

**George Washington Academy**  
**Thursday, May 30, 2013**  
**7:30 p.m.**

**Board Meeting Minutes**

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

**Board Members Present:** Shannon Greer, President; Patrick Carroll, CFO; Owen Olsen; Anna Bohannan; Matt Hafen, Secretary; and Tiffany Draper.

**Board Members Absent:** Kody Young, Vice President, Steve Wattles, and Chet Wall.

**Others Present:** Anya Yeager, Vice Principal; Glenda Raschke, District Manager; Jennifer McCorvey; Laurie Sandberg; Sharin Stucki; Lee Mowery; and Sandy Cordova

*The Board work session began at 7:00 p.m.*

**Work Session:**

**Competitive Strategy Training** – The Board discussed Steps 3-4 from Seven Outs by Brian Carpenter. The Board discussed the need of having a strategic plan that can be revisited each year to make sure that it still fits the needs of our students. The Board discussed the benefits of analyzing the geographic location of our students and of being aware of the political climate.

*The Board meeting convened at 7:20 p.m. following the work session.*

**Board President Welcome:** Shannon Greer

**Roll Call:** Shannon Greer, President

**Pledge of Allegiance:** Patrick Carroll

**Discussion and/or Action Items:**

- Sharon Stucki, the school lunch coordinator for Washington County School District, presented the two proposals that WCSD has provided us for the school lunch program. Katering Concepts will not be returning to GWA next year. Laurie Sandberg, the manager for Crimson Ridge Elementary, was present at the meeting and would be in charge of the school lunches. Lee Mowery was present as well.
  - Option 1: GWA would submit a bid request to WCSD Food Service Department. WCSD would not be able to do the salad bar under this program. The menu cycle is attached for K-5<sup>th</sup> and 6<sup>th</sup>-8<sup>th</sup>. \$3.75-\$4.00 per person.
  - Option 2: WCSD Food Service would enroll GWA as a site under the National School Lunch Program.
  - One-time start-up fee - \$1,295. Technical support fee would be \$325/year with PCS.
  - Lee Mowery reported that in order to integrate our students into their software system, we would have to manually provide them with student information and update that information when students move in or out. The Board will talk with Kaber Esplin about coordinating our Power School with the district so this does not have to be done manually. We will need to verify whether GWA Power School student numbers overlap with WCSD Power School student numbers. GWA would have to determine a policy on what to do when a student shows up to

lunch without money in their account. WCSD has to be paid, whether the student paid for the lunch or not.

- One issue that would have to be worked though is that the food holds for a maximum of 2 hours, so if our lunch period is longer than that, they would have to do two deliveries of lunch.
- GWA may have to purchase a milk cooler, which may cost around \$2,200, or possibly rent one.
- WCSD would need about 300 students or more participating to make it work for them.
- WCSD would do all of the paperwork with the government after we collect them from parents. GWA would be responsible for collecting the money supporting the meals and submitting a check to the food service office the first working day of each month.
- GWA needs to respond to WCSD by July 1 with our decision.
- Shannon Greer tabled this discussion for later in the meeting.
- Robert Wilkes presented about point of service payment systems that can be put up. We could set up a merchant account to process payments for the school lunches. He recommended PayPal.

**Swearing in of Officers:** Matt Hafen, secretary, swore in Tiffany Draper as a Board member.

**Approval of Minutes:** For the April 25, 2013 minutes, Glenda Raschke recommended that on page 3, we clarify that administration had nothing to report, since Glenda was not at the meeting. Patrick Carroll recommended that on Page 1, it should say “Shannon Greer”.

- Tiffany Draper motioned to approve the April 25, 2013 Board meeting minutes with the changes outlined above, the May 5, 2013 minutes as included in the Board packet, and the May 14, 2013, minutes as included in the Board packet. Owen Olsen seconded the motion, which passed unanimously.

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

Adjournment was set for 9:45pm by Anna Bohannan. Shannon Greer stated that as we approach that time, she will table agenda items that are not urgent to try to finish on time.

**Teacher Representative Report:** Anya Yeager reported that Kathy Whiteside is stepping down as teacher representative.

**Administration Report:**

- Enrollment Report – We ended the year with 949 students because a family with 2 students moved. Anya also reported that the sixth 2<sup>nd</sup> grade class will not be feasible. She reported that there are currently 4 classes of 28 students in 6<sup>th</sup> grade for next year. She discussed the option of taking the teacher hired for 2<sup>nd</sup> grade and moving her to 6<sup>th</sup> grade for a fifth 6<sup>th</sup> grade class. Kevin Abraham stated that this would eliminate the 2<sup>nd</sup> grade bubble and would help to achieve the eventual goal of having 5 classes in each grade. The Board did a roll call vote and Matt, Tiffany, Anna, and Shannon voted that adding the fifth 6<sup>th</sup> grade class would be a good idea if there are enough students to justify it. Owen and Patrick voted to keep four 6<sup>th</sup> grade teachers.
- Attendance Report – 95.7 for attendance and 98% for on-time students.
- Volunteer Hours Report – 16,301.5 hours for the year.
- Employee hours reported vs. budgeted (overtime) – Overtime for the year is at 104 hours.
- **Status of State Reports Due in May/June**
  - CTE introduction funding application (2012-2013) (Rachelle Crawford) (June 1) – Glenda Raschke reported that Rachelle is working on these, and they will be submitted on time.
  - CTE introduction end of year summary (for current school year) and finalized budget (for past school year) (Rachelle Crawford) (June 1) – Glenda Raschke reported that Rachelle is working on these, and they will be submitted on time.
  - DIBELS benchmark reading testing (grades 1-3) (Anya Yeager) (June 15) – Anya Yeager reported the DIBELS composite scores and goals attached to these minutes. This is done and has

been reported to the state. The Board congratulated Administration and the teachers for the excellent scores.

- Immunization status final report (June 15) – Glenda Raschke reported that they will be working on this and will have it completed on time.
- Final follow-up on students that failed vision screenings (June 15) – Glenda Raschke reported that all of these were completed last month.
- CACTUS Educator assignment data finalized for school year just ended, non-returning educators terminated in CACTUS (Glenda Raschke) (June 29) – Glenda Raschke reported that this is completed to this point, and they have until June 29 for other changes.
- Complete CACTUS update (Glenda Raschke) (June 29) – Glenda Raschke reported that everything is completed with the information that she has up to this point.
- Safe & Drug Free Schools incident report (June 30) – Glenda Raschke left a message with the state to find out what this is and has not heard back yet. She will continue to follow up.
- UPIPS Corrective Action Plan (CAP) and Program Involvement Plan (PIP) progress report (Anya Yeager) (June 30) – Anya Yeager reported that this is in progress.
- Glenda Raschke provided an update on school Staffing. Christine in purchasing and Kiera from the front office are leaving, and Administration will post for the position. The part-time maintenance position has been filled with the substitute maintenance worker. Glenda reported that administration and staff may not be able to absorb the responsibilities of the purchasing secretary, but they may not need an employee to work as many hours. Administration would like some flexibility in determining the job description of the new employees.

**Financial Report:** Budget vs Actual for July 2012 through April 2013– Kevin Abraham reported that the last two entries should show 100% because they were ran on a cash rather than accrual basis. Patrick Carroll stated that it looks like we are on target financially for the year.

- Patrick Carroll mentioned that Red Apple had indicated that there is additional funding for extended-day Kindergarten that we should look into. Kevin Abraham checked into this and reported that it was not an option that would work for GWA.

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

- Shannon Greer continued the discussion of using WCSD for school lunch. Shannon asked whether any Board members felt like we should not pursue the WCSD program, and Owen Olsen indicated that he is not in favor of it. Administration took a survey of parents, and parents indicated that it has been too expensive. Anna Bohannon stated that she thinks it would be good to go with WCSD because it will provide lunches for teachers, would provide reduced fee lunch for low-income families, and because students need to eat. Anya Yeager stated that if we are going to provide school lunch, WCSD looks like a good option. The Board discussed the risk that we may not reach the number of school lunch purchasers to make it work for WCSD. Kevin Abraham stated that school lunch programs generally cost schools money, and we should probably plan on it costing money to GWA over time to maintain a school lunch program. The Board generally agreed that Option 2 would be better than Option 1. Next Board meeting, the Board will vote on this. Jennifer McCorvey will put together an estimate of the total cost of the school lunch.
- Charter School Baseline Performance Data - Shannon Greer reported that GWA is ranked second in the state for academic baseline performance. This data will help us assess how we are doing as compared to other schools, which will be helpful.
  - Shannon reported that we are in the lowest quartile for financial baseline performance. Kevin Abraham reported that the cost of the facility is what is hurting us on this report, and we came in under budget for which we were penalized in the report. Finally, we were also penalized for our high occupancy costs.
  - Shannon reported that GWA ranked in the mid-low quartile for Governance, and discussed ways we can improve for the next report.

- State Technology Grant – Jennifer McCorvey reported that she submitted the application on Friday. We are eligible for just over \$10,000 as a matching grant for our spending. She reported that the testing next year will be 3 times a year (Fall, mid-year, and Spring). The state has indicated to her that we should be shooting for 1 to 1 technology to students over time.
- Owen Olsen presented a motion to approve the contract for Kaber Esplin as presented in the Board packet. Anna Bohannon seconded the motion, which passed unanimously, with Patrick Carroll temporarily absent from the meeting.
- Owen Olsen presented a motion to approve the Intermountain Speech Pathology Services contract, Kyle Elder's school psychologist contract, and the contract for Caroline Bass, as provided in the Board packet. Tiffany Draper seconded the motion, which passed unanimously.
- The Board decided to hold the Board retreat on July 23 from 8am-2pm. Shannon will provide details later.
- Nine individuals are attending the UAPCS Conference. Shannon is still looking for Board members to help present at the conference.
- Shannon Greer reported that everyone on the Board has the requisite background checks.
- Follow up on assignments from prior Board meetings – Shannon Greer reviewed assignments from prior meetings, and determined that we need to keep the following assignments on the list moving forward: Draft policy for volunteer background checks (Steve Wattles), look at the long range education plans and report to the Board (Steve Wattles), and talk with the PTO regarding the possibility of pursuing the fundraising opportunity with International Exchange Students (Tiffany Draper)
- Policy for distribution of flyers and advertisements – Shannon Greer tabled this item for next meeting.

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

- **Policies** – Matt Hafen, Chair – Matt Hafen had nothing to report. Glenda reported that she is almost complete with the process of converting many old policies that were only in PDF format.
- **Compensation**- Patrick Carroll, CFO, Chair – Patrick Carroll reported that they have not met but will meet before the next Board meeting.
- **Finance** – Patrick Carroll, CFO, Chair – Patrick Carroll reported that they have reviewed the budget, found areas to cut back, and discussed the big picture to put the school in a position to refinance in six years. We will have a budget to vote on next month. Owen Olsen reported that the committee recommends that we stick with Squire as the auditor for the next three years. The Board will vote on this next meeting. They have also met with Red Apple and they are working on the transition from Abraham & Woodland to Red Apple.
- **Investment Policy** – Glenda Raschke, Chair – Glenda Raschke reported that they have had discussions regarding the 401(k) and they will be receiving information to review on August 16 to provide a stronger 401(k) benefit for GWA employees.
- **Continuation** – Shannon Greer, VP, Chair – Shannon Greer had nothing new to report.
- **Curriculum /Accreditation**– Anya Yeager reported that they may have to cancel Spalding 1 training because there is only one teacher that needs it, and this could save about \$6,000.
- **Charitable Giving** – Chet Wall was not present at the meeting.
- **Technology** – Chet Wall, Chair – Chet Wall was not present at the meeting.
- **Outreach** – Owen Olsen/Chet Wall, Co-Chairs – Owen Olsen had nothing to report on outreach.
- **Parent Teacher Organization** – Kody Young, Chair – Kody Young was not present at the meeting, but Tiffany Draper was appointed as the new PTO liaison.
- **Board Development/Recruitment** – Anna Bohannon / Kody Young – Anna Bohannon will continue on as the Board trainer.

No closed session was held at this meeting.

**Next Meeting:** The Board determined that the date for the June regular meeting needs to be changed to Friday, June 21, 2013, at 7pm.

Being no further business, Owen Olsen made a motion to adjourn. Anna Bohannon seconded the motion, which passed unanimously.

Respectfully submitted by Matt Hafen, Secretary

**APPROVED AS AMENDED ON JUNE 21, 2013**