



Voyage Academy Charter School
Board Meeting Agenda
1891 North 1500 West
Clinton, UT 84015

"The mission of Voyage Academy is that through Expeditionary Learning, children will explore Life Skills and gain personal responsibility. As they strive for excellence in the molding of their future, they will become honest, compassionate and respectful seekers of learning."

DRAFT
Board Meeting Minutes
Thursday, August 12, 2021

Meeting Minutes of the Thursday, August 12, 2021 Voyage Academy Charter School Board Meeting held virtually.

MEMBERS PRESENT

Danielle Pedersen – Vice Chair; Lysie Daley – Secretary; Evan Nelson – Board Member; Janae Howell – Board Member; Courtnie Moore – Board Member; Nicole Jones – Director and Advisory Board Member; Roger Simpson – Advisory Board Member; Maria Devereux – Recording Secretary

EXCUSED

Trevor Nelson, Chair
Blaine Einzinger, Treasurer

CALL TO ORDER

Danielle Pedersen, Vice Chair, called the meeting to order at 6:08PM.

Danielle Pedersen administered the Oath of Office to Evan Nelson, Courtnie Moore, and Janae Howell, new Voyage Academy Board Members.

PUBLIC COMMENT

Members of the public were not present to comment.

COMMITTEE AND EXECUTIVE REPORTS

School Improvement Plan

Karren Pyfer, Curriculum Director, explained the School Improvement Plan/Work Plan. She reviewed the Work Plan Success Criteria and gave an overview of measurable goals and progress towards student success, student achievement, striving for excellence, students as lifelong learners, and student confidence. Karren reviewed focus areas, and the importance of establishing an action plan. She explained that the action plan is a dynamic and responsive plan that will be revised and added to throughout the year.

Staff/Admin Report and Calendar Events

Director Jones reviewed and discussed the events calendar for June, July, August and September.

June Calendar Events

- 10th ILT Workplan Meeting
- 10th Board Meeting 6:00pm
- 11th Board Dinner 6:00pm
- 24th iReady Math Training/Handbook Review and Update
- 29th APPEL Licensing Meeting 9:00am
- 30th Cactus Training with USBE 8:30am

July Calendar Events

- 12th Cactus Employee Rollover Updates/Assessment Meeting 10:00am
- 13th All Day Admin Planning Meeting 9:00am
- 19th Interviews for Kitchen/Recess Assistant
- 20th Early literacy plan preapproved
- 28th Webinar-Emotions
- 29th Compliance Meeting State Reports

August Calendar Events

- 11th Benefits meeting 1pm-2pm
- 12th Back to School Employee Meeting, all employees/Lunch provided
- 13th iReady Math Training
- 16th Back to School Night (Watch Dog kick off)/Town Hall Meeting 6:30pm
- 18th First day of school—9th year here we come!! YAY J (Early out all week)
- 25th Kindergarten first day of school
- 27th Professional Learning 1:15pm
- 30th Voyage Faculty Family Party 6:00pm-At Clinton Park

September Calendar Events

- 3rd Self Care Day – allowing staff to leave one hour early once a month.
- 6th Labor Day—No School
- 7th-10th Safe Schools Week
- 9th School wide evacuation to 1st location (church)
- 17th Professional Learning 1:15pm
- 20th Safety Committee Meeting
- 23rd All Team Meeting/Professional Learning 1:15pm

Student Achievement

All Block/Skills Block Curriculum for grades k-6 [Define Skills Block and All Block.docx](#):

Skills Block - The K-2 Reading Foundations Skills Block is a one-hour block that uses a structured phonics approach, grounded in the Phase Theory of Dr. Linnea Ehri, which describes behavior related to the types of letter-sound connections students are able to make as they learn to read and write. As such, the Skills Block is meant to

ensure that, by the end of grade 2, students acquire the depth of skills they need in the Reading Foundations standards to navigate grade-level text independently. The lessons and assessments explicitly address the Reading Foundations standards, as well as some Language standards associated with spelling and letter formation.

All Block - Grades 3-5 curriculum honors students' growing capacities to read complex text, write at length and with depth, and explore pressing issues in the world around them. The curriculum comprises two hours of rich content-based literacy instruction per day. The ALL Block is one hour long and is complementary to module lessons. These two hours of content-based literacy instruction work together to accelerate the achievement of all students.

New iReady Math Program for all [iReady Math](#) [iReady video](#).

Director Jones explained that this is an area we need to gain strength in. i-Ready Classroom Mathematics Teacher Digital Experience includes access to the full range of K–8 instructional materials through the Teacher Toolbox. Educators who need early access to i-Ready Classroom Mathematics materials can access their resources for mathematics instruction in a demo account. This account will give access to the same materials available on the actual Teacher Toolbox.

Initial Assessments for grades 4-6 prior to start of school – The assessments will enable staff to gauge kids and measure their needs.

Intensives Quarterly [Intensives.docx](#)

Intensives can be fun and engaging experiences at the beginning or end of a learning expedition or unit of study that generate curiosity and excitement about the topic and build background knowledge.

Expedition Goals Met 6th Grade-2020-2021 school year [2020-2021 Charter Goal Performance.docx](#). Academic performance, student academic gain and mission specific goals were reviewed for meeting or exceeding goals and is reported in target data. Passing Expeditions: 74/77 Students passed expeditions with a 2.5 score or higher. Service Hours: totaled all service hours reported in 6th Grade and divided by total number of students in 6th grade to average out service hours.

DISCUSSION ITEMS

What are we up to?

Director Jones discussed and reviewed the following:

- ILT Team development – Suggestions made to periodically change members to allow more people to have a leadership role.
- Work Plan/SIP (school improvement plan) [Voyage 21-22 Work Plan DOCUMENT \(1\) \(1\).docx](#). Director Jones gave an overview of measurable goals of the Work Plan Success Criteria.

- UCA Assurances and Compliance Checklist submitted by June 30th. Review of the Annual Certifications Report in regard to statute and Utah Code Annotated (UCA).
- Teacher updates were entered into CACTUS June 30th.
- Full time and Part time handbooks updated to encompass additional guidelines and updated verbiage.
- Professional Learning and Faculty Meetings are scheduled through May 2022. View schedule here: [PL and All Team Meeting Schedule 2021-2022](#)
- Director Jones gave an overview of additional items that include personnel updates – hired teacher for 3rd and 6th grades, hiring for kitchen, night janitor and recess positions. Additionally, a cooperative agreement has been signed for 2020-2021 school year. The Alliant App is being used as a compliance component.
- Back to school meetings and night planned for Monday, August 16, 2021 at 6:30PM.
- School Wide focus this year is Rising Strong. The book Rising Strong, by Brené Brown, Ph.D., LMSW describes different ways to overcome failures in life and grow from mistakes.
- Safe Response to Covid Plan: Prevent the spread of disease to staff, students, volunteers and community members through frequent, effective and safe cleaning and disinfecting procedures. Voyage Academy will use preventive cleaning measures on a daily basis to combat the spread of cold, flu and COVID-19

Board Training

Director Jones reviewed the Early Learning Plan and gave an overview of Section A: Early Literacy, Section B: Early Mathematics, and Section C: Local Goals (UCA §53F-2-503), and Section D: Pre k-3 Professional Learning. She explained it needs to be submitted by the end of August. Early Learning Plan may be viewed here: [Voyage Early Learning Plan 2021-2022 \(002\) Preapproved.docx](#)

Work Plan/SIP (school improvement plan) needs approval. Director Jones gave an overview of measurable goals of the Work Plan Success Criteria.

Policies

Emergency Response Plan: This rule is authorized under Utah Constitution Article X Section 3 which vests general control and supervision of public education in the Board, and Section 53G-4-402 which allows the Board to adopt rules in accordance with its responsibilities. The purpose of this rule is to establish general criteria for both Emergency Preparedness and Emergency Response plans required of Voyage Academy in the event of natural disasters or school violence emergencies. This rule also directs LEAs to develop prevention, intervention, and response measures and to

prepare staff and students to respond promptly and appropriately to school violence emergencies. Needs approval.

Background Check Policy – This policy has been reviewed, altered, and needs approval. Changes include issuing background checks to board members, and continual, and consent to ongoing monitoring of background checks prior to service.

What can the board help with?

Director Jones explained that assistance is needed with ‘Back to school night’ and the Town Hall Meeting. She noted that additional assistance is needed at the Watch D.O.G.S. (Dads Of Great Students) table and that the Board is providing breakfast for the members.

COMMITTEE UPDATES

- A. The Finance Committee members are as follows: Board Member Lysie Daley, Advisory Board Member Roger Simpson, Board Member Trevor Nelson, Board Member Blaine Einzinger, and Director Nicole Jones.

The Finance Committee report was given by Roger Simpson. Roger noted that Board Member Blaine Einzinger is excused from the meeting tonight.

Roger Simpson gave a financial summary as of July 31, 2021. He explained that the results are favorable, revenue is up and that enrollment seems steady with 531 students registered as of the end of August.

- B. The Policy Committee members are as follows: Board Member Trevor Nelson, and Roger Simpson. The board reviews new policies and updates verbiage to fit the needs of the school.

The Policy Committee report was given by Roger Simpson. He reviewed the policies that are needing approval. He suggested implementing ongoing monitoring for policies, going forward.

- C. The School Safety Committee: Nicole Jones, Director, reviewed updates to COVID safety guidelines as discussed. The Safe Response to Covid Plan: Prevent the spread of disease to staff, students, volunteers and community members through frequent, effective and safe cleaning and disinfecting procedures. Voyage Academy will use preventive cleaning measures on a daily basis to combat the spread of cold, flu and COVID-19

- D. The Marketing Committee members are as follows: Director Nicole Jones, and Board Member Danielle Pedersen. The committee discussed enrollment numbers and the need for pushing out more information to fill grades 4th through 6th.

- E. Board Chair Comments – None provided.

BUSINESS DISCUSSION AND ACTION ITEMS

Committee Restructuring Discussion

Danielle Pedersen, Vice Chair, explained that committees are in need of restructuring with new board members present. Board Member Courtnie Moore volunteered to be on the Safety Committee, Board Member Janae Howell and Board Member Danielle Pedersen volunteered for the Policy Committee, and Board Member Evan Nelson agreed to be part of the Finance Committee.

Approval of Early Learning Plan

Director Jones reviewed the Early Learning Plan and gave an overview.

Board Member Lysie Daley made a motion to approve the Early Learning Plan, second by Board Member Courtnie Moore.

The vote on the motion is as follows:

Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Evan Nelson, Aye
Board Member Janae Howell, Aye
Board Member Courtnie Moore, Aye
Board Member Trevor Nelson, Excused
Board Member Blaine Einzinger, Excused

The motion passes unanimously (5 to 0).

Approval of School Improvement Plan (Work Plan)

Board Member Courtnie Moore made a motion to approve the School Improvement Plan (Work Plan), second by Board Member Evan Nelson.

The vote on the motion is as follows:

Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Evan Nelson, Aye
Board Member Janae Howell, Aye
Board Member Courtnie Moore, Aye
Board Member Trevor Nelson, Excused
Board Member Blaine Einzinger, Excused

The motion passes unanimously (5 to 0).

Approval of Emergency Response Plan Policy

Board Member Evan Nelson made a motion to approve the Emergency Response Plan Policy, second by Board Member Janae Howell.

The vote on the motion is as follows:

Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Evan Nelson, Aye
Board Member Janae Howell, Aye
Board Member Courtnie Moore, Aye
Board Member Trevor Nelson, Excused
Board Member Blaine Einzinger, Excused

The motion passes unanimously (5 to 0).

Approval of Background Check Policy

Board Member Courtnie Moore made a motion to approve the updates to the Background Check Policy, second by Board Member Lysie Daley.

The vote on the motion is as follows:

Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Evan Nelson, Aye
Board Member Janae Howell, Aye
Board Member Courtnie Moore, Aye
Board Member Trevor Nelson, Excused
Board Member Blaine Einzinger, Excused

The motion passes unanimously (5 to 0).

CONSENT ITEM

Approval of 6-10-2021 Board Meeting Minutes

Board Member Evan Nelson made a motion to approve the June 10th, 2021 Board Meeting minutes, second by Board Member Courtnie Moore.

The vote on the motion is as follows:

Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Evan Nelson, Aye
Board Member Janae Howell, Aye
Board Member Courtnie Moore, Aye
Board Member Trevor Nelson, Excused
Board Member Blaine Einzinger, Excused

The motion passes unanimously (5 to 0).

Adjournment

Board Member Lysie Daley made a motion to adjourn the August 12, 2021 Voyage Academy Board Meeting at 7:21PM, second by Board Member Courtnie Moore.

The motion passes unanimously.

Maria Devereux
Voyage Academy
Recording Secretary