

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



**Date:** Thursday, October 4, 2018

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

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

**Board Members Absent:** Andrew Harvey, Jeff Rogers

**Others Present:** Meghan Merideth, William Johnston, Platte Nielson, Kara Finley, Cole Arnold, Jon Osborne, Debbie Dempsey, LuAnn Charles, Jill Hymas (teleconference), Desi Wright (teleconference)

*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.*

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## **MINUTES**

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### **CALL TO ORDER**

- Brian Maxwell called the board meeting to order at 6:37 PM.

### **PUBLIC COMMENT**

- No public comment.

### **BUSINESS ITEMS**

- **Head of School Report**  
Meghan Merideth provided an update on the current state of the school, including enrollment, math competency, and turnaround. SAGE proficiency data was highlighted, including areas that exceeded the state average and how scores related to growth. The student turnover and its impact on grade cohorts were considered, along with the high opt-out rates.
  - **Math Competency Report**  
The math competency report for last school year was provided and included the number of ACT and CE course completions.
  - **Turnaround Plan**  
The turnaround plan is based off the needs assessment where root cause analysis was identified. The 90-day action plan was created based on the two priorities of student engagement and retaining and supporting faculty. The school will complete bi-weekly and monthly check-ins with UEPC and quarterly reports to USBE. The anticipated graduation rate for this year meets and exceeds the goal currently set and counselors are supporting students in evaluating their future beyond graduation. The school is in the

process of seeking members to serve on the advisory council to create industry partnerships.

- **UCA and Utah Grants Application**

The application and budgets were reviewed and include teacher salaries, professional services, and other identified service areas.

*Brian Maxwell made a motion to approve the UCA and Utah Grants Application and budget; Matthew Thue seconded. Motion passed unanimously.*

- **Board Recruitment**

The potential candidate interview scheduled for this month has been reschedule for next month in order to meet schedules.

- **Academica West Report**

Cole Arnold provided an update on the work completed over the last month with regards to human resources, policies, governance, and school meetings.

Finance is transitioning well and Academica West is grateful to the Head of School for her open communication.

- **Finance Report**

- **Acceptance of State Revenue**

*Matthew Thue made a motion to approve accepting state revenue; Amberly Keeler seconded. Motion passed unanimously.*

- **Bid Tracking and Bank Reconciliation**

Three invoices were over the \$2,500 threshold.

*Brian Maxwell made a motion to approve the bid tracking and the invoices for Curriculum Associates, Amplify, and Teachtown; Matthew Thue seconded.*

Meghan Merideth reviewed the three invoices and how the software will help provide interventions and additional resources to students.

*Motion passed unanimously.*

The bank reconciliation and processed reimbursements were provided.

*Brian Maxwell made a motion to approve the bank reconciliation; Matthew Thue seconded. Motion passed unanimously.*

- **K12 Payments**

The invoices from K12 were outlined and the invoices that should be paid were considered along with the need to consider cash flow and the amount of credit that should be issued. The two invoices that are being held are still under review and will be discussed further with K12.

*Brian Maxwell made a motion to approve the K12 payment up to \$672,937.50; Matthew Thue seconded. Motion passed unanimously.*

- **Academica West Payment and Payment and Deposit Register**

The invoice for Academica West and register were reviewed.

*Brian Max made a motion to approve the Academica West payment and the deposit register; Matthew Thue seconded. Motion passed unanimously.*

- **Board Business**

- **Board Recruitment and Membership Appointment**

The candidates were reviewed along with their qualifications and skills that

would support the board. Interviews may be scheduled for the next board meeting and the board will consider the needs required to support the school and provide sufficient oversight.

- **Policies**

- **Amended Bullying and Hazing Policy**

- The Board reviewed the amended policy and it meets state statute. *Brian Maxwell made a motion to approve the amended Bullying and Hazing Policy; Matthew Thue seconded. Motion passed unanimously.*

- **Electronic Meetings Policy**

- Brian Maxwell made a motion to approve the Electronic Meetings Policy; Matthew Thue seconded. Motion passed unanimously.*

- **Amended Fee Waiver Policy and 2018-2019 Fee Schedule**

- The updated policy meets requirements and the fee schedule includes a \$5/credit CE courses and the range of textbooks for AP courses. The board discussed fees that are typically charged at other schools and how the school is able to automate fees that other schools charge.

- Brian Maxwell made a motion to approve the amended Fee Waiver Policy and the 2018-2019 Fee Schedule with the range of \$100-\$200 for AP course textbooks; Matthew Thue seconded. Motion passed unanimously.*

- **Purchasing and Disbursement Policy**

- Cole Arnold outlined the policy and the desire to streamline processing purchase orders and disbursements. The thresholds for approval were considered and along with the approval process. *Matthew Thue made a motion to approve the Purchasing and Disbursement Policy; Brian Maxwell seconded. Motion passed unanimously.*

- **Student Conduct and Discipline Policy**

- The policy outlines beliefs and expectations of student conduct as well as discipline standards and meets current requirements.

- Matthew Thue made a motion to approve the Student Conduct and Discipline Policy; Brian Maxwell seconded. Motion passed unanimously.*

- **Director Evaluation Tool**

- The evaluation tool is required by charter statute and the current framework is set by K12 to evaluate the Head of School annually based on the chosen goals and identified standards. It is recommended that the board consider updating the tool to identify UTVA as the evaluator and vote on at an upcoming board meeting.

- **September 6, 2018 Board Meeting Minutes**

- Meeting minutes were reviewed and no changes were needed.

- Brian Maxwell made a motion to approve the September 6, 2018 Board Meeting Minutes; Matthew Thue seconded. Motion passed unanimously.*

- **Amended Bullying and Hazing Policy Training**  
Tabled.

#### **CALENDAR ITEMS**

- October 16, 2018 Teacher In-Service
- October 25, 2018 End of First Term
- October 29, 2018 Start of Second Term
- November 8, 2018 Tentative Board Meeting at 6 PM
- November 21-23, 2018 Thanksgiving Break
- December Electronic Board Meeting

#### **ADJOURN**

- *Matthew Thue made a motion to adjourn the board meeting; Brian Maxwell seconded. Motion passed unanimously.*  
Board meeting adjourned at 8:09 PM.