

George Washington Academy
Board Meeting Minutes
Thursday, January 10, 2013
8:00 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, Chet Wall, and Owen Olsen

Board Members Absent: None.

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Jennifer Woodland, Business Administrator; Glenda Wilson.

Board President Welcome: Steve Wattles

Roll Call: Steve Wattles, President

Pledge of Allegiance: Kody Young

Discussion and/or Action Items:

- **Accounting method** (Kody Young)
 - Kody explained and discussed the difference between the cash method of accounting and the accrual method of accounting. The school is currently using the cash method, which can be misleading at times. The state requires us to report on a cash basis. Jennifer Woodland reported that the Charter School finance director trained her to use the cash method. She reported that in order to see how much time it would take to switch methods, she would need to try it. She reported that Abraham and Woodland is willing to switch if that is what we want. Steve asked if other schools are using cash or accrual method, and Kody reported that they are generally using a modified accrual basis that is accepted by the federal government. The Board
 - Kody Young presented a motion to change our reporting standards for Board reports from a cash report to an accrual method. Anna Bohannon seconded the motion, which passed unanimously.
 - The Board determined that we would like to see the Board reports in accrual method by the February monthly meeting.
 - Kody stated that in order for the accrual method to work properly, it is necessary to have invoices sent to the business administrator.
 - Patrick stated that the Administration will need “read-only” access to Quickbooks in order to make the accrual method effective. Jennifer Woodland stated that she is not sure if that is a realistic option, but they will look into it.
- **Employment Periods for Teaching Employees (and any other positions currently paid on a 200 work-day basis)** (Kody Young)
 - Kody explained that our school period starts on July 1 and ends June 30. The school year starts about August 15, but we start paying teachers on July 1. So teachers are prepaid during part of the summer. If a teacher quits partway through the year, they have received prepayments that they have not yet earned. We had that occur this year and lost approximately \$5,000. Kody proposed that the employment offers be changed from August 15 to August 14, so that this will not occur. Since we are changing to the accrual method, this would work well. The drawback would be that there would be a pay gap from July 1 to August 15 on the first year the policy is implemented. Jennifer Woodland stated that we need to check with the auditors because there are reports that are due October 1. The APR and AFR reports could have issues so she would want to check with the auditors before we change policy. Anna Bohannon stated that this is the year we are procuring a new auditor and so we can include this in the discussion with potential auditors. Patrick Young stated that the biggest issue is how to deal with the issue of teachers who are dependent on the consistent paycheck, because there will be six weeks without receiving a paycheck. Mr.

Fawson presented an option of grandfathering in the current teachers, and implementing the new policy with new teachers. Steve Wattles and Shannon Greer expressed concern with moving forward with this policy without a clear plan of how we will deal with the situation to help lessen the impact to the teachers. They expressed concern with losing teachers based on the policy, which they argued is a bigger risk to the school than losing some money when a teacher leaves partway through the year. Mr. Fawson stated that in his experience, it is extremely rare to lose a teacher mid-year. Kody expressed that

- Patrick Carroll presented a motion to table this discussion until the February meeting. Shannon Greer seconded the motion, which passed unanimously.
- **Paid Holidays** (Kody Young)
 - Kody Young presented a motion to table this item until the regular January meeting. Patrick Carroll seconded the motion, which passed unanimously.
- **Paid Time Off (accruals for all employee classifications)** (Patrick Carroll) (Attachment pgs. 1-16)
 - Patrick Carroll presented a motion to table this until the January regular Board meeting. Kody Young seconded the motion, which passed unanimously.
 - Shannon Greer requested that the compensation committee provide notes of their meeting to the Board prior to the next Board meeting so the Board can review the notes

Closed Session – Steve Wattles

- “I propose we move into a closed session for the purpose of discussing the character, professional competence, or physical or mental health of an individual.”
- A roll call vote was taken as follows:

Patrick Carroll – Yes	Steve Wattles – Yes
Shannon Greer – Yes	Anna Bohannon - No
Owen Olsen – Yes	Chet Wall - No
Kody Young – Yes	Matt Hafen – Yes
- Shannon Greer motioned to come out of closed meeting. The motion was seconded by Chet Wall and passed unanimously.

Additional Discussion and/or Action Items:

- **Job Descriptions** (Anna Bohannon) (Attachment Pg. 17-18)
 - Anna Bohannon passed around a proposal from Red Apple and discussed the overlap between the business administrator contract and the district secretary job description. The Board reviewed the draft job description for a district manager position that was sent out by Mr. Fawson prior to the meeting. Patrick Carroll stated that there are two different models of a business administrator that we could hire. A service such as Red Apple could provide a more comprehensive service, whereas an accounting model would be more limited but might work well for our school given the new job description of the district secretary. Kody Young stated that there are accounting firms that are competent to prepare all of the reports that are required for GWA. Kody stated that the business manager position does not need to be as involved in the school operations as it has been in the past. Kody recommended that the Board carve out the HR duties from the business administrator contract. The Board had a discussion about whether or not the contract with Abraham & Woodland has been breached and whether or not the job description is being fulfilled. The Board discussed the exempt status of the district manager position, and although some Board members were comfortable that the position qualifies as “exempt”, the Board determined that the job description should be reviewed by legal counsel to verify this. Since a legal review would likely not be possible prior to the January meeting, the Board determined that the position should be moved to salary at the next pay period, but the employee should continue to track hours in case the job description was determined to be non-exempt so we can pay any necessary overtime.
 - Kody Young presented a motion to approve the updated job description for the district manager position, as provided by Mr. Fawson. Owen Olsen seconded the motion, which passed by all Board members but Steve Wattles, who stated that he had not had time prior to the meeting to sufficiently review the document.
 - The Board discussed the compensation for the district manager position. Patrick Carroll stated that, with the new job description, there could be additional overtime in the position if it is nonexempt, and therefore the compensation may need to increase. The compensation committee will review the salary schedule for the district manager position.
- **Business Manager (Central Services) Position** (Kody Young)

- Kody Young stated that we need to ask Abraham & Woodland to stop performing the services under 3.1.2 of their contract. The Board agreed and determined that the new president would discuss this and other concerns addressed previously with Abraham & Woodland since Jennifer Woodland was no longer present at the meeting.
- **Board President/Chairman Position (Kody Young)**
 - Anna Bohannon proposed that we go into another closed session for the purpose of discussing the character, professional competence, or physical or mental health of an individual.
 - A roll call vote was taken as follows:

Patrick Carroll – Yes	Steve Wattles – Abstained
Shannon Greer – No	Anna Bohannon - Yes
Owen Olsen – No	Chet Wall - Yes
Kody Young – No	Matt Hafen – No
 - Based on the roll call vote, the Board did not enter into a closed meeting.
 - Matt Hafen asked who on the Board would be in a position to make the time commitment necessary to take on the responsibilities of the Board president, and who would be willing to do it.
 - Owen Olsen, Matt Hafen, Chet Wall, and Anna Bohannon stated that they are not in a position to take on the position. Kody Young, Shannon Greer, Patrick Carroll stated that they could take on the position if they were asked to do it.
 - Steve Wattles resigned as the President of the Board of Directors, effective immediately.
 - The Board and Administration discussed the need for open communication between Administration and Board.
 - Anna Bohannon excused herself from the meeting.
 - Owen Olsen presented a motion to take a vote on a new Board president. Chet Wall seconded the motion, which passed by all but Steve, who voted against, and Anna Bohannon, who had been excused.
 - Chet Wall nominated Shannon Greer to serve as the Board president. The following vote was taken:

Patrick Carroll – No	Steve Wattles – Yes
Shannon Greer – Yes	Anna Bohannon – Excused from meeting
Owen Olsen – Yes	Chet Wall - Yes
Kody Young – No	Matt Hafen – Yes
- Shannon presented a motion to name Kody as the vice-president. Owen Olsen seconded the motion. The motion passed unanimously.

Next Meeting: January monthly meeting to 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 which passed unanimously. Meeting was adjourned at 12:49 a.m.

Respectfully submitted by Matt Hafen, Secretary

APPROVED ON JANUARY 24, 2013