

**George Washington Academy**  
**Tuesday, May 14, 2013**  
**8:30 p.m.**

**Board Meeting Minutes**

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

**Board Members Present:** Shannon Greer, President; Kody Young, Vice President; Steve Wattles; Matt Hafen, Secretary; Patrick Carroll, CFO; and Owen Olsen. Anna Bohannon arrived at 8:40.

**Board Members Absent:** Chet Wall

**Others Present:** Don Fawson, Principal; Anya Yeager, Vice Principal; Glenda Raschke, District Manager; and Tiffany Draper

*The Board meeting convened at 8:30 p.m.*

**Board President Welcome:** Shannon Greer

**Roll Call:** Shannon Greer, President

**Time for adjournment.** Kody Young set the time for adjournment for 9:30 p.m.

**Discussion and/or Action Items:**

**Options for structure of 8<sup>th</sup> grade:** Shannon Greer presented two options that are being considered for the 8<sup>th</sup> grade next year. Option 1 is to continue with one 8<sup>th</sup> grade class with a teacher and a teaching assistant, with the expectation that there will be 30 or less students in the class. Option 2 is to hire a second 8<sup>th</sup> grade teacher and implement a rotation system for 7<sup>th</sup> and 8<sup>th</sup> grade. If, at a future date, the Board determined that it was not in the best interests of the school to continue the 8<sup>th</sup> grade program, the rotation could be transitioned to the 6<sup>th</sup> and 7<sup>th</sup> grades. Owen Olsen mentioned that at the last meeting, it sounded like the rotation model was necessary to give the 8<sup>th</sup> grade a competitive advantage. Don Fawson confirmed that the rotation model is the best approach from an academic standpoint. The budget that is currently reviewing includes the 7<sup>th</sup> and 8<sup>th</sup> grade rotation. Patrick Carroll stated that we need to first decide what is best for the school, and then find a way to make it work. Anya Yeager stated that she feels strongly that the rotation model will be more effective than the current system.

Kody Young motioned that Administration be given authorization to hire one additional 8<sup>th</sup> grade teacher for next year. Steve Wattles seconded the motion, which passed unanimously. The Board confirmed that Administration has authority to determine how the rotation model will work.

Patrick Carroll mentioned that a report came out today that ranked George Washington Academy as #2 in the state and the Board congratulated Administration for this accomplishment. The Board discussed the need to publicize this information.

**Travel Policy:**

Patrick Carroll presented his proposed amendments to the Travel Policy, which consisted of changing the reimbursement rate from \$0.48 to \$0.34 per mile and changing the policy for meals to reimburse a predetermined amount for each meal regardless of the amount actually spent, although receipts would still have to be provided. GWA needs original receipts for audit purposes. Patrick Carroll also summarized the proposal that Kody Young provided which states that there are two different reimbursement rates for more than 100 miles per day and less than 100 miles per day, and also states that the lowest cost method of travel should be used. Don Fawson expressed that he preferred the policy that was sent out by Kody. Steve Wattles asked whether we want the burden of the documentation of the mileage to be on the employee. Don Fawson asked if Red Apple has any procedure that they usually use for this.

Owen Olsen motioned to approve the amendments to the Travel Policy as provided by Kody Young. Patrick amended the motion to add on to the bottom of the policy the section regarding meals and incidentals and motioned that the Board accept the Travel Policy amendment attached to these minutes. The Board and Administration clarified that all allowed meals are reimbursed unless otherwise specified in the policy.

Kody Young seconded the amended motion, which passed by all except Steve Wattles, who voted against.

Shannon Greer asked that the Travel Policy be put on the back of the reimbursement form again. Glenda Raschke confirmed that she will make sure this happens.

Mr. Fawson stated that as of July 1, Christine is terminating her employment. Administration is looking at bringing someone new on a month early to get trained.

Mr. Fawson also mentioned that he is working with Kaber to see if he can work on UTREX and Power School issues.

**Next Meeting:** May monthly meeting to be held on Thursday, May 30, 2013 at 7:00 p.m.

Being no further business, Steve Wattles made a motion to adjourn. Owen Olsen seconded the motion, which passed unanimously.

Respectfully submitted by Matt Hafen, Secretary

**MINUTES APPROVED BY BOARD OF DIRECTORS ON MAY 30, 2013**

## **Amendments to Travel Policy**

Approved by Board of Directors on May 14, 2013

### **Transportation**

In all instances, the least expensive transportation method should be used by employees traveling on GWA business. In the event that an employee desires to use a transportation method other than the least expensive method available for a trip, reimbursement will be made at the lowest cost method of travel available as calculated using the lowest rates/fares available within 30 days prior to the commencement of the trip.

#### **Air Travel**

GWA will reimburse the cost of economy class airfare, including the cost for one (1) checked bag. Costs for additional luggage, or for oversized or overweight bags, will be the responsibility of the employee. All Air Travel reservations shall be made by the GWA purchasing agent for the least expensive air fare available at the time reservations are made, unless otherwise specified by the Principal.

#### **Land Travel**

If a trip is estimated to average less than 100 miles per day, the Principal should approve an employee Personal Vehicle use. If a trip is estimated to average more than 100 miles per day, the Principal should approve an employee Car Rental use. All Land Travel reservations shall be made by the GWA purchasing agent for the least expensive land travel fare available at the time reservations are made, unless otherwise specified by the Principal.

#### ***Personal Vehicle***

For trips estimated to average less than 100 miles per day, GWA will reimburse employees for use of a personal vehicle at the rate of \$0.48 per mile. No reimbursement will be made for any depreciation, payments, maintenance, repairs, oil, insurance, vehicle registration fees, fuel, or any other charge for the required travel. Employees are responsible for carrying liability insurance. In the event that an employee desires Personal Vehicle use for trips estimated to average more than 100 miles per day, the employee shall be reimbursed for use of a personal vehicle at a rate of \$0.32 per mile. All personal vehicle reimbursement must be accompanied by a mapquest, googlemaps or other comparable documentation of distance traveled.

#### ***Car Rental***

GWA will reimburse employees for the cost of renting an approved vehicle, including associated gas charges. Employees traveling together must, whenever possible, share a vehicle. Rental car class will be determined by the number of travelers. The least expensive vehicle class that will reasonably accommodate all travelers should be selected. Employees should rent vehicles to be used for GWA business in their own names. The cost of any insurance accepted on a rental vehicle by an employee shall not be reimbursed.

#### ***Other Travel***

Taxi/Limousine Service/Rail or similar costs will be reimbursed where necessary for the conduct of GWA business. Prior approval should be obtained (where possible) from the Principal, and may be verbal or written.

## **Meals and Incidentals**

The GWA meal allowance covers one meal for every four hours (up to three daily meals). No reimbursement will be paid for meals for travel of less than four hours. Meals paid for or catered by outside vendors will not be reimbursed. If traveling to a conference where some meals are provided, reimbursement will not be paid for provided meals. Meal expenses must be properly documented, and itemized receipts must be submitted with reimbursement request form.

Employees will be compensated for each allowed meal (per criteria above) according to the following schedule:

Breakfast . . . . .	\$7.00
Lunch . . . . .	\$10.00
Dinner . . . . .	\$15.00