



APPROVED 6/30/2022

**Utah Connections Academy (UCA)
BOARD MEETING**

Date and Time:

Wednesday, May 18, 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 5:36 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, Brenda Nelson, Megan Ellis, Sheila Love (all via phone);

Board Members Joined During Meeting: Kaydee Phillips

Guests Present: Royce Van Tassell, Utah Association of Public Charter Schools; Erin Taylor, School Leader (in person); Brendan McGinn, USCSB; Jenny Dukek, and Sonali Rogers, Pearson Virtual Schools staff (all via phone).

III. Confirmation and Ratification of Board Member: Sheila Love

Ms. Kinney reminded the Board of the recruitment and appointment process for Ms. Sheila Love. Ms. Love has successfully met all requirements and completed the required background check process. There being no further discussion, a motion was made by Ms. Ellis and seconded by Ms. Nelson as follows:

RESOLVED, that the Appointment of Sheila Love as a Class 1 Director to the 2023 Annual Meeting, as discussed and effective at the beginning of the meeting, is hereby ratified.

The motion passed unanimously.

IV. Mission Statement

Ms. Kinney read the mission statement for the record.

V. Public Comment

There were no public comments at this time.

VI. Audit Committee, Committee of the Entire Board

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

Ms. Rogers reminded the Board that this was already approved at a previous meeting therefore no action was taken.

VII. 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 May 18, 2022 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. 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's first big Career Day with 78 students in participation and 57 families. Ms. Taylor also discussed the UCA News Crew, and shared that teachers are happy to be able to move forward with student activities again. Ms. Taylor informed the Board that the UCA administrative team is traveling to Baltimore in June to attend the summer leadership conference.

Ms. Taylor updated the Board on this year's graduation plans. Graduation is on June 2nd at 5 pm and will be virtual. The graduation speaker is a staff member's spouse who spoke at Career Day. There are 98 seniors graduating. The school will send invitations to Board members.

Ms. Taylor also updated the Board on hiring efforts and shared that there are many good candidates interviewing for open positions. Most candidates come from referrals from staff members.

ii. Testing Review

Ms. Taylor shared participation rates in Acadience, ACT, RISE, Aspire and formative assessments.

b. Update on Site Visit

Ms. Taylor introduced Brendan McGinn who thanked Board members for taking on the role of Board member and thanked Ms. Taylor for being a school administrator. Mr. McGinn summarized the comprehensive review and talked about his site visit to the UCA office. Mr. McGinn shared that three sections of the review are completed and other sections are still being worked on.

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. There were no questions.

IX. Consent Items

Ms. Kinney read each Consent Item then asked the Board members whether they had any questions. There being no further discussion, a motion was made by Ms. Ellis and seconded by Ms. Phillips as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 20, 2022 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Pearson Invoice(s) for April;
- d. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2022-2023 School Year; and
- e. Approval of Sex Education Instruction Assurances; are hereby approved.

The motion passed unanimously.

X. Action Items

a. Approval of the 2022-2023 School Year Budget

Ms. Rogers reviewed the proposed 2022-2023 school year budget outline and Budget Assumptions documents with the Board as included in the Board meeting materials. Ms. Rogers further reminded the Board of the budget development process that included the School Leader, Board Treasurer and Pearson Virtual Schools staff. There being no further discussion, Ms. Ellis made the following motion and it was seconded by Ms. Phillips as follows:

RESOLVED, that the 2022-2023 school year budget, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Board President as Board Designee to Review, Finalize and Execute Statement of Agreement on Behalf of the Board

Ms. Kinney advised the Board that a Sole Source determination was made to continue working with Pearson and requested approval of Board President as designee to finalize the contract, as what was done in the past. There being no further discussion, a motion was made by Ms. Ellis and seconded by Ms. Phillips as follows:

RESOLVED, that the Board President as Board designee to Review, Finalize, and Execute Statement of Agreement, as discussed, is hereby approved.

The motion passed unanimously.

XI. Information Items

a. Update on Sole Source Determination

Ms. Kinney provided the Board with an update on the Sole Source determination process as mentioned previously in the meeting.

b. School Success Partner (SSP)/ Academic Success Partner (ASP) Update

Ms. Dukek presented to the Board on behalf of the School Success Partners (SSP) and Academic Success Partner (ASP) team.

i. School Leader Performance Review Planning

Ms. Dukek reminded the Board that Ms. Taylor's 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.

ii. Employee Handbook Updates

Ms. Dukek provided an update to the extended illness and employee conduct sections of the Employee Handbook, as included in the Board meeting materials.

XII. Adjournment and Confirmation of the Annual Board Meeting - Wednesday, June 15, 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, June 15, 2022 at 5:30 p.m. MT. A motion to adjourn was made by Ms. Phillips, seconded by Ms. Ellis, and carried unanimously. The meeting was adjourned at 6:15 p.m.