

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



Date: Wednesday, December 14, 2022

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

Board Members Present: Brian Maxwell, Douglas DeVore, Marty Carpenter, Kristen Davidson

Board Members Excused: Amberly Keeler, Kellie Openshaw, Dallin Drescher

Others Present: Meghan Merideth, Kara Finley, Kim Dohrer, Brad Taylor, Tiffany Allen, LuAnn Charles, Cindy Wright, Lacy Robinson, Lori Simonson, Shay Anderson, Angela and Keela Sawyer, Regina Krotzer, Jillian Burns Hymas, Matthew Thue

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 meeting to order at 6:37 PM; a quorum of board members was not present.

SPOTLIGHTS

- Shay Anderson, an English department faculty member, has been at the school for over a decade and was recognized for her leadership and innovativeness. *Kristen Davidson joined the meeting at 6:39 PM and a quorum was convened.*
- Senior student, Keela, is a lover of poetry and has already been admitted to college. At UTVA she has been able to be involved and in extracurricular activities and the faculty are grateful to have her at the school.

CALL TO ORDER

- Brian Maxwell called the board meeting to order at 6:45 PM as a quorum of board members was present.

PUBLIC COMMENT

- No public comment.

BUSINESS ITEMS

- **Contracted Services Update and RFP Issuance**
Matthew Thue provided a training for the RFP Committee and the RFP is almost ready to be issued after a few updates and additional feedback is gathered from the board.

- **Finance Report**

Brad Taylor reviewed the current financial reports, which are in line with this point in the fiscal year. The revenue and expenses were discussed along with the anticipated grant funds. The school has a strong cash position.

- **Acceptance of State Revenue**

The school has already expensed some of these funds and the sources spreadsheet was provided.

Brian Maxwell made a motion to approve accepting state revenue; Kristen Davidson seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **Bank Reconciliations and Payment and Deposit Registers**

The reconciliations and statements were provided.

Douglas DeVore made a motion to approve the bank reconciliations and payment and deposit registers; Kristen Davidson seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **PTIF Transfer**

Brad Taylor reviewed the current cash position of the school and the interest rate increase. The PTIF account use and ability to earn unrestricted income was explained. The school is governed by the Utah Money Management Act and can pull back funds when needed.

Kristen Davidson made a motion to approve a transfer of five million dollars to the PTIF account; Douglas DeVore seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

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

The invoice for Next Generations Properties was provided.

Douglas DeVore made a motion to approve invoices over \$7,500, specifically Next Generation Properties, LLC; Brian Maxwell seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **K12 / Stride Payment**

Kristen Davidson made a motion to approve a K12 / Stride payment of \$647,252.77; Marty Carpenter seconded. Motion passed; the votes were

as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **Academica West Payment**

Brian Maxwell made a motion to approve the Academica West December Payment; Marty Carpenter seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **SAM.gov Entity Registration Management Letter**

The System for Award Management (SAM) is a computer system managed by the U.S. Government. Entities must have an active registration in SAM to do business with the U.S. Government. The process for updating administrators was considered along with annual reporting.

Douglas DeVore made a motion to approve the SAM.gov Entity Registration Management Letter and authorize the administration of the annual registration to Academica West; Kristen Davidson seconded.

Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **Director Report**

Meghan Merideth provided the current enrollment and new students are being added in cohorts. The application trends year over year were examined and enrollment opens in January 2023. Retention is strong this year. After winter break the school will wrap up the semester as well as middle of year testing. The assessment plan was outlined for the remainder of the school year.

- **2023-2024 Calendar**

The calendar meets the state requirements and is similar to the block schedule used currently. Gathering feedback from stakeholders was discussed.

Kristen Davidson made a motion to approve the 2023-2024 Calendar; Douglas DeVore seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*

- **Student Computer Policy**

Meghan Merideth reviewed the updated policy and Brad Taylor reviewed the potential financial impact.

Brian Maxwell made a motion to approve the amended Student Computer

Policy; Kristen Davidson seconded. Motion passed; the votes were as follows:

- *Brian Maxwell – AYE*
- *Marty Carpenter – AYE*
- *Douglas DeVore – AYE*
- *Kristen Davidson – AYE*
- **Academica West Report**
Kim Dohrer provided an update on recently completed work in human resources, legal, and accounting.
- **Board Business**
 - **November 9, 2022 Board Meeting Minutes**
Kristen Davidson made a motion to approve the November 9, 2022 Board Meeting Minutes; Brian Maxwell seconded. Motion passed; the votes were as follows:
 - *Brian Maxwell – AYE*
 - *Marty Carpenter – AYE*
 - *Douglas DeVore – AYE*
 - *Kristen Davidson – AYE*

CALENDAR ITEMS

- The next board meeting is scheduled for January 11, 2023 at 6:30 PM.
- An electronic board meeting may be scheduled to approve issuing an RFP.
- The Stride Partner Summit will be held in October 2024 and board members could attend.

CLOSED SESSION

- Tabled.

ADJOURN

- *Kristen Davidson made a motion to adjourn the board meeting; Marty Carpenter seconded. Motion passed; the votes were as follows:*
 - *Brian Maxwell – AYE*
 - *Marty Carpenter – AYE*
 - *Douglas DeVore – AYE*
 - *Kristen Davidson – AYE*
- Board meeting adjourned at 7:51 PM.