

Vista School Board Meeting
February 27, 2025 Agenda
585 East Center, Ivins, UT 84738
Webex Link: <https://www.vistautah.com/board-meetings>

Board members present:

Others present:

CALL TO ORDER:

APPROVAL OF MINUTES

PUBLIC COMMENTS

BOARD CALENDAR

Next Board Meeting - Thursday March 27, 2025 at 6:00 pm

REPORTS

Vista Foundation

Director's Report - Justin Blasko

Enrollment and Lottery Update

Academic Progress

Academic Performance

Mid-Year K-3 Acadience Review

Faculty/Staff Changes

Financial Report - Troy Bradshaw

Committee Reports

Finance -

Audit -

Governance -

Public Relations -

DISCUSSION/ACTION ITEMS

Board Goals and Responsibilities

Board Policies

2025-2026 Calendar

2025-2026 Fee Schedule

Board Composition

COMMENTS FROM THE ADMINISTRATION TEAM

CLOSED SESSION needed for reasons stated in Utah Code 54-4-204 to review the competency or character of an individual.

Grade	Currently Enrolled February 2025	Number Of Returning Students For 2025-2026	Number Of Accepted Invitations From Feb. Lottery 2025-2026	Number Of Returning + Accepted Invitations	Target October 1st 2025-2026	Number On The Waiting List And/Or Waiting To Be Lottered
Kindergarten	91	-	91	91	96	8
1st Grade	103	90	9	99	96	2
2nd Grade	103	99	8	107	96	5
3rd Grade	113	99	8	107	96	25
4th Grade	113	104	19	123	112	2
5th Grade	115	117	4	121	112	17
6th Grade	136	103	27	130	140	2
7th Grade	135	137	8	145	140	3
8th Grade	114	129	10	139	115	0
9th Grade	70	105	1	106	80	0
Totals	1093	983	185	1168	1083	64

Open House Information:

A total of 195 families were entered into the February lottery as of the open house date.

Of those, 54 families attended the open house.

It appears that no families attended the open house as a result of the radio ad.

Grade	Number of students in attendance:					
K	26					
1	5					
2	2					
3	9					
4	6					
5	7					
6	7					
7	4					
8	5					
9	1					

Vista School

MOY

Acadience Data

K Acadience Reading

Beginning of Year

Aug 19 - Sep 15, 2024

89



18%

16



21%

19



16%

14



45%

40



Middle of Year

Dec 10 - Jan 6, 2025

90



12%

11



17%

15



28%

25

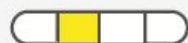


43%

39



Well Below Benchmark



Below Benchmark



At Benchmark

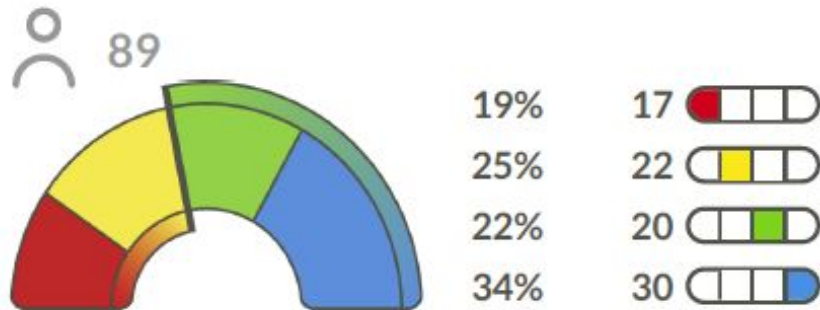


Above Benchmark

K Acadience Math

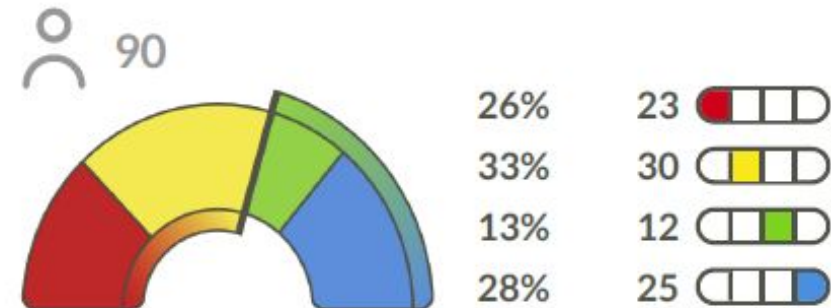
Beginning of Year

Aug 19 - Sep 15, 2024



Middle of Year

Dec 9 - Jan 5, 2025

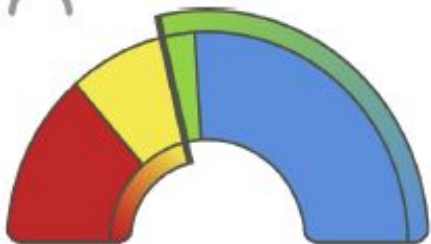


1st Acadience Reading

Beginning of Year

Aug 19 - Sep 15, 2024

96



27%

26



16%

15



5%

5



52%

50



Middle of Year

Dec 10 - Jan 6, 2025

99



30%

30



9%

9



9%

9

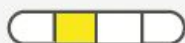


52%

51



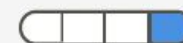
Well Below Benchmark



Below Benchmark



At Benchmark



Above Benchmark

1st Acadience Math

Beginning of Year

Aug 19 - Sep 15, 2024

97



28%	27	
28%	27	
13%	13	
31%	30	

Middle of Year

Dec 9 - Jan 5, 2025

99



27%	27	
31%	31	
11%	11	
30%	30	

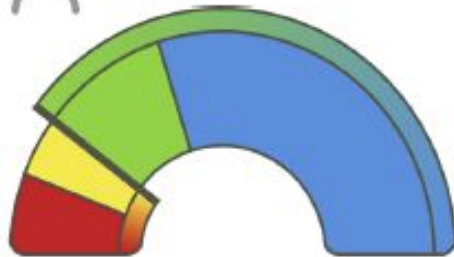


2nd Acadience Reading

Beginning of Year

Aug 19 - Sep 15, 2024

102



12%	12	
9%	9	
20%	20	
60%	61	

Middle of Year

Dec 10 - Jan 6, 2025

102



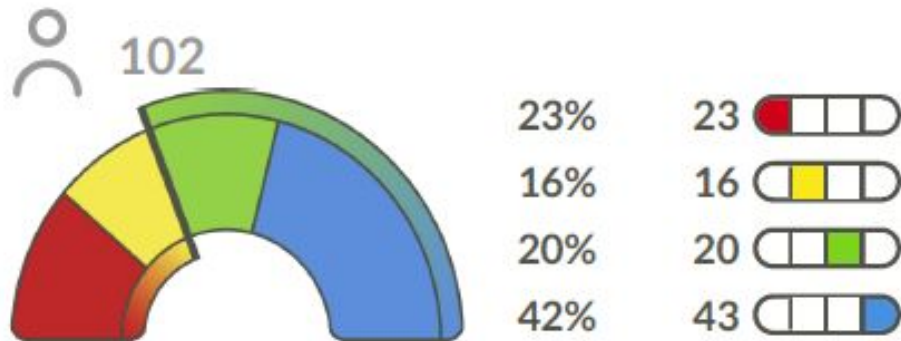
17%	17	
9%	9	
19%	19	
56%	57	



2nd Acadience Math

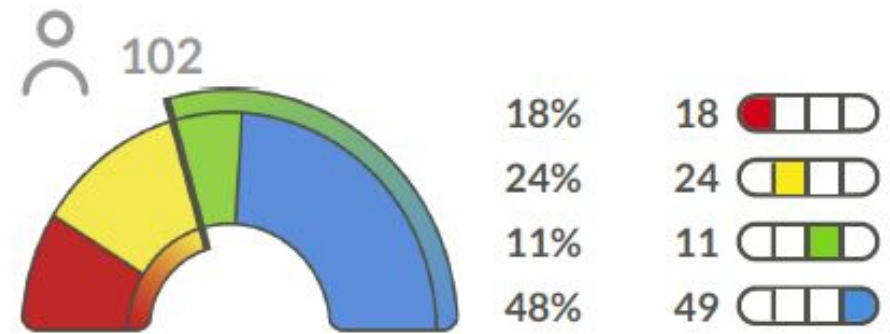
Beginning of Year

Aug 19 - Sep 15, 2024



Middle of Year

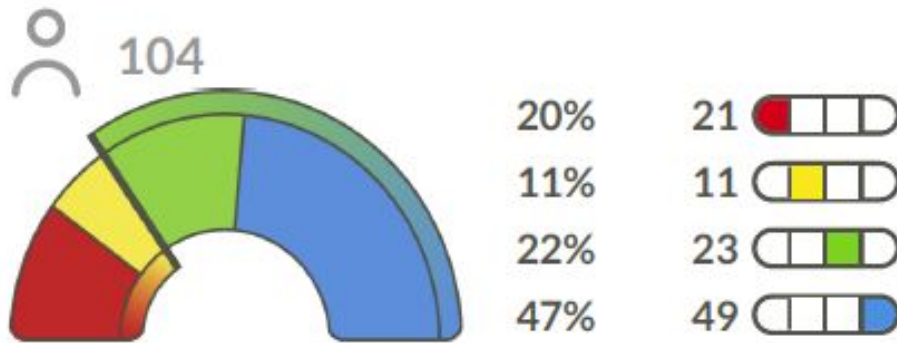
Dec 9 - Jan 5, 2025



3rd Acadience Reading

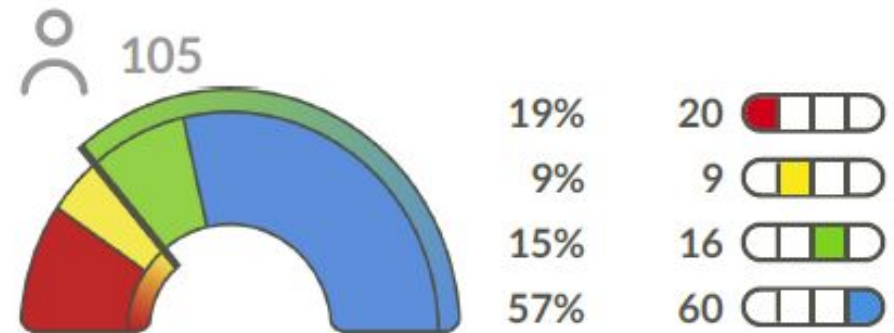
Beginning of Year

Aug 19 - Sep 15, 2024



Middle of Year

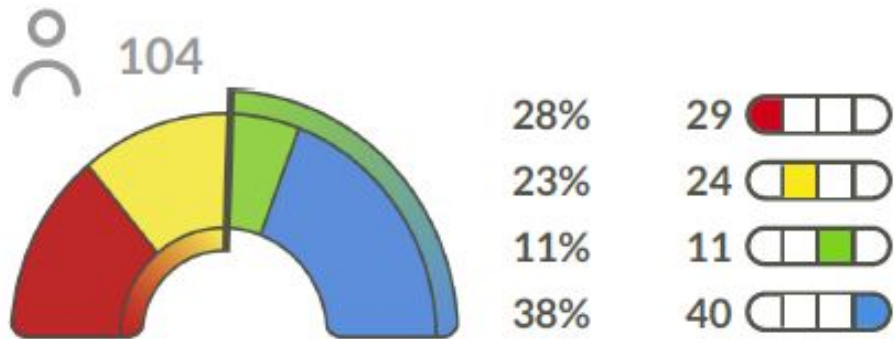
Dec 10 - Jan 6, 2025



3rd Acadience Math

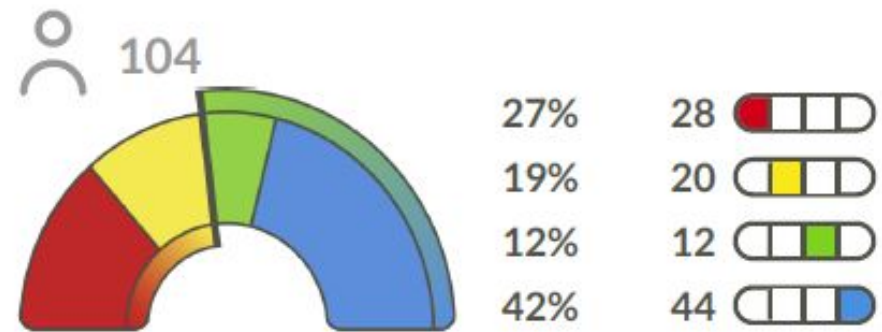
Beginning of Year

Aug 19 - Sep 15, 2024



Middle of Year

Dec 9 - Jan 5, 2025



Acadience Growth Reading

Grade	Number of Students making Typical or Better Progress	Total Number of Students	Pathways of Progress Percent
K	56	90	62%
1	54	100	54%
2	60	103	58%
3	76	105	72%
Total	246	398	62%

Acadience Growth Math

Grade	Number of Students making Typical or Better Progress	Total Number of Students	Pathways of Progress Percent
K	38	90	42%
1	60	100	60%
2	72	103	70%
3	65	105	62%
Total	235	398	59%

Vista School
Profit & Loss Budget Overview
July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1000 · Local Revenue	689,610.62	1,006,774.72	-317,164.10	68.5%
3000 · State Revenue	7,144,672.93	12,072,456.58	-4,927,783.65	59.18%
4000 · Federal Revenue	413,152.71	571,373.77	-158,221.06	72.31%
Total Income	<u>8,247,436.26</u>	<u>13,650,605.07</u>	<u>-5,403,168.81</u>	<u>60.42%</u>
Gross Profit	8,247,436.26	13,650,605.07	-5,403,168.81	60.42%
Expense				
10 · INSTRUCTION	4,181,783.43	7,192,831.53	-3,011,048.10	58.14%
21 · STUDENT SUPPORT SERVICES	553,136.60	610,223.25	-57,086.65	90.65%
22 · SUPPORT SERV. INSTR. STAFF	85,520.89	265,781.27	-180,260.38	32.18%
23 · SUPPORT SERVICES-BOARD	2,402.17	12,290.40	-9,888.23	19.55%
24 · SUPPORT SERV. ADMINISTRATION	469,148.36	1,051,207.49	-582,059.13	44.63%
25 · SUPPORT SERV. CENTRAL	420,915.88	608,867.94	-187,952.06	69.13%
26 · SUPPORT SERV. OPER. & MAINT.	281,148.54	681,628.15	-400,479.61	41.25%
27 · STUDENT TRANSPORTATION	25,307.77	100,877.11	-75,569.34	25.09%
31 · FOOD SERVICES LUNCH	203,881.52	552,362.25	-348,480.73	36.91%
33 · After School Program	69,244.09	146,580.38	-77,336.29	47.24%
45 · BLDG AQUISITION & CONSTRUCTION	172,536.86	239,428.90	-66,892.04	72.06%
51 · Debt Service	1,300,254.17	1,676,642.50	-376,388.33	77.55%
Total Expense	<u>7,765,280.28</u>	<u>13,138,721.17</u>	<u>-5,373,440.89</u>	<u>59.1%</u>
Net Ordinary Income	<u>482,155.98</u>	<u>511,883.90</u>	<u>-29,727.92</u>	<u>94.19%</u>
Net Income	<u><u>482,155.98</u></u>	<u><u>511,883.90</u></u>	<u><u>-29,727.92</u></u>	<u><u>94.19%</u></u>

Vista School

Profit & Loss Budget Overview

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1000 · Local Revenue				
1400 · Transportation Fees	43,141.39	70,000.00	-26,858.61	61.63%
1500 · Income--Interest on Investments	318,399.70	297,932.54	20,467.16	106.87%
1600 · Food Services	76,419.96	131,756.34	-55,336.38	58.0%
1700 · Student Activities	100,269.07	211,064.90	-110,795.83	47.51%
1800 · Community Service Activities	109,424.90	151,318.57	-41,893.67	72.31%
1900 · Other Local Revenue	41,955.60	144,702.37	-102,746.77	28.99%
Total 1000 · Local Revenue	689,610.62	1,006,774.72	-317,164.10	68.5%
3000 · State Revenue				
3005 · Income -- Kindergarten WPU	217,086.41	0.00	217,086.41	100.0%
3010 · Income--K-12 WPU	2,475,123.54	4,663,568.76	-2,188,445.22	53.07%
3020 · Income--Professional Staff	171,911.50	319,652.28	-147,740.78	53.78%
3100 · Restricted Basic School Program	934,471.44	1,644,446.49	-709,975.05	56.83%
3200 · Related to the Basic Programs	76,654.60	131,220.58	-54,565.98	58.42%
3300 · Special Populations	0.00	2,685.00	-2,685.00	0.0%
3400 · Other Programs	2,922,961.98	4,828,126.59	-1,905,164.61	60.54%
3578 · Teacher & Student Success	175,079.89	300,353.04	-125,273.15	58.29%
3800 · Non MSP State Revenues via USBE	171,383.57	182,403.84	-11,020.27	93.96%
Total 3000 · State Revenue	7,144,672.93	12,072,456.58	-4,927,783.65	59.18%
4000 · Federal Revenue				
4200 · ESSER Funds to LEAs	312,798.39	0.00	312,798.39	100.0%
4522 · Income--IDEA Preschool	0.00	186,996.00	-186,996.00	0.0%
4524 · Income--IDEA School Age	0.00	10,000.00	-10,000.00	0.0%
4561 · Income--National School Lunch	100,354.32	215,389.15	-115,034.83	46.59%
4700 · E-Rate	0.00	14,988.62	-14,988.62	0.0%
4801 · Income--Title I	0.00	144,000.00	-144,000.00	0.0%
Total 4000 · Federal Revenue	413,152.71	571,373.77	-158,221.06	72.31%
Total Income	8,247,436.26	13,650,605.07	-5,403,168.81	60.42%
Gross Profit	8,247,436.26	13,650,605.07	-5,403,168.81	60.42%
Expense				

Vista School
Profit & Loss Budget Overview
 July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
10 · INSTRUCTION				
10.131 · Wages--Teachers	2,123,178.04	3,333,275.00	-1,210,096.96	63.7%
10.131S · Wages--Teachers Special Ed	337,593.13	414,247.65	-76,654.52	81.5%
10.132 · Wages--Substitute Teacher	4,082.36	120,000.00	-115,917.64	3.4%
10.132S · Wages--Substitute Teacher SpEd.	0.00	2,000.00	-2,000.00	0.0%
10.161 · Wages--Aides & Instructors	17,125.10	168,942.14	-151,817.04	10.14%
10.161S · Wages--Aides Special Education	20,589.42	186,730.57	-166,141.15	11.03%
10.210 · Local Retirement Program	288,563.37	552,467.04	-263,903.67	52.23%
10.210S · Local Retirement Special Ed	14,151.20	38,681.64	-24,530.44	36.58%
10.220 · Social Security & Medicare	186,322.15	245,552.21	-59,230.06	75.88%
10.220S · SS & Medicare Special Education	33,231.94	45,770.12	-12,538.18	72.61%
10.240 · Employee Health Benefits	460,434.81	871,738.92	-411,304.11	52.82%
10.240S · Health Benefits Special Ed	37,767.11	22,578.00	15,189.11	167.27%
10.250 · Life Insurance	18,456.23	34,464.26	-16,008.03	53.55%
10.250S · Life Insurance - SpEd	227.00	13,600.73	-13,373.73	1.67%
10.270 · Worker's Compensation Insurance	5,697.46	13,136.38	-7,438.92	43.37%
10.320 · IT Services	0.00	19,407.58	-19,407.58	0.0%
10.530 · Internet	0.00	4,200.00	-4,200.00	0.0%
10.587 · Field Trips Expense	786.00	800.00	-14.00	98.25%
10.600 · Concessions/Vending	1,388.82	800.00	588.82	173.6%
10.601 · Supplies--Piano/Band	6,280.03	5,870.69	409.34	106.97%
10.604 · Supplies-Workroom	12,276.54	29,300.73	-17,024.19	41.9%
10.606 · Supplies--Dance Courses	1,588.34	12,750.24	-11,161.90	12.46%
10.607 · Supplies--Math Counts	1,034.70	2,797.11	-1,762.41	36.99%
10.608 · Supplies--Theatre Productions	16,653.46	25,533.46	-8,880.00	65.22%
10.609 · Supplies--Shakespeare	3,113.24	4,745.10	-1,631.86	65.61%
10.610 · Supplies--Copier & Printers	15,427.21	41,918.66	-26,491.45	36.8%
10.611 · Supplies--Classroom	42,621.86	30,051.19	12,570.67	141.83%
10.612 · Supplies-Teacher Class Funds	8,038.66	18,780.00	-10,741.34	42.8%
10.612S · Supplies--SPED Class Funds	505.28	2,000.00	-1,494.72	25.26%
10.613 · Supplies--Art	1,138.64	3,037.53	-1,898.89	37.49%
10.614 · Supplies--Performing Arts	4,836.15	55,700.00	-50,863.85	8.68%

Vista School
Profit & Loss Budget Overview
July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
10.615 · Supplies--Vista Rising Stars	8,873.98	36,242.00	-27,368.02	24.49%
10.616 · Supplies-Physical Education	1,152.04	3,818.86	-2,666.82	30.17%
10.617 · Supplies-Special Education	68,057.84	123,221.96	-55,164.12	55.23%
10.618 · Supplies--Choir Fundraiser \$	3,281.62	29,591.85	-26,310.23	11.09%
10.619 · Supplies--Dance Company Exp.	26,659.38	27,633.36	-973.98	96.48%
10.620 · Supplies--Strings (Fundraisers)	8,025.42	18,847.53	-10,822.11	42.58%
10.621 · Supplies -- Nutcracker	7,059.64	21,367.09	-14,307.45	33.04%
10.624 · Supplies--Yearbook Expense	446.90	474.88	-27.98	94.11%
10.625 · Supplies-Misc. Fundrsr. Exp.	0.00	13,016.40	-13,016.40	0.0%
10.627 · Supplies-Vocal Xpressions	902.70	8,581.97	-7,679.27	10.52%
10.641 · Curriculum & Materials	117,087.92	269,058.24	-151,970.32	43.52%
10.642 · Curriculum--Special Education	435.15	2,682.24	-2,247.09	16.22%
10.643 · Supplies--6-8 Student Supplies	0.00	2,919.51	-2,919.51	0.0%
10.648 · Curriculum--Performing Arts	1,315.02	12,756.89	-11,441.87	10.31%
10.650 · Supplies--Technology	9,530.00	45,010.71	-35,480.71	21.17%
10.651 · Supplies--Robotics	26,612.72	48,770.15	-22,157.43	54.57%
10.670 · Supplies--Software	65,535.62	18,096.12	47,439.50	362.15%
10.734 · Equipment--Technology	173,661.23	157,314.82	16,346.41	110.39%
10.738 · Equipment--Performing Arts	0.00	32,550.00	-32,550.00	0.0%
10 · INSTRUCTION - Other	38.00			
Total 10 · INSTRUCTION	4,181,783.43	7,192,831.53	-3,011,048.10	58.14%
21 · STUDENT SUPPORT SERVICES				
21.142 · Wages--Guidance	114,229.38	217,877.28	-103,647.90	52.43%
21.143 · Wages--School Nurse	230.88			
21.152 · Wages-Assistant Counselor	0.00	19,210.79	-19,210.79	0.0%
21.210 · Retirement Benefits	18,082.26	36,916.68	-18,834.42	48.98%
21.220 · Social Security & Medicare	9,909.62	21,724.70	-11,815.08	45.62%
21.240 · Medical Insurance Expenses	9,942.69	33,882.90	-23,940.21	29.34%
21.250 · Life Insurance	1,216.04	2,910.92	-1,694.88	41.78%
21.320 · Services-Special Education	328,194.80	0.00	328,194.80	100.0%
21.340 · Resource Officer	0.00	101,000.00	-101,000.00	0.0%
21.580 · Travel/Training Expenses	48.46	5,431.39	-5,382.93	0.89%

Vista School
Profit & Loss Budget Overview
July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
21.601 · Supplies--Student Guidance	1,898.84	8,050.53	-6,151.69	23.59%
21.603 · Supplies--Medical/First Aid	642.83	2,414.23	-1,771.40	26.63%
21.605 · Supplies--Safety	51,221.92	2,421.61	48,800.31	2,115.2%
21.610 · Supplies--Student Council	4,224.30	5,636.06	-1,411.76	74.95%
21.731 · Equipment--Furniture & Equipmen	9,687.21	132,035.58	-122,348.37	7.34%
21.733 · Equipmen/Furniture-Special Ed.	0.00	5,151.64	-5,151.64	0.0%
21.801 · Student Motivation	2,504.24	10,856.94	-8,352.70	23.07%
21.804 · PTO Expense	1,103.13	4,702.00	-3,598.87	23.46%
Total 21 · STUDENT SUPPORT SERVICES	553,136.60	610,223.25	-57,086.65	90.65%
22 · SUPPORT SERV. INSTR. STAFF				
22.115 · Wages-Title I Supervisor	31,849.45	73,168.44	-41,318.99	43.53%
22.145 · Wages--Librarian	21,654.22	49,875.00	-28,220.78	43.42%
22.210 · Retirement Benefits	0.00	17,316.04	-17,316.04	0.0%
22.220 · Social Security & Medicare	4,335.10	8,740.64	-4,405.54	49.6%
22.240 · Employee Health Benefits	56.30	9,600.00	-9,543.70	0.59%
22.310 · Live Scan Fees	4,768.25	5,934.50	-1,166.25	80.35%
22.330 · Prof. Dev. Teachers & Instructo	8,735.00	62,950.21	-54,215.21	13.88%
22.334 · Prof. Devlpmt & Training SpEd	2,499.01	2,664.68	-165.67	93.78%
22.580 · Travel/Training Expenses	679.76	10,227.84	-9,548.08	6.65%
22.644 · Library Books & Supplies	775.08	1,100.00	-324.92	70.46%
22.802 · Employee Motivation	10,168.72	20,703.92	-10,535.20	49.12%
22.803 · Professional Development Meals	0.00	2,500.00	-2,500.00	0.0%
22.805 · Licencse & Tax	0.00	1,000.00	-1,000.00	0.0%
Total 22 · SUPPORT SERV. INSTR. STAFF	85,520.89	265,781.27	-180,260.38	32.18%
23 · SUPPORT SERVICES-BOARD				
23.349 · Legal Fees	2,314.00	0.00	2,314.00	100.0%
23.600 · Board Supplies	88.17	12,290.40	-12,202.23	0.72%
Total 23 · SUPPORT SERVICES-BOARD	2,402.17	12,290.40	-9,888.23	19.55%
24 · SUPPORT SERV. ADMINISTRATION				
24.121 · Wages--Principal & Assistants	182,340.82	441,041.04	-258,700.22	41.34%
24.121S · Wages-Sped. Director	461.75	78,893.04	-78,431.29	0.59%
24.152 · Wages--Secretarial	75,738.05	206,054.49	-130,316.44	36.76%

Vista School
Profit & Loss Budget Overview
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
24.152S · Wages--Sped Secretary	47,166.73	38,490.57	8,676.16	122.54%
24.210 · Retirement Benefits	46,875.22	110,057.60	-63,182.38	42.59%
24.210S · Retirement-Sped Secretary	0.00	3,551.64	-3,551.64	0.0%
24.220 · Social Security & Medicare	23,054.53	36,754.95	-13,700.42	62.73%
24.220S · Social Security & Medicare SpED	1,744.60	3,897.75	-2,153.15	44.76%
24.240 · Employee Health Benefits	6,734.38	13,890.45	-7,156.07	48.48%
24.240S · Health Benefits-Sped Sec.	51.18	19,200.00	-19,148.82	0.27%
24.250 · Life Insurance	546.17	1,339.01	-792.84	40.79%
24.532 · Mail & Postage	1,614.10	3,515.08	-1,900.98	45.92%
24.580 · Travel/Training Expenses	1,831.57	7,863.73	-6,032.16	23.29%
24.602 · Suppies--Administrative	13,388.34	28,646.56	-15,258.22	46.74%
24.670 · Administrative Software	67,366.04	43,078.50	24,287.54	156.38%
24.800 · Misc. Admin. Expenses	234.88	9,890.09	-9,655.21	2.38%
24.810 · Dues & Subscriptions	0.00	5,042.99	-5,042.99	0.0%
Total 24 · SUPPORT SERV. ADMINISTRATION	469,148.36	1,051,207.49	-582,059.13	44.63%
25 · SUPPORT SERV. CENTRAL				
25.114 · Wages--Business Administrator	35,307.07	69,642.00	-34,334.93	50.7%
25.152 · Wages-Business Assistant	74,177.40	105,000.00	-30,822.60	70.65%
25.184 · Wages--Administrative Technolog	149,280.57	220,695.00	-71,414.43	67.64%
25.210 · Retirement Benefits	27,359.53	54,868.96	-27,509.43	49.86%
25.220 · Social Security & Medicare	20,358.91	28,799.80	-8,440.89	70.69%
25.240 · Employee Health Benefits	553.07	31,918.41	-31,365.34	1.73%
25.250 · Life Insurance	1,459.29	4,293.17	-2,833.88	33.99%
25.315 · Professional Services	626.47			
25.341 · Audit Fees	25,850.00	26,725.00	-875.00	96.73%
25.522 · Liability Insurance	32,660.00	16,950.00	15,710.00	192.68%
25.540 · Advertising & Promotions	52,803.27	48,331.78	4,471.49	109.25%
25.580 · Travel/Training Expenses	75.28			
25.844 · Bank Fees	405.02	1,643.82	-1,238.80	24.64%
Total 25 · SUPPORT SERV. CENTRAL	420,915.88	608,867.94	-187,952.06	69.13%
26 · SUPPORT SERV. OPER. & MAINT.				
26.181 · Wages--Oper. & Maint. Superviso	48,436.56	96,775.00	-48,338.44	50.05%

Vista School
Profit & Loss Budget Overview
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
26.182 · Wages--Maintenance/Custodial	43,572.38	57,770.83	-14,198.45	75.42%
26.210 · Retirement Benefits	6,917.12	18,043.76	-11,126.64	38.34%
26.220 · Social Security & Medicare	7,165.90	11,411.20	-4,245.30	62.8%
26.240 · Employee Health Benefits	1,748.12	28,800.00	-27,051.88	6.07%
26.250 · Life Insurance	1,821.26	4,861.98	-3,040.72	37.46%
26.411 · Ivins City	11,530.49	23,054.28	-11,523.79	50.02%
26.412 · Waste Removal	2,977.43	6,299.00	-3,321.57	47.27%
26.413 · Storage Unit Expense	2,478.00	5,200.00	-2,722.00	47.65%
26.430 · Property Repairs & Maintenance	22,743.58	119,600.51	-96,856.93	19.02%
26.431 · Equipment Repairs & Maintenance	969.18	16,801.00	-15,831.82	5.77%
26.433 · Custodial (Pest Control)	483.00	6,000.00	-5,517.00	8.05%
26.521 · Property Insurance	0.00	16,150.00	-16,150.00	0.0%
26.531 · Telephone	14,099.92	16,500.89	-2,400.97	85.45%
26.580 · Travel for Training Costs	235.52			
26.621 · Utilities--Natural Gas	4,840.48	22,251.62	-17,411.14	21.75%
26.622 · Utilities--Electricity	74,404.42	115,584.90	-41,180.48	64.37%
26.680 · Supplies--Mainten. & Custodial	36,725.18	64,523.18	-27,798.00	56.92%
26.730 · Equipment--Maintenance & Op.	0.00	52,000.00	-52,000.00	0.0%
Total 26 · SUPPORT SERV. OPER. & MAINT.	281,148.54	681,628.15	-400,479.61	41.25%
27 · STUDENT TRANSPORTATION				
27.172 · Wages -- Bus Drivers	2,089.39	42,410.69	-40,321.30	4.93%
27.220 · Social Security & Medicare	1,598.94	3,492.34	-1,893.40	45.78%
27.490 · Bus Maintenance & Repairs	21,520.44	44,974.08	-23,453.64	47.85%
27.513 · Commercial Travel	0.00	6,000.00	-6,000.00	0.0%
27.732 · School Bus	99.00	4,000.00	-3,901.00	2.48%
Total 27 · STUDENT TRANSPORTATION	25,307.77	100,877.11	-75,569.34	25.09%
31 · FOOD SERVICES LUNCH				
Wages-Food Services Director	441.75	0.00	441.75	100.0%
31.191 · Wages-Food Service	30,781.88	175,789.00	-145,007.12	17.51%
31.210 · Retirement Benefits	4,050.76	7,864.17	-3,813.41	51.51%
31.220 · Social Security & Medicare	5,344.22	11,936.76	-6,592.54	44.77%
31.240 · Employee Health Benefits	303.18	9,600.00	-9,296.82	3.16%

Vista School
Profit & Loss Budget Overview
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
31.250 · Life Insurance	316.68	497.64	-180.96	63.64%
31.430 · Kitchen Repairs & Maintenance	2,532.20	4,922.16	-2,389.96	51.45%
31.580 · Training/Travel	535.00	0.00	535.00	100.0%
31.610 · Supplies-Nonfood	8,851.37	14,436.37	-5,585.00	61.31%
31.630 · Food for School Lunch Program	127,023.78	186,962.97	-59,939.19	67.94%
31.660 · Supplies-Kitchen Tools	0.00	12,765.05	-12,765.05	0.0%
31.730 · Food Services Equipment	23,037.98	75,722.13	-52,684.15	30.42%
31.810 · Dues and Fees	0.00	51,866.00	-51,866.00	0.0%
31 · FOOD SERVICES LUNCH - Other	662.72			
Total 31 · FOOD SERVICES LUNCH	203,881.52	552,362.25	-348,480.73	36.91%
33 · After School Program				
33.161 · Vista Conservatory Director Fee	53,008.52	92,406.11	-39,397.59	57.37%
33.300 · After School Program Services	0.00	8,995.00	-8,995.00	0.0%
33.600 · Concessions/Vending Supplies	2,980.20	12,046.50	-9,066.30	24.74%
33.602 · Vista Conservatory Supplies	134.95	3,132.77	-2,997.82	4.31%
33.605 · VCE Supplies - SAINT	12,429.82	30,000.00	-17,570.18	41.43%
33 · After School Program - Other	690.60	0.00	690.60	100.0%
Total 33 · After School Program	69,244.09	146,580.38	-77,336.29	47.24%
45 · BLDG AQUISITION & CONSTRUCTION				
45.720 · Buildings	83,064.00	43,824.00	39,240.00	189.54%
45.750 · Facility Improvements	89,472.86	182,604.90	-93,132.04	49.0%
45.833 · Building Financing Costs	0.00	13,000.00	-13,000.00	0.0%
Total 45 · BLDG AQUISITION & CONSTRUCTION	172,536.86	239,428.90	-66,892.04	72.06%
51 · Debt Service				
51.830 · Interest Expense Equipment	0.00	974,122.50	-974,122.50	0.0%
51.831 · Interest Expense Building	652,254.17	57,020.00	595,234.17	1,143.9%
51.833 · Bond Issuance and other Related	1,000.00	0.00	1,000.00	100.0%
51.841 · Principal Payments Building	645,000.00	645,000.00	0.00	100.0%
51.845 · Cost of Bond Issuance	2,000.00	500.00	1,500.00	400.0%
Total 51 · Debt Service	1,300,254.17	1,676,642.50	-376,388.33	77.55%
Total Expense	7,765,280.28	13,138,721.17	-5,373,440.89	59.1%
Net Ordinary Income	482,155.98	511,883.90	-29,727.92	94.19%

Vista School

Profit & Loss Budget Overview

July 2024 through January 2025

Net Income

Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
482,155.98	511,883.90	-29,727.92	94.19%

Proposed 2025-2026 School Fee Schedule

A. Program/Class Fees (Curricular/Co-Curricular)

•

Advanced 3D	20	Filament
Coding w/ Robotics	35	Arduino Kit for each student
Manufacturing Technology/Construction Technology	40	Consumables and student projects - Wood, blades, drill bits, screws
Theater Production & Design/Theater Tech	\$25	T-shirts, consumables and student projects - Wood, blades, drill bits, screws, paint, hot glue, cardboard,
Intermediate Orchestra	\$35	Performance Polo (\$20), Orchestra Tee (\$15)
MDT Foundations	\$33	Shirt(10) Tap Shoes (23)
VRS	\$92	Shirt(10), Costume(50), Tights(8), Jazz Shoes (25)
SHOWCASE	\$78	Shirt(10), Costume(35), Tights(8), Jazz Shoes (25)
MDT Foundations 2	\$33	Shirt (10), Tap Shoes (23)
Dance Technique	\$30	Costume Rental Fee
6-9 Advanced Band	\$15	Band t-shirt (\$15)
Beg/Interm Band	\$80	Cleaning cost of borrowed school owned instrument.
Percussion	cost of instrument, not to exceed \$250 (full price of kit)	This is a non-waiverable fine fee, for only if students do not return them.
Digital Photography/Yearbook	\$27	T-Shirt Costs (\$15), SD Cards (\$12)
Digital Graphic Arts	\$35	Print Materials
Intro Digital Graphic Arts/Intro Video Production	\$15	Print Materials
Advanced Choir	\$15	Choir T-Shirt (\$15)
Chamber Choir	\$75	T-Shirt (\$15) Costume Rental (\$50)
Beginning/Advanced Guitar	\$20	FOR ADVANCED CLASS TEE (\$15) Capos/Picks (\$5)

Advanced Orchestra	\$125	Performance Polo (\$20), Orchestra Tee (\$15), Instrument Cleaning Supplies (\$5), Rosin/Shoulder Pads (\$10), Master Class (\$50), Black Performance Pants (\$25)
Dance Corps	100	Costume rental/purchases (\$70), T-Shirt (\$15), master class (\$15)
Dance Principal 2	160	Costume rental/purchases (\$70+), T-Shirt (\$15), master class (\$15), competition fees
Dance Principal	340	Costume rental/purchases (\$70+), T-Shirt (\$15), master class (\$15), Competition Fees, Shakespeare Trip (\$180)
Dance Soloist	160	Costume rental/purchases (\$70+), T-Shirt (\$15), master class (\$15), Competition Fees
VTC	\$215	T-Shirt (15), Shakespeare Trip (\$200)
6-9 Beginning/Intermediate Band	\$15	Band t-shirt (\$15)
PE Shirts	10	Replacement cost if free one is lost

B. Auditioned Groups/Extracurricular

Musicals (elementary)	140	Costumes, T-shirt, rights/scripts, rehearsals, makeup, personnel, props, set creation
VEX V5 Robotics Competition	200	T-shirts, Team registration, Competition fees, hardware, Motors, screws, sensors
VEX IQ Robotics Competition	150	T-shirts, Team registration, Competition fees, parts
Musical	\$150	Costumes, t-shirts, makeup, consumable props, consumable materials, cast celebration consumables,

C. Other Fees

Perf/Competition Groups School Sponsored	680	trips (not to exceed)
Student T-shirts	15	t-shirts
Vista Academy Jacket	30	jackets
Student Council	15	T-shirt
MathCounts	50	T-shirts, consumable items, registration fee
Lagoon Trip	300	Trip
Dance Jacket	60	
Dance Trip	300	Hotel, food, transportation, competition fees

D. Meal Fees

• After school snacks (adult)	\$2.00
• after school snacks (student)	\$0.00
• Breakfast-full cost	\$1.75
• Second Breakfast-full cost (student)	\$2.75
• Breakfast-reduced	\$0.30
• Lunch-full cost (adult)	\$4.00
• Salad Lunch (adult)	\$2.60
• Lunch-full cost (student)	\$2.60
• Second Lunch-full cost (student)	\$4.00
• Lunch-Reduced	\$0.40
• a la carte drinks	\$0.50

E. Non-Fee Waiverable Fees

VEX Robotics Worlds	\$800.00	Transportation, hotel, food, registration
Library	Replacement Cost	Replacement cost of lost or damaged books up to a max of a \$25.
VCE Classes	\$200.00	Not to exceed
Damaged/Lost Laptop	\$200.00	Not to Exceed
Damaged/Lost Laptop Charger	\$30.00	
Lost/Damaged Library book	\$25.00	Not to exceed
Vista Transportation (one way)	\$45.00	9 months
Vista Transportation (round trip)	\$80.00	9 months

Total Student Maximum Curricular Fees
\$1500 + Extra Curricular
Total Family Maximum Curricular Fees
\$4500 + Extra Curricular

SOLICITATION OF FUNDS PROHIBITED. All soliciting of funds from school children for purposes other than school activities and school projects is prohibited. Exceptions to this rule may be made by written permission from the Superintendent. Any student may be eligible for fee waiver. Students have the right to appeal if denied. FEE WAIVER ELIGIBILITY:

<https://www.schools.utah.gov/schoolfees?mid=4340&tid=3>

Vista 2025-26 School Calendar

July 2025								August 2025								September 2025								October 2025								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
		1	2	3	4	5							1	2			1	2	3	4	B	6					1	2	B	4		
6	7	8	9	10	11	12		3	4	5	6	7	8	9		7	8	9	10	11	A	13		5	6	7	8	9	10	11		
13	14	15	16	17	18	19		10	11	12	13	14	A	16		14	15	16	17	18	B	20		12	13	14	15	16	A	18		
20	21	22	23	24	25	26	0	17	18	19	20	21	B	23	12	21	22	23	24	25	A	27	14	19	20	21	22	23	B	25	16	
27	28	29	30	31			0	24	25	26	27	28	A	30	3	28	29	30					7	26	27	28	29	30	A		4	
								31																								
November 2025								December 2025								January 2026								February 2026								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
						1			1	2	3	4	A	6						1	2	3		1	2	3	4	5	A	7		
2	3	4	5	6	B	8		7	8	9	10	11	B	13		4	5	6	7	8	A	10		8	9	10	11	12	B	14		
9	10	11	12	13	A	15		14	15	16	17	18	A	20		11	12	13	14	15	B	17		15	16	17	18	19	A	21		
16	17	18	19	20	B	22	14	21	22	23	24	25	26	27	11	18	19	20	21	22	A	24	14	22	23	24	25	26	B	28	13	
23	24	25	26	27	28	29	3	28	29	30	31				3	25	26	27	28	29	B	31	4								6	
30																																
March 2026								April 2026								May 2026								June 2026								
S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
1	2	3	4	5	A	7					1	2	3	4							B	2			1	2	3	4	5	6		
8	9	10	11	12	13	14		5	6	7	8	9	A	11		3	4	5	6	7	A	9		7	8	9	10	11	12	13		
15	16	17	18	19	A	21		12	13	14	15	16	B	18		10	11	12	13	14	B	16		14	15	16	17	18	19	20		
22	23	24	25	26	B	28	13	19	20	21	22	23	A	25	17	17	18	19	20	21	22	23	11	21	22	23	24	25	26	27	0	135
29	30	31					3	26	27	28	29	30			3	24	25	26	27	28	29	30	4	28	29	30					0	40
																31															Total	175

+5 PD Days		A	B	
1st	Q	21	21	42
2nd	Q	21	24	45
3rd	Q	20	22	42
4th	Q	22	24	46
	Total	84	91	175

	Hours
Full Days= 135	832.55
Partial Days: 40	160
Total Days 175	992.55
6 hours 10 minute days	
4 hours	

First/Last Day of Term
Holidays/Breaks
End of Quarter
1/2 Days
Parent-Teacher Conf 2:00 - 5:00 pm

Back to School Night 6 pm - 8 pm
1st and Kinder Parent Orientation 5
Lottery for 2025-2026 school year
Teacher Professional Development
Teacher Orientation

FINANCE COMMITTEE

PURPOSE

The Finance Committee of the Vista Board of Directors works in partnership with the Vista School Director and Business Manager to provide the Vista School Board with required budgetary details to comprehensively oversee the school's finances and financial policies.

RESPONSIBILITIES

- **Budget Review:** Collaborate with the Vista School Director and Business Manager to review and provide feedback on the annual budget that aligns with the school's educational goals and priorities.
 - **Compliance Monitoring:** Ensure adherence to the school's approved annual budget as well as to state and federal financial regulations.
 - **Financial Oversight:** Monitor the school's financial health, including revenue and expenditures, by conducting periodic reviews of financial statements.
 - **Financial Reporting:** Present financial recommendations effectively and transparently to Board members and other stakeholders, including parents and community members, at the monthly Board meetings.
 - **Long-term Planning:** Assist in the development of long-term financial strategies and forecasts.
 - **Policy Recommendations:** Propose financial policies and procedures for managing Vista School's assets to the Board.
 - **Resource Allocation:** Assess resource allocation to ensure alignment with the school's goals.
 - **Risk Management:** Identify and mitigate financial risks that could affect the school's operations.
 - **Training and Support:** Develop and implement a board-level training program to provide guidance and support to Board members regarding reading financial reports and understanding finance policies.
-

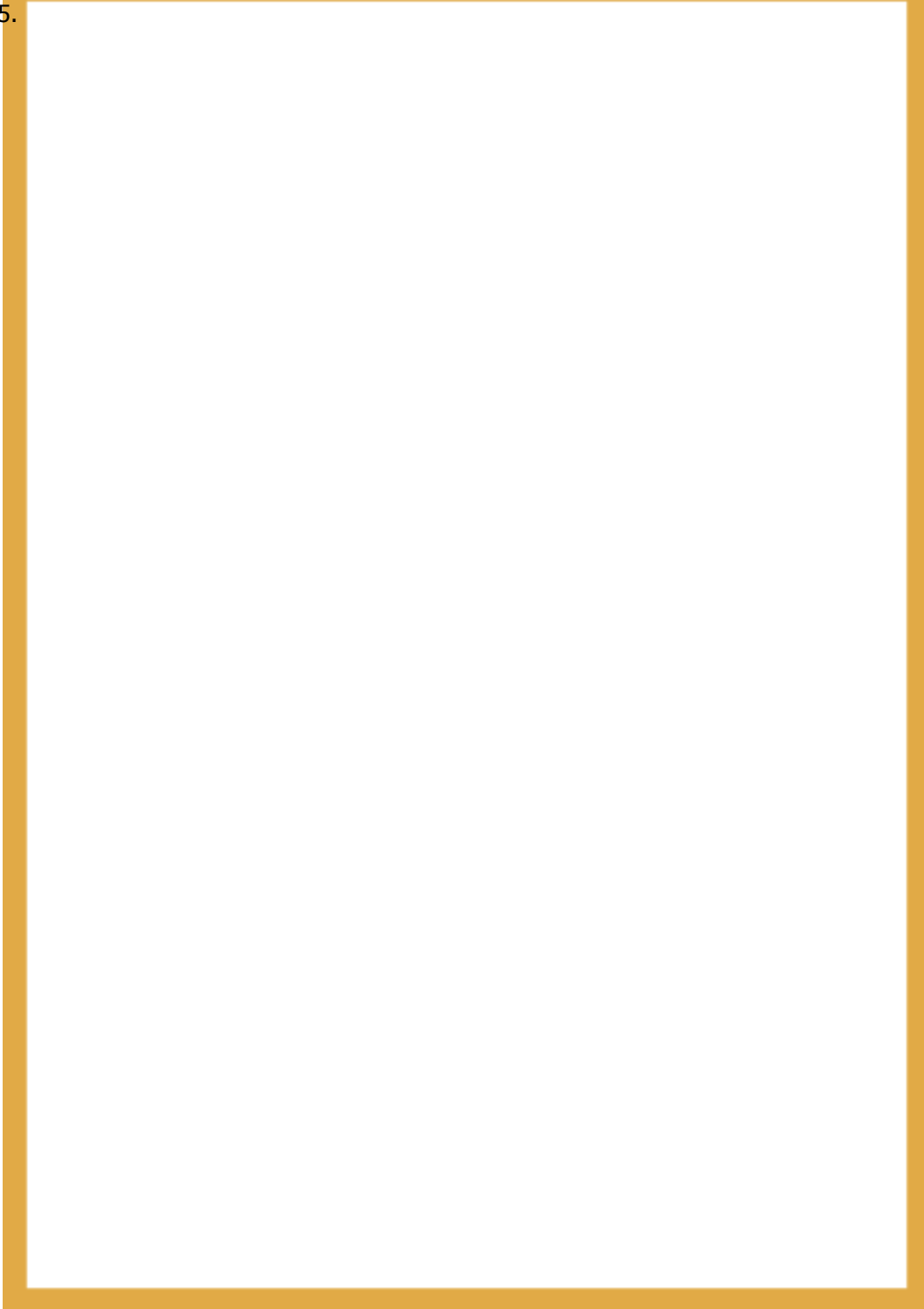
COMPOSITION

- A minimum of one member of Vista's Board of Directors.
 - The Vista School Director and Business Manager.
 - Parents or guardians of current student(s) and/or community members with financial expertise, provided they have no conflicts of interest with the school.
-

GOALS

- Assure the financial stability and integrity of Vista School by complying with bond covenants, state financial benchmarks, and other objectives adopted by the board.
- Develop a five-year financial plan to present to the board.

- Assess financial risks.
- Comply with state public records laws to ensure financial transparency.
- Compile a categorical list of capital assets to be completed by June 2025.
- Reassess programs and reallocate funds to teacher salaries, hiring additional employees, converting underutilized areas to functional space, and expanding budget for AY25-26 to be completed by June 2025.





Board Strengths and Needs Assessment

Section 1: Board Member Skills Inventory

Please assess your level of expertise in the following areas (Rate from 1-5, with 1 being no experience and 5 being expert-level).

Skill/Expertise	1	2	3	4	5
Education & Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy Writing & Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal & Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management & Budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising & Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing & Community Outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities & Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: Board Composition & Viability

1. Does the board currently have members with a mix of expertise necessary to support the school's success?

- ☐ Yes
- ☐ No (If no, what areas are missing?)

i. _____

2. What are the biggest challenges the board faces in fulfilling its governance responsibilities?
3. Are there any upcoming school initiatives or strategic priorities that require additional expertise on the board?



Vista Board of Directors Job Descriptions

Research supports what we observe anecdotally—that schools with strong academic performance are led by engaged, well-trained, and knowledgeable board members. These board members have a thorough understanding of their school, including the demographics of their students and the institution’s strengths and challenges. They have a clear understanding of their roles and responsibilities, and hold high expectations for high academic success for all students at Vista.

The current Board of Directors is composed of five (5) board members. In accordance with the Vista School Charter, the Board must have a minimum of five members and no more than seven. Board members serve staggered terms, with each term lasting two years, and may serve up to three consecutive terms. The Board will review the terms annually.

The governance committee assesses the strengths and weaknesses of the board and seeks individuals who have expertise in areas that will enhance the board’s effectiveness. The job descriptions outlined in this document define the roles and responsibilities of board officers, as well as the performance expectations for the individual director .

CHAIR

Member of: Board of Directors

Elected by: Board of Directors

Reports to: Board of Directors

Supports: School Director

Term of Office: Two (2) years. The term is renewable with the approval of a majority vote from the board. No director may serve more than three consecutive 2-year terms. The term of service will begin on July 1 and end on June 30, aligning with the school year. Directors are selected and appointed by a majority vote of the board.

If a director resigns or their consecutive term expires, they must wait a minimum of two (2) years before being reappointed by the board.

Board term limits ensure the composition of the board aligns with both current and future leadership needs.

General Responsibilities: The Board Chair is the principal volunteer leader of the Vista Board of Directors, responsible for presiding over all board meetings and any other meetings as needed . The Board Chair serves as an ex officio member of all committees within the organization. Additionally, the Board Chair oversees the implementation of board and school policies, ensuring that effective administrative practices are established and upheld .

Specific Responsibilities: Collaborates with the School Leader, fellow board officers, and committee chairs to develop agendas for Board of Directors meetings and presides over these meetings.

1. In consultation with other board officers, appoints board members and/or other volunteers to key leadership positions, including committee and task force chairs, while fostering leadership development and succession..
2. Collaborates with the Board of Directors, school leadership, and other volunteer leaders, as needed and in alignment with the Vista School bylaws and mission, to establish and maintain systems for:
 - Planning the school's human and financial resources and setting priorities for its future growth.
 - Evaluating operational effectiveness and determining priorities for future development.
 - Ensuring compliance with legal and ethical standards.
 - Hiring and evaluating the Director.
 - Developing and maintaining a strong and effective board culture.
3. Assumes fiduciary responsibilities and signs contracts on behalf of the board, in alignment with the school's by-laws.
4. In collaboration with the Governance Committee, oversees the development of the board to enhance its effectiveness and efficiency. . Additionally, the Chair shall:
 - Train the Vice Chair to competently assume the Chair's responsibilities in their absence.
 - Provide and oversee the training of the Board Secretary
 - Facilitate training for the Board Treasurer as needed.
5. Collaborates with the Director and other board officers to establish both short-and long-term goals and expectations for the board, ensuring alignment with t organizational priorities and governance objectives .
6. Communicates effectively with and supports the Director in their role as the school's manager .emphasizing the importance of the board's focus on governance rather than management.
7. Collaborates with the Committee Chairs and the Director to stay informed about committee activities and ensure they have the necessary resources to carry out their responsibilities . Additionally, works to ensure effective and efficient communication between the committees and the board.
8. Collaborates with the Parent Teacher Organization (PTO) to ensure their priorities align with Vista's mission and vision.
9. Fosters a safe environment for decision-making by encouraging participation, welcoming diverse perspectives, and promoting open discussions to facilitate shared decision-making.
10. Communicates effectively with the board to promote decision-making, encourage participation, and maintain a proper balance of responsibility between board and staff.
11. Serves as an advocate for staff, when appropriate and/or required.
12. Engages with key stakeholders when it is determined that the Chair is the best representative of the organization for important meetings, written communications, expressing gratitude to major donors, and other similar activities.

Qualifications:

- A deep understanding of, commitment to, and energy necessary to support Vista School and its mission, vision, philosophy, values, and goals.
- Knowledge of governance and management responsibilities, particularly regarding paid and volunteer staff.

- Strong leadership skills to inspire a shared vision for the school and the board's work. Driven by a commitment to the mission, the Chair should lead the board in defining and committing to a unified vision for the future of the school.
- Willingness and ability to develop a robust network of relationships within the broader community to leverage resources (financial, human) for the organization.
- A strong, shared vision with staff regarding the school's mission and goals for student learning.
- Excellent facilitation and communication skills, with an understanding of group dynamics .
- Objectivity to ensure productive dialogue and encourage contributions from all perspectives .
- Decisiveness to address and resolve difficult issues, while keeping board operations on track. .
- The ability and willingness to support, encourage, and develop a strong, entrepreneurial school leader.
- Strong organizational skills.

Indicators of effectiveness:

- Achieves annual goals set at the beginning of the leadership term, including specific development goals.
- Is regarded by other board members as being fair, receptive to all viewpoints, decisive, and actively contributing to a results-focused culture that prioritizes student needs.
- Is viewed by staff as supporting and adding value to their work.
- Is considered by the majority of parents and community members as accessible, fair, constructive, and a true representative of the broader interests of the school community.

VICE CHAIR

Member of: Board of Directors

Elected by: Board of Directors

Reports to: Board of Directors

Supports: Board Chair

Term of Office: Three (3) years. The term is renewable with the approval of a majority vote of the board. No director shall serve more than two consecutive terms. The term of service will begin on July 1 and end on June 30, aligning with the school year.

If a director resigns or their consecutive term in office expires, they must wait a minimum of two (2) years before being reappointed by the board.

Board term limits ensure the composition of the board aligns with both current and future leadership needs.

General Responsibilities:

The Vice Chair of the Board serves as the secondary volunteer leader of the Vista Board of Directors, stepping in to fulfill the Chair's responsibilities when needed. The Vice Chair also assists with the Chair's activities, sharing duties as appropriate.

Specific Responsibilities:

1. In the absence of the Chair, the Vice Chair:
 - Presides over meetings of the Board of Directors

- Serves as an ex officio member of committees.
- 2. Assists the Chair in developing the agendas for Board meetings.
- 3. Advises the Chair on the selection of board members and other volunteers for key leadership roles, including chairs of board committees and task forces.
- 4. Assumes fiduciary responsibilities in accordance with the school's by-laws.
- 5. Supports the Chair by taking on the responsibility of communicating with Committee Chairs as needed.
- 6. Provides support and constructive challenge to the Chair in fulfilling their responsibilities, ensuring that organizational priorities and governance issues are addressed effectively and efficiently.
- 7. Represents the board in the community, particularly at events at which the chair is unable to attend.
- 8. Carries out other duties as assigned by the Chair.

Qualifications:

- A deep understanding of, commitment to, and enthusiasm for supporting Vista School's mission, vision, philosophy, values, and goals.
 - Knowledge of governance and management responsibilities, and how they relate to both paid and volunteer staff.
- Strong leadership and collaboration skills to support the Chair and offer alternative solutions in the best interest of the organization.
- Excellent facilitation and communication skills, with a strong understanding of group dynamics.
- Ability to remain objective, ensuring productive dialogue and encouraging contributions from all perspectives.
- Decisiveness to address and resolve complex issues while keeping board business on track.
- Strong organizational skills.

Indicators of effectiveness:

- Achieves annual goals set by the board at the start of the leadership term.
- Considered by fellow board members as fair, open to all viewpoints, decisive, and fostering a results-oriented culture focused on student needs.
- Recognized by staff for supporting and adding value to their work.
- Viewed by a majority of parents and community members as accessible, fair, constructive, and representing the interests of the broader school community.

TREASURER

Member of: Board of Directors

Elected by: Board of Directors

Reports to: e Chair and Board of Directors

Supports: School Director, Business Manager, and other financial officers, as needed.

Term of Office: Three (3) years. The term is renewable with the approval of a majority vote of the board. No director shall serve more than two consecutive terms. The term of service will begin on July 1 and end on June 30, aligning with the school year.

If a director resigns or their consecutive term in office expires, they must wait a minimum of two (2) years before being reappointed by the board.

Board term limits ensure the composition of the board aligns with both current and future leadership needs.

General Responsibilities:

Provides guidance on the financial management of the school and helps the board fulfill its financial (budgetary? oversight responsibilities.

Specific Responsibilities:

1. Chair of the Finance Committee.
2. Provides direction for overseeing the school's financial record-keeping and accounting policies.
3. Ensures timely and meaningful financial reports are presented to the board.
4. Ensures the annual budget is submitted to the board for approval on time and leads the monitoring of budget implementation.
5. Oversees the development and board review of financial policies and procedures., and, with the Finance Committee, ensures adherence to these policies.
6. Develops and monitors any investment policies adopted by the board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in ensuring compliance with federal, state and other financial reporting requirements.
9. In collaboration with the Audit Committee, reviews the audit results, including the management letter, develops a remediation plan if necessary, and presents the results to the board.
10. Takes responsibility for designing an annual board education program to enable all board members to effectively oversee the financial health of the organization.

Qualifications:

- Understanding of, commitment to, and enthusiasm necessary to support Vista School's mission, vision, philosophy, values, and goals.
- Knowledge of governance and management responsibilities, particularly in relation to paid and volunteer staff.
- Strong understanding of the school's record-keeping, accounting systems, and financial reports.
- Ability to focus on both the short-term and long-term financial health of the school.

Indicators of effectiveness:

- Achieves annual goals set by the board at the beginning of the leadership term.
- Is viewed by fellow board members as transparent and efficient in delivering financial reports, while also being a strong advocate for the integrity of the school's fiscal management.
- Is seen by staff as supportive and contributing value to their work.
- Is perceived by a majority of parents and community members as accessible, fair, constructive, and representing the broader school community's interests.

SECRETARY

Member of: Board of Directors

Elected by: Board of Directors

Reports to: Board Chair and the Board of Directors

Supports: Board Chair

Term of Office: Three (3) years. The term is renewable with the approval of a majority vote of the Board. No director shall serve more than two consecutive terms. The term of service will begin on July 1 and end on June 30, aligning with the school year.

If a director resigns or their consecutive term in office expires, they must wait a minimum of two (2) years before being reappointed by the Board.

Board term limits ensure the composition of the board aligns with both current and future leadership needs.

General Responsibilities:

The Board Secretary is responsible for various administrative and governance-related tasks to help ensure accurate documentation and effective functioning of the full board. As the record keeper, the Secretary maintains legal documents for the board, including meeting minutes, school policies, and other official Vista School Board records. This position also plays a key role in facilitating communication between the board, management, and members.

Specific Responsibilities:

1. Certify and maintain in the Director's office the original Charter, Articles of Incorporation, and By-Laws, or updated copies of these documents as amended or altered.
1. Collaborate with the Chair to assist in preparing and posting agendas for Board of Directors meetings.
2. Work with board members to prepare and distribute packets for board meetings.
3. Maintain a book of minutes for all Board of Directors meetings and committee meetings in the Director's office or another designated location. Minutes should record the time, place, and type of meeting (regular or special), how the meeting was called, how notice was given, the names of those present or represented, and the proceedings of the meeting.
4. Present copies of all board meeting minutes for approval by the board.
5. Ensure board meeting notices are given in accordance with the Bylaws or as required by law.
6. Serve as the protocol officer of the board, ensuring proper documentation and posting of meeting minutes, meeting notifications, and committee reports, as well as the adherence to open meeting laws and other legal and ethical procedural requirements.
7. Perform all other duties associated with the office of the Secretary, as well as any additional duties required by law, the Articles of Incorporation and/or Bylaws, or assigned by the board .

Qualifications:

- Understanding of, commitment to, and enthusiasm necessary to support Vista School's mission, vision, philosophy, values, and goals.
- Knowledge of governance and management responsibilities, particularly in relation to paid and volunteer staff
- Willingness to learn and understand the required record-keeping for the position and the applicable laws of the State of Utah.
- Strong organizational skills and attention to detail.

Indicators of effectiveness:

- Achieve annual goals set by the board at the start of the term.
- Is viewed by fellow board members as an accurate and reasonable steward of the school's decision-making history and is consistently mindful of the duties and requirements of public service.

- Is seen by staff as supportive and contributing value to their work.
- Is perceived by a majority of parents and community members as accessible, fair, constructive, and representative of the broader school community's interests. .

INDIVIDUAL DIRECTOR PERFORMANCE EXPECTATIONS

Term of Office: Three (3) years. The term is renewable with the approval of a majority vote of the Board. No director shall serve more than two consecutive terms. The term of service will begin on July 1 and end on June 30, aligning with the school year.

If a director resigns or their consecutive term in office expires, they must wait a minimum of two (2) years before being reappointed by the Board.

Board term limits ensure the composition of the board aligns with both current and future leadership needs.

General Responsibilities:

Each director is responsible for actively engaging in the work of the Vista School Board of Directors and contributing to the overall life of the school. Directors are expected to affirm and work toward fulfilling the performance expectations outlined below. These expectations should be clearly communicated before nominating any candidate for the board. The Vista Board will only nominate the candidate once they have agreed to meet these expectations. In addition to the responsibilities listed, each director is expected to support fellow board members in fulfilling the tasks outlined in the job description for Vista School Board Members.

Specific Organizational/Operational Responsibilities:

1. Read and become familiar with the Vista School Charter, understanding and supporting the key promises made to the authorizer and the school community, as well as the methods outlined to fulfill these promises.
 - Understand and commit to upholding the Vista School Charter, along with its mission, vision, philosophy, and values.
 - Keep the school's mission and vision clearly in focus through frequent review.
 - Utilize the charter's mission and vision as a guide for all organizational planning, board decision-making, and prioritizing scarce resources.
 - Use the charter as a tool to assess all program activities and ensure the school stays aligned with its original purpose.
2. Select the School Director
 - Reach consensus and develop a written job description for the Vista Director.
 - Conduct a careful search to hire the most qualified individual for the position.
 - Oversee and approve the negotiation and signing of the salary/wage agreement.
3. Support the Director and regularly review their job performance
 - Provide frequent and constructive feedback.
 - Assist when board members overstep their prerogatives or misunderstand their roles.
 - Offer compliments for exceptional accomplishments.

- Establish an annual written performance and development plan review, along with periodic interim reviews throughout the year. The process for these reviews should be agreed upon with the School Director well in advance.
4. Ensure effective organizational planning
 - Understand the difference between governance and management.
 - Approve an annual organizational and accountability plan with concrete, measurable goals that align with the charter.
 - Form an effective committee structure that aligns with the school's key goals. Each committee should provide an annual action plan and contribute meaningful work between board meetings.
 - Set clear, measurable, and strategic long-term goals to continually advance the school's mission and vision.
 5. Manage resources effectively
 - Understand the school's finances.
 - Monitor budget implementation through regular, periodic financial reports.
 - Approve the annual budget.
 - Approve accounting and personnel policies.
 - Ensure an independent annual audit by a qualified CPA.
 - Ensure adequate insurance coverage for students, staff, visitors, the board, and the school's assets.
 6. Determine, monitor, and strengthen school programs and services
 - Ensure programs and services align with the school's mission and charter.
 - Approve measurable organizational outcomes.
 - Approve annual, achievable board and management level goals.
 - Monitor progress toward achieving these outcomes and goals.
 - Assess the quality of the programs and services.
 7. Enhance the school's public standing
 - Serve as ambassadors, advocates, and community representatives for the school.
 - Ensure that no board member speaks on behalf of the board unless specifically authorized.
 - Provide for a written annual report and public presentation detailing Vista's mission, programs, financial condition, and progress toward charter promises.
 - Approve the goals of an annual public affairs program.
 8. Ensure legal and ethical integrity and maintain accountability
 - Establish policies to guide the school's board members and staff.
 - Develop and maintain adequate personnel policies and procedures, including grievance mechanisms.
 - Adhere to the provisions of the school's bylaws and articles of incorporation.
 - Follow all local, state and federal laws and regulations applicable to the school.
 - Ensure compliance with all relevant government regulations at the federal, state, and local levels.
 9. Assess board performance
 - Recruit new board members who provide needed skills, experience, and diversity.
 - Develop, review annually, and revise board policies and a board handbook.
 - Cultivate improved board performance through education and training.
 - Conduct an annual evaluation of the full board and individual directors.

Specific Individual Responsibilities:

1. Advocate, actively promote, and serve as an ambassador for Vista School's mission, vision, philosophy, values, and goals.
2. Work alongside fellow board members to fulfill board membership obligations .
3. Contribute to effective Board operations
 - Focus on the best interests of the organization and group, not personal agendas.
 - Support board decisions once made.
 - Engage in honest self-assessments and evaluations of both personal and board performance.
 - Focus on governance matters rather than management issues.
4. Regularly attend board and committee meetings, preparing by reviewing materials and bringing them to meetings. Notify the Chair at least 24 hours in advance if unable to attend
5. Be prepared to contribute approximately 5-10 hours per month toward board service, which may include:
 - Attending one board meeting a month (1-3 hours)
 - Participating on a board committee (1-2 hours)
 - Reading materials and preparing for meetings (1-2 hours)
 - Attending school events and assisting with fundraising and/or other ambassador tasks (1-2 hours)
6. Attend and participate in the annual open house and summer festival events.
7. Participate in the annual board in-service retreat and other scheduled board training sessions
8. Keep informed about school issues by reviewing materials, engaging in discussions, and asking strategic questions.
9. Leverage personal and professional contacts and expertise for the benefit of Vista.
10. Serve as a member or chair of a committee or task force when needed.
11. Disclose any potential conflicts of interest whether real or perceived to the Board of Directors and adhere to any subsequent decisions regarding the situation.

VISTA SCHOOL BOARD MEMBER SUCCESSION

Purpose: To establish a consistent and organized process for replacing Vista School Board members, ensuring seamless continuity in governance and school operations when a Board member departs.

Board Succession Procedure: To maintain the stability of the Board, members will follow the succession, appointment, and election procedures outlined in the Vista Bylaws and Articles of Incorporation. Board members will, whenever possible, provide sufficient notice of their resignation to allow time for the training of new members and to support ongoing governance functions at the school.

PUBLIC AFFAIRS COMMITTEE

PURPOSE

The Public Affairs Committee of the Vista Board of Directors is tasked with steering the school's public engagement and communication efforts to bolster support and awareness among its stakeholders. This includes current and prospective families, board members, donors, partners, elected officials, and alumni. The committee focuses on enhancing the school's profile and supporting its strategic communication objectives, ensuring that Vista School consistently presents itself positively and proactively addresses any negative perceptions.

RESPONSIBILITIES

- Develop and implement strategic communication plans that effectively reach and engage diverse audiences, utilizing tools such as social media, special events, parent bulletins, and news media.
 - Showcase Vista School's achievements in academics, performing arts, and technology to highlight the institution's strengths and success stories.
 - Maintain active and transparent communication channels to ensure stakeholders are well-informed and supportive of the school's initiatives.
 - Utilize feedback from regular stakeholder surveys to refine communication tactics and strategies, ensuring responsiveness to community needs and perceptions.
 - Manage and safeguard the school's brand and public image across all communication platforms, aligning them with Vista's core values and educational goals.
 - Facilitate the creation and dissemination of marketing materials that effectively promote the school's unique programs and successes to both current and potential students and their families.
 - Provide ongoing updates to the Board and the wider school community regarding new initiatives, progress, and noteworthy developments.
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COMPOSITION

A minimum of one member of Vista's Board of Directors

May include one or more individuals from the community with relevant experience. This person should not have any conflicts of interest with the school.

May include parents or guardians of a current student(s) who has marketing or public affairs knowledge or experience.

GOALS

1. By April 2025, collaborate with Dr. Blasko and administrative leadership to develop a case statement and an annual report that highlights the value and contributions of Vista School.
2. By May 2025, develop a comprehensive list of prospective families, board members, current and prospective donors, partners, elected officials, and alumni to include in communications about events, successes, and initiatives.
3. By May 2025, obtain approval of satisfaction survey questions and resend via Google Forms or launch new survey using the school's platform.