

George Washington Academy
Thursday, December 19, 2013
7:00 p.m.

Board Meeting Minutes

The Board work session began at 7:00 p.m. at the

Location: 2277 S 3000 E St George, UT
Board Room, Portable Building

Work Session: Anna Bohannan trained the Board on Policy Development.

The Board meeting convened at 7:30 p.m. following the work session.

Location: 2277 S 3000 E St George, UT
GWA Gymnasium

Board Members Present: Shannon Greer, President; Tiffany Draper; Kody Young, Vice President; Steve Wattles; Owen Olsen; Matt Hafen, Secretary; and Patrick Carroll, CFO

Board Members Absent: Adam Lofgran.

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Glenda Raschke, District Manager; Thayne Smith; Rachelle Crawford; Kaber Esplin; Steve Finley; Phil Loomis; John Hook; Heather Erickson; Anna Bohannan; and Steve Erickson

Board President Welcome: Shannon Greer

Roll Call: Shannon Greer, President

Pledge of Allegiance: Kody Young

Approval of Minutes: Matt Hafen requested that the term “Agenda” be replaced by “Minutes” on the heading. Owen Olsen motioned to approve the Minutes from the November 21, 2013 meeting with the changes indicated above. Tiffany Draper seconded the motion, which passed unanimously.

Public Opportunity to Address the Board: Phil Loomis addressed the Board and expressed his gratitude for the job that Mr. Fawson has done and the importance of continuity in leadership at GWA. He recommended that the Board promote Anya Yeager to the position of Principal. John Hook addressed the Board and discussed his experience working with Anya and his experience watching her as an administrator during his time on the Board, and expressed his recommendation that we give her close, careful consideration for the Principal position. Anna Bohannan addressed the Board and expressed her feeling that Administration should be going to

the national charter conference annually. Shannon Greer read the comments of Glory Kline in support of Anya Yeager into the minutes.

Kody Young set the time for adjournment at 10:16 p.m.

Administration Report:

- Don Fawson presented a report of reasons that students have moved from GWA, which ranged from students moving, some finding GWA too challenging, and other reasons.
- Don Fawson presented that there were a few injuries this week due to the snow and ice.
- Enrollment Report and Employee hours reported vs. budgeted (overtime) – Anya Yeager reported that we are at 1,014 students, 96.5% attendance and 98.3% tardies, and overtime is at 62.5 hours since July 1, 2013.
- Anya Yeager reported that the School Admin program is working very well for them and has been very efficient. They have almost 800 applications already filled out for next school year – the deadline for applications is January 17. We have advertised in ValPak and have an advertisement coming out December 30-January 6 in Megaplex Theatres
- Mrs. Yeager reported that administration has met with SUU to discuss an opportunity to train and place new teachers. From February 3-7 they would like to come visit our school, sit in classrooms, review the curriculum, and then student-teach while our faculty have professional development and planning time.
- GWA has been approved for a chapter of the National Junior Honor Society, and will start taking applications this Spring. This will be a great opportunity for GWA students.
- Don Fawson reported that there have been a number of unusual lice cases at the school that they are dealing with. They are being proactive – the PTO came in and looked at every single class and student. We will discuss a proposed policy next month which will include procedures for dealing with lice.
- Anya Yeager reported the Trimester 1 scores and discussed the test results with the Board.
- **Status of State Reports Due in December**
 - UTREx/Data Cleaninghouse File Upload for December 1 Child Count Enrollment Report (SCRAM) (December 10) - Glenda Raschke reported that Power School is working much better than it was but is still not functioning how they would like it to.

Financial Report: Red Apple reported the Financial Summary and Financial Detail Report as of November 30, 2013 to the Board. They explained any irregularities in the numbers and reported that GWA is in solid financial shape. Property and equipment is a little high due to some equipment we had to purchase early in the year. The insurance costs have been high because we are changing insurance, but we expect a refund. The school's financial ratios look strong. They provided each Board member with a copy of the Financial Statements and other reports from Squire. Squire provided an unqualified opinion on the financial statements. The audit had one suggestion regarding the uninsured cash. Patrick Carroll reported that the Finance Committee has reviewed this.

- **Status of State Reports Due in December:** None.

Committee Reports (3 min each):

- **Policies** – Matt Hafen, Chair, had nothing to report.

- **Compensation-** Patrick Carroll, Chair reported that the committee has recommendations to vote on later in the meeting. He also reported that they have checked up on locking in rates before the Affordable Care Act completely kicks in, and have learned that there likely will not be much benefit to this.
- **Finance** – Patrick Carroll, Chair, reported that the process of changing insurance is progressing.
- **Investment** – Glenda Raschke, Chair, reported that the Investment Committee introduced the new 401(k) program to the teachers and received a very positive reaction to it.
- **Continuation** – Shannon Greer reported that we will be selecting a new Administrator for GWA tonight.
- **Curriculum** – Shannon Greer had nothing to report.
- **Accreditation**– Don Fawson, Chair, had nothing to report.
- **Charitable Giving** – Stephen Wattles, Chair, had nothing to report.
- **Technology** - Kent Schwager, Chair, reported that the WiFi is being upgraded in January. He reported that the WiFi cost is about \$17,711, which is a little higher than what was approved. He will present a new PO of the amount needed for additional cable for Patrick Carroll and Don Fawson to sign. The installation of Deep Freeze is going well with no complaints yet. He also reported that the projectors have stabilized themselves for the most part. They are still having significant issues with the Star Boards. Next Board meeting they will have a plan that they think will save most of the Star Boards. When it comes time to buy new tablets, the teachers will need something to be able to present materials on the board from anywhere in the classroom. They have been asking for 1 volunteer teacher per grade level and assigning them to teach the other teachers of their grade level. Kaber Esplin and Kent reported on potentially using Chromebooks in the school for educational purposes. Kody Young recommended that the Curriculum Committee review what teachers are doing to teach technology and pick a platform, Chrome or Microsoft, and stick with it.
- **Outreach** – Owen Olsen, Chair, had nothing to report.
- **LAND Trust** – Shannon Greer had nothing to report.
- **Grant Writing** – Tiffany Draper, Chair, reported that she has received some information on grants that we can discuss later.
- **PTO Committee** – Tiffany Draper, Chair, reported that GWA has had 8,536.6 volunteer hours from parents. Glenda Raschke asked for a monthly report of what the volunteer hours should be at this point, and what it was last year.
- **Board Development** – Next month we will have a training from Kent Schwager and Kaber Esplin regarding technology options.
- **Board Recruitment** – Shannon Greer, Chair, asked Board members whose terms are ending to send an email to Shannon regarding their desire to continue on the Board.

Additional Discussion and/or Action Items:

- Expenditures over \$3,000:
 - National charter school conference 2014 – The Board and Administration discussed the benefits of this conference.
 - Kody Young motioned to accept the \$4,032 cost for the National Charter School Conference 2014. Tiffany Draper seconded the motion, which passed unanimously.

- Administration Compensation Schedule – Patrick Carroll discussed increases in the principal and vice principal salaries.
 - Kody Young motioned to adopt the Administration Compensation Schedule as presented by Patrick Carroll. Owen Olsen seconded the motion. Steve Wattles amended the motion to change “Principal” to “Administrator”, which was seconded by Patrick Carroll and which passed unanimously.
- Salary Reconciliation Policy – Patrick Carroll presented the Salary Reconciliation Policy.
 - Patrick Carroll motioned to adopt the Salary Reconciliation Policy as presented in the Board Packet with the removal of one typo, removing the word “to”. Owen Olsen seconded the motion, which passed unanimously.
- PTO policy change – Patrick Carroll presented an amendment to the PTO Policy.
 - Kody Young motioned to adopt the PTO policy amendment as presented in the Board Packet. Patrick Carroll seconded the motion, which passed unanimously.
- Anaphylaxis (Severe Allergic Reaction) Policy – Anya Yeager presented the Anaphylaxis Policy for severe allergic reactions. This policy is a sample policy that Marlies gave to us. Patrick Carroll reported that he sent this to an allergist who reviewed it, and the only recommendation was to train “at least two people” instead of just stating “two people.” Mr. Fawson recommended stating “Administration and all front office staff shall be trained in the administration of epinephrine by auto-injector.” On the top line of the second page. He also recommended removing “unlocked” and remove the section requiring it to be maintained in an unlocked cabinet. Patrick Carroll recommended that we leave the unlocked cabinet language. Mr. Fawson stated that they have a locked medical cabinet and everyone knows where the key is and it is easily accessible.
 - Patrick Carroll motioned to adopt the Anaphylaxis (Severe Allergic Reaction) Policy as provided in the Packet, with the changes discussed above without a requirement for a locked cabinet. Kody Young amended the motion to state “maintain” instead of “provide” in the first sentence. Tiffany Draper seconded the motion, which passed unanimously.
- School Safety and Emergency Plan and Memo of Understanding
 - Patrick Carroll motioned to adopt the School Safety and Emergency Plan and Memo of Understanding as presented at last month’s Board meeting by Mike Winslow. Owen Olsen seconded the motion, which passed unanimously.

Shannon Greer motioned that the Board enter into a close sessions for the purpose of discussing the character or competence of an individual. A roll call vote was taken as follows:

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| Patrick Carroll – Yes | Steve Wattles – Yes |
| Shannon Greer – Yes | Matt Hafen – Yes |
| Owen Olsen – Yes | Kody Young – Yes |
| Tiffany Draper – Yes | |

A closed session was held

Being no further business for the closed session, Steve Wattles motioned to come out of the closed session.

Patrick Carroll – Yes
Shannon Greer – Yes
Owen Olsen – Yes
Tiffany Draper – Yes

Steve Wattles – Yes
Matt Hafen – Yes
Kody Young – Yes

Reconvene Open Session

- The Board voted on a new Administrator for the 2014-2015 school year as follows: Patrick Carroll motioned to accept the hiring committee's recommendation for Administrator of GWA. The motion was seconded by Steve Wattles, and passed unanimously.

Next Meeting: The next regular Board meeting will be held on Thursday, January 23, 2014 at 7:00 p.m.

Being no further business, Patrick Carroll motioned to adjourn. Steve Wattles seconded the motion, which passed unanimously.

Respectfully submitted by Matt Hafen, Secretary

APPROVED BY THE BOARD OF DIRECTORS ON JANUARY 23, 2014