

George Washington Academy
Board Meeting Minutes
Thursday, March 22, 2012
7:00 p.m.

Location: 2277 S 3000 E St George, UT
Board Room, East Wing Addition

Board Members Present: Steve Wattles, President; Shannon Greer, Vice President; John Hook, CFO; Owen Olsen; Shanda Enfield; Patrick Carroll; and Blake Boulter.

Board Member Absent: Anna Bohannan, Secretary; Shauna Morgan.

Others Present: Don Fawson, Principal; Kevin Abraham, Business Administrator; Anya Yeager, Vice Principal; Marcia Abboud; Michelle Wilson; Matt Hafen; Shari Rammell; Patty Esquivel; Kristin Wagner; Phil Loomis

Board President Welcome: Steve Wattles

Roll Call: Steve Wattles, President; **Quorum Present**

Pledge of Allegiance: John Hook

Approval of February 23, 2012 and February 27, 2012 minutes: The following corrections to be made for the February 23, 2012 minutes:

- Principal's Report: Should state "\$20K was collected by the PTO for the purchase of the shade structure." Remove Mr. Abraham's name.
- Status of potential audit of FYE 2011 Financial Statement: Should read as FY 2011 Financial Statement.
- IRS Form 990 review: Should read "was prepared by the accounting firm". Remove accountant from sentence.
- Facilities: Last sentence needs to be restated as; "\$275,000 is currently being funded as required by the bond."
- Investment Policy: Should state "they are in fiduciary compliance." Remove will start fiduciary compliance.

Shannon Greer presented a motion to make the corrections as stated above. John Hook seconded the motion that passed unanimously.

Steve Wattles presented a motion to accept the minutes as amended and as stated. Patrick Carroll seconded the motion that passed unanimously.

Public Opportunity to Address the Board – None presented

Set time for adjournment: Steve Wattles set time for adjournment at 8:30 p.m.

Teacher Representative Report: Marci Abboud: No report at this time.

Administration Report: Mr Fawson reported that work on the shade structure has begun. It is the goal to have it completed the first or second week in April. A new custodian and a part time secretary have been hired to fill the vacancies we had. Patrick Carroll asked how the interview process for the District Manager position was coming. Mrs. Wilson indicated that there were approximately 30 applications. No interviews have been conducted yet but that process will begin soon. Mr. Fawson stated that things look good for our staffing next fall.

Anya Yeager presented the updated enrollment figures at 903 students as of March 22nd along with projected enrollment figures of 986 students for next year. There are currently 427 students on the wait list for 2012-2013 school year. She feels confident that we will have between 975-1000 students next fall.

The teacher evaluations are done and all of the teachers have been met with. Those with areas of concern are working on them. Jennifer McCorvey is also working with the teachers. The curriculum committee passed the Citizenship Rubric, along with the new Math Policy, in their meeting today. Mrs. Yeager will forward those documents to the board. These items will need to be voted on at next month's monthly board meeting. Board members were asked to review those documents and ask for any clarification/questions prior to our next scheduled board meeting.

Financial Report: Kevin Abraham presented the Profit & Loss Budget vs. Actual dated July 1 through March 17, 2012. Tuacahn is still interested in 2 of the portables. Valley Academy is also looking at 2, as well as, a charter school in Moab. There is a required financial training on April 16th, for financial administrators. School administrators, school board presidents and CFO's are encouraged to attend. The meeting will be in Salt Lake City, however, it will be available on-line. Steve Wattles will be in SLC on April 16th. He and Kevin will work out the details for the meeting. Mr. Abraham informed the board that GWA's Blue Cross insurance policy for employees is coming up for renewal. John Hook and Steve Wattles suggested that teachers begin filling out necessary paper work to allow us to shop around in the event the rates of our current policy go up. It would be good to have a conversation concerning the advantages and disadvantages of staying with our current provider and looking at another.

Discussion and/or Action Items:

- **Approval of the following items: (1) Amended Charter Application, (2) Amended and Restated Bylaws, and (3) Amended and Restated Articles of Incorporation-** Shanda Enfield was concerned about the wording in the Charter concerning library time. The Charter states library time must be supervised by a teacher. Kevin Abraham mentioned that our current librarian is a certified teacher. If that was not the case, Administration would then instruct the teacher to remain with her class since a certified teacher must be present in order for library time to count as part of the school day. Mr. Fawson and Mrs. Yeager were comfortable with the wording in the amended Charter. Matt Hafen restated to the Board the most recent changes to the Charter. These changes were emailed to the Board and Administration prior to the board meeting for review.
Shannon Greer presented a motion to approve the Amended Charter Application as provided. Shanda Enfield seconded the motion that passed unanimously.
Shannon Greer presented a motion to approve the Amended and Restated Bylaws as provided. Patrick Carroll seconded the motion that passed unanimously.
Shannon Greer presented a motion to approve the Amended and Restated Articles of Incorporation. Patrick Carroll seconded the motion that passed unanimously.

- **Steve Wattles read out loud the Unanimous Written Consent of Directors of George Washington Academy form for all the Board members to sign. Anna Bohannon and Shauna Morgan were not present at the meeting to vote on the above 3 items. However, they did review and sign the form on March 21, 2012 giving their consent.**
- **Approval of 2012-2013 school year calendar-** Anya Yeager presented the 2012-2013 school year calendar. Patrick Carroll asked if it mirrored the WCSD schedule. Mrs. Yeager replied that it does with two exceptions; GWA will start two days earlier and have two more days off during Christmas break. Patrick also asked why Back to School Night was held after school started. The reasons for doing this are as follows: 1) It allows parent's questions to be more specific since they have had a few days of school behind them. 2) By having Back to School Night after school has started, teachers are allowed to focus on getting their rooms ready and their plans finalized before students return. 3) Class lists are not posted until the Friday evening before school starts.
Steve Wattles presented a motion to approve the 2012-2013 school year calendar as presented. John Hook seconded the motion that passed unanimously.

- **K-3 Reading Benchmark Report-This item was tabled.**
- **Approval of policy for Use of GWA Facilities- This item was tabled.**
- **St. George Chamber of Commerce membership-** Steve Wattles informed the Board that it would cost \$125.00 a year to join the Chamber. The Chamber offers weekly lunches, which could be rotated between board members. Owen abstained from the vote citing a conflict of interest as he sits on the Board of Directors for the Chamber. **Steve Wattles presented a motion to join the St George Chamber of Commerce. Patrick Carroll seconded the motion that passed with Owen Olsen abstaining.**
- **UAPCS Conference in June-** Steve Wattles discussed the upcoming UAPCS conference in Salt Lake City. Early registration ends April 15th. The Board discussed who would be attending the conference. All 2012-13 board members, Administration, and teachers are welcome to attend the conference. Shanda Enfield was asked to register the Board members, along with Administration and/or faculty, in order to take advantage of the discount. Shanda will inquire as to what topics the workshops will address to see which teachers we should be sending. Steve Wattles and Shannon Greer are planning on attending.
- **Core Knowledge Leadership Institute-** Don Fawson informed the Board that in order for GWA to continue to be a Core Knowledge school, Administration must attend Core Knowledge Institute. The cost of the institute will be \$500.00 plus expenses per person attending. Following the training, there will be a required site visit, at an estimated cost of \$3,500.00. Recommendations will be given in areas that need improvement at the conclusion of the site visit. A second site visit, at an estimated cost of \$10,000, will be performed 3+ years following the first site visit. The process is similar to the accreditation process we are currently involved in. Mr. Fawson, Mrs. Yeager and Mrs. McCorvey will be attending training in Salt Lake City on April 3rd where they hope to find out more information and have their questions answered. This would be a budget item for FY 2012-13.
- **Compensation committee recommendation approval:**
 - **Full time/Full year position definition**
Patrick Carroll explained that the definition for Full time/Full year position would be defined as working all school days during the school year and working all weekdays during the summer except GWA recognized holidays. It applies to Administration and Secretaries. **Patrick Carroll presented a motion to approve the Full time/Full year position definition as presented. Shannon Greer seconded the motion that passed unanimously.**
 - **GWA recognized Holidays**
Patrick Carroll presented a motion to approve the following days as GWA recognized Holidays; Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Civil Rights Day, Presidents Day, Memorial Day, 4th of July, and Pioneer Day. John Hook seconded the motion that passed unanimously.
 - **Vacation accrual per pay period for Administration**
Patrick Carroll presented a motion to approve the accrual of 1 vacation day per pay period for Administration, with 24 pay periods per year. The definition for Full time/Full year, as stated above, applies to Administration as well. Owen Olsen seconded the motion that passed unanimously.
 - **Vacation accrual per pay period for Office Manager and District Secretary**
Patrick Carroll presented a motion to approve the accrual of .75 days of vacation per pay period for the Office Manager and District Secretary. The definition for Full time/Full year, as stated above, applies to both of these positions as well. Administration will approve all time off. John Hook seconded the motion that passed unanimously.
 - **Maintenance Supervisor work schedule and accrual of vacation per pay period.**
Patrick Carroll presented a motion to approve the Maintenance Supervisor's work schedule as working 52 weeks/year except GWA recognized holidays and accruing 0.75(6 hours)days of vacation per pay period. Time off must be approved by Administration. John Hook seconded the motion that passed unanimously. It is expected that the Maintenance Supervisor will work when students are not in the building.

- **Teacher Salary schedule adjustment**
Patrick Carroll presented a motion to amend the current teacher salary schedule. Teacher salary schedule will be adjusted as follows: Eliminate Lane 3 (BS Degree + 55 semester hrs approved credit) Change lane 5 from Doctorate to Masters Degree + 36 semester hours or Doctorate. Owen Olsen seconded the motion that passed unanimously.

The Board instructed Kevin Abraham, Business Administrator, that the approved changes take effect July 1, 2012.

- **Change date of April Board meeting-**Steve Wattles inquired if Board members wanted to change next month's board meeting since the school play will be taking place that night. It was agreed that the regularly scheduled meeting for next month not be changed.
- **Expenditures over \$1,000:**
 - **Hughes General Contractors \$10,971.00**
This bill represents items that had been overlooked. After a brief discussion, it was decided that the bill be paid rather than to contest it.
John Hook presented a motion to approve the expenditure for Hughes General Contractors in the amount of \$10,971.00 for the work that they did on the building. Shanda Enfield seconded the motion that passed unanimously.
 - **Waxie \$1,078.81**
Blake Boulter presented a motion to approve the expenditure for Waxie in the amount of \$1,078.81. Shanda Enfield seconded the motion that passed unanimously.

Committee Reports:

Charter, By-Laws, Handbook – Shauna Morgan, Chair: Steve Wattles thanked everyone who worked on the Charter, particularly Matt Hafen and Administration. The handbook is the next item this committee will be tackling.

Accreditation – Shannon Greer, VP, Chair: The Board is invited/expected to attend the breakfast on April 18th from 7 - 8:30 a.m. at the school. The visiting accreditation team will be mixing and mingling with faculty, staff, and the Board. Shanda Enfield asked for a "cheat sheet" of items we should be prepared to discuss. Shannon Greer agreed to put one together and will email out to all the board members prior to the breakfast.

Continuation – Blake Boulter, Chair; Blake Boulter spoke with Lawrence Featherstone from the LDS church regarding using their buildings in case of an emergency. LDS church policy prevents GWA from writing the use of their facilities in case of an emergency into our handbook. The committee will need to look at other avenues. There will be a meeting on Friday the 23rd with Risk Management where several of the Boards questions will be answered.

Investment Policy – John Hook, CFO, Chair; John Hook did not have anything new to report. The committee did meet and all their documents are in order.

Charitable Giving – Steve Wattles, Pres., Chair; Nothing to report at this time.

Curriculum – Shannon Greer ,VP, Chair; The committee met today and passed the new math policy along with the citizenship policy. Mrs. Yeager will forward an electronic copy of those policies to each board member. The Board will need to vote and approve those policies in the April board meeting.

Technology – Shauna Morgan, Chair; Steve Wattles would like to look into what SEDC (Southwest Educational Development Center) could do for GWA. Shanda Enfield mentioned that some of the services they offer are already

either contracted out or being performed by our faculty/staff. Steve would like to look at the cost savings in using their services and how well they are providing the services to other charter schools. Kevin Abraham mentioned that SEDC would like to meet on April 3rd to discuss their services. Steve Wattles asked Kevin to set-up a time on the 3rd to meet with them.

Outreach – Steve Wattles, Pres., Co-Chair; The committee has been busy with the caucus meetings. Joining the St. George Chamber of Commerce will help in developing our outreach program. GWA has been asked to host the CLIQUE meeting on April 27th. Shannon Greer mentioned that meeting has been rescheduled. Shannon is working with Reba and that information, along with any assignments, will be made available ASAP.

Facilities – John Hook, CFO, Chair; John Hook will be meeting with Mr. Sedgwick in order to create a 1, 5, and 10 year maintenance schedule. Creating a budget and timeline are the objectives.

Parent Teacher Organization – Anna Bohannon, Sec., Chair; Patrick Carroll reported that the PTO is looking into having their records audited. Since the PTO reports to the Board, they are asking the Board to assist them with this task. Kevin Abraham will ask Squire Accounting firm how much it would cost to have the PTO account done along with GWA's. The Hershey Track meet is scheduled for April 11th. Steve Wattles is in charge of the meet and he will send out information on the meet as soon as possible.

Board Development/Recruitment – Shanda Enfield, Chair:

Shannon Greer conducted this month's training on **Student Achievement Level Indicators** as provided on the USCSB website. Utah's Best Practices Guidance training will be conducted over the next few board meetings.

Shannon handed out a copy of the definitions and instructions for measuring student achievement levels. She read thru some of the most common terms that the Board will come across. She encouraged new and current board members to ask questions and ask for items to be defined if they are not familiar with the terms being used.

Closed Session – *pursuant to Utah Code 52-4-204, 205.* **Closed session was not held at this meeting time.**

Reconvene — **Take all appropriate action in relation to closed session items. N/A**

Next Meeting: April monthly meeting to be held on Thursday, April 26th at 7:00 p.m.

Being no further business, Steve Wattles presented a motion to adjourn the meeting. Shannon Greer seconded the motion that passed unanimously. Meeting was adjourned at 8:49 p.m.

Respectfully submitted by

Anna Bohannon, Board Secretary

Approved as typed on April 26, 2012