



APPROVED 1/19/2022

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

Wednesday, November 17, 2021 at 5:30 p.m. MT

Held Via Teleconference:

Due to State Precautions and the Board Chair's Determination regarding Public Health and Safety during COVID-19 Pandemic

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

I. Call to Order

In the absence of Ms. Kinney, the Board 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 and the Board Chair's determination regarding public health and safety during COVID-19 pandemic.

II. Roll Call

Board Members Present: Megan Ellis, Kaydee Phillips, and Brenda Nelson (via phone);

Board Members Absent: Stephanie Kinney;

Guests Present: Erin Taylor, School Leader; Ken Jeppesen and David Erickson, Eide Bailly Audit firm; Jenny Dukek, Megan Holston, and Laura Coleman, Pearson Virtual Schools staff (all via phone).

III. Mission Statement

Ms. Coleman read the mission statement for the record.

IV. Public Comment

There were no public comments at this time.

V. Audit Committee, Committee of the Entire Board

a. Ratification of the 2020-2021 Fiscal Year Financial Audit Report

Ms. Holston introduced Mr. Jeppesen and Mr. Erickson to review the audit report for the fiscal year ending June 30, 2021, as included in the Board meeting 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 also re-iterated his satisfaction in working with the school and Pearson Virtual Schools

(PVS) on this year's audit. There being no further discussion, the following motion was made by Ms. Ellis and seconded by Ms. Phillips as follows:

RESOLVED, the 2020-2021 Fiscal Year Financial Audit Report, as presented, is hereby ratified.

The motion passed unanimously.

[Mr. Jeppesen and Mr. Erickson left the meeting at 5:44 p.m.]

VI. Routine Business

a. Approval of Agenda

Ms. Coleman asked the Board to review the Agenda distributed prior to the meeting and posted in compliance with open meeting laws. There being no changes noted, the following motion was made by Ms. Phillips and seconded by Ms. Ellis as follows:

RESOLVED, that the Agenda for the November 17, 2021 Utah Connections Academy Board of Directors Meeting, as presented, is hereby approved.

The motion passed unanimously.

VII. Oral Reports

a. School Leader's Report

Ms. Taylor detailed the work the early literacy and numeracy team has conducted to meet new mandates. She recognized the staff for their hard work and dedication in addition to their normal duties.

i. School Activities Update

Ms. Taylor provided the Board with an update on recent school activities, including a news profile on the school, art shows, clubs, and a state-wide writing contest in which a student was a finalist. She further reviewed recent testing participation rates, as well as the increased awareness of critical educational components within benchmark testing.

ii. Staffing Update

Ms. Taylor provided the Board with the school's current enrollment numbers, as well as continued staffing efforts based upon enrollment.

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 reviewed in detail with the Board how students needing interventions are identified and the targeted instruction they receive to increase their academic progress. She further discussed the relation these efforts have to the school's annual success in goals completion.

b. Financial Report

Ms. Holston reviewed the financial materials included in the Board meeting 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.

VIII. Consent Items

Ms. Coleman 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. Ellis and seconded by Ms. Phillips as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the October 20, 2021 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Pearson Invoice(s) for June 2021 (# 91000009173) and October 2021 (# 91000009165); and
- d. Approval of Teacher Student Success Act (TSSA) Framework; are hereby approved.

The motion passed unanimously.

IX. Action Items

- a. Approval of Revision(s) to the Enrollment and Lottery Process and Inclusion in the 2021-2022 School Year School Handbook

Ms. Dukek reviewed with the Board the proposed revisions to the Enrollment and Lottery process, as detailed in the Board meeting materials. She further reviewed the process completed to date by all parties, including herself, Ms. Taylor, the enrollment specialist, and the PVS Compliance team to ensure the new process aligned with state revisions and ensured a more streamlined approach. There being no further discussion, a motion was made by Ms. Phillips and seconded by Ms. Ellis as follows:

RESOLVED, that the revision(s) to the enrollment and lottery process and inclusion in the 2021-2022 School Year School Handbook, as presented, is hereby approved.

X. Information Items

a. Academic Success Partner (ASP) Update

Ms. Dukek presented on behalf of the Academic Success Partner (ASP) team.

i. Key School Metrics

Ms. Dukek reviewed the quarterly school operations metrics included in the Board meeting materials, highlighting the school's performance as compared with other Pearson partnering schools of similar size and years in operation. The Board thanked Ms. Dukek for the review and commended the school on the results.

ii. 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.

b. Board Relations Update

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

i. Required Training and Background Check Reminders

Ms. Coleman provided the Board with a reminder on state-required trainings and background checks. She advised that any Board members that needed to complete requirements would receive more information via email.

c. Board Recruitment Update

Ms. Coleman provided the Board with an update on the continued search for a new Board member and recent conversations with a Board Member candidate. She encouraged the Board to advise Ms. Kinney of any potential Board Member candidates.

XI. Adjournment and Confirmation of the Next Board Meeting – Wednesday, January 19, 2022 at 5:30 p.m. MT

Ms. Kinney noted that the Board was at the end of its agenda and that the next Board Meeting is scheduled for Wednesday, January 19, 2022 at 5:30 p.m. MT. A motion to adjourn was made by Ms. Ellis, seconded by Ms. Phillips, and carried unanimously. The meeting was adjourned at 6:18 p.m.