Valley Inquiry Charter School

October Meeting Minutes

*October 17th, 2022 | In Person Meeting, 6:30pm*

**Board Members Instructors/Staff/Other:**

Board President & Chair Ken Slough Mrs. Sandra Acosta- School Staff

Vice Chair BJ Foster >> Absent Mrs. Melissa Colby- School Staff

Treasurer James Carter Parents- Guests

Secretary Kyle McSmith

At-Large Matthew Reynolds

At-Large Terry Rohse

At-Large Cammi Menager

At-Large Vacant

At-Large Vacant

Non-Voting Member Craig Harlow, Principal



Meeting Agenda Item Minutes

**6:33pm Call to Order/Introductions-**

- The board members introduced themselves to everyone in attendance. As well as introduced David Robertson, from Lewis, Young, Robertson & Burningham; the school’s financial advisor group.

**6:37pm Review/Approve Board Meeting Minutes-**

- Ken brought up the Board Meeting Minutes for the 9/12/22 meeting. Ken said we need to make a motion to accept the minutes individually. Terry motioned to accept the September 12th meeting minutes as written. James second this motion. Vote unanimous: 5 yes/ 0 No. Then James motioned to accept the September 29th meeting minutes as written. Matthew second this motion. Vote: 4 Yes/ 0 No/ 2 Abstain.

**6:40pm Treasurer Report-**

- James opened the financial report up for the board to see on the monitor and explained the reports. He said nothing is different in the report, but he said only 2 charges would be out of the norm. This would be $2,296.00 for 4 staff to take I.B. Training. The other charge is $2,240.00 for the music curriculum. He then mentioned we have a net income of $77,000.

**6:43pm Principal Report-**

- Craig provided a print out and explained the timeline for the MYP expansion. He said he spoke to Blake this afternoon and he said Blake should know by the next board meeting about the bid submission. He then discussed the VICS enrollment numbers. He said we are at a total of 224 students between K-7th Grade. Craig then mentioned student conferences are coming. They will be: Oct. 26th thru Oct. 27th from 7:30am to 3:30pm. He said he will let David explain to the board the financial situation for the MYP expansion.

* Meeting with the VICS board to discuss the project- August 2022.
* Joel Smallwood, S-K director of construction projects, present to VICS Board- Sept. 2022.
* Blake Bural, AC & OC, to submit for project bids- October 2022.
* David Robertson, Lewis, Young Robertson & Burningham (Finance) Board presentation, October 2022.
* Blake Bural AC & OC, David Robertson, bid process and finance review with VICS Board- Nov./Dec. 2022.
* VICS board review and decision on bid and finance for expansion project- Dec. 2022- Jan. 2023.
* Construction Project start date- 2023.
* Project completions- Aug. 2023.

**6:49pm I.B. Report-**

- Mrs. Colby had mentioned we are on track with the evaluation for the staff self study. She said the evaluation visit will be online this year. She said she prefers this, as it is a lot easier to manage the visit. She then said MYP is having Halloween week. She then mentioned 6th and 7th grade teachers will be going to I.B. workshop. She said she needs to have the teachers and herself trained for MYP I.B., so everyone is up to date on I.B. certifications.

**6:55pm Financial Advisor, David Robertson-**

- David discussed the financial document he provided. He explained the FORMA and what the banks look for in providing loans and financial help. He then showed that if we stay to the projection they have put together. Then we should be good to go to finance this MYP expansion. He said this document shows the table to pay the bank loan and create the middle school and what the debt to profit percentage looks like. He said this measurement is a good number for this loan. He said while VICS thinks this is a big loan. He said we are dealing with a smaller loan than most. He said there are two ways to get financial help. One is to get a bank loan and the other way is to get tax exempt bonds. He said this way is easier and for us being a non-profit charter. This would be a good option. However, knowing the size of the financial need, we do not fall into this option and that is why we are working with the bank to set up the loan. He said they have been working with the bank that is trying to help VICS out with the loan set up. He said they are estimating $1.9million for the loan. David then asked the board if he can let the bank know to get started back up on the loan process. We, as a board, said to go ahead and get this process going with the bank again. Then David asked about the bids and if we knew if these bid costs are a firm cost. He said this is important when getting the loan together. Craig mentioned Blake said these will be firm bid costs. David then asked Craig for the most up to date Charter Agreement. Craig said he will send it over to him. David said he will get this information going and will keep us posted on the bank loan. Ken mentioned based on the enrollment totals and what the school needs to have enrolled based on the FORMA. He said we will need to make sure to keep these numbers up as we move forward with the MYP expansion. Mrs. Acosta explained what student count we have currently and what is missing from each grade level. She said she has gone through the waitlist. She said she is still trying to reach out to add more students to the school. However, she said this will take a while, as she has to let each family know and provide time for the family to respond back on the decision. Also, with the school year already underway, this also brings a challenge with having families change schools in the middle of the year. Ken asked if we had created flyers for families with language barriers, so we can offer this school to a wide variety of communities in the area. Mrs. Acosta said we have provided an English and Spanish language flier. Terry then asked if other languages were needed for these flyers. Mrs. Acosta said she has heard of Native American and Cantonese language backgrounds, but this is all she was aware of. Matthew then asked Mrs. Colby if 34 students in the 6th thru 8th grade levels was a comfortable number for teachers. She said it depends on the students in that grade level. She said the other piece would be space and she said with the expansion, this should provide more space for these class sizes. Lastly, it is about class management and having the teachers handle all students. She said we have a lot of new staff training on these management skills. A guest (Parent) asked about the MYP and PYP and if she felt like having 5th grade be a part of the MYP program. Mrs. Colby explained why we have the 5th grade in the MYP program and why we would keep them in the MYP, even after we add 8th grade to the school. She explained for I.B. programs this is typical to have the PYP be K - 4th grade and MYP be 5th - 8th grade. She did ask for one recommendation, after we completed the school expansion. She asked to find a way to provide more field trips for the older students and create a budget for these trips. Cammi asked about getting a bus for the school. We discussed what this would take to purchase a bus and hire a driver for the use of the bus. Mrs. Acosta also said this would be a discussion for the PTC and to create fundraisers to help support field trips or other fun events for the school and students.

**7:30pm Public Comments-**

- Guest (Parent) asked about the paper print outs that Craig, the Board and David Robertson provided to the meeting. James had a copy and provided these documents to the guest.

**7:32pm Meeting Adjourn-**

November Board Meeting: Monday, November 14th, 2022 @ 6:30pm. Held digitally on Zoom Link.