerator space they are requesting for milk. We will need to hire someone part time to handle the money and paperwork for this. We believe this will help with enrollment. As soon as we have this set up, we want to advertise it well.

b. Uniforms: We have a current policy that we are happy with. Better enforcement of the current policy is what we are looking for. We don't want to allow exceptions that are against policy, but we can offer accommodations for those who have different needs (religious or other). Example of students who would like to wear long sleeves, but polo shirts don't typically come in long sleeve- these students wear a button up shirt instead. Mr. Smith said that his class does a uniform check daily where the students check each other. It would be nice to see other classes doing this. The only real uniform problems right now are neon socks and shoes, but this is getting better. The PTO has brought up an idea of having a spirit day with Valley Academy spirit t-shirts on Fridays- normal uniform, but a colorful VA t-shirt. This will not be part of the policy, but will be an Administrative decision.

c. Goals for the coming year: Enrollment is at 439. We would like to get as close to our goal of 500 as possible. Ideas for increasing enrollment and getting families more involved in the school:

i. Making sure the website is always up to date

ii. Band and Orchestra offered for 4th grade and up. This is new and different from other schools. Our music teacher has scheduled professional touring groups to come visit us during the year.

iii. Before and after school activities that make use of the facilities and draw families from the community. Dance, football, soccer, pickleball, family services workshop that we did last year, Big Brother/Big Sister...

iv. Service Learning projects will provide exposure to the community. We are working on partnerships with Hurricane City and Red Cliffs Desert Reserve.

v. Working on a bus that has been donated to us. This will run through the PTO. It will possibly be available for pick-up and drop-off from school and field trips.

vi. Working with Dixie College and SUU student teachers. Arts Bridge program.

vii. Astronomy night, Confluence park projects, bringing in local artists to showcase their talents and provide specialty classes.

viii. Assembly on Fridays. Boosting attendance on Friday when it is traditionally low. Teachers talked about how this year the electives on Fridays would be a draw to the K-3 students. If assemblies are done on Friday, possibly at the normal lunch hour so we aren't disrupting the academic time.

ix. PTO is still gathering funds for an additional playground. We would like to add more play area outside the fence and also look at ideas to supplement the PTO's playground plan. Talked about the need to educate our community about where the money goes for the recycling bins and the Lin's receipts. Possibilities to make the bins more accessible to parents and still easily accessible to the students so classes can recycle. A recycle and safety assembly will be held this Friday at 10:30.

2. Regular session started at 7:00pm

Additional attendees: Brenda Hall, Charlotte Potter, Rebecca Hall.

3. Doug made a motion to approve all minutes as written from our 7/23/13, 7/26/13, 7/27/13, 8/1/13 meetings. All members in favor.

4. Tonya read the 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.

5. How well are the students achieving the outcomes for which the school was chartered?

a. Mr. Dunkley's monthly report: Continuous improvement of student learning is an ongoing goal and one of the purposes of Valley Academy. We intend to improve student learning based on the four main pillars: exposure to the arts as an integral part of each school day, significantly improved use of technology school-wide, empowerment of the teaching staff through exceptional training and professional development, as well as life skills and social emotional learning that will involve parents and the community as partners in the school. We believe that by utilizing these four pillars, students will be more engaged in the learning process, excited about their lessons, and lay a foundation for a life-long love of learning and service to their community.

Enrollment: 439- given with grade breakdowns. We have the most space available in grades 1, 2, and 8, with a couple spots each in all other grades.

School lunch was talked about in the work session.

Assessment: At the beginning of every school year and prior to the administering of any state assessment, the school will review the State Ethics Policy with all teachers. The school will administer all state mandated tests in the grade levels required by law. The school will administer all required assessment in a secure and standardized manner and have a process in place to administer tests via the computer as required.

Valley Academy will encourage the use of different and innovative teaching methods. Students will have the opportunity to work at their own level of understanding based on digital assessments. The digital curriculum assesses skill levels and repopulates the students' work for the next day based on their understanding of the material.

IXL Math, Reading A to Z, and SpellingCity all have digital assessments built in that are used to detect areas of strength and weaknesses, placing the students properly in the curriculum. Teacher and student access to Utips, practice tests and core curriculum learning will be available throughout the year.

Our school rating for last year came in last week. Grades 3-8 CRT testing earned us 292/600 or 49% overall. Discussion of what these scores actually mean for us and how we compare to the school around us. Kevin talked to Marlies about this. She said that first year schools are sometimes low and sometimes high depending on the schools they are pulling from. We do not know at this point how we compared to our local schools.

Last year the Administration emphasized to the staff that tests were not important and not to worry about it because the test would be changing next year. Some scores were about level with state averages and some were quite a bit lower. We had a lot of difficulty with Administrative support during testing windows and very little training. Some teachers said that students were seen just clicking through the tests without actually taking the test. Some technology problems with the internet were also contributors to the stress. Teachers reported that they were asked for beginning of the year results on their student's assessments, but were not asked for end of year data. Unknown if this could have contributed to overall low growth scores. Discussion on how we can use these test results to improve this year.

There is a new test this year (SAGE?). How are we teaching our students to prepare for this new style of test? Will this baseline be relevant to us moving forward? Are samples of the new test available to teachers?

We would like to see school and teacher benchmarks set for the year.

Kevin will be attending the Director's training next month and learning much more about this new testing. He will pass the information he learns along to the Accountability Committee. Lane suggests the Accountability Committee meet more than once a month to help get us on track. Most of the members of the committee are in attendance now- all are willing to help and meet as needed. Doug suggests our next Accountability meeting be after Kevin returns from the Director training.

b. No action to be taken on the Uniform Policy.

6. How well are school finances being managed?

a. Mr. Stringham's monthly report: A condensed Profit & Loss Statement for the month of July is attached. Following are comments relating to each important section of the Statement – intended to help you better understand the forces affecting the financial health of Valley Academy.

The actual results for the month of July are the dollar amounts on the left (actually center) of the statement. The column immediately to the right is the amount of budgeted Revenue and Expense for the entire fiscal year ending June 30, 2014. The column further right shows the percent (%) of the total year's budget for each group of Revenues and Expenses that has been realized for the month of July, or 1/12 of the year. As 1/12, or one month, is 8.3% of the year, we would naturally look to see whether the percentages in the right-hand column are at or around 8.3. This would be a "normal" result, if all Revenues and Expenses were expected to be received and spent equally throughout the year. As this is not always the case, the following comments are provided:

Revenues from State Sources – With the exception of a couple of small State allotments received mostly up-front, the State Revenues fit the 8.3% pattern. However, more will be said about this below.

Revenues from Federal Sources – As Federal payments are based on reimbursement of qualifying expenditures already incurred, nothing has been received in July for the month of July 2013. However, the Academy did receive \$38,725 in reimbursements for expenses incurred during the previous fiscal year.

Overall – Revenues for the current fiscal year are equal to about 1/12 (8.6%) of the total annual budget.

CAUTION!

1. As we have tried to keep you aware, estimates of budget allocations from the State are based on a student count of 500 students. This estimate was made well

before some of you were in your present positions, but assumption made by the Administration then appeared to be sound.

- a. The academy carried a student head count of 430 for most of the past year.
- b. For this budget year, 2 - 8th grade classes were to be added.
- c. Also for this year an additional 1st grade class was to be added.
- d. At 20 to 25 students per class, 500 was the projected headcount given as the basis for this year's budget.
- e. As State Revenues are allotted to schools at about \$5,000 per student, any difference between the 500 projected headcount and the final actual count could be calculated to result in a predictable dollar amount – for example, a difference of 25 students would leave Valley Academy with \$125,000 fewer State dollars – not a joyous outcome, but still within our range of workable budgets.

2. As far as we were informed, as late as a week or so ago, a 500 student count was still within reach, with at least a 475 student count a probable happening.

3. Consistent with this budgeted headcount is the hiring of 2 – 8th grade teachers and 1 additional 1st grade teacher. Salaries and benefits for 3 additional teachers total approximately \$145,000.

4. As school began last week, we learned that the total number of students enrolled was about 440. If 440 is the headcount for the Academy as of October 1, it is our understanding that State allotments will be based on that number for the entire school year. 440 students – **60 fewer than budgeted** – means that Revenues from the State would be as much as \$300,000 less than budgeted.

With this new and extremely jarring information, we have met to consider the possible remedies. Review of some budget categories that we know need adjustments, based on recent organizational changes, has identified about \$50,000 in probable “saved” Expenses. Some other alternatives have also been discussed, which I will leave for others to discuss. As an accountant, however, the most obvious help would seem to be something that will bring the final enrollment closer to the budgeted number.

So that you have a more complete picture, the following will review the expenditures so far.

Expenditures

Instruction – Less than 1/12 of the year's annual budget. This results primarily from the fact that most new teachers are being paid on a fiscal/contract year from August 1, 2013 thru July 31, 2014, while continuing teachers were receiving pay this July, as they did for the preceding year.

Student Support – Budgeted for a 1/2 Time Counselor position. This person was hired, but left for another opportunity. I understand the position is still needed.

Charter School Administration – (Technically this means the “School District”) Expenses charged here are for insurance – liability insurance, which is paid largely early in the year, and building insurance, which is paid monthly.

School Administration – After adjustment for at least part of the \$50,000 “saved” monies, this category should balance out by year end.

Facilities – This category shows spending greater than 1/12 of the annual budget. It includes some costs to set up the new modular units. After payment of all such costs, the result may be overspending by something around \$20,000 to \$30,000.

Building Acquisition and Construction – This spending pattern results from a difference between “normal” accounting and the State of Utah’s accounting; i.e., the spending is not a surprise. The modules purchased by the Academy last year have already been purchased – on time. They are being paid from funds already set aside from last year’s net revenues, but the State may require slightly different reporting.

**With new technology grant purchases, nearly every student in the school has a portable device. All students in grade 4-8 have a laptop or iPad, and K-3 are getting closer to 1:1 access. Skywire will be working much better for us this year.

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 crucial Basis

VALLEY ACADEMY
FY 14 Profit & Loss Budget vs. Actual
 July 2013

	Jul 13	Budget	% of Budget
Income			
1000 - Revenue from Local Sources	0.00	12,500.00	0.0%
3000 - Rev from State Sources MSP	249,481.00	2,629,357.00	9.5%
4000 - Revenue from Federal Sources	0.00	251,621.66	0.0%
Total Income	249,481.00	2,893,478.66	8.6%
Gross Profit	249,481.00	2,893,478.66	8.6%
Expense			
10 - Instruction	78,338.90	1,376,587.87	5.7%
21 - Student Support	0.00	27,774.53	0.0%
22 - Staff Support	72.50	5,931.28	1.2%
23 - Charter School Admin	8,971.16	21,469.66	41.8%
24 - School Administration	30,637.51	449,712.59	6.8%
26 - Facilities	82,840.81	848,814.42	9.8%
31 - Food	0.00	1,000.00	0.0%
45 - Building Acquisition and Constr	2,000.00	3,000.00	66.7%
Total Expense	202,860.88	2,734,290.35	7.4%
Net Income	46,620.12	159,188.31	29.3%

b. Mr. Monson's monthly report:

Department of Human Resources/Purchasing

The Department of Human Resources fosters a safe, secure environment where students, staff and faculty of Valley Academy can learn, work, and live as a community that advances the School's missions and purpose. The division is comprised of Human Resources, Inclusion and Workforce Diversity, and Purchasing.

Introduction

In the midst of continued change, we met our challenges directly, and made progress toward achieving the following priorities and goals which align with Valley Academy's strategic plans in the areas of Faculty Excellence, Staff Excellence, and Organizational Stewardship.

FY2013-14 Department Priorities

- Provide competitive benefits, programs and services to attract and retain a diverse, high caliber faculty and staff.
- Support Valley Academy leadership efforts with a strategic workforce plan that creates a climate of innovation and educational excellence.
- Work collaboratively with local community to create an inclusive and welcoming environment on school property and beyond.
- Foster a safe and secure environment that enhances the quality of life at Valley Academy.

FY2013-14 Department Goals

- Continue to advance diversity
- Support staff and faculty excellence
- Provide Leadership in Risk Management and Compliance

Our focus on these strategic goals allow our department to continue to support the school's identified priorities while doing so with a streamlined operational budget and staffing.

Continue to Advance Diversity

Valley Academy takes a holistic approach to addressing compliance and diversity issues. In support of our commitment to the inclusive environment we are focusing on Valley Academy's commitment to recruitment and retention of faculty and staff, fostering an inclusive work environment and supporting diverse communities.

Support Staff and Faculty Excellence

Our department supports the core values of Valley Academy to create and maintain a workplace that provides respect, dignity, and fairness to all employees. Our goal is to help advance employees' careers and enhance the quality of their professional lives through benefits programs, professional development, and wellness.

Benefit Programs

We engaged with Mountain West financial group (an outside consulting firm) to deliver a strategic health care coverage plan for all active FTE who have elected Valley Academy benefits to 2013 and beyond. We are developing a similar strategic plan focusing on Group Life and Accidental Dismemberment and Disability (AD&D) with Valley Academy. The vision is to offer all FTE group life coverage of \$50,000 paid by Valley Academy with an employee option to supplement their coverage in \$10,000 increments up to \$100,000. The group life plan paid by Valley Academy is for 27 FTE and calculated at a monthly premium of \$199.88 (two year guarantee rate). Also included will be AD&D coverage also offered to all 27 FTE and calculated at a monthly premium of \$26.65.

Currently, Valley Academy retains services through Spectra Management for the health care coverage plan for all active employees at Valley Academy. Plans are to discontinue service provided no later than October 2013.

Professional Development

Employment Openings to Fill

- A FTE 8th grade Language Arts position
- A part-time student services counselor position

Proposed Employment Openings

- A part-time staff developer position
- A part-time IT technician position
- A FTE Special Education Coordinator position

Salary Cap Adjustment/Alignment

A proposed adjustment in the cost-of-living for some job categories is being evaluated to reflect a true alignment within the geographical area. At this time a budget of $\geq 2\%$ increase has been approved and in effect for FY 2013-14.

Provide Leadership in Risk Management and Compliance

The goals of Environmental Health and Safety (EH&S) and Hurricane City Police are to promote a safe learning, working, and living environment for the School through programs and services to faculty, staff, and students.

Employment Records/Documentation

- Working on compliance issues with active/inactive employee files

Policies and Procedures

- Working to develop policies and procedures for Valley Academy.
- Working to develop an Employee Handbook to summarize Valley Academy's Policies. Initial "draft" copy to be presented by September Board meeting that will include such items as:
 - Employee Conduct
 - Disciplinary Process and Appeals
 - Business Expense Reimbursement
 - Benefits
 - Retirement
 - PTO
 - Staff Performance Management and Evaluations
- Coordinate with SkyWire to optimize WebDav server for pertinent shared data and secure school's confidential records and documents.

Training

- Keturah Lance and Dave Monson attending UTRex training held in Salt Lake City August 21, 2013
- SkyWire providing initial and review training to all Faculty using school technology in the classroom

Purchasing

- Grant *permitting* to add to school's technology inventory
 - 50 IPADs for grade 4 (each fourth grade student supplied with their own IPAD)
 - 7 IPADs issued to new faculty members
 - 50 laptop computers provided to all 8th grade students
 - 20 desk top computers to classroom teachers

- Reviewing UCA budget for FY2013-14
 - IDEA
 - Title I
 - Title IIa
- Purchase classroom furniture for grades 1 and 8
- Purchase teacher material and supplies for all grade levels

7. How well is the Board performing its responsibilities?

a. Review of Articles of Incorporation and Bylaws. The Board would like to ask Trent to stay the registered agent. We would also like to hear Ben's ideas on this topic.

We have been asked to change our meeting night so all members are able to attend. All members are in favor of the third Thursday of each month, making the next Board meeting September 19, 2013. Alisha will make the needed changes on the yearly Board calendar. For the rest of the year: 10/17/13, 11/21/13, 12/19/13.

b. Discussion of adding to our mission statement to reflect the SEI culture of the school. SEI is important to our school community. We need to also create a vision statement. Doug made a motion that the Board intends to amend the mission statement. All in favor.

Proposed change (in italics): 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.*

c. Reports from committees:

i. Accountability Committee: Will usually be held on the second Thursday of each month at 7pm. We discussed school safety planning and first aid kits for the classrooms. CPR training will be provided for all staff members and Officer Yates will be training staff on school safety procedures. We discussed school Accreditation, SEI surveys for the coming year, and coming up with a school wellness policy.

ii. Lane reported on the budget for the modular classrooms. We went over budget because the Fire Marshall required an addition to the deck and delivery was more costly than originally estimated. Dave is working to negotiate the delivery price. We are also saving on tax since we were able to provide them with our tax free number.

9. Public Comment

a. Charlotte Potter, PTO president, reports that we need more motivation for volunteers, especially for lunch help. Ideas for weekly, monthly, yearly prizes.

10. Next meeting will be September 19th, 2013 (change to Thursday)

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

Meeting ended at 8:35pm