

Approved by the Board of Directors September 29, 2022

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, August 25, 2022
7:30 p.m.

Board Meeting Agenda

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

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 was held at 7:00 p.m. prior to the Board Meeting. Presentation by Casey Unrein on the subject of procurement, more than just purchasing.

The Board meeting convened at 7:37 p.m.

Board Welcome: Shannon Greer, President

Roll Call: Shannon Greer, President

Prayer: Amanda Mortensen

Pledge of Allegiance: Casey Unrein

Board Members Present: Shannon Greer, Amanda Mortenson, Casey Unrein, Kevin Peterson, Blake Clark, Holly Myers (via Zoom)

Board Members Absent: Jaycee Rogers, Shauna Mahoney

Approval of Minutes: Kevin Peterson made a motion to approve the minutes from July 28, 2022 Board Meeting. Amanda Mortenson made a second. No discussion. The motion passed unanimously. All present voted in favor: Shannon Greer, Amanda Mortenson, Casey Unrein, Kevin Peterson, Blake Clark, Holly Myers

Public Opportunity to Address the Board:

Note: *The Board will not take action on an item introduced during this portion of the agenda pursuant to Utah Code 52-4-202(6)(b).*

Set time for adjournment: The time set for adjournment was 8:47 pm

Teacher Representative Report: Kari McCoy reported on the student leadership board, three opportunities for students to apply for leadership opportunities. 1 Holding doors open for students coming in for breakfast, 2 announcement coordinator (write script, go in to classroom, etc), and 3 peer tutoring for life skills class. Student Lighthouse team lead first school assembly with help from the Hope Squad. Point of clarification, Student lighthouse team is an application selection process, the Hope Squad is designated by peer nomination and teacher recommendation. Thank you for \$1,000 allotment for teachers to get classrooms set up, it was much appreciated especially for new teachers. Kindergarten kids began school today.

Christine Giles gave the teachers and faculty report on the topic of culture. Trying to have a more professional and unified culture. Culture keeping reminders have been given. Professional development, LTRS training is helpful and teachers are learning a lot of great teaching techniques. Tier 1 text training has begun with 4th grade team and is going great as well. Team appreciates the development opportunities. All teachers report data on shared google doc to collaborate. An emphasis has been made on enrichment activities and are encouraging feedback from teachers in meetings. SPED has been busy with new curriculum and testing.

Administration Report: Blake Clark, Executive Director, reported that all reports are complete. Note on board update enrollment data for 2022/23 school year is on trend with numbers over the past 8+ years.

Financial Report: Spencer Adams, Business Administrator, discussed budget report as of the end of July, state revenue is on track/slightly ahead, a lot of yellow/red expenses because of up front school year costs. Specifically, section 3000 LTRS training. Revenues are well above expenses, partially because of school land trust being received up front and expenses held out to end of month. Casey Unrein asked if CD has matured, Kevin Peterson will check on that. All reports are finished.

Committee Reports (3 min each):

- **Policies Committee** – Nothing new to report
- **Finance Committee** – Nothing outside of committee minutes to report
- **Benefits Committee** – Nothing new to report
- **Curriculum Committee** – Nothing new to report
- **Outreach Committee** – Nothing new to report
- **Technology Committee** - Nothing new to report
- **LAND Trust Committee** – Nothing new to report
- **PTO Committee** – Nothing new to report
- **Board Development Committee** – Shannon Greer, Board retreat will be next month
- **Campus Management Committee** – Steve Erickson, Chair

Discussion and/or Action Items:

- Expenditures over \$5,000
- **Library Materials Policy:** Kevin Peterson made a motion to approve the library materials policy as outlined in the board packet. Casey Unrein seconded. Discussion: Shannon Greer suggested to add classroom libraries specifically stated in the policy.

Kevin Peterson asked if the committee selection will be formed for GWA to the Utah state guidelines. Timetable for approval and appeal process are as designated in legislation, our option as GWA is to create a policy more strict than the legislation but not take longer. Shannon Greer suggested considering posting a link to the GWA website homepage and Kevin Peterson amended motion to accept policy with modifying wording to match our school structure, such as classrooms vs all schools, executive director vs principal, district vs GWA, clarifying classroom libraries. Amended motion was seconded by Casey Unrein. Amended motion passed unanimously.

- **Special Education Contractor Agreements Adjustments:** Amanda Mortensen made a motion to approve the proposal as in the board packet. Kevin Peterson seconded. Discussion: Kevin Peterson proposed that we cap the mileage reimbursement for budgeting purposes. Casey Unrein asked for clarification regarding the need for the additional hours, Blake Clark answered that the current caseload is creating a need for additional OT hours. General consensus was that the cap is not necessary. Motion passed unanimously.
- **Executive Level Secretary – Purchasing, Financing, Budgeting:** Kevin Peterson made a motion to approve the Executive Level Secretary – Purchasing/Finance/Budgeting. Amanda Mortensen seconded. Discussion: Shannon Greer expressed concern with moving without documentation or evidence of overtime pay for this position. Suggested clarifying salary exempt vs salary non-exempt. This position has gone from part time to full time to suggestion for salary without the scope of responsibility and number of students increasing. Amanda Mortensen asked why the work load and needed hours have increased without additional student count. Blake Clark responded that for example purchasing isn't related to number of students, rather it's the amount of purchasing. This secretary is supporting students by supporting teachers so teachers request for secretary to make purchases directly, rather than a reimbursement. Additionally, prices going up requiring potentially more RFP's being required, building is aging and needing to be updated and sometimes on an emergency basis. Casey Unrein offered hours outside of their typical shift, sees value in centralizing the role to one person. Blake Clark brought up the differences in the nature of an hourly vs salary position. Shannon Greer brought up concern that job description may be too specific to the person in the role. Kevin Peterson asked would we change the job description for a new hire or would job description stay the same. Blake Clark answered that if we brought in an in-house business manager could change the position but outside of that the job description would stay the same. Holly Myers suggested if there are reasons to move from hourly to salary that are not stated as expectations, they should be stated in the job description. Shannon Greer is concerned that overtime has not been reported to verify that the additional hours to justify moving to salary without evidence of necessity. Motion did not pass. Kevin Peterson and Amanda Mortensen voted in favor. Shannon Greer, Casey Unrein, and Holly Myers voted not in favor. Timeline for reconsideration varied among team members between 1 month to one year. Holly Myers suggested that barriers for clocking in overtime be analyzed and removed to get more accurate data. The board consensus was to revisit in 6 months agenda. Shannon Greer stated her opinion it isn't the budget concern its more the lack of process and documentation.

- **HVAC Replacement Unit:** Kevin Peterson made a motion to approve the proposal for HVAC Replacement unit to be paid out of CAP-EX. Casey Unrein seconded. Discussion: Kevin Peterson clarified the purpose of CAP-EX funds. Motion passed unanimously.
- **GoGuardian Renewal:** Amanda Mortensen made a motion to approve the Go Guardian renewal as outlined in the packet. Kevin Peterson seconded. Discussion: Blake Clark confirmed that they are still happy with Go Guardian's services. Casey Unrein asked if Powerschool could handle the same tasks that GoGuardian is handling. The consensus was, no Powerschool could not.
- **Special Education Curriculum:** Casey Unrein made a motion to approve the additional Special Education Curriculum not to exceed the amount of \$12,835.43. Amanda Mortensen seconded. Discussion: Kevin Peterson asked what data was analyzed to determine the need for this purchase. Kim Townes said RISE and Acadience data was used to make determination. Townes also mentioned that research based curriculum has never been used in the GWA SPED program. Townes intends to get at least 1.5% improvement in benchmarks of both Acadience and RISE data. Townes confirmed that only the consumables will need to be repurchased annually but the teacher subscription are a one time purchase. Motion passed unanimously.

No Closed Session was Held

Next Meeting: The next regular Board Meeting will be held **September 29, 2022 at 4:00pm.**

Adjournment: Kevin Peterson motioned to adjourn the Board Meeting, which passed unanimously.

The board meeting adjourned at 9:29 pm

Submitted by Holly Myers, Board Member