

George Washington Academy
Board Meeting Minutes
Wednesday May 23, 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; Anna Bohannon, Secretary; Blake Boulter; Shauna Morgan; Owen Olsen; and Patrick Carroll

Board Member Absent: Shanda Enfield

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Kevin Abraham, Business Administrator; Marci Abboud; Michelle Wilson; Glenda Wilson; and Matt Hafen.

Board President Welcome: Steve Wattles; at 7:03 p.m.

Roll Call: Steve Wattles, President; Quorum present.

Pledge of Allegiance: Anna Bohannon

Approval of Minutes: Minutes from April 26, 2012 and April 30, 2012 meetings.

- **Patrick Carroll presented a motion to accept the April 26, 2012 minutes as stated. Shauna Morgan seconded the motion that passed unanimously.**
- **Steve Wattles presented a motion to accept the April 30, 2012 minutes as stated. Shannon Greer seconded the motion that passed unanimously.**

Public Opportunity to Address the Board – No public comment.

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

Teacher Representative Report: Marci Abboud was asked by the teachers to address their concerns regarding the new contract hours as stated on their contracts. The new contracts call for 20 more hours for the school year. Patrick Carroll addressed this by explaining the reason for the increase in hours on their contracts. It was increased to 200 total hours in order to include the days for training and for personal days that may be taken which were not factored in previously. This is for the benefit of the employees. The teachers are not expected to work more hours than they currently are scheduled for. Administration was asked to clarify and explain this to the teachers in order to stop the rumors that are circulating.

Administration Report: Don Fawson reported that everything is winding down. The teachers have been asked to read "Raising the Bar and Closing the Gap". Anya Yeager reported that enrollment numbers are still at 894. Anya has received the raw scores for the CRT's and will not have the final scores until next month. She will report on these scores at next month's board meeting. All the positions have been filled for next year and math placements have been finalized.

Financial Report: Profit & Loss Budget vs. Actual Dated July 2011-April 2012-Kevin Abraham reported that this report reflects 85% of the budget to date. Steve Wattles would like the Board and Mr. Fawson to set up a future date to discuss the upcoming budget. **Owen Olsen presented a motion to accept the financial report as presented in the board packet. Patrick Carroll seconded the motion that passed unanimously.**

Discussion and/or Action Items:

- **Contract extension letter for Abraham & Woodland, LLC** – Steve Wattles presented the contract extension letter provided by Abraham & Woodland, LLC extending their contract through September 30, 2012 with all agreements and compensation currently in place. The Business Administrator decision will be done before the September 30th deadline. **Steve Wattles made a motion to accept the contract extension letter for Abraham & Woodland as stated in the board packet. Shannon Greer seconded the motion that passed unanimously.**
- **Utah State of Education (USOE) Internal Audit Findings Letter-** The reason for this audit was a result of GWA overspending its budget. The reason that this happened was because GWA was in the process of construction and had to estimate its billing costs before it was actually received. The Board at the time budgeted \$300,000 but the actual bill received in July was for \$651,046.18. **Steve Wattles made a motion to approve the response letter to Von Hortin as presented. Patrick Carroll seconded the motion that passed unanimously.**
- **Sale of Portables Update** – Kevin Abraham reported that he has sent out sale agreements for the portables to Valley Academy, Moab, and Tuacahn. Valley Academy is still waiting for their check. Moab still needs to obtain approval for the purchase. Kevin is hoping that all the portables will be removed by July 15th.
- **Risk Management Quarterly Training-** Shannon Greer and Anna Bohannan stated that they will try to attend the meeting since it is following the UAPCS conference in Salt Lake City.
- **Special Education Position** – Steve Wattles wanted to clarify that Angie Poulton was moving into this position as a teacher, not as Director. Anya Yeager will remain as the Director of Special Education. There has been a decrease in the number of special education students, but an increase in the severe cases. Mrs. Yeager feels that she can handle both the Vice Principal and the Director of Special Education positions at this time.
- **Performance Report as of May 3, 2012-** This report was presented to GWA prior to amending the charter. Some of the information presented was measured using figures that were over a year old. This resulted in percentages being lower than actual percentages for current year. All the red areas have been addressed. Shannon Greer would like this to be a document that the Board uses on an ongoing basis to measure against. The Board agreed that it should use the blank charter school agreement document that was sent by Marlies. A timeline will be established to determine how often and when to use it.
 - **Recap of visit to State Charter School Board**– Shannon Greer reported that the State is looking to the Board for accountability. They do not want the Board looking to the Business Administrator or Administration for answers. They want to make sure that the Board knows and can explain what is going on at the school. The Board needs to know what reports are being submitted to the State Board of Education and what they consist of. Anna Bohannan is currently working on creating a spreadsheet with this information and will be handing out this spreadsheet in the next couple of months. However, she did state that the due dates are updated sometime in October and the spreadsheet will need to be revised during that time.
- **Approval of Purchasing Policy-** Steve Wattles presented the purchasing policy. Mr. Fawson emailed suggestions to the Board regarding this policy. One of the biggest ordering expenses comes from Waxie. Currently, Waxie products are ordered every two weeks. Mr. Fawson recommended that orders be placed weekly since we can store more products now. Kevin Abraham recommended that specific dollar amount purchase order be approved by the Board and orders be placed off of that P.O. as needed. This would allow the Board to insure that monies are available in the budget for these expenses. **After some discussion, Steve Wattles presented a motion to amend the purchase policy as follows: Purchase requisitions submitted to one vendor, regardless of material or amounts ordered, in a rolling 14 day period, will be considered as part of one Purchasing Requisition and will be subject to the Board Approval Process if their total exceeds the \$1,000 threshold. Purchase Requisitions separated, or broken into multiple orders, in an effort to circumvent the \$1,000 Board approval threshold is in violation of this policy.**

- **Approval of policy for Use of GWA Facilities-** Patrick Carroll asked about the \$1 rental fee for GWA member. Steve Wattles clarified the definition to include Administration, teachers, staff, and board members. Kevin Abraham explained the difference between non-profit and for profit companies. Currently, Mrs. Whiteside pays the school a \$1 for the use of the school for choir and end of year musical productions. She carries her own insurance. The Board discussed whether these musical productions should be school sponsored events or not. Currently, they are not a school sponsored event. Steve Wattles stated that Risk Management suggested that GWA make it clear that commercial use of GWA facilities by GWA members must be clearly identify in all advertising, promotion, marketing, etc. as a commercial event and not state, or infer, support or involvement by George Washington Academy in part or in whole. Shannon Greer would like a fee for lights, air conditioning, and a cleaning supply fee for commercial use by GWA members. The Board agreed that the policy needs to address the following: using school staff, concurrent year agreement, summer/special programs, events that are regularly scheduled while school is in session, events when school is out of session, and GWA maintenance workers being used at events. **Steve Wattles presented a motion to table the use of GWA facilities policy until next month's board meeting. John Hook seconded the motion that passed unanimously.**
- **Dual Employees and Health Premium-** Kevin Abraham reported that for the 2012-2013 school year, there are two couples at GWA who would like to take a family policy instead of individual health insurance policies. If the school covered the full premium at the family rate, the most expensive plan would cost GWA a maximum of \$922.20 per month. However, if they chose to take an insurance policy for the family at the 80/20 split, it would cost GWA between \$1,476.64 and \$1,180.48 per month. **Patrick Carroll presented a motion for the policy to read as follows: In the event that two or more employees of the same family qualify for the George Washington Academy health insurance benefit, the employees will have the option of: 1) Separately electing any health insurance benefit for which they qualify and paying the portion of the premium per standard policy, OR 2) Electing to have a single health insurance benefit which covers both (all) employees and any qualified dependants. In the event that the second option is elected, George Washington Academy will pay the full premium provided this is less than the sum of the George Washington Academy portion of any two or more separate policies for which the two or more employees qualify. Shannon Greer seconded the motion that passed unanimously.**
- **Additional Insurance Providers-** Kevin Abraham informed the Board that it needs to be involved in Vision and Dental insurance coverage even though the premiums are 100% paid by the employees. GWA enters into the agreements on behalf of the employees with GWA submitting the premiums to the insurance companies out of the employee's paychecks. Since these are group policies, more benefits are offered to the employees with GWA entering into the contracts. GWA is legally liable for the premiums. The employees elect whether or not to enroll into these additional programs. The Board needs to approve any additional providers that will offer benefits to GWA employees.
- **Club/Group Policy-** Steve Wattles reported that this policy needs to be delineated between whether it is a GWA sponsored club/group or not. It needs to be created and addressed in the same manner as the use of GWA facilities policy.
- **Background checks for Board Members, Faculty, and Staff-** Shannon Greer informed the Board that Washington County School District no longer provides the service for background checks for Board members. Shannon contacted Marlies Burns and was able to get an extension until June 30th for this to be done. Glenda Wilson was able to locate an alternate location for background checks. Iron County School District is able to provide backgrounds checks at a reduced cost. The Board agreed that it needs to be done by June 30th in order to be in compliance with State reporting requirements. Shannon Greer inquired if a policy and/or approval needs to be done for the school to pay for background checks for administration, faculty, and staff. Anna Bohannon commented that a policy should be put in place stating that if the employee doesn't complete their term, then the employee would be required to reimburse the school for the background check. Substitute teachers would not qualify. John Hook recommended that the school not pay for background checks. It is a requirement for them to be hired for the position. **Patrick Carroll made a motion for GWA to pay background checks for any employee that receives an employment offer. No second was made. Motion did not pass. This item was tabled for a future date.**

- **Homework Policy** – Shawn Davis was not present for presentation and/or discussion of this policy. This item was tabled for a later date.
- **Cleaning Proposals**- Kevin Abraham presented the proposals from Monica’s Professional Cleaning Service, LLC and Classic Building Services Inc. **Shannon Greer presented a motion to approve Monica’s Professional Cleaning Service, LLC proposal per the attachment. John Hook seconded the motion that passed unanimously.**

- **The Computer Connection –**

- **Open Value Licensing: Microsoft Licensing**

- **Shauna Morgan presented a motion to approve the Computer Connection for \$3,792.00 for Microsoft renewal licensing fee. Anna Bohannon seconded the motion that passed unanimously.**

Blake Boulter commented that several teachers have complained to him stating that the computer’s that they are currently using freeze up on them and are not compatible with the new technology. John Hook asked if the teachers need an all-in-one or if they could use a computer with a tower and still get the same performance. **After a brief discussion, the Board requested that the following two items be taken out to bid and presented at next month’s board meeting.**

- **Annual GWA Computer Maintenance Proposal June 1,2012 – May 31, 2013**

- **The Board requested that the maintenance period be changed to July 1, 2012 – June 30, 2013 to coincide with the school year.**

- **25 Dell Computers for Teachers**

- **Compensation Committee recommendation approval-**

- **Patrick Carroll presented a motion for the policy to read: For promotions within George Washington Academy, no individual will suffer a decrease in annual salary (not calculated hourly or daily rate) as a result of full time to full time promotion. Anna Bohannon seconded the motion that passed unanimously.**
- **Patrick Carroll presented a motion for the policy to read: Administration (Principal or Vice Principal) may be given up to five years of credit for previous administrative experience as deemed appropriate by the Board of Directors during the hiring process. Shannon Greer seconded the motion that passed unanimously.**
- **Patrick Carroll presented a motion for the policy to read: In the event of an internal hire (i.e. Vice Principal to Principal), pay will not decrease as a result of the promotion. Shannon Greer seconded the motion that passed unanimously.**
- **Patrick Carroll presented a motion for the policy to read: Teachers may be given up to five years of credit for previous full time teaching experience in or out of state. Owen Olsen seconded the motion that passed unanimously.**
- **Patrick Carroll presented a motion for the policy to read: All hourly positions except the “specialist” positions will start at year one when hired. Owen Olsen seconded the motion that passed unanimously.** Mr. Fawson was asked if he would have job descriptions completed by July’s board meeting to present to the Board. Anya Yeager stated that several of them have been completed already and Patrick Carroll has a copy of them. Steve Wattles asked Patrick Carroll to send out the job descriptions to all Board members that are currently in his possession. Mr. Fawson will have them all completed by July’s meeting. The job descriptions will eliminate any confusion as to what skills and/or certifications are required for each position.
- **Patrick Carroll presented a motion to amend the hourly schedule as follows: Condense the part time hourly salary schedule where rates are the same. Eliminate full time secretary hourly position. Shannon Greer seconded the motion that passed unanimously.**

- **Appoint Board Members to fill 2 vacancies–Steve Wattles made a motion to appoint Patrick Carroll to a full 3 year term. John Hook seconded the motion that passed unanimously.**

- Steve Wattles, Shanda Enfield, Shannon Greer, Don Fawson and Anya Yeager met with Chet Wall and Bill O'Neil as candidates for the board member vacancy. Both are strong candidates and have skills that could be utilized by the Board. **Based on the needs of the Board at this time, Steve Wattles made a motion to appoint Chet Wall to a full 3 year term effective July 1st. Shauna Morgan seconded the motion that passed unanimously.** Bill O'Neil, who has an educational background, agreed to assist with grant/committee needs if he was not appointed onto the Board. Shannon Greer would like the Board to consider Bill O'Neil if a board vacancy occurs in the future.
- **Welcome PTO-Elected Board Member for the 2012-2013 School Year- Steve Wattles informed the Board that Kody Young is the PTO-elected Board member effective July 1st. He will be sworn in at next month's board meeting as well.**
- **Expenditures over \$1,000:**
 - **NCS Pearson - \$2,500.00**
(Powerschool Subscription 8-19-12 to 8-18-13)

Mr. Don Fawson requested that this item be tabled at this time in order to allow him to research other alternatives for training on Powerschool. Steve Wattles presented a motion to table this item until next month's meeting. Patrick Carroll seconded the motion that passed unanimously.

Committee Reports (3 min each):

Charter, By-Laws, Handbook – Shannon Greer reported that the Charter was presented and approved by the Utah State Charter Board. It will now go to the Utah State School Board for final approval. Steve Wattles will be present for the final approval. The next item to tackle is the handbook. Steve Wattles recommended that the Board take two days over the summer to meet and tackle the handbook and get it done. Board to set a date for this.

Compensation Committee – Patrick Carroll, Chair: Patrick reported that the committee is working on the substitution teacher policy and other items that need to be tweaked.

Continuation – Blake Boulter, Chair: Blake has completed a preliminary draft of the plan of what GWA needs to do in the event of an emergency. He will email out the draft to all board members and administration as well. Blake is hoping to have this completed by next month's board meeting.

Investment Policy – John Hook, CFO, Chair: John reported that the committee met and they are working on getting the staff to be involved and take ownership of the plan. As the plan increases, the costs will come down.

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

Curriculum/Accreditation – Shannon Greer ,VP, Chair: Nothing to report at this time

Technology – Shauna Morgan, Chair: Nothing to report at this time

Outreach – Steve Wattles, Pres., Co-Chair: Steve reported he has not been able to schedule the two new Washington County School Board candidates to tour GWA. He will try to schedule them out sometime this summer. Phil Loomis is working on press releases at this time.

Facilities – John Hook, CFO, Chair: Kevin Abraham reported that the sale of the portables will go into the maintenance fund as required by the bond.

Parent Teacher Organization – Anna Bohannon, Sec., Chair : Anna reported that the PTO will approve their budget at a special meeting next month. Glory Kline has agreed to be the President for next year since Shayla resigned as Vice

President as of May 11th. Amy Carroll was nominated for the Vice President position, Jessica Bentley for the PTO Secretary position, and there were no nominations for Treasurer. Steve Wattles informed the Board and Administration that we need to make sure that the PTO has their books and policies in order since we oversee them according to the training that Steve attended.

Board Development/Recruitment – Training was rescheduled for a future TBD meeting date.

- **Best practices that Marlies Burns shares on the SCSB website**

There are two spots available for the UAPCS conference. Anna Bohannon and Shannon Greer are currently scheduled to attend. Steve Wattles will speak with Chet Wall and Kody Young to invite them to attend the conference next month. Anna Bohannon asked the exiting board members to turn in their binders so they may be updated over the summer and given to the new board members.

Closed Session – pursuant to Utah Code 52-4-204, 205. Not needed at this month's meeting.

Reconvene — Take all appropriate action in relation to closed session items.

Mr. Fawson and the safety committee met with city representatives and a police officer to discuss our traffic situation. The City is planning to post No U Turn signs out in front of the school and will be issuing tickets for violations. They are recommending that no left turns be done going out of the school. Only right turns as you exit the school will be permitted. Mr. Fawson will implement this at the start of the school year. This should help with parent's being able to make a left turn into the school off of 3000.

Next Meeting: Monday, June 18th at 6:00 a.m.

June's monthly meeting to be held on Thursday, June 28th at 7:00 p.m.

Being no further business, Steve Wattles presented a motion to adjourn meeting. Blake Boulter seconded the motion that passed unanimously. Meeting was adjourned at 10:11 p.m.

Respectfully submitted by

Anna Bohannon, Board Secretary

Approved as typed on June 28, 2012