



APPROVED 5/18/2022
Utah Connections Academy (UCA)
BOARD MEETING

Date and Time:
Wednesday, April 20, 2022 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

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.

II. Roll Call

Board Members Present: Stephanie Kinney, Megan Ellis, Sheila Love, and Brenda Nelson (both via phone);

Board Members Absent: Kaydee Phillips;

Guests Present: Erin Taylor, School Leader; Jenny Dukek, Katie O'Malley, Sonali Rogers, and Heather Woodward, Pearson Virtual Schools staff (all via phone).

III. Mission Statement

Ms. Kinney 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. Approval of Audit Firm Engagement of the 2021-2022 School Year Financial Audit

Ms. Rogers reviewed the audit firm's proposed engagement letter with the Board. She noted that the proposed audit firm is the firm the school had engaged for the previous school year's audit.

Board members discussed the audit firm's scope of work and estimated charges, as outlined in the engagement letter. There being no further discussion, the following motion was made by Ms. Ellis and seconded by Ms. Nelson as follows:

RESOLVED, that the engagement of Eide Bailly LLP for the 2021-2022 school year financial audit, as presented, is hereby approved.

The motion passed unanimously.

VI. Routine Business

a. Approval of Agenda

Ms. Kinney 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. Ellis and seconded by Ms. Nelson as follows:

RESOLVED, that the Agenda for the April 20, 2022 Utah Connections Academy Board of Directors Meeting, as presented, is hereby approved.

The motion passed unanimously.

VII. Oral Reports

a. Utah State Charter School Portfolio Manager Introduction

Ms. Taylor provided the Board with an introduction of the Utah State Charter School Portfolio Manager, Brendan McGinn, and reviewed the upcoming work with UCA.

b. School Leader's Report

i. Graduation Plans and End of Year Activities Update

Ms. Taylor provided the Board with an update on recent and upcoming school activities. She highlighted UCA News and student clubs. Ms. Taylor also discussed the school's growing EL student population and the support of those students.

ii. Staffing Update

Ms. Taylor provided the Board with an update on the current staffing efforts based on enrollment and the talent shortage. She noted that the school has been successful in retaining staff for the upcoming 2022-2023 school year with only one staff member noting that she will be taking a year off to be with her family.

iii. Testing Update

Ms. Taylor updated the Board on spring testing preparation and efforts to increase participation rates.

iv. Enrollment Update

Ms. Taylor provided the Board with an update on enrollment levels at the school for the current school year and reviewed the grade bands enrollment.

c. Financial Report

Ms. Rogers 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. She discussed the school's fixed assets and liabilities.

VIII. 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. There being no changes noted, a motion was made by Ms. Ellis and seconded by Ms. Nelson as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the February 16, 2022 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Pearson Invoice(s) for February and March; and
- d. Approval of the School Calendar for the 2022-2023 School Year; are hereby approved.

The motion passed unanimously.

IX. Action Items

a. Approval of Increase to Base Salaries for the 2022-2023 School Year

Ms. Taylor presented this item to the Board, and provided a review of the proposed Base Salary increase, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Phillips and seconded by Ms. Nelson as follows:

RESOLVED, that the increase to base salaries for the 2022-2023 school year, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Compensation Plan for the 2022-2023 School Year

Ms. Taylor presented this item to the Board, and reviewed the Compensation Plan for the 2022-2023 School Year as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Phillips and seconded by Ms. Nelson as follows:

RESOLVED, that the Compensation Plan for the 2022-2023 school year, as presented, is hereby approved.

The motion passed unanimously.

c. Appointment of Procurement Officer, Retroactive to April 1, 2022, and Ratification of Board President as Board Designee to Review, Finalize and Execute Contracts re Sole Source/RFP Process

Ms. Kinney presented this item to the Board. She reviewed the Procurement Officer and Sole Source/RFP Process. The Board discussed authorizing Ms. Kinney as the Board Designee to review, finalize and execute contract for the process on behalf of the Board. There being no further discussion, a motion was made by Ms. Phillips and seconded by Ms. Nelson as follows:

RESOLVED, that the Board President as Procurement Officer and Board Designee to review, finalize and execute contract for the Sole Source/RFP Process, retroactive to April 1, 2022, as presented, is hereby ratified.

The motion passed unanimously.

X. Information Items

a. Outreach Plan for the 2022-2023 School Year

Ms. O'Malley reviewed the school's proposed Outreach Plan for the 2021-2022 school year, as included in the Board meeting materials. She discussed the effects of COVID-19 on virtual schooling across the nation. Additionally, Ms. Rotar highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. The Board discussed marketing efforts in detail with Ms. Rotar, including the new social media accounts and new branding.

b. School Success Partner (SSP)

There was no update necessary for this item.

c. Academic Success Partner (ASP) Update

Ms. Dukek presented to the Board 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 materials, highlighting the school's performance as compared with other Pearson partnering schools of similar size and years in operation.

XI. Adjournment and Confirmation of the Next Board Meeting - Wednesday, May 18, 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, April 20, 2022 at 5:30 p.m. MT. A motion to adjourn was made by Ms. Ellis, seconded by Ms. Love, and carried unanimously. The meeting was adjourned at 6:17 p.m.