



APPROVED 01/20/2021

**Utah Connections Academy (UCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, November 18, 2020 at 5:30 p.m. MT**

Held Via Teleconference:
Due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic

1(800) 747-5150; Code 172-9385

I. Call to Order

Ms. Kinney called the meeting to order at 5:33 p.m. when all participants were present and able to hear each other. The agenda had been posted in accordance with legal requirements and the meeting was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

II. Confirmation of Appointment of Board Member Candidate: Brenda Nelson

Ms. Coleman provided the Board with an update on the ongoing required background check process relating to Ms. Brenda Nelson's appointment. Ms. Kinney advised that until the background check was complete Ms. Nelson was welcome to attend the Board meeting as a guest, but could not be confirmed at this time. There being no further discussion, this item was tabled.

III. Roll Call

Board Members Present: Stephanie Kinney, Kaydee Phillips and Elisa Nelson (via phone);

Board Members Joined During Meeting: Megan Ellis (via phone);

Guests Present: Erin Taylor, School Leader; Kenneth Jeppesen, Auditor; Brenda Nelson, Board Member Candidate; Jenny Dukek, Eileen Sigmund, Tracey Gianoni, and Laura Coleman, Online & Blended Learning (OBL) staff (via phone).

IV. Mission Statement

Ms. Kinney read the mission statement to the Board.

V. Public Comment

There were no public comments at this time.

VI. Audit Committee, Committee of the Entire Board

- a. Ratification of the 2019-2020 Fiscal Year Financial Audit Report

Ms. Gianoni introduced Mr. Jeppesen to review the audit report for the fiscal year ending June 30, 2020, as included in the Board materials. Mr. Jeppesen highlighted key aspects of the report, and related to the Board that the audit firm indicated no findings; Mr. Jeppesen advised that the report was the best result the school can achieve, and expressed his satisfaction in working with the school and Online & Blended Learning (OBL) on this year's audit.

[Ms. Ellis joined the meeting at 5:46 p.m.]

Mr. Jeppesen further reviewed new accounting standards relating to internal controls and the Teacher and Student Success Act. Ms. Gianoni reviewed the measures already taken to meet the new accounting standards, including the Fraud Risk Assessment. There being no changes noted, the following motion was made by Ms. Ellis and seconded by Ms. Phillips as follows:

RESOLVED, the 2019-2020 Fiscal Year Financial Audit Report, as presented, is hereby ratified.

The motion passed unanimously.

[Mr. Jeppesen left the meeting at 5:53 p.m.]

VII. Routine Business

a. Approval of Agenda

Ms. Kinney asked the Board to review the Agenda distributed prior to the meeting. She then asked if there were any requested changes to the Agenda. There being no changes noted, the following motion was made by Ms. Nelson and seconded by Ms. Ellis as follows:

RESOLVED, that the Agenda for the November 18, 2020 Utah Connections Academy Board of Directors Meeting, as presented, is hereby approved.

The motion passed unanimously.

VIII. Oral Reports

a. School Leader's Report

i. School Activities Update

Ms. Taylor updated the Board on school activities, including Halloween events, virtual field trips, and new Learning Coach resources. She further updated the Board on staff initiatives to plan for upcoming assessments, as well as techniques to manage workplace stress. Ms. Taylor provided the Board with the most up-to-date enrollment data.

ii. Staffing Update

Ms. Taylor provided the Board with an update on staffing levels.

iii. State LAND Trust Council Plan Update

Ms. Taylor provided the Board with an update on the composition of the school's State LAND Trust Council as well as the plan progress completed to date to ensure students will benefit the most from the additional funds.

1. Student Intervention Efforts Update

Ms. Taylor advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as OBL's useful tools for tracking student progress and small group instruction methods. Ms. Taylor further discussed the relation these efforts have to the school's annual success in goals completion.

iv. Teacher Student Success Act (TSSA) Framework Update

Ms. Taylor directed the Board to the Teacher Student Success Act (TSSA) Framework as included in the Board meeting materials for consideration within Consent Items. She reviewed the process completed to create the plan and support the school's goals.

The Board discussed the potential of a virtual office tour and additional school signage in detail with Ms. Taylor.

b. Financial Report

Ms. Gianoni reviewed the financial materials included in the Board materials in detail, highlighting the budget and forecasting areas of the financial statements. She reviewed the changes in the financials and forecasted expenses since last month's statements, including the balance sheet and school's revenue and expense statements.

i. State Auditor Online Training Discussion

Ms. Gianoni reviewed with the Board the Fraud Risk Assessment, as included in the Board meeting materials. She noted that it was uploaded to the State Auditor's website by the deadline, but with the omission of a signature. Ms. Gianoni reviewed the process and timeline for the next review to assure all requirements are met.

IX. Consent Items

Ms. Kinney asked the Board members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. In regards to the Ratification of the Statement of Agreement with OBL item, Ms. Kinney noted the Notice of Intent to Award a Contract without Engaging in a Standard Procurement Process that was posed on UCA's website from November 6 through November 20, 2020 and the determination that OBL is the only provider able to deliver the high quality comprehensive virtual education products and services that UCA needs to properly serve their students. There being no further discussion or changes noted, a motion was made by Ms. Phillips and seconded by Ms. Ellis as follows:

- a. Approval of Minutes from the October 21, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Online & Blended Learning (OBL) Invoice(s) (# 91000006469) for October;
- d. Approval of Revision(s) to 2020-2021 School Year General School Handbook: Family Educational Rights and Privacy Act (FERPA) Updates;
- e. Approval of Revision(s) to 2020-2021 School Year State Specific Handbook: Dress Code Policy;
- f. Approval of Revision(s) to Employee Handbook: Term of Project Employee Benefit Updates;
- g. Ratification of School Facility Lease;
- h. Approval of Teacher Student Success Act (TSSA) Framework;
- i. Approval of Supplemental Educational Products and Services for the 2020-2021 School Year: LiveTutor;
- j. Approval of Enrollment Opening Date window from February 1 to March 15, to Occur in Perpetuity, and Authorization for the School Leader to Work with OBL Regarding Opening Enrollment; and
- k. Review and Consideration of the Ratification of Statement of Agreement (SOA) with Online & Blended Learning (OBL); are hereby approved.

The motion passed unanimously.

X. Action Items

There were no action items.

XI. Information Items

a. State Account Relations (STAR) Update

Ms. Sigmund presented to the Board on behalf of Online & Blended Learning's (OBL) State Account Relations team.

i. PCx Path Forward

Ms. Sigmund provided an update on PCx, the new learning management system currently in its pilot year with select OBL's partnering schools. Ms. Sigmund advised that all partnering schools will use the enhanced Connexus 2.0 (V2) learning management system for the 2021-2022 school year, in order to enable all schools and OBL to work effectively for a positive user experience and ensure the success of all students.

ii. Legislative Priorities for Upcoming Session

Ms. Sigmund provided the Board with an update on recent election outcomes and legislative activities in the state, which may impact the school.

b. Partner School Leadership Team (PSLT) Update

Ms. Dukek presented to the Board on behalf of Online & Blended Learning's (OBL) Partner School Leadership Team.

i. School Leader Review Process

Ms. Dukek reviewed the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Dukek further reminded the Board that Ms. Taylor's mid-year review will be discussed during the January meeting and the final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

c. Board Relations Update

Ms. Coleman presented to the Board on behalf of OBL's Board Relations Team.

i. Background Check and Training Reminders

Ms. Coleman reminded the Board of their background check and training requirements. Ms. Kinney reiterated the importance of full Board Member compliance on all requirements.

XII. Adjournment and Confirmation of the Next Board Meeting - Wednesday, January 20, 2021 at 5:30 p.m. MT

Ms. Kinney noted that the Board was at the end of its agenda and that the next meeting is scheduled for Wednesday, January 20, 2021 at 5:30 p.m. MT. A motion to adjourn was made by Ms. Nelson, seconded by Ms. Ellis, and carried unanimously. The meeting was adjourned at 6:24 p.m.