

APPROVED BY THE BOARD OF DIRECTORS OCTOBER 28, 2021

Mission Statement: *“We are a community of learners. We will do whatever it takes to learn. We are building a strong foundation by believing we can, working our plan, then feeling the power of success.”*

George Washington Academy
Thursday, September 23, 2021
7:30 p.m.

Board Meeting Minutes

Location: George Washington Academy
2277 South 3000 East
St. George, Utah
Lunchroom

The meeting will also be available through Zoom. Anyone interested in participating via Zoom conferencing can email Shannon Greer at sgreer@gwacademy.org for call-in information.

The board training, open board training, was held at 7:00 in the GWA Lunchroom. Board members present: Shannon Greer, Kevin Peterson, April Paxton, Rachel Stewart, Shauna Mahoney, Casey Unrein, and Jaycee Rogers. Holly Myers and Blake Clark were absent.

The Board meeting convened at 7:40 p.m.

Board Welcome: Shannon Greer, President

Roll Call: Shannon Greer, President

Prayer: Kevin Peterson

Pledge of Allegiance: Shauna Mahoney

Board Members Present: Shannon Greer, Kevin Peterson, April Paxton, Rachel Stewart, Shauna Mahoney, Casey Unrein, and Jaycee Rogers.

Board Members Absent: Holly Myers and Blake Clark were absent.

Others Present: Steve Erickson, LaNessa Stevens, Chance Manzanares, Debbie Kuavaka, Linnie Lindsay, Christine Giles, and Spencer Adams. Tracey Peyghambarian and Roy Greenland attended via Zoom conference

Approval of Minutes: Kevin Peterson motioned to approve the minutes from the August 26, 2021 Board Meeting as presented in the Board packet. Rachel Stewart seconded the motion, which passed unanimously (all present voted in favor).

Public Opportunity to Address the Board: None

Set time for adjournment: The time set for adjournment was 8:45 p.m

Teacher Representative Report:

Christine Giles reported there was a great first professional development day talking about the new math program. Teachers felt empowered because of LaNessa Stevens and Aubrey Johnson's training. Mr. Clark spent the morning with the upper grade teachers to help raise the bar and educate about the school culture. The primary grade teachers had a training from the school's occupational therapist who reminded teachers about the importance of movement in learning. Linnie Lindsey expressed teachers' appreciation, especially those of new teachers, of Shannon Greer and Kevin Peterson's presentation and welcoming to the faculty at a recent faculty meeting. The teachers reported excitement about student lead conferences from all stakeholders. Linnie reported that there was good turn-out from parents because the students lead the conferences.

Administration Report: Blake Clark, Executive Director, sent out the board packet via e-mail and confirmed that all reports have been completed for September. Chance Manzanares, assistant director, provided the board with a copy of the Acadience proficiency scores overtime (from year 2017 to present). There was a general slump in proficiency skills from 2019 (end of year) to 2020 (beginning of year) due to the pandemic.

Financial Report: Spencer Adams, Business Administrator, presented the Financial Summary as of September 23, 2021 and the Financial Detail Report as of September 23, 2021. The school has not received federal funding yet, but will in the near future. Items in the red were planned due to the beginning of school purchases. There was a spike in expenses compared to revenues, largely due to the second field payment and ESSER purchases. Overall, finances are where they need to be.

Spencer reported the SPED state funds come in 1/12th, or each month. In the past, any portion of the funds not spent was deferred. The reason was to set GWA up for future years so that when money was spent it would be recognized as revenue. Now the auditors have shifted all deferred revenue into net assets, which makes the spend-down plan challenging. Moving forward, GWA needs to make sure that the spend-down plan is included in the current budget. SPED revenues are approx. \$480,000 and the current expenses are \$615,000. Kevin Peterson asked how GWA allocates funds moving forward with the "slush fund" no longer available to ensure that SPED is still getting their needs met. Spencer reported that the SPED spend-down plan needs to be evaluated with the finance committee. Shannon Greer expressed the consequences of not adhering to bond covenants, to which Spencer reported that the state could retract their interest rates, and on extreme occasions the bonders could "take over school." Shannon asked if we could continue moving forward approving the RBT job with our current financial situation. Spencer reported that GWA doesn't know the actual revenue that they will receive until November. Shannon asked about the maintenance of effort if the spend-down plan is adjusted, Spencer responded that the same amount may not occur year to year.

The director of special education expressed concern about the SPED programs already started this year which may not be sustainable. For example, the afterschool tutoring for SPED was asked to be discontinued because of the expense of the program, which the SPED director said would negatively impact students. Shannon asked if special education students could be included in the regular services offered after school. The answer was yes, however the SPED director expressed concerns about whether enough tutors would be available to help all students.

The SPED director reported that for the RBT Job, currently the counseling department is stepping in to cover the needs of the RBT students, thus the funds coming out of regular education funds not special education funds. Spencer asked whether the school counselor is able to successfully complete her regular job responsibilities while helping the RBT students. The SPED director reported that the counselor's time with the RBT students was taking away from her regular job responsibilities.

Casey asked about deferred revenue total, Spencer thought over \$500,000.

Shannon reported that accounting processes have changed, thus impacting the Special Education Department. The SPED director will continue to follow the financial plan for now. Shannon asked about the pay schedule for the new RBT position. The SPED director expressed the figure would roughly be 29 hours a week at \$19 an hour for a total of \$551 a week. The cost would be approx. \$17,000 a year with no benefits. Spencer reported that there would be enough funds to cover the RBT position.

Spencer reported that all reports have been taken care of.

Committee Reports (3 min each):

- **Policies Committee** – Nothing to report.
- **Finance Committee** – Shannon said that adjustments were made to the school credit cards.
- **Benefits Committee** – Nothing to report.
- **Curriculum Committee** – LaNessa Stevens reported that the teachers are starting to develop their own way to teach the math lessons as the curriculum is unscripted. The teachers are looking at the assessments to ensure what they are teaching matches what is on the assessment. Teachers are also learning more about the digital resources. Three in-house teacher's math lessons were filmed which was shared with all teachers to review what math lessons should look like. Teachers are wanting more training about how to use manipulatives.
- **Outreach Committee** – Nothing to report.
- **Technology Committee** - Steve Erickson reported that new microphone systems were installed and have been working well.
- **LAND Trust Committee** – Nothing new to report. The state website has been down which has impacted approval of positions.
- **PTO Committee** – April Paxton reported over \$19,000 was collected with the money drive. The PTO is working hard on the fall carnival. They need more volunteers to run the booths. April reported that the PTO has board openings.

Kevin Peterson made a motion to continue the meeting, Shauna Mahoney seconded.

- **Board Development Committee** – Nothing to report.
- **Campus Management Committee** – Steve Erickson reported that there was a safety week and all safety procedures were practiced.

Discussion and/or Action Items:

- Expenditures over \$5,000- None
- Adding Registered Behavior Technician to Pay Schedule- Shannon Greer asked that with our current financial position of the school for the board to look at the bigger picture, however by law George Washington Academy is required to meet the needs of special education students. Kevin Peterson motioned to accept the Registered Behavior Technician to the pay schedule without exceeding \$18,000. April Paxton seconded the motion. Casey Unrein asked about a job description, Shannon said that she was not aware of any. Shannon asked if the administration team would communicate with the SPED director that a job description, pay schedule, and all documents related to the job need to be approved with the finance committee first before being presented to the board. Jaycee Rogers and Shannon expressed concern about not going through the proper channels before approving. Kevin and April withdrew their motion.

The SPED director provided the board with a job description. Shannon suggested including up to 29 hours in the job description, specifically working with those RBT students. Debbie Kuavaka said that all of that information would be updated on the form. Kevin expressed concern about the SPED department being more aware of funds and to conservatively spend in the event that funds need to be spent on jobs in the future. Rachel made a motion to approve the RBT position as shown in the job description with the inclusion to not exceed 29 hours on the pay scale of the secretary motor lab manager. Kevin seconded the motion. Motion passed unanimously by all board members (all present voted in favor).

- Policy 485: Parent and Family Engagement- April Paxton motioned approve Policy 485, Shauna Mahoney Seconded. Shannon Greer expressed concern about section 2 under Parent/Family input and parental involvement. She suggested to remove the sentences involving curriculum committee and the phrase, “It is required to have one parent as part of that committee.” She expressed that curriculum and finance committees are not parent committees. She recommended removing “curriculum” prior to the word “committee” and leave it open to “committees,” thus improving parental involvement across all committees. April amended her motion with the change of parent and family input bullet point 2 to, “The school will provide parents and family with the opportunity for regular meetings to formulate suggestions and participate in decision making regarding their children’s education through participation on committees,” while striking the sentence, “It is required to have at least one parent as part of the committee.” Shannon expressed the importance of adding the word “board” prior to committees to read, “Participation on board committees.” April amended the motion again to approve the policy with the change to, “The school will provide parents and family with the opportunity for regular meetings to formulate suggestions and participate in decision making regarding their

children’s education through participation on board Committees,” while striking the sentence, “It is required to have at least one parent as part of the committee.” Kevin seconded the motion. Casey Unrein expressed concern about the specifics of the policy and who is in charge of implementing the policy. Shannon said that the executive director would be held accountable. April made a motion to send it back to the policy committee. Shauna seconded the motion. The motion passed unanimously (all present voted in favor).

Closed Meeting – *None.*

Reconvene

Next Meeting: The next regular Board Meeting will be held October 28, 2021 at 7:30pm.

Adjournment—Kevin Peterson motioned to adjourn the meeting at 10:09 P.M.

Respectfully submitted by Jaycee Rogers, Board Secretary