



APPROVED 11/18/2020

**Utah Connections Academy (UCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING**

Wednesday, October 21, 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

In the absence of a quorum of Board members, Ms. Kinney advised of the Board's intent to hear Oral Reports until additional members could join the meeting. 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.

Mission Statement

Ms. Kinney read the mission statement to the Board.

Oral Reports

School Leader's Report

School Activities Update

Ms. Taylor provided a brief review of quarterly volunteering projects being organized by the high school's National Honor Society, and advised that upcoming events were slated to be held virtually. She further provided an update on enrollment at the school, as well as recent benchmark assessments at various grade levels.

[Ms. Phillips joined the meeting at 5:43 p.m.]

Staffing Update

Ms. Taylor provided an update on staffing levels at the school.

State of the School Report

Ms. Taylor provided the Board with a state of the school report. She discussed final results of the 2019-2020 school year goals and advised of the absence of state testing results due to the cancellation of spring testing amidst the COVID-19 pandemic. Ms. Taylor further reviewed the current School Improvement Plan (SIP) goals, created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. Additionally, she provided an update on student intervention efforts, including the school's Response to Intervention (RTI) measures, and advised of the interventions taking place at the various tier levels for students at the school. The Board had discussion on staff and student accomplishments over the past year, and thanked school leadership for their thoroughness and partnership in the educational process.

[Ms. Phillips left the meeting at 5:57 p.m.]

The Board held continued discussion of the school's SIP goals.

[Ms. Phillips rejoined the meeting at 5:58 p.m.]

Ms. Taylor further reviewed the school's planned actions to be taken throughout the school year to foster student success, including a Graduation Rate Task Force and ongoing tutoring programs for students. She commended the staff for their hard work and dedication to the school.

2019-2020 Goals Review

Ms. Taylor noted her presentation on this data was included within the State of the School Report

State LAND Trust Council Plan Update

There was no update at this time.

Call to Order

With a quorum of the Board present, Ms. Kinney called the meeting to order at 6:05 p.m.

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

Ms. DeGross provided the Board with an update on the ongoing required background check process relating to Ms. 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 and Elisa Nelson (via phone);

Board Members Joined During Meeting: Kaydee Phillips (via phone);

Board Members Absent: Megan Ellis;

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

IV. Mission Statement

This item was previously presented.

V. Public Comment

There were no public comments at this time.

VI. Audit Committee, Committee of the Entire Board

a. Approval of Board Designee to Finalize and Submit the 2019-2020 Fiscal Year Financial Audit Report by Applicable Deadlines

Ms. Gianoni reviewed the audit process for the fiscal year ending June 30, 2020 completed to date. She further advised that the audit report is due to the authorizer prior to the Board's next meeting. The Board agreed to appoint Stephanie Kinney, Board President as Board Designee to finalize and submit the audit report, with the intention of reviewing and ratifying the report at a future Board Meeting. There being no further discussion, the following motion was made by Ms. Phillips and seconded by Ms. Nelson as follows:

RESOLVED, that Stephanie Kinney as Board Designee to finalize and submit the 2019-2020 School Year Financial Audit report, as discussed, is hereby approved.

The motion passed unanimously.

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. Phillips as follows:

RESOLVED, that the Agenda for the October 21, 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

This item was previously discussed.

ii. Staffing Update

This item was previously discussed.

iii. State of the School Report

This item was previously discussed.

iv. 2019-2020 Goals Review

This item was previously discussed.

v. State LAND Trust Council Plan Update

This item was not discussed.

b. Financial Report

Ms. Gianoni reviewed the financial materials included in the Board materials in detail. She then provided the Board with an overview of the revenue and expense statements included in the Board materials. She further reviewed the changes in the financials and the forecasted expenses since the last meeting's statements.

IX. Consent Agenda

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. There being no further discussion or changes noted, a motion was made by Ms. Phillips and seconded by Ms. Nelson as follows:

- a. Approval of Minutes from the September 16, 2020 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Online & Blended Learning (OBL) Invoice(s) (#91000006251) for September;
- d. Approval of Revision(s) to 2020-2021 School Year General School Handbook: Assessments, Quick Check, and External Video and Web Conferencing Services Updates;
- e. Approval of Revision(s) to 2020-2021 School Year State Specific Handbook: Various Updates; and
- f. Approval of Revision(s) to Employee Handbook: Background Check and Cell Phone/Mobile Device Use Policies; are hereby approved.

The motion passed unanimously.

X. Action Items

There were no action items.

XI. Information Items

a. State Account Relations (STAR) Update

i. STAR and Board Relations: What We Do

Ms. Sigmund provided an overview of services delivered by STAR regarding client relations support, including ensuring school satisfaction with Online & Blended Learning (OBL) services, providing strategic planning and trusted counsel, and sharing information regarding public policy and advocacy. Ms. DeGross further reviewed the services provided by Board Relations, including the support which assists the Board in efficient performance, and support to achieve their goals while ensuring compliance with legal and regulatory requirements.

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 Operations Metrics

Ms. Dukek reviewed with the Board the data included in the Board materials, highlighting the school's performance as compared with other OBL partnering schools of similar size and years in operation.

c. Board Relations Update – L. Coleman/ K. DeGross

In Ms. Coleman's absence, Ms. DeGross presented to the Board on behalf of OBL's Board Relations Team.

i. Background Check and Training Reminders

Ms. DeGross reminded the Board of their background check and training requirements.

XII. CLOSED SESSION – Personnel Matter – Utah Code Ann. §52-4-205(1)(a) – to discuss an individual's character and professional competence

The Board entered into closed session at 6:22 p.m., upon a motion being made by Ms. Phillips, seconded by Ms. Nelson and confirmed via a roll call vote of all Board members present, pursuant to Utah Code §§ 52-4-205(1)(a) – to discuss an individual's character and professional competence. Board members in attendance were: Stephanie Kinney, Elisa Nelson and Kaydee Phillips. Guests invited by the Board to attend were: Jennifer Dukek and Kristin DeGross. All others left the meeting at this time.

The Board ended closed session and entered into open session at 6:44 p.m. upon a motion being made by Ms. Nelson, seconded by Ms. Phillips, and confirmed via roll call vote of all Board members present. No action was taken during Executive Session.

XIII. Approval of Action(s) Necessary Based on Closed Session

Ms. Kinney reminded the Board of the discussion held in Closed Session, and advised that no action was necessary at this time.

XIV. Adjournment and Confirmation of the Next Board Meeting - Wednesday, November 18, 2020 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, November 18, 2020 at 5:30 p.m. MT. A motion to adjourn was made by Ms. Phillips, seconded by Ms. Nelson, and carried unanimously. The meeting was adjourned at 6:47 p.m.