

Vista School Board Meeting

October 22, 2014 Minutes

Location: 585 East Center, Ivins, UT 84738

Board members present: John Berger, Candace Hinman, Neil Walter

Others present: Mike Webb (Director), MaryAnn Oram (Business Director), Britni Armstrong (Board Secretary), Chris Barnum,

5:00 PM - Call to Order, Welcome and Introductions – Neil Walter

Neil calls meeting to order

5:05 PM - APPROVAL OF MINUTES

❖ **September 17, 2014 Board Meeting Minutes**

Minutes approved unanimously

5:10 PM - PUBLIC COMMENTS

none

5:20 PM - REPORTS

Aimee retired from board, we need to fill seat. Place information in weekly newsletter.

❖ **Director's Report - Michael Webb**

1) **SAGE update**

Results postponed, October 27. Mike can share results as long as we sign paperwork promising to not release information to public.

2) **Final Enrollment**

Final number 848. Went over 850 several times but could not sustain it for Oct. 1

3) **Faculty/Staff Changes**

Hight into P. Smith's position, Rowan into Hight's position. Need to fill custodian position and SpEd Para position.

4) **Update from State Meetings/UAPCS Meetings**

Met last week.

Discussed recent performances from musical and dance groups.

❖ **Financial Report – MaryAnn Oram**

1) **Audit Status**

2) **Budget Update in November**

Adjustment to line items due to enrollment numbers. Original budget was set for 875. Benefits costs lower than budgeted. Try to get training for using benefits.

2) **November Investor Conference Call**

Around Nov 15. Try to get done before Thanksgiving.

4) **Report Board Hours, volunteer hours in general**

Upload financial reports into google docs to share with board.

5:40 PM - COMMITTEE REPORTS

❖ **Finance Committee – Jason Wells**

❖ **Academic Excellence Committee – Candace Hinman**

Handed out article from Tribune about reading SAGE results.

❖ **Public Relations Committee – Aimee Hansen**

Add board members to weekly email. PTO Fun Run this Friday.

❖ **Governance Committee – John Berger**

Board does not approve any hiring through email. Board has preapproved for hiring unless otherwise stated. Board has 48 hours to object to hiring. Provisional paperwork and training can be conducted during the 48 hour period.

5:50 PM - DISCUSSION/ACTION ITEMS

❖ **Enrollment Bonus**

\$250 for full time and \$125 for part time employees per enrollment numbers. Discussed how to present bonus. Tentatively set for board to meet with staff Nov. 7 and announce bonus on Nov. 10th payroll check. Hires after Oct. 1 will not receive bonus. Neil motions to authorize payment of enrollment bonus. Hires after Oct. 1 left to discretion of MaryAnn and Mike. Unanimously approved.

❖ **Establish Audit Committee**

Audit committee to be established. Often times it's also the Finance Committee for charter schools. Business manager and director can not be part of committee. Neil proposes to make Finance committee members (Jason and Neil) part of that committee. Unanimously approved. John will sub for unavailable participants.

❖ **Employee Handbook Approval-revised edition**

Employees who 30 hours/week now qualify for Benefits (instead of 35 hrs).

Added vacation days to employees who work over the summer- based on number of days worked.

*Spell out "or more" instead of + (i.e. 95+ vs 95 or more)

Changed salary review- want to take out "education level"

*Clarify "additional education may be considered for an increase in salary on a case-by-case basis"

Change max number of unpaid leave to 4 days instead of 2 days.

*Change "will be granted" to "may be granted"

Added "any attire deemed as "un-professional" by administration will be prohibited."

*Change to "any un-professional attire will be prohibited"

Voicemail and email policies combined instead of separate sections.

Used to have 3 signature pages, combined all information for 1 signature.

*Need to have new signatures for changes, add footer with date.

Candace moves to accept revised handbook with changes. Unanimously approved.

❖ **Vision Discussion (continued from last meeting)**

Changed a few words to vision statement. Discussed different wording and the purpose of a vision statement.

*Neil moves to accept Mike's recommendation of vision. Unanimously approved.

❖ **Volunteer hours at Vista**

❖ **Academic Achievement**

❖ **Payroll Service Provider**

MaryAnn requested change to payroll provider. New paycheck system could save a lot of time with processing paperwork. Neil moves to approves new payroll provider, unanimously approved.

Mike informed board of application to state funding

TABLED AGENDA ITEMS

Employee Handbook approval - revised edition

❖ **FICA Equivalence Plan – Finance Committee**

CLOSED SESSION (if needed)

To discuss the character, professional competence, or physical or mental health of individuals.

6:30 PM – ADJOURN

John moves to adjourn. Unanimously approved.