

These minutes are awaiting approval of the Board of Directors and are subject to change

George Washington Academy
Board Meeting Minutes
Thursday, November 29, 2012
7:00 p.m.

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

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

Board Members Absent: Chet Wall

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Jennifer Woodland, Business Administrator; Kathy Whiteside; Jennifer McCorvey; Doug Naetzel; Kelly Shannon; Toni Winder; and Jerry Olson.

Board President Welcome: Steve Wattles

Roll Call: Steve Wattles, President

Pledge of Allegiance: Anna Bohannon

Approval of Minutes: Minutes from October 25, 2012 and November 20, 2012 meetings (Attachment pgs. 1-7)

- October 25, 2012 – Stated that vision screening is complete, but it is actually not complete and will be by the 9th of December.
- Anna Bohannon presented a motion to approve the minutes from the October 25, 2012 and November 20, 2012 Board meetings per the packet. Shannon Greer seconded the motion, which passed unanimously.

Public Opportunity to Address the Board: There were no public comments.

Set time for adjournment. Anna Bohannon set time for adjournment at 9:25 p.m.

Teacher Representative Report: Kathy Whiteside stated that one person had requested a change to the policy requiring use of a rental car when going to a conference or training. She would like flexibility. She would like to know if she could have the option to use her own car. Patrick Carroll explained that the policy does not require the use of a rental car, but caps the amount of reimbursement to the amount that it would cost to take a rental car.

Administration Report: Don Fawson, Principal and/or Anya Yeager, Vice Principal

- Enrollment Report
 - Mr. Fawson discussed the plans for the employee Christmas party that will be paid for under the principal's discretionary budget.
 - The administration has considered giving a \$20 gift card to the employees and encourage the teams to go to dinner together.
 - Kody Young discussed the option of using the Entrada County Club, which would cost \$1,000 plus the cost of food.
 - Mr. Fawson stated that the gift card option would provide more flexibility to make sure everyone can attend.
 - Kody Young and Patrick Carroll stated that this may conflict with the school goal of unity and showing appreciation to the employees.
 - Jennifer Woodland stated that the IRS would tax the gift cards as wages and payroll taxes would have to be paid.
- Attendance Report
 - We are at 977 as of today. We lost a few and gained a few students. We have two more that are enrolled, but do not start until next month, so we are actually at 975.

- Anna Bohannon asked if there is a cutoff for when we admit new students during the year. Mrs. Yeager stated that they discuss the challenges with the parents and test them, but we don't have the option of turning the new students away.
- Steve asked about the waitlist, which appears very low. Anya stated that we could probably eliminate 5 off of each row of the waitlist chart because some of the students are not serious waitlist students.
 - Mrs. Yeager stated that right now this is probably one of our most important issues to address because her projections show that we could have a challenge in filling spaces next year.
 - Mr. Fawson emphasized that the enrollment and waitlist are the number one concern and they need the Board's help with this. We need the website up immediately. We need advertisement.
 - Jennifer McCorvey reported that Chris Bleak visited the school and was shocked by the success of the school. We should be doing more advertising of our success.
- 96.3% attendance.
- 5,598.6 hours of parent volunteer service as of November 7, 2012. Patrick reported that we should be higher than this.
- Mrs. Yeager presented a comparison between GWA CRT scores and the Washington County School District.
- Mrs. Yeager reported that we had a special ed audit today and we passed.
- Mrs. Yeager reported that she contracts with an occupational therapist and a psychologist that she brings in during the year.
 - Patrick Carroll asked whether it is a requirement for us to run a background check in order to have these employees in the school. The Board needs to look into the background check requirements.
- Employee hours reported vs. budgeted (overtime)
 - The Administration is trying to monitor this closely. Mr. Fawson discussed that an employee is continually going over on hours and the Administration is trying to keep down the hours, but there are a lot of reports and time-consuming responsibilities and there is not enough time to get it done.
 - Mr. Fawson stated that the office employees are very driven and are motivated to do everything correctly.
- Administration is having difficulty getting revised policies that are passed by the Board.
- Mr. Fawson stated that the Administration is frustrated that a new time-keeping software is being used, but they hadn't been told about it. The Board discussed that most of the Board members had not been notified of the new vendor either and Steve Wattles stated that this was a business relationship that needed to be approved by the Board. This was tabled until
- The lawn mower was sold for \$700.
- **Status of State Reports Due November/December**
 - Educator salary adjustments per information in CACTUS – Due Nov. 15
 - Anya reported that this was completed and submitted on time.
 - School LAND Trust Committee Report (2012-2013 data) and 2011 2012 Final Report – Due Nov. 16
 - This was completed and submitted by Lance Greer on November 29, 2012.
 - Immunization Status Report (Heather, Michelle) – Due Nov. 30
 - Anya reported that this has been completed and submitted.
 - UPIPS Off-site date (Anya) – Due Dec. 1
 - Anya reported that this was completed and submitted on time.
 - December 1 Child Count enrollment report (SCRAM) (Anya and Glenda) – Due Dec. 17
 - Anya reported that this was completed and submitted on time.
 - Another report called the CRDC is due December 7, which has been completed and submitted.

Financial Report: Jennifer Woodland, Business Administrator

- Profit and Loss Budget vs Actual (Attachment pgs. 8-11)
 - Steve Wattles asked about 24,200 looking high. Jennifer Woodland explained that it is not billed on a regular basis, so even though it is at 46%, that does not mean that we are going to be over budget for the year.
 - Steve Wattles asked why we are over on 26,740, the furniture budget.
 - Anna Bohannon asked about the 22,200 employee benefits/staff report being at 0. Jennifer Woodland explained that it is not efficient to update this on a regular basis.

- Kody Young asked why we have a \$30,000 budget for worker's compensation under 26.270. Jennifer Woodland stated that this must be an error in entering the data. Jennifer will check to see why and how this happened and will correct it. Jennifer will distribute a current budget.
- Kody Young asked why 10.220 social security, stating that it should be 6.2% of the \$600,000 salaries paid. Jennifer Woodland stated that these will be off until we make adjustments. Kody Young was concerned that we could get audited and be penalized for not withholding the correct amount. She stated that our auditors look at this every year. Jennifer has no doubt that these numbers will be fine if we are audited.
- Kody Young asked about what 24.310 covers. Jennifer stated that she could provide a training on this, or there are details in the full budget that may help explain what these budgets are for.
- Kody Young asked about what we are renting under 26.443. Jennifer stated that this is a copier rental. Kody asked about why we are not buying the copiers, and Mr. Fawson explained that leasing made more sense because of upgrades and changes in technology.
- Steve Wattles asked if there were any ramifications for the report that was late this month, and Jennifer reported that is no negative effect.
- **Status of State Reports due November/December**
 - Audited Financial Statements, prior year (Kevin) – Due Nov. 30 to USOE and State Auditor's Office
 - These were submitted at the end of October 2012.
- Jennifer asked for the Board to email her before the meeting about specific questions so she can come prepared to answer the questions.
- Jennifer asked the Board members to send everything to her that we send to Kevin.

Discussion and/or Action Items:

- **Expenditures over \$3,000:** (Attachment pg. 12)
 - **Computer Connection – Final 50% of support agreement for 2012-2013 - \$5,746.00**
 - Steve Wattles asked Mr. Fawson if he is comfortable with the Computer Connection providing computer services to the school. Mrs. Yeager reported that the service has improved. Mrs. Yeager and several teachers have had technical problems that take several attempts to fix, but overall the service has improved. Mr. Fawson recommended that we continue with this service agreement for the year and review it again next year. Craig is attending SEDC to familiarize himself with what is going on there.
 - Steve Wattles recommended that we get through this year, and the Administration and Business Administrator do research into other providers in the meantime.
 - Anna Bohannon asked whether Craig has the Board laptop or if Mr. Fawson has the laptop in his office. Mr. Fawson and Anna will check into this.
 - Owen Olsen presented a motion to approve the Computer Connection invoice for \$5,746.00. Patrick Carroll seconded the motion, which passed by all Board members with Kody Young and Anna Bohannon voting against.
 - The Board decided that we will seek bids for a new provider by March 1 and the Board will make a decision by April 2013.
- **Proposed amendment to attendance policy** (Mr. Fawson) (Attachment pg. 13)
 - Mr. Fawson reported that this policy is based on a state requirement to take students off of the roles if they are absent for 10 days without a medical emergency.
 - Patrick Carroll asked if this is the policy for school districts as well, and Mr. Fawson reported that it is.
 - Owen Olsen presented a motion to approve the proposed amendment to the attendance policy as provided in the Board Packet. Shannon Greer seconded the motion, which passed unanimously.
- **Vote on amendment to rates charged for commercial use of GWA facilities** (Mr. Fawson) (Attachment pg. 14)
 - The current use rates are currently four times more than what Mr. Fawson is currently proposing. Mr. Fawson argued that the extracurricular events and activities benefit the school, so the use rates should be lowered to allow people to use the facilities.
 - This would mean that Katering Concepts would have to pay about \$18 a day for use of the facilities.
 - Kody Young recommended that we have a \$5 per year fee for employees. Mr. Fawson recommended that we reduce the amounts to a low hourly fee.

- Patrick Carroll presented a motion to table this discussion for next month and for Kody Young to work with Mr. Fawson to propose a new policy next meeting. Kody Young seconded the motion, which passed unanimously.
- **Deadlines for employment offers** (Mr. Fawson and Shannon Greer) (Attachment pg. 15)
 - Shannon Greer reported that the purpose of this policy is to help give security to teachers to alleviate stress of teachers.
 - Kody recommended that we amend the policy in the packet by using definitions for employees as set forth in other GWA policies. He also recommended that we amend the packet policy by removing “and distribution,” “be reviewed and”, and “reviewed and made available” (and replace with “delivered”) and specify that employees are not guaranteed to receive employment offers. Kody also recommended that we remove the last paragraph and state: “This timeline does not apply to employees on improvement plans.”
 - Kody will provide the amended policy to Matt Hafen.
 - Owen Olsen presented a motion to approve the deadlines for employment offers as provided in the Board Packet. Shannon seconded the motion. Kody amended the proposed policy to include the language set forth above, and Patrick Carroll seconded Kody’s motion, which passed unanimously.
- **Proposed GWA Contract Policy** (Steve Wattles) (Attachment Pg. 16)
 - Steve Wattles reported that the Board needs to have oversight over contracts, obligations, and vendors so we know who is coming into the school and who we are contracting with.
 - The Board discussed replacing “vendors” with “service vendors.”
 - The policy would include plumbers, HVAC service providers, etc. The Administration would have the responsibility to present the vendors to the Board and the Board would vote on the vendors.
 - Kody Young recommended that we have a service vendor agreement and a service vendor list of approved vendors.
 - Patrick Carroll proposed that a policy be put into place that requires anyone contracted to work at the school to meet certain requirements, and the Administration will be in charge of
 - Kody Young will provide a proposed service vendor agreement by the January meeting. The vendor list will be prepared thereafter.
 - Kody Young presented a motion to approve the proposed contract policy as provided in the Board Packet, with the word “service” added in front of “vendors”. Anna Bohannon seconded the motion, which passed with the exception of Patrick Carroll, who voted against.
- **Proposed policy for Administration’s presence and supervision of GWA** (Steve Wattles) (Attachment pg. 17)
 - Patrick Carroll asked if we want to remove the requirement that the District Secretary would be the third in line, but instead they could choose who would be in charge of the school.
 - Shannon Greer recommended that we amend it to read “the District Secretary, unless otherwise appointed, will then assume responsibility of the school, and will contact...”
 - Patrick Carroll presented a motion to approve the policy for Administration’s presence and supervision of GWA as provided in the Board Packet, with the language proposed above. Shannon Greer seconded the motion, which passed unanimously.
- **Proposed Employee Volunteer Policy** (Steve Wattles / Matt Hafen) (Attachment pg. 18)
 - Kody young presented a motion to approve the employee volunteer policy as provided in the Board Packet. Patrick Carroll seconded the motion, which passed unanimously.
- **Adjustments to travel policy** (Patrick Carroll)
 - Patrick had no adjustments for the travel policy. Mr. Fawson proposed that we have the policy state that employees can choose between a rental car, which will be paid for, or they can drive their own car and be reimbursed \$0.34/mile or \$0.37/mile.
 - There has been a misunderstanding with employees understanding that they do not have an option to drive their own car. The Board discussed the need to change this perception because the policy does not require employees to use a rental car.
- **Katering Concepts agreement/contract** (Steve Wattles) (Attachment pgs. 19-21)
 - Steve Wattles reported that we do not currently have a signed agreement with Katering Concepts. The Board will need to review the contract for next month.
 - Anna Bohannon asked whether Katering Concepts had background checks for their employees and they reported that they do not. The Board will look into whether this is a requirement.
 - The Board discussed that we need to require insurance with GWA named as an insured and an indemnity provision.

- Steve Wattles and Matt Hafen will work to complete the contract with Katering Koncepts.
- The Board did not take action on this item.
- **Bids for sealing the parking lot** (Steve Wattles)
 - Mr. Fawson stated that the asphalt needs to be re-sealed. Mr. Fawson will get bids. Patrick Carroll stated that he did not want to have the oversight cost of Hughes that we have had in the past for this type of work.
- **Building Access Policy** (Steve Wattles)
 - The Board discussed the need for any teachers with kids to keep their kids with them in the building before other students are allowed into the school. Discussion of students who are dropped off early and cannot enter the school early when there is extremely cold or rainy weather.
- **Strategic Planning** (Kody Young)
 - The strategic planning training was tabled.

Committee Reports (3 min each):

- **Charter, By-Laws, Handbook** – Matt Hafen had nothing to report
- **Compensation-**
 - Patrick Carroll reported that the Business Administrators are taking on the time-keeping procedures. Administration was not aware of the changes in time-keeping. Jennifer Woodland reported that she chose the time-keeping company because of the price and because it is user friendly. Other vendors were much more expensive. Mr. Fawson commented that his concern was the failure to communicate the change.
 - Patrick Carroll discussed the non-monetary compensation of employees. Administration has incentives for employees that are doing excellent work. They have discussed the Christmas party and have asked Administration to determine what will be best for employee morale. Owen Olsen will talk to the city to see if we can get the Arts Center.
- **Finance** – Patrick Carroll had nothing to report.
- **Investment Policy** – Patrick Carroll had nothing to report.
- **Facilities** – Patrick Carroll had nothing to report.
- **Continuation** – Shannon Greer reported that it will be ready for January 1. Three people have expressed interest.
- **Curriculum /Accreditation**– Shannon Greer had nothing to report.
- **Charitable Giving** – Chet Wall had nothing to report.
- **Technology** – Chet Wall had nothing to report.
- **Outreach** – Owen Olsen/Chet Wall had nothing to report. Discussed a chamber meeting and a meeting with legislators on December 13 during lunch.
- **Parent Teacher Organization** – Kody Young had nothing to report.
- **Board Development/Recruitment** – Anna Bohannan/Kody Young had nothing to report.

Closed Session – No closed session was held at this meeting.

Next Meeting: There will be no regular meeting in December. The next regular Board meeting will be held on Thursday, January 24, 2013, at 7:00 p.m.

Being no further business, Owen Olsen presented a motion to adjourn the meeting. Shannon Greer seconded the motion that passed unanimously. Meeting was adjourned at 10:20 p.m.

Respectfully submitted by
Matt Hafen, Secretary