



Voyage Academy Charter School  
1891 North 1500 West  
Clinton, UT 84015

Voyage Academy Board Meeting Minutes  
APPROVED  
Thursday, January 14, 2021

Meeting Minutes of the January 14, 2021 Voyage Academy Charter School Board Meeting, held virtually.

**MEMBERS PRESENT**

Chair Trevor Nelson  
Vice Chair Michelle Warner  
Treasurer Dave Ross  
Secretary Melissa Kelley  
Board Member Ashley Roberts  
Board Member Danielle Pedersen  
Board Member Lysie Daley  
Advisory Board Member, Director Nicole Jones  
Advisory Board Member Roger Simpson  
Recording Secretary Maria Devereux

**EXCUSED**

Board Member Blaine Einzinger  
Board Member Allison Murphy

**OTHERS PRESENT**

Nichole Danson

**CALL TO ORDER**

Chair, Trevor Nelson, called the meeting to order at 6:21 PM. The meeting began late due to technical difficulties. The board used Zoom to hold the virtual meeting.

**PUBLIC COMMENT**

Members of the public were not present to comment.

## COMMITTEE AND EXECUTIVE REPORTS

### Directors Spotlight

Director Jones praised the accomplishments, work ethic and positive attitude of Nicole Danson, an online teacher with Voyage Academy.

### Staff Admin Report & Calendar Events

Director Jones gave an overview of the Calendar Events for January and February 2021.

#### January Events Calendar

##### January Calendar Review

- 4<sup>th</sup>- 15<sup>th</sup> 2020-2021 School Lottery (Registration Opens for current students-Jan. 25<sup>th</sup>). 80 families are registered thus far.
- 7<sup>th</sup> - Indicator 11 Site Visit-Jill Mills will manage this visit.
- 8<sup>th</sup> - EL Deeper Cohort Training 9:30-12:30 – Professional development is available to educators. This training allows teachers to go into other schools for hands-on training.
- 11<sup>th</sup> - State Charter Director's Meeting: <https://www.utahscsb.org/charter-school-directors-meetings>
- 13<sup>th</sup> - Re-enrollment-Ends Jan. 20<sup>th</sup>.
- 14<sup>th</sup> - Board Meeting/ All Team Meeting 3:00/BLAINE EINZINGER BIRTHDAY.
- 15<sup>th</sup> - SST /Community Circle 1st-Effort/EL Network Meeting k-2 8:30-10:30 & 6-8 1:30-3:30
- 18<sup>th</sup> - No School - Martin Luther King Holiday
- 19<sup>th</sup> - 1<sup>st</sup> grade data dive
- 20<sup>th</sup> - 3<sup>rd</sup> grade data dive
- 21<sup>st</sup> - 5<sup>th</sup> grade data dive
- 22<sup>nd</sup> - Planning day for All Grades-Lunch provided/Fitness Fun Day
- 25<sup>th</sup> - Kinder data dive/2<sup>nd</sup> Lottery Begins and ends Feb. 5<sup>th</sup>
- 26<sup>th</sup> - Stellar Student Breakfast/2<sup>nd</sup> grade data dive
- 27<sup>th</sup> - 4<sup>th</sup> grade data dive/Lunch planning for Co-teachers

- 28<sup>th</sup> - 6<sup>th</sup> grade data dive/ILT Meeting 3:30pm
- 29<sup>th</sup> - Sped Data Dive/3-5<sup>th</sup> PL with EL 11:00-1:00

#### February Calendar Review

- 2<sup>nd</sup> - UAPCS Training-Finances
- 4<sup>th</sup> - All Team Meeting 3:00pm
- 5<sup>th</sup> - Professional Learning: Analyze self-recorded Engagement video/401k  
Verapath meeting for full time employees-virtual Meeting-12 pm
- 8<sup>th</sup> - State Charter Director Meeting
- 9<sup>th</sup> - WPJH Transition Meeting 11:00am-Admin/**Safety Meeting 2:00**
- 12<sup>th</sup> - SST/ Health Dept. Meeting 1:00
- 15<sup>th</sup> - Presidents Day-No School
- 17<sup>th</sup> - DEN Meeting 12:00pm
- 19<sup>th</sup> - Professional Learning-EL Cohort: k-2 8:30-10:30, 3-5 11:00-1:00, 6-8  
1:30-3:30
- 25<sup>th</sup> - ILT Meeting 3:30pm
- 26<sup>th</sup> - Fitness Fun Day/Health Dept. Meeting 1:00

### **DISCUSSION ITEMS**

#### **What are we up to?**

Director Jones discussed and reviewed the following.

- RISE interim testing (practice) – Teachers have asked teachers to prepare for the Rise tests. Practice tests will begin in March to enhance proficiency and familiarity with RISE testing.
- \*DIBELS midyear testing – Testing is almost over. Showing above last year's numbers currently.
- \*Open enrollment Jan. 4<sup>th</sup> – Jan. 15<sup>th</sup>
- \*Re-enrollment projected Jan.13<sup>th</sup> – open until the 25<sup>th</sup>.
- \*Curriculum Planning Day/Lunches
- \*2021-2022 School Year Calendar –Approved in November 2020.
- \*Crew Mates will start January 19<sup>th</sup> – This is a social skills group, the older kids work with younger kids.

- \*Data Driven Dives and Instruction Meetings
- \*Friday Survey/Parent Survey
- \*Sped Site Visit-Indicator 11 – virtual. The Voyage Academy is in full compliance with State laws.
- \*Dress Code Committee – A Dress Code Committee has been proposed and parents, and teachers could discuss uniform changes.
- \*State Charter Board Monthly Meetings for Board Members-Jan. 26 4:30-5:30 Board members can meet with other boards across the state. Direct email to Jenna.magnetti@schools.utah.gov.
- \*Covid Update – Many restrictions are causing mental health strain. Voyage Academy has 5 current cases. Staff are enthused that vaccines are becoming available to teachers.

Board Member Dave Ross noted his appreciation of teachers and staff during this pandemic.

- Random acts of kindness – Board members and staff will participate in a creative project. Staff will use white paper strips and each grade will be a different color of the rainbow.
- Accountability Partners – Encourages each person to check in with their partner, 3 times a month.
- Walk through Graduation – separate from the Dare graduation.

## **BOARD TRAINING**

- Lunch Program – Amy Mills noted that over 81% of students and 100% of 30 online students are participating in the lunch program. She explained that the school benefited from two (2) grants. She explained that the health inspector praised their good efforts. The kitchen staff have implemented lunch bingo, taco Tuesday, pizza Thursday and Superbowl, soup everyday theme.

Chair, Trevor Nelson thanked Amy Mills and noted appreciation for the good effort made with lunches.

- Director Jones gave an overview of digital citizenship and discussed the importance of the Curriculum Planning Day.
- School Fee Schedule- Advisory Board Member Roger Simpson noted that no fees are charged to students or parents for activities in grades K-5. However, Student Council Membership fees are \$60.00 per year. Fee waiver forms are found online.

## **Student Achievement**

- \*Continued progress monitoring in RTI groups/Data to be reported in February.

## **POLICY REVIEW**

Director Jones presented policies for discussion and review.

### **1. School Fees Policy**

Advisory Board Member Roger Simpson explained that for proper disclosure, the School Fees Policy had to be posted two (2) times, in a public meeting before taking a vote. He stated that the School Fees Policy coincides with the School Fees Schedule.

Advisory Board Member Simpson explained that Voyage Academy will follow all State Rules related to charging school fees as outlined in R277-407. No Fees will be charged to students in grades K-6. No fees will be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

### **2. School Fee Schedule**

This policy coincides with the School Fees Policy. Advisory Board Member Roger Simpson explained that no fees are charged to students or parents for activities in grades K-4. However, Student Council Membership fees are max. \$60.00 per year (5<sup>th</sup> & 6<sup>th</sup> grade). Fee waiver forms are found online.

### **3. Communication Policy**

A local school board shall make policies in regard to communication at the school level. Voyage Academy welcomes suggestions, comments, and/or concerns. This helps to ensure that the school is taking appropriate actions regarding potential improvements to the school. The policy outlines the procedure to address complaints and to resolve concerns and issues. It also encompasses communication to and from the Board of Directors, and guidelines of board meetings and special board meetings, as outlined by the State of Utah (UCA).

### **4. Annual Assurances of Compliance by Local School Boards Policy.**

Voyage Academy will comply with R277-108 by providing annual assurances of compliance as mandated by the State of Utah.

Director Jones stated the importance of being in compliance.

## **COMMITTEE UPDATES AND REPORT**

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

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 discussed creating a committee to discuss refinance options with rates currently low and explained how a credit enhancement program would be beneficial to the school.

Chair, Trevor Nelson concurred and suggested the discussion of a refinance and refinance committee be added to the next month's agenda.

The Policy Committee members are as follows: Board Member Melissa Kelley, Board Member Trevor Nelson, Roger Simpson, and Board Member Allison Murphy. The board reviewed new policies and updated 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, Board Member Dave Ross and Nicole Jones, Director. The committee explained that training is taking place virtually. Board Member Warner expressed concern for teachers with no volunteers. Director Jones stated that recognition from the Board and others is helpful and enables teachers to feel appreciated and supported.

The Marketing Committee members are as follows: Board Member Michelle Warner, Director Nicole Jones, and Board Member Danielle Pedersen. The committee discussed ideas to advertise open enrollment by placing a banner along the 1800 N, Clinton, and by taking flyers to pre-schools, utilizing the city newsletter for advertisement and possibly create Voyage Academy stickers for cars.

Board Chair Comments: Chair Trevor Nelson expressed appreciation for the school board and administration.

## **BUSINESS DISCUSSION AND VOTING**

### **1. Approval of School Fees Policy**

Advisory Board Member Simpson reviewed the policy and explained that Voyage Academy will follow all State Rules related to charging school fees as outlined in R277-407. No Fees will be charged to students in grades K-6. No fees will be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

Board Member Kelley made a motion to table the item and moved to vote on the School Fees Policy at the next meeting, second by Board Member Roberts.

The vote on the motion is as follows:

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

The motion passes unanimously.

## 2. Approval of School Fee Schedule.

This policy coincides with the School Fees Policy. No fees are charged to students or parents for activities in grades K-4<sup>th</sup>. However, Student Council Membership fees (5<sup>th</sup> & 6<sup>th</sup> grades) are max. \$60.00 per year. Fee waiver forms are found online.

Board Member Kelley made a motion to table the item and moved to vote on the School Fee Schedule at the next meeting, second by Board Member Roberts.

The vote on the motion is as follows:

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

The motion passes unanimously.

## 3. Approval of Communication Policy

A local school board shall make policies in regard to communication at the school level. Voyage Academy welcomes suggestions, comments, and/or concerns. This helps to ensure that the school is taking appropriate actions regarding potential improvements to the school. The policy outlines the procedure to address complaints and to resolve concerns and issues. It also encompasses communication to and from the Board of Directors, and guidelines of board meetings and special board meetings, as outlined by the State of Utah (UCA).

Board Member Ross made a motion to approve the Communications Policy, second by Board Member Warner.

The vote on the motion is as follows:

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

The motion passes unanimously.

## 4. Approval of Annual Assurances of Compliance by Local School Boards Policy

Voyage Academy will comply with R277-108 by providing annual assurances of compliance as mandated by the State of Utah (UCA).

Board Member Roberts made a motion to Annual Assurances of Compliance by Local School Boards Policy, second by Board Member Daley.

The vote on the motion is as follows:

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

The motion passes unanimously.

#### 5. Approval of November 12th, 2020 Board Meeting Minutes.

Board Member Roberts made a motion to approve the November 12th, 2020 Board Meeting minutes, second by Board Member Warner.

The vote on the motion is as follows:

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

The motion passes unanimously

#### Adjournment

Board Member Roberts made a motion to adjourn the January 14th, 2021 Voyage Academy Board Meeting at 8:03 PM, second by Board Member Warner.

The vote on the motion is as follows:

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

The motion passes unanimously.



*Maria Devereux – 01.14.2021*

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Maria Devereux, Recording Secretary