

APPROVED BY THE BOARD OF DIRECTORS ON DECEMBER 17, 2015

**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, November 19, 2015

7:30 p.m.

### Board Meeting Minutes

**Location:** 2277 S. 3000 E., St George, Utah, 84790  
Board Room, Portable Building

*A Board work session was held from 7:00 p.m. to 7:30 p.m.*

**Work Session:** Classroom and Grade Configuration (Anya Yeager)

*The Board meeting convened at 7:30 p.m.*

**Board Members Present:** Shannon Greer, President; James Ure; Stacy Bowles; Brandon Russell; Adam Lofgran

**Board Members Absent:** Matt Hafen, Secretary, Patrick Carroll, CFO

**Others Present:** Anya Yeager, Executive Director; Jennifer McCorvey; Steve Erickson; and Glenda Raschke.

**Board President Welcome:** Shannon Greer, President

**Roll Call:** Shannon Greer, President

**Prayer:** No volunteer

**Pledge of Allegiance:** Adam Lofgran

**Approval of Minutes:** Brandon motioned to approve the minutes from the October 22, 2015 Board meeting as presented in the Board packet. Adam seconded the motion, which passed unanimously.

**Public Opportunity to Address the Board:** No one addressed the board.

Shannon set the time for adjournment at 9:15 p.m.

**Teacher Representative Report:** Rachele Crawford, Jacki Whitaker, and Joni Bauer, Teacher Representatives

**Administration Report:** Anya Yeager, Executive Director

- Enrollment Report and Employee hours reported vs. budgeted (overtime)
  - 8.25 hours overtime in past month for food services coordinator to take trip up North to learn about guidelines and funding for program. This is not expected again in the future.
  - 16.75 hours since beginning of year. Daily attendance is 94%, 89% are on time, which has dropped. Goal in charter is 90%.
- Status of State Reports Due in November:
  - Fall enrollment and transfer student documentation audit report (November 2)

- Four children have moved and one has transferred out, leaving 1011 students. GWA is not filling those spots
- Note: Kitchen is done, and facilities have been reconfigured to accommodate the kitchen. Conference room is being created for committee meetings and parents to have room with privacy. Sack lunch count was 300-400 per day; since doing hot lunch we have been in the high 400s, and in the 600s on pizza day. Now in third week, and kitchen staff is learning what is popular with the kids.
- Choose DLM Tasks (November 4)
- Coordinated Early Intervening Services (CEIS) Plan (November 4)
- Special education policies and procedure manual (November 4)
- Child Nutrition Claims (November 6)
- October Survey & Directly Certified Student Report (November 15)
- Racial/Ethnic Survey National School Lunch Program (November 15)
- Verification Results Report (November 15)
- LEA Second Review of Application Report (November 15)
- Educator salary adjustments per information in CACTUS (November 15)
- Professional Staff Cost Report for New Charter Schools per information in CACTUS – Report of Classroom Supplies and Materials per information in CACTUS – Qualified teachers (November 15)
- Letter of Authorizations (November 15)
- School LAND Trust Committee Membership Form, Principal Assurance Form, and Final Report (November 15)
- UPIPS Off-site data (November 30)
- Immunization Status Report (November 30)

**Financial Report:** Business Administrator, Thayne Smith

- Financial Summary as of October 31, 2015
  - 4571 and 72 is reimbursement for state lunches.
  - Have already received some of the liquor tax funding.
  - UC application: 3 of 5 categories are approved and accepted. The other two are done, but haven't been reviewed by the state yet. Hoping they are approved by December so reimbursement requests can begin in January.
  - Days cash on hand: Currently at 119.
  - Month ending cash balance includes the 1m CD.
  - Reserves are included in bond transactions.
  - Building payment has dropped slightly to 21.4% because of bond (below 22% is acceptable).
  - In 800s, bond asset and principle: Currently paying more towards interest than principal, but that will change over time. Over time, school will save \$8m over life of the bond.
  - In 600s and 700s, we have a few line items that are at 100% or over, and these are being addressed in finance committee. Due to things like purchasing copiers on the front end of the year.
  - In forecast column, net income suggests we are set to come out with \$716,000; goal is \$400,000.
- Financial Detail Report as of October 31, 2015
- Status of State Reports Due in October:
  - Class size reduction budget and FTEs plan and report (for HB318) (November 2)
  - Utah Consolidated Application (UCA) (November 2)
  - Negotiations Report (November 2)
  - Calculation of excess costs of special education and related services (November 4)
  - Last day to request IDEA reimbursement for expenditures (November 15)
  - Management Letters and Management Response Letters (November 29)

- Single Audit Report FY15 (November 29)
- Audited Financial Statements for prior year (November 30)
- All reports have been turned in on time.

**Committee Reports (3 min each):**

□ **Policies** – Anya Yeager, Chair

- Reviewed several policies per the Leer & Leer suggested policies based on new 2015 laws. These will be voted on in motions at the end of the meeting.
  - Employee Benefits: Needed update to include verbiage for continuation of Cobra, and an explanation of current 401k plan
  - FERPA: Added new line regarding new requirement for parental notification
  - Criminal Background Check: Needed new provision for board members to be background checked
  - Children Internet Safety: Required training in digital citizenship, which was added
  - Harassment: New law prohibit discriminatory practices, policy was updated to include race, gender, sexual identity, and a few others
  - Disciplinary Records: LEA required to submit records under certain conditions; duly updated
  - Bullying: Still needs review
  - Working on two new policies

□ **Compensation / Finance Committee** – Patrick Carroll, Chair

- Nothing reported at this time

□ **Benefits** – Glenda Raschke, Chair

- Seven members are on committee: 2 admins, 2 teachers, 2 board members, and admin rep America.
- Met several times.
- Dental open enrollment: considering what to do for 25 employees who take this benefit. Considering whether to continue on same track.
- Pushing soft benefits / low cost benefits. Committee found several education discounts, from computers to JoAnn's to gym memberships. Gave faculty list of such benefits.
- Continuing to look at wellness programs. Working to keep flexible for different needs.

□ **Continuation** – Shannon Greer, Chair

- Nothing to report.

□ **Curriculum** – Jennifer McCorvey, Chair

- Found redundancies among curriculum policies and combined several policies.

□ **Charitable Giving / Outreach** – Stacy Bowles, Chair

- Next meeting is in December. Been focusing on advertising. Ad coming out in "Family and Kids," "Val-Pak," and a trifold packet.
- Press release was printed on October 22.
- Asked Thane what the budget is. It's \$3000, which Stacy reported is not enough. Shannon discussed reallocating some from other areas, and asked Stacy for a clear report on her needs.
- Adam asked whether we could receive discount rates on advertising due to being a 501(c)(3), and Stacy said not really.

- Shannon asked whether there was talk about the movie theater. Anya said we saw an increase but wasn't sure whether that was due to movie theater or the Val-Pak. Shannon suggested we put enough in budget to accommodate a multi-week event.
- **Technology** - Steve Erickson, Chair
  - Just began interim testing, and Chromebooks are coming in handy because they are not depriving the computer lab of usage.
  - Currently inventorying technology, taking photos for insurance purposes.
  - John is only giving 12 hours a week now, which is insufficient. Will propose higher number of hours in next month's meeting.
  - Brandon indicated they have learned a lot in the first few months of school that will benefit us on an ongoing basis.
- **LAND Trust** – Jason Boothe, Chair
  - We have received land trust money and all committees are on track
- **PTO Committee** – James Ure, Chair
  - No committee meeting held
  - Shannon asked James: Teacher would like to know who in their class is not meeting their required hours. Can teachers discover by class which parents are not meeting their quota? James will report next week.
  - Stacy asked James whether PTO will do denim day again. James will ask PTO
- **Board Development** – Shannon Greer, Chair
  - Finance training in January
- **Board Recruitment** – Nothing to report.
- **Campus Management** – Steve Erickson, Chair
  - Carpool: Can we use back dirt lot? Under discussion.
  - Surveillance cameras: Issue with people stealing cones, smashing pumpkins, potential issues with 8th grade lockers.
    - Shannon asked Dixie High what they do. They are not linked through SGPD. They installed system through Costco and installed it themselves.
    - Steve said we already have cameras, and will receive reduced price on additional cameras.
    - Still evaluating whether/where to place new cameras.
    - Admin reported using camera footage far more often than anticipated, including reviewing how students broke arms, who left the door open, etc.

#### **Additional Discussion and/or Action Items:**

- No expenditures over \$3,000
- Annual Approval of UCA Report
  - James motioned to approve the UCA Report. Stacy seconded the motion, which passed unanimously.
  - Matt will be given a copy to include in the next board packet.
- Life and AD&D Insurance Benefits
  - Glenda reported that the proposal in the packet identifies why the benefits committee is recommending a life insurance policy for employees. It helps strengthen the compensation package for employees, especially since this is no cost to employees. The committee determined that employees would be interested in the policy, and determined that the policy would help both the spouse

of the employee, or the employee him/herself. To accommodate this, the board had to go with a lower premium to stay within the budget given by the finance committee.

- Received three bids. Metlife and Mutual of Omaha were not selected. Life Map was selected. Life Map has guaranteed rates for three years, rather than two, which the other two have. Even though Mutual of Omaha had the lowest bid, the MO policy allows the organization to receive all of the census information about the school, and reserves the right to change the quote at any time, even after the contract is signed, based on the additional information. Life Map is fixed and provides more certainty. Life Map was also more responsive than the other two organizations; had spectacular customer service. Met Life was eliminated because it was by far the highest, at \$4400. Met Life also never responded to certain specific queries for more information. Life Map is very definitive and clear, and the committee has higher trust in them.
- Life Map premium is \$2911, fixed rate for three years. Mutual of Omaha is \$1800 premium. Met Life was \$4400.
- Adam asked if the \$243/month was the total for all 51 eligible employees at time of quote, and that was correct.
- Patrick asked Shannon to express concern that the Life Map rate is almost double the \$1800 Mutual of Omaha rate. Patrick expressed hope that once selected, we would not have to continue getting information from Mutual of Omaha on an ongoing basis. Glenda rebutted this by suggesting that we couldn't get enough information from Mutual of Omaha to compare whether the premiums were apples to apples.
- Life Map does transfer with the employee.
- Effective date will be 1/1 with Life Map.
- Adam motioned to approve the Life and AD&D Insurance Benefits as provided in the Board packet. Brandon seconded the motion, which passed unanimously.
- Effectiveness Goal Review
  - Discussed in training last month; collected information from teachers. Note that 1D states that 80% in grades 3-8 will be proficient in science; needs to be adjusted to grades 4-8.
  - All teachers indicate interest in learning more about common core, and a couple of teachers indicated that they were not in CACTUS and had not been trained in core knowledge.
  - Kindergarten teacher suggested that if we're going to have more than 25 students in the class, we should change that in the charter.
  - Request to have information on who in the classroom is meeting service requirements.
  - Shannon will discuss these with Anya, and then again in Curriculum Committee.
  - Shannon expressed appreciation for teachers getting review in on time.
- Revision to Grading Policy
  - James motioned to approve the revisions to the Grading Policy as presented in the Board Packet. Adam seconded the motion, which passed unanimously.
  - Consolidated three policies into one and clarified each item.
- School Wide Heading Policy
  - Shannon asked whether this needed to be a policy rather than merely a procedure. Jennifer indicated that in committee they wanted to ensure this happens so made it a policy.
  - Brandon motioned to approve the School Wide Heading Policy as provided in the Board packet. Stacy seconded the motion, which passed with one dissenting vote, which was Adam.
- Revision to Employee Benefits Policy
  - Glenda indicated that we are held accountable to COBRA, so we need this standard language. Glenda was initially concerned, and Patrick was concerned, about repeating some language rather than merely referencing the summary benefits in the standard policy.

- Prior to the meeting, Patrick had expressed that he felt the entire paragraph referencing the standard policy should come out. A roll call by Shannon indicated that everyone was in favor of this same action.
- Adam motioned to approve the revisions to the Employee Benefits Policy as provided in the Board packet, removing the section on page 36 at the top. Brandon seconded the motion, which passed unanimously.
- Revision to FERPA Policy
  - Anya indicated that we added one line about notifying parents in case of a breach, and took the section out about the Hirschi Track Meet.
  - Brandon motioned to approve the revisions to the FERPA Policy as provided in the Board packet. Adam seconded the motion, which passed unanimously.
- Revision to Criminal Background Check and Reporting of Arrests Policy
  - Anya explained we had to add line about board members submitting to background checks.
  - James motioned to approve the revisions to the Criminal Background Check policy as provided in the Board packet. Adam seconded the motion, which passed unanimously.
- Revision to Internet Safety (CIPA) Policy
  - Anya indicated that we added one sentence about teaching digital citizenship and safe technology, and removing the last sentence requiring students to sign something because we didn't feel it was reasonable to have kindergarteners sign such a thing.
  - James motioned to approve the revisions to the Internet Safety (CIPA) Policy as provided in the Board packet. Brandon seconded the motion, which passed unanimously.
- Revision to Harassment and Discrimination Policy
  - Policy needed to include race, pregnancy and pregnancy related conditions, child birth, sexual orientation, and gender identity.
  - Brandon motioned to approve the revisions to the Harassment and Discrimination Policy as provided in the Board packet. Stacy seconded the motion, which passed unanimously.
- Employee Separation Policy
  - Anya explained that this policy was borrowed from another school and was reviewed by Matt. Includes verbiage legal team and committee felt was necessary. It has been our practice already, and will now be policy.
  - Stacy motioned to approve the Employee Separation Policy as provided in the Board packet. James seconded the motion, which passed unanimously.
- GWA Management Rep Letter
  - The auditors indicated a couple of deficiencies in the audit, relative to internal control. The Rep Letter is the proposed response from Red Apple to Squire.
  - Adam asked who much money was on the line in fees due to deficiencies, and Red Apple reported it was all recoverable.
  - It is not necessary to have a motion on this item.

No closed session was held.

**Next Meeting:** The next regular Board meeting will be held on Thursday, December 17, 2015 at 7:30 p.m.

Being no further business, Adam motioned to adjourn. Brandon seconded the motion, which passed unanimously. The meeting adjourned at 9:19 p.m.

Respectfully submitted by James Ure.