

**Utah Virtual Academy
Governing Board of Directors
Board Meeting**



Date: Wednesday, March 6, 2019

Location: 310 E. 4500 S., Suite #620; Murray, UT 84107

Board Members Present: Brian Maxwell, Matthew Thue, Dallin Drescher, Amberly Keeler (teleconference)

Board Members Absent: Andrew Harvey

Others Present: Meghan Merideth, William Johnston, Kim Dohrer, Kara Finley, Cole Arnold, Desarae Wright, Jonathan Osborn, LuAnn Charles, Angie Kreitzer, Debbie Dempsey, Becky Seymour, Jillian Hymas, Melanie Denton, Brittney Wanlass, Ken Jeppesen, Brett Campbell, Zachary Emanuel, Sara Emanuel, Laura Emanuel, Janice Bradley

Utah Virtual Academy students will attain superior academic achievement through parent involvement, innovative teaching and school accountability within a virtual environment that embraces individual learning styles.

MINUTES

CALL TO ORDER

- Brian Maxwell called the board meeting to order at 6:30 PM.

PUBLIC COMMENT

- No public comments.

REPORT

- **Eide Bailly Audit Report**

Ken Jeppesen reviewed the audit engagement letter and the process of performing an independent audit to government standards. A clean audit was issued and the Statement of Financial Position, Statement of Activities, and Statement of Cash Flow were explained. The notes and disclosures were reviewed along with commitments. This year, budget compliance, the Utah Open and Public Meetings Act, treasurer's bond, and minimum school program were tested. A single audit on federal funds was conducted and a clean opinion was issued. A deficiency on time and effort documentation was identified and had previously been recognized and fixed by school administration. Ken Jeppesen left at 6:47 PM.

BUSINESS ITEMS

- **Board Member Resignation and Elected Officers**

Jeff Rogers submitted his resignation from the governing board in February and he was thanked for his support of Utah Virtual Academy. Elected officers were

reviewed and Dallin Drescher will be transitioning into the role of financial coordinator.

○ **Head of School Report**

Student Zachary Emanuel presented on his background and the opportunities attending Utah Virtual Academy has afforded him, including graduating from the OWATC. The board thanked Zachary for sharing his experience and congratulated him on his accomplishments. Laura Emanuel talked about her children's educational history and thanked Utah Virtual Academy and the amazing teachers.

LuAnn Charles, William Johnston, Zachary Emanuel, Sara Emanuel, and Laura Emanuel left at 7:06 PM.

Becky Seymour reviewed the school improvement goals, priorities, and action steps for engagement, testing and assessments, and staff retention. The Utah Center for Policy Education was thanked for their tailored support.

Enrollment is trending similar last year and the mentor program is showing retention benefits. Passing rates for block two have increased and the teachers have been wonderful at driving academics. The graduating cohort for 2019 will be the cohort used when exiting turnaround and the team is tracking students closely. DIBELS testing data was provided and will be used as part of the Early Literacy Plan. The CTE site visit went well and the school is anticipating conditional approval. Jillian Hymas discussed the CTE pathways and courses planned over the next few years.

○ **Academica West Report**

Kim Dohrer provided an update on the support Academica West has provided in regards to human resources, accounting, and administration support.

○ **Finance Report**

• **Acceptance of State Revenue**

Matthew Thue made a motion to approve accepting state revenue; Dallin Drescher seconded. Motion passed unanimously.

• **Bank Reconciliation and Payment and Deposit Register**

The January bank reconciliations and payment and deposit registers were provided and reported as anticipated.

Dallin Drescher made a motion to approve the bank reconciliations and the payment and deposit registers; Brian Maxwell seconded. Motion passed unanimously.

• **Invoice Approval for Purchases over \$7,500**

No purchases over \$7,500 requiring approval at this time.

• **K12 Payments**

The cash flow for the last month was discussed and the recommended payment for K12 was presented.

• **Amended Budget**

Cole Arnold reviewed the proposed amended budget for 2018-2019 in comparison to the previous years budget and the initially approved budget. The budgets for the last few years were examined compared to the anticipated budget to find differences. The timing of invoices was considered in regards to cash flow.

William Johnston and LuAnn Charles returned at 7:51 PM.

The management agreements and the need to evaluate contractual terms were considered. Matthew Thue and the division of purchasing are both resources available to review agreements and the board will plan on setting meetings with both vendors. The payment amounts for both vendors were discussed along with allowing for necessary cash flow.

- **K12 Payment and Academica West Payment**

Matthew Thue made a motion to approve the K12 payment of \$1,243,592.47 and the Academica West payment of \$90,606.24; Dallin Drescher seconded. Motion passed unanimously.

The amended budget was tabled.

The meeting with Academica West was scheduled for Thursday, March 14, 2019 at 6 PM with Brian Maxwell and Dallin Drescher.

The meeting with K12 was scheduled for Tuesday, March 19, 2019 at 12 PM with William Johnston, Brian Maxwell, and Dallin Drescher.

- **Board Business**

- **Training: School LAND Trust**

The board reviewed the annual training for the School LAND Trust program, requirements of the council, board responsibilities, and deadlines. The board was referred to the training video.

- **School LAND Trust Council and Plan**

Meghan Merideth reviewed the School LAND Trust plan mirroring last years plan with a focus on student growth. The council still needs to meet to allocate the additional funds, but it is anticipated the funds will be used in the same areas as outlined.

Matthew Thue made a motion to approve the School LAND Trust Council and plan; Dallin Drescher seconded. Motion passed unanimously.

- **Policies**

Meghan Merideth reviewed the proposed policies and how they have been tailored to meet school needs and state requirements.

Matthew Thue made a motion to approve the Administration of Medication Policy, the Civil Rights Policy, the Employment of Substitute Teachers Policy, the Religion and Education Policy, the Student Education Plan Policy, rescind the Anti-Discrimination Policy, and rescind the Internet Safety Policy; Dallin Drescher seconded. Motion passed unanimously.

- **January 9, 2019 Board Meeting Minutes**

Matthew Thue made a motion to approve the January 9, 2019 Board Meeting Minutes; Dallin Drescher seconded. Motion passed unanimously.

- **Solicitation Agreement with Utah State Division of Purchasing**

Brian Maxwell met with the Utah State Division of Purchasing staff and discussed the ability to use state services for conducting solicitations in the future.

Matthew Thue made a motion to approve the Solicitation Agreement with Utah State Division of Purchasing authorizing Brian Maxwell to execute the agreement; Dallin Drescher seconded. Motion passed unanimously.

CLOSED SESSION

- Tabled.

CALENDAR ITEMS

- May 30, 2019 Graduation
- Board Meeting Schedule
 - April 3, 2019 Board Meeting
 - June 26, 2019 at 12 PM Electronic Board Meeting
 - July Board Retreat

ADJOURN

- *Matthew Thue made a motion to adjourn the board meeting; Dallin Drescher seconded. Motion passed unanimously.*
Board meeting adjourned at 8:40 PM.