

George Washington Academy
Board Meeting Minutes
Thursday, July 26, 2012
7:00 p.m.

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

Board Members Present: Steve Wattles, President; Shannon Greer, Vice President; Matt Hafen (standing in for Anna Bohannon as substitute Secretary); Patrick Carroll, CFO; Owen Olsen, and Kody Young.

Board Member Absent: Anna Bohannon, Secretary

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Kevin Abraham, Business Administrator; Glenda Wilson; and Rome Feltner.

Board President Welcome: Steve Wattles

Roll Call: Steve Wattles, President

Pledge of Allegiance: Owen Olsen

Approval of Minutes: Minutes from June 28, 2012 meeting.

- One correction - Shannon Greer's name was listed as one that was present at the WCSD with Lyle Cox, but she wasn't actually there.
- **Patrick Carroll presented a motion to accept the June 18, 2012 minutes as amended. Shannon Greer seconded the motion that passed unanimously.**

Public Opportunity to Address the Board –

- Rome Feltner – Expressed concern about the increase in class size to 26 – Expressed that studies show that classrooms larger than 25 students have a significant negative impact on learning. She expressed that she has discussed the issue with Mr. Fawson and he has explained the financial purposes of expanding to 26, as well as the practical purpose of having an even number of students. Steve Wattles explained that we will start with 26 in a classroom and we will likely have less than that in a couple of months. Average attrition is 3-4 students per grade level.

Set time for adjournment. Steve Wattles set time for adjournment at midnight.

Administration Report: Don Fawson and/or Anya Yeager

- Enrollment Report
 - Anya Yeager presented that we currently have 1,004 students signed up to attend GWA with 364 students on the waitlist.
- Status of State Reports Due **July/August**
 - Data Clearinghouse
 - Glenda reported that the report was completed on time/early.
 - Compliance & Assurances Statement
 - Glenda reported that the report was completed on time/early.

- Annual K-3 Reading Proficiency Report
 - Glenda reported that the report was completed on time/early.
- Employee hours reported vs. budgeted
 - Nothing to report at this time.
- Steve Wattles recommended that we schedule a work meeting to approve the parent/student handbook. After a brief discussion, it was determined that Anya Yeager would finalize a version of the handbook and send it to all the board members to comment on. A final version will be informally agreed upon to submit to parents “subject to Board approval.” The Board will officially vote on the parent/student handbook at the next monthly Board meeting.
- Determined that the first week of school the Board will help with drop off.

Financial Report: Kevin Abraham

- Profit & Loss Budget vs. Actual Financial Statement dated **July 2011 through June 2012**
 - Steve and Patrick had no questions. Patrick has reviewed the profit & loss budget line-by-line. The only concern he has is that the budget is tight.
- Status of State Reports Due **July**
 - Year End Web Survey
 - Kevin confirmed that this is complete.
 - File Budget for Current Year
 - Kevin confirmed that this is complete.
 - Utah Money Management Report
 - Kevin confirmed that this is complete.
 - File DWS (Department of Workforce Services) Wage Report
 - Glenda mentioned that this is due July 31, 2012. Kevin confirmed that it is done.

Discussion and/or Action Items:

Swearing in of new Board Members- Tabled because no new Board members were present.

Annual Conflict of Interest Disclosure (Board) – All Board members present signed and turned in their signed Conflict of Interest disclosure forms.

GWA Employee Job Descriptions- Steve Wattles discussed that a template has been created for job descriptions. Template was previously sent by Glenda Wilson via email. Steve suggested that we provide an expectation in the job description of the minimal requirements for each position. The Board informally agreed on the job description template for the Administration to use in preparing job descriptions.

Classroom Size Increase – Don Fawson and Anya Yeager presented a request to increase Kindergarten, 1st, 2nd, 3rd, and 5th grades to 26 students per class.

- **Steve Wattles presented a motion to temporarily increase class size to 26 in the classes shown on the GWA Monthly Enrollment Update. Shannon Greer seconded the motion that passed unanimously.**

Approve formation of Finance Committee – Steve Wattles presented a motion to approve the creation of a Finance Committee. Patrick Carroll seconded the motion that passed unanimously.

- Patrick Carroll, as CFO, will chair the new committee. Kody Young will also be part of the committee.
- Some of the duties of the committee will be to oversee the Business Administrator; create a relationship analysis between the Board and Business Administrator in order to create a job description for the Business Administrator; and to oversee the Procurement Policy.

Administration Mentoring Program-

- Shannon Greer presented an outline of an in-house training program for future Administrator's (Principal's). Shannon sees the program as beneficial because if we hire from within, the Administrator will be familiar with our traditions, procedures, curriculum, etc.
- Mr. Fawson expressed concern about hiring from outside because from his experience at WCSD, at times this process fails. When you hire in-house, then you know what you are getting.
- External hire process would start a year prior to when we need an Administrator. In-house program would be a two year process.
- Owen Olsen recommended that we focus on having the Vice Principal as the individual who is being groomed for the Principal position, and then have a maximum of one other teacher that is in the program.
- Shannon asked Mr. Fawson his opinion on the length of time that an external hire would need to train. Mr. Fawson recommended that they would need to begin by April.
- Owen Olsen stated that he would be okay with the policy if it is a short list. Kody Young was concerned that too much observation of the current administration can cause bad traditions to carry on, but generally agreed that the policy was okay if it wasn't too expansive. Patrick Carroll agrees with the policy. Matt Hafen expressed concern that it could be distracting if the program is too expansive, but the policy could be beneficial if it is limited in scope.
- Shannon asked everyone to send their recommendations via email regarding the policy.

Amend Student Fee Policy – No action was taken since no amendment is necessary.

Revised Parent/Student Handbook

- Handbook committee will propose a Parent/Student Handbook via email, the Board will comment on the handbook, and Administration will post the handbook online "subject to board approval." The handbook will be voted on formally in next month's regular Board meeting.

Procurement Policy- Steve Wattles, President

- Steve Wattles would like the Board to determine how long GWA can have contracts in place and put contracts in place for that amount of time.
- Mr. Fawson expressed concern with the restriction on Administration making any purchases without approval. He expressed a desire for a more efficient system.
- Steve recommended that we have Christine Taylor input the line-item on the budget that each purchase applies to. Mr. Fawson requested that the line-item budget be collapsed with less detail. Mr. Fawson also asked that the purchase orders have an explanation for what the purchases are for.

Use of GWA Facility Policy – Steve Wattles, President

- Steve Wattles presented the GWA facility use policy as emailed out to the Board with Anya Yeager's recommended changes. After a brief discussion, **Steve Wattles made a motion to approve the GWA Facility Use Policy as presented. Patrick Carroll seconded the motion that passed unanimously.**
- There was discussion that the PTO activities are not covered by GWA insurance, but if the school hosts the event and the PTO runs the event, then our insurance would cover the event.

Compensation Committee Recommendations-

- **FMLA/Extended Medical Leave Policy**
 - Patrick Carroll tabled this because we are waiting on legal review by Lee Corusso who has expressed concern about the policy.
 - The Board discussed whether it should use a short-term disability policy or use the extended medical leave policy. It was determined that the committee will check into short-term disability further, and if the proposed policies are unacceptable, the committee will present the extended medical leave policy to Sol Garcia.

- **Part-time Teacher Compensation**

- Patrick Carroll proposed that if an employee has to be a credentialed teacher as part of their job description, GWA should pay them based on a teacher salary. Teachers are considered exempt employees. There is a problem with 401(k) for part-time employees because we are required to include them in the 401(k) program if they work over 1,000 hours in a year.
- Patrick presented a discussion regarding the ramifications of changing part-time teachers to salaried (based on a percentage of full-time teacher salaries) rather than paying them hourly, as we are currently doing. If we move to a percentage of teacher's salary, their pay would increase but they could put the time into the classroom that they need to.
- Steve Wattles recommended that we wait until October 1 so we know what our revenue is before we make the decision. Our budget is tight this year, so we want to avoid committing ourselves to salaries that are unsustainable.
- Consider adjustments in other areas so we can afford to pay for the part-time teachers to be on a salary based on a percentage of a teacher's salary.
- **Shannon Greer presented a motion to move all part-time exempt employees to a partial salary schedule. Patrick Carroll seconded the motion that passed unanimously.**
- **Patrick Carroll presented a motion that part-time exempt salaried employees' salaries will be proportionate to the teacher's salary schedule according to the proportion of their workload compared to a full-time teacher's workload, as determined by Administration. Owen Olsen seconded the motion that was passed with Steve Wattles voting against it.**
- **Patrick Carroll presented a motion that part-time exempt employees will not receive paid time off. Kody Young seconded the motion that passed unanimously.**
- *For the record, Patrick Carroll wanted to clarify that the part-time exempt employee positions that are currently affected by the motions presented above are the staff developer, art and music part-time teacher, special education part-time teacher, and speech and language therapist.*

Approve Janet Barlows (Librarian) 1 year extension letter – Kevin Abraham presented the 1 year extension letter for Janet Barlow. Ms. Barlow has agreed to create a log every time she comes in. **Shannon Greer presented a motion to approve Janet Barlow's proposal letter with the agreement that she will log her time while she is at GWA. Patrick Carroll seconded the motion that passed unanimously.**

Approve Abraham & Woodland LLC Contract (July 1, 2012-June 30, 2013)- Steve Wattles presented a motion to accept the Abraham & Woodland contract as presented. Owen Olsen seconded the motion that passed unanimously.

Carpet Plus Bid – Kevin Abraham presented a bid from Carpet Plus to install carpet in a classroom. This was a second bid. **Shannon Greer presented a motion to accept the Carpet Plus bid. Kody Young seconded the motion that passed unanimously.**

Red Mountain Bid – Steve Wattles presented a motion to table the bid indefinitely. Owen Olsen seconded the motion that passed unanimously.

Pearson On-Line Training Subscription (8/19/12 – 8/18/13) – Glenda Wilson stated that it is a very useful tool for Administration and the teachers. Mr. Fawson will talk with WCSD. **Steve Wattles presented a motion that we table this item until next month and Mr. Fawson will see if it is available from other sources. Patrick Carroll seconded the motion that passed unanimously.**

Expenditures over \$1,000:

- **Hughes General Contractors - \$16,838.00**

- Kevin Abraham explained why they are giving us another invoice after we have paid all of our costs. Hughes General Contractors are stating that there was an error in their billing and this is additional retention monies that are owed based on our contracted amount.

- After a brief discussion, **Shannon Greer presented a motion to table the invoice. Kody Young seconded the motion that passed unanimously.**
- Matt Hafen and Kody Young agreed to look at the contract between now and the next Board meeting.
- **Discovery Education - \$2,570.00**
 - **Patrick Carroll presented a motion to approve Discovery Education invoice in the amount of \$2,570.00. Owen Olsen seconded the motion that passed unanimously.**
- **School Outfitters - \$5,313.46**
 - There was discussion about whether this was an item that we should cut based on the budget concerns discussed earlier in the meeting.
 - **Steve Wattles presented a motion to table the invoice. Patrick Carroll seconded the motion that passed unanimously.**
- **The Computer Connection - \$1,295.50**
 - Kevin Abraham informed the Board that Computer Connection's had to buy more expensive computers than expected and needs additional money to buy all of the computers.
 - **Patrick Carroll presented a motion to approve Computer Connection invoice in the amount of \$1,295.50. It was not seconded, and therefore failed.**
- **Pearson PowerSchool Premier License (10/26/12-10/25/13) - \$4,117.50**
 - **Owen Olsen presented a motion to approve Pearson Power School invoice in the amount of \$4,117.50. Shannon Greer seconded the motion that passed unanimously.**
- **Office Supplies Open Purchase Requisition (3-4 months worth) - \$5,000**
 - Steve recommended that we limit it to a category.
 - **Owen Olsen presented a motion to approve Open Purchase Requisition for up to \$5,000 under budget code 24.600. Kody Young seconded the motion that passed unanimously.**
- **Curriculum Purchase Requisition (Various Vendors) - \$60,000**
 - **Steve Wattles presented a motion to approve the curriculum purchase requisition to various vendors for \$60,000 under budget code 10.641. Shannon Greer seconded the motion that passed unanimously.**
- **Bound to Stay Bound Library Books - \$4,582.47**
 - **Shannon presented a motion to approve Bound to Stay Bound Library Books invoice in the amount of \$4,582.47. Owen Olsen seconded the motion that passed unanimously.**
- **Preston Office Supply Open Purchase Requisition -\$16,314.84**
 - 12 Pallets of paper for 2012-2013 School Year
 - **Owen Olsen presented a motion to approve Preston Office Supply Open Purchase Requisition invoice under budget line item 10.550 and 24.550 in the amount of \$16,314.84. Patrick Carroll seconded the motion that passed unanimously.**

Committee Reports:

Charter, By-Laws, Handbook – Matt Hafen, Chair. Commented that the administration has been working hard on completing the Parent/Student Handbook.

Compensation- Patrick Carroll, Chair. Commented that the compensation committee items have been discussed earlier in the meeting.

Continuation – Shannon Greer, Chair. Nothing to report.

Investment Policy – Patrick Carroll, CFO, Chair. Nothing to report.

Charitable Giving – Chet Wall, Chair. Owen Olsen reported that one of the first goals of the committee is to raise money to purchase clickers for the students. Shannon Greer commented that Mr. Schwager did not put in his request in time for this board meeting but he is planning on purchasing clickers for the students using School Land Trust monies. He will present this request at next month's board meeting.

Curriculum /Accreditation– Shannon Greer ,VP, Chair. Nothing to report.

Technology – Chet Wall, Chair. Nothing to report.

Outreach – Owen Olsen/Chet Wall, Co-Chairs. Currently working on a newsletter.

Facilities – Patrick Carroll, CFO, Chair. Nothing to report.

Parent Teacher Organization – Kody Young, Chair. Nothing to report.

Board Development/Recruitment – Anna Bohannon/Kody Young, Co-Chairs. Nothing to report.

Closed Session – None held at this meeting.

Next Meeting: August monthly meeting to be held on Thursday, August 23rd at 7:00 p.m.

Being no further business, Owen Olsen presented a motion to adjourn the meeting. Patrick Carroll seconded the motion that passed unanimously. Meeting was adjourned at 11:30 p.m.

Respectfully submitted by
Anna Bohannon, Board Secretary

Approved as corrected on August 23, 2012