



Voyage Academy Charter School

Board Meeting Agenda
1891 North 1500 West
Clinton, UT 84015

"The mission of Voyage Academy is that through Expeditionary Learning, children will explore Life Skills and gain personal responsibility. As they strive for excellence in the molding of their future, they will become honest, compassionate and respectful seekers of learning."

Board Meeting Minutes
Approved
Thursday, March 11, 2021

Meeting Minutes of the Thursday, March 11, 2021 Voyage Academy Charter School Board Meeting, held virtually.

MEMBERS PRESENT

Treasurer Dave Ross
Secretary Melissa Kelley
Board Member Lynsie Daley
Board Member Blaine Einzinger
Board Member Danielle Pedersen
Advisory Board Member, Director Nicole Jones
Advisory Board Member Roger Simpson
Recording Secretary Maria Devereux

EXCUSED

Board Member Michelle Warner
Board Member Alison Murphy
Chair, Trevor Nelson

OTHERS PRESENT

April Olson
Jill Hale
Cami Coleman
Destiny Owens

CALL TO ORDER

Secretary Kelley called the virtual meeting to order at 6:07 PM.

PUBLIC COMMENT

Members of the public were not present to comment.

COMMITTEE AND EXECUTIVE REPORTS

Staff/Admin Report and Calendar Events

Director Jones shared a video with the State Charter Board, 'The Voyage Bunch'. The video spotlighted members of the Voyage Academy Team.

SBSC Award (Utah State Charter School Board)

Voyage Academy was recognized for Financial Responsibility and growth and a consistent increase in enrollment from 2015-2021.

Director Jones praised Roger Simpson for managing Voyage Academy finances so well. She also recognized Jill Hale for the exemplary work she does with membership and consistently increasing enrollment.

Jill Hale stated that they have set a membership goal of 550-555 students and feels that the school will be viewed favorably if it's achieved. The waitlist is growing and re-enrollment numbers are at 98.5%.

Behaviors – Kami Coleman

Kami Coleman discussed behaviors in school and gave an overview. She explained there were no suspensions, and that behaviorally, with the pandemic and mask wearing, that students have done exceptionally well. They have put measures in place to monitor kids, and feel many tense situations can be diffused with increased presence in halls and classrooms, shorter days have helped as well.

Passages – April Olson

April Olson reviewed Passages from the prior year, shared a PowerPoint and explained that creating a portfolio and sharing it with a caring but critical audience is a powerful rite of passage for students. Passage presentations are an opportunity for students to reflect on their learning and their readiness to move on to the next phase of their education.

 Voyage Academy
Passage
6th Grade Presentation Rubric

6th Grade Student:
Billy Bob
Passage Panelist | 2
Final Score: _____

	1-Below Proficient	2-Approaching Proficient	3-Proficient	4-Highly Proficient	Comments	S
Cover	No cover, or cover is simply printed off from an image search.	Cover art has some information about student and/or is not crafted well.	Cover art has information and details about student.	Cover is either hand-drawn or carefully crafted as a collage, and includes details about the student.		
Entire Portfolio	Entire portfolio is not neat and tidy. No artifacts and cover sheets are in page protectors and in proper order. Binder pockets do not contain any papers.	Entire portfolio is neat and tidy. Some artifacts and cover sheets are in page protectors and in proper order. Binder pockets do not contain any papers.	Entire portfolio is neat and tidy. Most artifacts and cover sheets are in page protectors and in proper order. Binder pockets do not contain any papers.	Entire portfolio is neat and tidy. All artifacts and cover sheets are in page protectors and in proper order. Binder pockets do not contain any papers.	Nice and organized!	1
Organ Artifacts	Less than half of the artifacts have a well-written cover sheet and a sheet protector. Little to none of the artifacts have been tabbed.	Most of the chosen artifacts have a well-written cover sheet and a sheet protector. Some of those artifacts have been tabbed.	All of the chosen artifacts have been tabbed and have a well-written cover sheet and a sheet protector.	All of the chosen artifacts have been tabbed and include a well-crafted and detailed cover sheet and a sheet protector.		
					Total Score	

Director Jones gave an overview of the Calendar Events for March and April 2021.

March - Calendar Events

- Community Circle-2nd Grade-Growth
- 1st Skills Block Institute- 1-2nd grade teachers
- 1-4th Student Led Conference
- 3rd Melissa Kelley Birthday
- 5th Skills Block Institute Follow Up
- 8th UDLC Walkthrough Observations 9:00am/State Directors Meetings
- 11th Spring Class pictures/Finance Meeting 5:30pm/Board Meeting 6pm
- 12th SST/Engagement PL 1:30-3:30pm
- 15th WPJH Registration follow up and Lysie Daley Birthday
- 17th Ashley Roberts Birthday
- 18th- ILT Meeting 3:30pm
- 19th UDLC Professional Learning-EL Cohort: k-2 8:30-10:30, 3-6 11:00-1:00
- 25th All Team Meeting-3:00pm-Self Care PL for all Staff
- 26th Intensive Prep/Fitness Fun Day
- 29th-April 2-Spring Break
- 31st Roger Simpson Birthday

April - Calendar Events

- 5th UAPCS Luncheon Training
- 6th End of Year Review-Admin
- 8th Finance Meeting 5:30pm/Board Meeting 6pm
- 9th SST/Fitness Fun Day/Danielle Pedersen Birthday
- 11th Dave Ross Birthday
- 12th Safety Meeting/State Charter Director's meeting at 2:30pm
- 15th All Team Meeting 3:15
- 16th PL-UDLC- 9:30-12:30
- 18th-21st Sped Law Conference
- 19th No School
- 22nd ILT Meeting 3:30pm
- 23rd PL
- 27th Stellar Student Breakfast
- 29th Team Meeting 3:00pm

DISCUSSION ITEMS

What are we up to?

Passages – April Olson

April Olson gave an EL Education Passage Presentation. She explained that Leaders and teachers create passage presentation structures in which students present their readiness to move forward to the next level of their educational journey. Leaders and teachers determine the purpose and objectives of passage presentations. Depending on the grade level of the passage and the school's mission, they identify what students will focus on their presentation.

Teachers and leaders formulate a rubric and other guidance documents that convey the vision of student success in a passage presentation through:

- Determining whom the authentic audience for passage presentations will include.
- Determining how passage presentations will be structured and what will be assessed.
- Determining how and when students will prepare for passage presentations and how information will be communicated to families.

Teachers support students to prepare for passage presentations well in advance of the event by doing the following:

- Supporting students to analyze their own portfolios and to identify quality evidence that demonstrates progress toward academic and character learning targets and readiness for passage.
- Helping students select and reflect on student work to showcase in their passage presentation.
- Making time for students to practice and receive feedback on presentation skills such as eye contact, effective communication of ideas, use of technology, and presenting evidence to support their statements.

Creating a portfolio and sharing it with a caring but critical audience is a powerful rite of passage for students. Passage presentations are an opportunity for students to reflect on their learning and their readiness to move on to the next phase of their education.

School Land Trust – Nicole Jones/Roger Simpson

Director Jones explained that Voyage Academy will use School Land Trust money to continue the employment of the school's Assessment Director for the 2021-2022 school year. They are hoping there is a 3% increase in scores. Needs approval.

*School Land Trust plan 2021-2022 school year – Nicole Jones/Roger Simpson

Director Jones noted that this new plan indicates how funding will be utilized and allows the school to set goals and measure goal attainment associated with this school land trust distribution. Needs approval.

Maturation Materials

*Maturation Materials (Videos from Previous year)- Maturation We're Growing Up - 5th Boys.ppt/ Girl's Maturation-Always Changing (19).pptx. Maturation materials were shared for parents to access with students.

Skills Block Conference

Destiny Owens explained that second grade had made some growth in Acadience Reading. Skills block is to assist with reading skills. She explained that the introduction of this new program has impacted the learning of 2nd grade students. Reading and language arts skills have improved substantially. Teachers will be attending the skills block conference, virtually. Skills Block Conference Information.docx

School Land Trust Final Report

Director Jones explained that their website was supposed to be up on March 5th but isn't. Discussion on this matter will be postponed to the next meeting.

*COVID School Manual Update-COVID school manual update.docx

Changes made by the CDC have been added to the manual. Mask guidelines are still in place, everyone still needs to mask in a school.

*Upcoming LRP Sped Law Conference - <https://www.lrpinstitute.com>

POLICY REVIEW

Director Jones gave an overview of each policy. (Policies with an asterisk need approval)

1. At-Will Employment Policy*- At-Will Employment Policy.docx
Director Jones explained that Voyage Academy seeks to adopt this policy regarding at-will employment. The school does not offer tenured or guaranteed employment.
2. Parent-School Learning Compact
This compact outlines goal setting, achievement and commitment to helping children succeed in school. It reviews Parent/Guardian Responsibilities, Students Responsibilities, Teacher and Principal Responsibilities.
<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:060f6183-a861-4fb8-8b28-27e8803dd8ac>
3. School Land Trust 2021-2022 Plan*
Director Jones explained that Voyage Academy will use School Land Trust money to continue the employment of the school's Assessment Director for the 2021-2022 school year.
4. School Land Trust Amendment*
Director Jones explained that the amendment form needs to be completed due to inaccurate title of the employee being funded by this Plan.

Looking forward - Board Meetings

- April 8th—Legislative update, will review what bills were passed.
- May 5th-7th - Passage Presentations
- May 13th – 2020-2021 Budget review outgoing and incoming:
Board Positions/Director Evaluation – losing 4 people at end of year, need to get positions filled. Director evaluation coming up. Director Jones explained that she will send her evaluation to the board for review.
- May 20th/27th – (Tues) Dinner 6:00pm – discuss further to see if the majority would like to have dinner together.

COMMITTEE UPDATES AND REPORTS

The Finance Committee members are as follows: Board Member Dave Ross, Roger Simpson, Board Member Trevor Nelson, Board Member Blaine Einzinger, and Director Nicole Jones, and Board Member Lynsie Daley.

Board Member Ross thanked Roger Simpson for exemplary work with the Voyage Academy finances.

Advisory Board Member Roger Simpson gave an overview of the budget. He reviewed revenue, expenses, professional services, retainers, employee benefits and reviewed the

financial summary. He explained that from a budget standpoint, the school is very solid and net income strong.

The Policy Committee members are as follows: Board Member Melissa Kelley, Board Member Trevor Nelson, Roger Simpson, and Board Member Allison Murphy. The board reviews new policies and updates verbiage to fit the needs of the school.

School Safety Committee members are as follows: Board Member Ashley Roberts, Board Member Melissa Kelley, Board Member Michelle Warner, and Board Member Dave Ross and Nicole Jones, Director. The committee discussed participating in the Great Shakeout Earthquake Drill on April 15th, 2021. They also reviewed COVID safety procedures, currently there are no changes to be made. The Safety Committee is following guidelines from the CDC, the County Health Dept. and State of Utah.

The Marketing Committee members are as follows: Board Member Michelle Warner, Director Nicole Jones, and Board Member Danielle Pedersen. The committee discussed taking flyers to daycares, preschools and other locations to increase and sustain enrollment.

BUSINESS DISCUSSION AND VOTING

1. Approval of 2021-2022 School Land Trust Plan

Director Jones explained that Voyage Academy will use School Land Trust money to continue the employment of the school's Assessment Director for the 2021-2022 school year. The Assessment Director will work with the school's paraprofessionals in helping students reading below grade level in grades K-6. Our goal is to increase students reading at or above grade level in grades k-6 from the beginning to the end of the school year by 3%.

She noted that this new plan indicates how funding will be utilized and allows the school to set goals and measure goal attainment associated with this school land trust distribution.

Board Member Daley made a motion to approve the 2021-2022 School Land Trust Plan, second by Board Member Roberts.

The vote on the motion is as follows:

Board Member Ashley Roberts, Aye
Board Member Dave Ross, Aye
Board Member Melissa Kelley, Aye
Board Member Blaine Einzinger, Aye
Board Member Danielle Pedersen, Aye
Board Member Lynsie Daley, Aye
Board Member Trevor Nelson, Excused
Board Member Allison Murphy, Excused
Board Member Michelle Warner, Excused

The motion passes unanimously (6 to 0).

2. Approval of 2020-2021 School Land Trust Amendment Form.

Director Jones explained that the amendment form needs to be completed due to inaccurate title of the employee being funded by this Plan.

Board Member Roberts made a motion to approve school land trust amendment form, second by Board Member Ross.

The vote on the motion is as follows:

Board Member Ashley Roberts, Aye
Board Member Dave Ross, Aye
Board Member Melissa Kelley, Aye
Board Member Blaine Einzinger, Aye
Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Trevor Nelson, Excused
Board Member Allison Murphy, Excused
Board Member Michelle Warner, Excused

The motion passes unanimously (6 to 0).

3. Approval of 2020-2021 School Land Trust Amended Plan

Director Jones gave an overview of the amended plan and reviewed the changes. This is the corrected plan after the amendment has been approved. This plan has the updated employee title. This position is currently titled as the Assessment Director, as opposed to the RTI Director.

Board Member Ross made a motion to approve the 2020-2021 School Land Trust Amended Plan, second by Board Member Einzinger.

The vote on the motion is as follows:

Board Member Ashley Roberts, Aye
Board Member Dave Ross, Aye
Board Member Melissa Kelley, Aye
Board Member Blaine Einzinger, Aye
Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Trevor Nelson, Excused
Board Member Allison Murphy, Excused
Board Member Michelle Warner, Excused

The motion passes unanimously (6 to 0).

4. Approval of At-Will Employment Policy

Director Jones explained that Voyage Academy seeks to adopt this policy regarding at-will employment. The school does not offer tenured or guaranteed employment. Either the School or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. Director Jones noted that the at-will employment relationship exists regardless of any other written statements or policies or any verbal statement to the contrary.

Board Member Daley made a motion to approve the at-will employment policy, second by Board Member Einzinger.

The vote on the motion is as follows:

Board Member Ashley Roberts, Aye
Board Member Dave Ross, Aye
Board Member Melissa Kelley, Aye
Board Member Blaine Einzinger, Aye
Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Trevor Nelson, Excused
Board Member Allison Murphy, Excused
Board Member Michelle Warner, Excused

The motion passes unanimously (6 to 0).

5. Approval of February 11, 2021 Board Meeting Minutes.

Board Member Pederson made a motion to approve the February 11, 2021 Board Meeting minutes, second by Board Member Ross.

The vote on the motion is as follows:

Board Member Ashley Roberts, Abstained
Board Member Dave Ross, Aye
Board Member Melissa Kelley, Aye
Board Member Blaine Einzinger, Aye
Board Member Danielle Pedersen, Aye
Board Member Lysie Daley, Aye
Board Member Trevor Nelson, Excused
Board Member Allison Murphy, Excused
Board Member Michelle Warner, Excused

The motion passes 5 to 1.

Adjournment

Board Member Roberts made a motion to adjourn the March 11, 2021 7:32PM Voyage Academy Board Meeting at 7:32 PM, second by Board Member Einzinger.

The motion passes unanimously.

Maria Devereux
Voyage Academy
Recording Secretary