

These Minutes are Pending Board Approval

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 28, 2023

7:30 p.m.

Board Meeting Minutes

Location: George Washington Academy
Library
2277 S 3000 E,
St. George, UT 84790

The Board Training was held at 7:00 p.m. prior to the Board Meeting.

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

Board Welcome: Shannon Greer, President

Roll Call: Shannon Greer, President

Prayer: Joshua Serrano (Public)

Pledge of Allegiance: Holly Myers

Board Members Present: Amanda Mortenson, Holly Myers, Shauna Mahoney, Shannon Greer, Casey Unrein, Kevin Peterson and Blake Clark.

Others Present: Christine Giles, Spencer Adams, Steven Erickson, Chance Manzanaras, Jenna Ayers, Will Crowther, Kim Townes, Jocelyn Larkin, Jaxynn Smith, Rachel Richins, and Joshua Serrano

Approval of Minutes: Kevin motioned to approve the minutes from the August 24, 2023 Board Meeting as found in the board packet. Shauna seconded. Amanda pointed out that the total received from sponsors was actually \$36,754 not \$4,000. The Board will ask the clerk, Deborah, to amend the minutes to reflect the \$36,754 rather than the \$4,000 in the committee report from the PTO. The motion for approval of the minutes was amended to reflect that change by Amanda. The motion passed unanimously. All present voted in favor: Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, Kevin Peterson, and Shauna Mahoney.

Public Opportunity to Address the Board:

Joshua Serrano expressed his excitement upon seeing the updated school ratings for GWA. He reported that GWA's rating is what drew him to GWA in the first place when he was looking to move to the area. He also asked how to get involved with the GWA committees. Shannon advised that the Committee Chairs take a look at their committees and if they are in need of

people to compile that information and email it to Blake. Blake can then include that information in the weekly email that Blake sends out not this week but next week. Amanda also reported that as a GWA parent, Joshua is automatically on the PTO and is welcome to come to the meetings. Amanda provided the information on when the PTO meeting occurs. Holly also suggested that the Committee Chairs include a brief description of what their committee does so that parents can better understand when making decisions to join. Laura Snelson also expressed that the GWA teachers have done an excellent job at communicating the school rankings to the students and fostering pride for their school in them. Shannon requested that the teacher reps convey the messages from these parents back to the teachers, so that they see that there are parents that are noticing those things.

Set time for adjournment: Blake Clark set time for adjournment at 8:44 p.m.

Teacher Reports: Jaxynn Smith reported on the progress of Kindergarten through 3rd Grade. All the teachers have been able to do the instructional rounds on Tuesday and report that they have loved the opportunity to learn from others. They report that they have learned new class management tools and strategies, tips for transitions, and ways to keep students engaged. 3rd Grade report that the new SOAR behavior matrix has been amazing. It has made expectations very clear for students. Jaxynn reported that in her own classroom, she has the class rules posted, and also the consequences posted as well so her students are very aware of the steps that are taken if they don't follow expectations. Overall, it has been very successful, and she couldn't be more pleased. Jaxynn also reported on the field trips for the 3rd grade.

Jocelyn Larkin reported on 4th Grade through 7th Grade. The 6th grade science students are diving deep into learning about Einstein's Theory of Relativity, and how large bodies of mass warp the fabric of space and time, creating gravity. In Social Studies, the students recently celebrated Constitution Day and explored the Bill of Rights and the Amendments. Students are also exploring the contributions of Hispanic Americans through a biography project and presentation in recognition of Hispanic Heritage Month. Students will begin studying the civilization of Ancient Greece next week. In ELA we are preparing to sing a song we wrote about habit 2 while playing the merry bells for next week's assembly! In math We are finding different ways to dive deeper as we solve how to divide fractions! We have seen a big decrease in behaviors due to the new SOAR matrix and behavior flowchart. We are reviewing and reteaching expectations daily. I have a student on a behavior plan and he is doing fabulous this year due to the clear expectations and logical consequences. I even had his parents email me saying he is teaching the family how to SOAR at home. Science classes are completing the unit on forces in nature where they have studied Newton's 3 laws of motion and the Universal Law of Gravitation. They will be completing an egg drop challenge to show their "mastery" of Newton's 3rd Law. My class has been working hard on our class wig to have quick and quiet transitions in under a minute. We have already been seeing a big difference.

Administration Report: Blake Clark reported on the Administration Report. Blake reported that the State called GWA regarding our math data. GWA scored relatively high compared to the state at the BOY. However with the beginning of year to end of year measurements, GWA didn't hit the goal of the State established when adopting SMACK, which was 60% growth. Blake indicated that it may be because GWA started at a higher level than most of the state, but it's still something the administration spoke to the teachers about. GWA met with every team lead within

8 hours and came up with a plan. They're bringing a more rigorous approach and monthly process monitoring. Shannon inquired about how frequent will Admin be checking on the progress and Blake reported that it's what the monthly process monitoring will do. Kevin noted that the Board hasn't seen the data laid out like that before. Blake reports that that will be a part of the Board training for next month. Casey confirmed that the Board hadn't received all the data yet. Shannon reports that it will be talked about more in depth in that training that Christine will do next month. Christine was able to clarify how the data was sent out to the school and why it wasn't until now that GWA was receiving the data. The Board discussed the data from the State versus GWA's data and why an issue was identified from the State's data but not GWA's data. Blake reported on Acadience Reading BOY with both the 2022 and the 2023 data. Amanda asked if it was common for the lower grades to have lower scores than the older grades. Blake confirmed that is very common. Shannon and Blake discussed how the tool worked. Blake also reported on the GWA's ranking data for both Utah and in the country. Though the date is not announced yet, Sean Covey is going to be coming to GWA and will be meeting with GWA's leadership team, the teachers, the students, getting a student tour, and then for them having their board meeting in GWA. Last week, the State superintendent, Cindy Dixon was here. The students gave her a tour. She went into the 5th grade Collaborative meeting and a meeting with administration. She was very complimentary of the collaborative and the school as a whole. Blake extended an invitation to the Board to attend with Sean Covey coming to the school and Shannon indicated that she wants to have the Board present. Shannon asked to go over the yearly goals. Blake reported on the progress of each goal. Casey asked to review the Salary discussion from the previous meeting. Blake was able to review what decisions were made and why.

Financial Report: Spencer Adams reported on the Financial Report. Spencer reported on the budget report as of the end of August. Not a whole lot to look at this point but a few key things. Local revenue is looking great. Our interest in investments continues to do awesome this year. We're hoping that continues throughout the whole fiscal year. We're approaching halfway to our forecast in that line item and only 16% of the way through the year. It looks like we'll be able to increase that forecast as we approach that. For the State revenue, we are still operating on that forecasted number that the Board approved. We should start seeing some of those adjustments as they are calculated off the October first count and then the State will need time to run the calculations and true up the allotment. So that typically happens around November through January which will likely change those forecasts. As for the Federal Funds, same as last month as we haven't seen any of those come in yet. If any, it'll be the lunch funds that we'll see for the majority of the year and then towards the end of the year we'll start seeing some of those other reimbursable grants. On the expense side, we're pretty much right on track. A couple of these major line items are trending high but that's pretty typical as it reflects the purchases that have to be made prior to the school year. Our cash continues to look great. We have the majority of that in the PTIF (Public Treasurers Investment Fund) account which allows us to get that interest on investment. We also have another account that we recently opened up at Cash Valley Bank that is allowing us to get more interest on some of the funds that we may need to utilize quicker than what's in the PTIF. Overall, sitting pretty good. Our revenues continue to exceed the expenses even with the higher spending for the beginning of the school year. Ratios look great. Our operating margin is a little bit lower than the goal but we still have the true up on the allotments to come so that interest on investments will increase. Spencer noted that the Margin percentage isn't accurate anymore and Shannon asked if it could be updated to reflect what the current goal is. Kevin said that the Finance committee could look into that and he reported on interest earnings that are coming from the Cash Valley account. Shannon also reported that we are much

closer to finalizing on the lot so earning money everyday will help us with that as well with whatever we decide to do on it. Casey asked Spencer to explain the Federal account receivable line and Spencer was able to explain what that line was, funds that we're waiting on from the government. He also verified that all the paperwork has been submitted and approved. We're just waiting for the funds to come through. Spencer reported that all the required reports have been submitted.

Committee Reports:

- **Policies Committee** – Nothing to report. Shannon asked Blake regarding the library online platform so the parents would know what the kids are checking out, if he know what platform we'd be using.
- **Finance Committee** – Audit Committee is now up and running.
- **Benefits Committee** – Nothing to report. Should be a report soon. Shannon asked Spencer to look into the income ratio between salary and benefits compared to other schools.
- **Curriculum Committee** – Created an instructional vision as a committee.
- **Outreach Committee** – Will be emailing the next version of the mission statement for feedback. Blake reported that they will have 2 more banners for the next few days, number 1 Teachers and number 1 school.
- **Technology Committee** – Nothing to report
- **LAND Trust Committee** – Nothing to report.
- **PTO Committee** – The Fall Fest is October 21st from 3pm to 6pm here at the school.
- **Board Development Committee** – Next month we'll have the presentation of student data by Christine. We'll also be adding Board members next month. Those interviews are now complete
- **Campus Management Committee** – Nothing to report.

Discussion and/or Action Items:

- **Expenditures over \$5,000**
- **UAPCS Membership Benefits & Dues (Board Packet Pg. 13)** Shannon recused herself from this vote due to conflict and asked Kevin to conduct this part. Amanda motioned to approve the UAPCS Membership Benefits and Dues as outlined in the packet for the 23-24 school year in the total of \$6,018.00. Casey clarified that this amount is only 75% of the total membership costs. Shannon was confirmed and explained how the invoice was broken down. Amanda modified her motion to approve the UAPCS Membership Benefits and Dues for the school year of 2023 to 2024 for up to \$9,000 per release. Casey seconded the motion. The motion passed unanimously. All present voted in favor: Amanda Mortenson, Holly Myers, Casey Unrein, Kevin Peterson, and Shauna Mahoney.
- **Teacher Student Success Act (TSSA) Framework (Board Packet Pg. 23)** Kevin motioned to approve the Teacher Student Success Act (TSSA) Framework as outlined in the Board packet. Amanda seconded the motion. Shannon asked how the accountability of the TSSA worked. Blake explained the limitations of accountability with TSSA. Shannon asked if Blake could report to the Board then to accomplish that accountability to which Blake agreed. Deborah will add the TSSA to the May Board meeting agenda. Blake also clarified the funding difference between the higher and lower grades. Casey asked if there is a committee that oversees those funds. Holly asked if this fund will take over the technology cost from the Land Trust fund. Blake clarified that Technology pulls costs from 3 funds including Land Trust, TSSR, and the general fund. The motion passed

unanimously. All present voted in favor: Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, Kevin Peterson, and Shauna Mahoney.

- **2024-2025 Student Calendar (Board Packet Pg. 26)** Amanda motioned to approve the 2024-2024 Student Calendar as outlined in the Board packet. Shauna seconded the motion. Holly notified the Board that some of the local elementaries have changed how they do their Parent/Teacher conferences so that instead of doing a full week of half days as GWA does, they now do 2 full days off with the conferences being from 2-6 instead. Not necessary for a change but something to be aware of. The motion passed unanimously. All present voted in favor: Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, Kevin Peterson, and Shauna Mahoney.
- **Policy 320: Bullying, Cyber-Bullying, Hazing, Abusive Conduct and Retaliation (Board Packet Pg. 28)** Kevin motioned to approve the Policy 320 as outlined in the Board Packet. Amanda seconded the motion. Kevin asked if this came from the State legislation and Blake confirmed that it did, specifically what part was changed. Shannon noticed that the intent was that the materials that are being sent out to the parents were going to be included in the Board packet but didn't. She asks that they get sent to the Board so that the Board can answer questions as necessary. Blake will send those documents to the Board. The motion passed unanimously. All present voted in favor: Shannon Greer, Amanda Mortenson, Holly Myers, Casey Unrein, Kevin Peterson, and Shauna Mahoney.
- **Occupational Therapist Contract Discussion** Blake reported to the Board that the OT provider that the Board had approved last month has pulled out and will no longer provide services. Admin has found another provider and they received the new providers contract 3 hours before the Board meeting. Blake summarized the contract and explained that by law we are required to provide these services for GWA students. Casey asked if this approval would be a budget thing or a Board approval. Shannon explained that the Board is responsible for approving all contracts. Shannon also recommended that the Board give Blake direction to engage in services with this provider until it can be approved at the next Board meeting as it is required by law to provide these services. The Board discussed this recommendation and agreed to give this direction.

Closed Meeting – *none*.

Reconvene — Take all appropriate action in relation to closed session items.

Next Meeting: The next regular Board Meeting will be held on October 26th, 2023 at 7:30 pm.

Adjournment: The board adjourned at 8:45 p.m. Kevin motioned to adjourn. Motion carried.

Written by Deborah Odenwalder, Board Clerk



Financial Summary

as of September 30, 2023

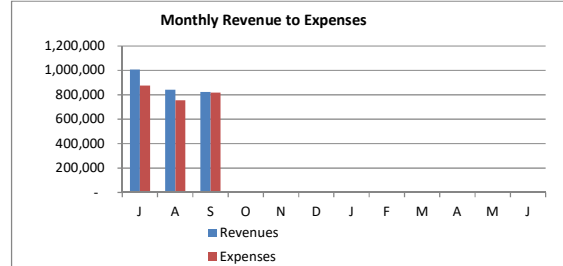
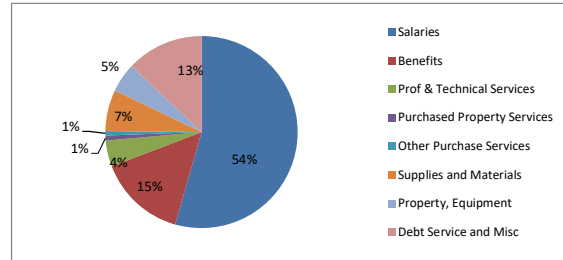
25.0% through the Year

BUDGET REPORT

Green - more than 5% ahead of forecast
 Yellow - within 5% of forecast
 Red - more than 5% behind forecast

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	1000	1000	1000	
Revenue				
1000 Local	\$ 149,196	\$ 412,758	\$ 487,758	31%
3000 State	\$ 2,521,474	\$ 9,559,025	\$ 9,609,895	26%
4000 Federal	\$ 15,118	\$ 426,905	\$ 426,905	4%
Total Revenue	\$ 2,685,788	\$ 10,398,688	\$ 10,524,558	26%
Expenses				
100 Salaries	\$ 1,206,270	\$ 5,555,364	\$ 5,592,932	22%
200 Benefits	\$ 302,301	\$ 1,512,700	\$ 1,512,700	20%
300 Prof & Technical Services	\$ 73,609	\$ 448,910	\$ 448,910	16%
400 Purchased Property Services	\$ 18,302	\$ 91,280	\$ 91,280	20%
500 Other Purchase Services	\$ 9,827	\$ 71,924	\$ 71,924	14%
600 Supplies and Materials	\$ 269,307	\$ 696,952	\$ 719,946	37%
700 Property, Equipment	\$ 344,133	\$ 433,081	\$ 501,318	69%
800 Debt Service and Misc	\$ 346,034	\$ 1,333,313	\$ 1,333,313	26%
Total Expenses	\$ 2,569,783	\$ 10,143,524	\$ 10,272,323	25%
Net Income from Operations	\$ 116,005	\$ 255,164	\$ 252,234	46%
Operating Margin	4.3%	2.5%	2.4%	

EXPENSES



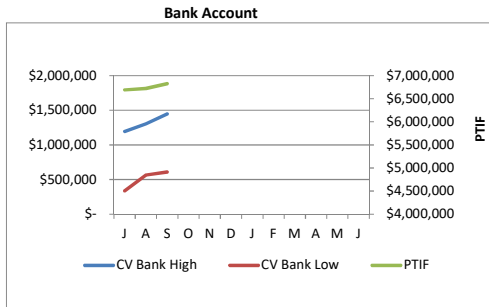
RATIOS

	Actual	Goal	Covenant	Prior Mth Change
Operating Margin	2.4%	5%		0.10%
Debt Service Coverage	1.20	1.25	1.05	0.01
Days Cash on Hand	294	130	30	6
Building Payment %	12.5%	< 22%		-0.12%
Unrestricted NI	\$ 252,234	\$250,000		\$ 14,115

CASH

Month Ending Cash Balance	\$ 8,272,790
Days Cash on Hand	294

Includes \$6,825,648 PTIF



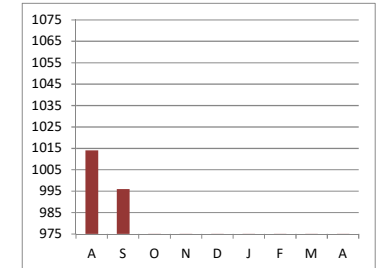
RESERVES

	Actual Ytd	Forecast
Last Year Reserve Balance	\$ 5,841,739	\$ 5,841,739
Reserves Added this Year	\$ 116,005	\$ 252,234
Project 1	\$ -	\$ -
New Reserve Balance	\$ 5,957,744	\$ 6,093,973

ENROLLMENT

	A	S	O	N	D	J	F	M	A
K	134	135							
1	136	133							
2	135	131							
3	137	135							
4	135	130							
5	125	121							
6	115	115							
7	97	96							
Total	1014	996	0	0	0	0	0	0	0

WPU 921.33



Budget Detail Report

Actuals as of: **September 30, 2023**

Percentage of Year: **25.0%**



Revenue	(1005 Students)	Current Yr Actuals	(1000 Students)	Approved Budget	1000			% Change From Prior Mth
	FY23 Actuals		Approved Budget		Changes	Forecast	% of Forecast	
1000 Revenue From Local Sources								
1510 Interest	\$ 254,766	\$ 107,965	\$ 163,000	\$ 75,000	\$ 238,000	45.4%	48.8%	
1600 Food Services	\$ 223,939	\$ 36,982	\$ 230,000	\$ -	\$ 230,000	16.1%	174.2%	
1741 Student Activities and Fees	\$ 1,953	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%	0.0%	
1741 Textbook and Library Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
1920 Donations	\$ 14,767	\$ 3,196	\$ 4,000	\$ -	\$ 4,000	79.9%	1522.3%	
1920 GWA Gives Back	\$ 1,289	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
1920 Background Checks	\$ 1,230	\$ 732	\$ 1,200	\$ -	\$ 1,200	61.0%	37.6%	
1920 Staff Lounge	\$ 2,359	\$ 271	\$ 3,000	\$ -	\$ 3,000	9.0%	0.0%	
1920 Dixie Direct Fundraiser	\$ 8,480	\$ -	\$ 8,558	\$ -	\$ 8,558	0.0%	0.0%	
1930 Sales of Assets	\$ 14,895	\$ 50	\$ 1,000	\$ -	\$ 1,000	5.0%	0.0%	
1990 Miscellaneous Income	\$ 6,274	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
Total 1000:	\$ 529,952	\$ 149,196	\$ 412,758	\$ 75,000	\$ 487,758	30.6%	71.9%	
3000 Revenue From State Sources MSP								
30-3005 Regular School Program K	\$ 291,444	\$ 120,054	\$ 480,215	\$ -	\$ 480,215	25.0%	50.0%	
30-3010 Regular School Program 1-12	\$ 3,164,957	\$ 831,951	\$ 3,327,805	\$ -	\$ 3,327,805	25.0%	50.0%	
30-3020 Professional Staff	\$ 219,093	\$ 65,682	\$ 259,100	\$ -	\$ 259,100	25.4%	50.0%	
31-1205 Sped Educ Reg Add-On WPLUS	\$ 451,736	\$ 132,940	\$ 451,736	\$ -	\$ 451,736	29.4%	50.0%	
31-1210 Sped Educ Reg Self Contained	\$ 40,335	\$ 8,471	\$ 40,335	\$ -	\$ 40,335	21.0%	50.0%	
31-1220 Sped Educ Extended Year Program	\$ 3,721	\$ 981	\$ 3,721	\$ -	\$ 3,721	26.4%	50.0%	
31-1225 Sped Educ State Programs	\$ 7,355	\$ 2,089	\$ 7,355	\$ -	\$ 7,355	28.4%	50.0%	
31-1278 Sped Educ Stipends Extended Year	\$ 672	\$ 1,568	\$ 672	\$ 896	\$ 1,568	100.0%	0.0%	
31-5201 Class Size Reduction K-8	\$ 373,915	\$ 98,382	\$ 388,096	\$ -	\$ 388,096	25.3%	50.0%	
31-5344 Enhancement for At-Risk Student	\$ 91,935	\$ 30,837	\$ 121,647	\$ -	\$ 121,647	25.3%	50.0%	
31-5901 Career and Tech Ed Dist. Add-On	\$ 6,087	\$ 1,491	\$ 6,057	\$ -	\$ 6,057	24.6%	50.0%	
31-5903 CTE Comprehensive Counseling	\$ 20,000	\$ 5,000	\$ -	\$ -	\$ -	0.0%	50.0%	
32-0500 Charter School Admin. Costs Base Funding	\$ 94,613	\$ 28,693	\$ 115,000	\$ -	\$ 115,000	25.0%	50.0%	
32-5310 Flexible Allocation	\$ -	\$ 574	\$ -	\$ 2,292	\$ 2,292	25.0%	49.9%	
32-5619 Charter School Local Replacement	\$ 2,958,636	\$ 779,644	\$ 3,074,000	\$ -	\$ 3,074,000	25.4%	50.0%	
32-5651 Educator Professional Time	\$ 86,875	\$ 69,502	\$ 86,875	\$ -	\$ 86,875	80.0%	0.0%	
32-5653 Public Ed Capital & Technology	\$ 128,603	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
33-5641 Early Intervention - OEK	\$ 150,000	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
33-5805 Early Literacy	\$ 31,910	\$ 10,417	\$ 31,751	\$ -	\$ 31,751	32.8%	50.0%	
34-5642 Elementary School Counselor Grant	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	0.0%	0.0%	
34-5807 Teacher Salary Supplement Program	\$ 5,356	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
34-5868 Teacher Supplies and Materials	\$ 7,372	\$ 5,902	\$ 7,335	\$ -	\$ 7,335	80.5%	0.0%	
34-5876 Educator Salary Adjustment	\$ 260,792	\$ 131,344	\$ 509,000	\$ -	\$ 509,000	25.8%	50.0%	
34-5911 ELL Software	\$ 4,226	\$ -	\$ 2,787	\$ -	\$ 2,787	0.0%	0.0%	
35-5420 School Land Trust Program	\$ 137,330	\$ 145,119	\$ 144,463	\$ 656	\$ 145,119	100.0%	0.0%	
35-5655 Digital Teaching & Learning	\$ 60,837	\$ -	\$ 29,000	\$ 29,794	\$ 58,794	0.0%	0.0%	
35-5666 Professional Learning Grant	\$ 9,033	\$ 2,224	\$ 8,907	\$ -	\$ 8,907	25.0%	0.0%	
35-5678 TSSA	\$ 197,799	\$ -	\$ 231,049	\$ -	\$ 231,049	0.0%	0.0%	
35-5679 School Based Mental Health Grant	\$ 55,474	\$ -	\$ 55,749	\$ -	\$ 55,749	0.0%	0.0%	
35-5810 Library Books & Elective Resources	\$ 1,067	\$ -	\$ 1,062	\$ -	\$ 1,062	0.0%	0.0%	
Library ARPA Physical Collection Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
Children & Teen Enhancement Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
38-5654 Period Products in Schools	\$ 2,244	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
38-5673 Substance Prevention	\$ 4,000	\$ 4,000	\$ 3,980	\$ 20	\$ 4,000	100.0%	0.0%	
38-5674 Elementary Suicide Prevention	\$ 1,000	\$ 1,000	\$ 995	\$ 5	\$ 1,000	100.0%	0.0%	
38-5697 LETRS Professional Development Grant	\$ 48,637	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
38-8070 School Lunch (Liquor Tax)	\$ 88,363	\$ 43,609	\$ 90,000	\$ -	\$ 90,000	48.5%	15.5%	
19-5601 Beverly Taylor Sorenson Grant	\$ 28,616	\$ -	\$ 30,333	\$ 17,207	\$ 47,540	0.0%	0.0%	
Total 3000:	\$ 9,084,033	\$ 2,521,474	\$ 9,559,025	\$ 50,870	\$ 9,609,895	26.2%	43.5%	
4000 Revenue From Federal Sources								
42-7210 ESSER CARES	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
42-7215 ESSER II CARES	\$ 51,797	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
42-7220 GEERS	\$ 27,544	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
42-7225 ESSER III ARP	\$ 63,065	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
45-7280 Corona Relief Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
45-7522 IDEA Pre-School	\$ 2,328	\$ -	\$ 2,328	\$ -	\$ 2,328	0.0%	0.0%	
45-7524 IDEA Flow-Through	\$ 138,864	\$ -	\$ 139,374	\$ -	\$ 139,374	0.0%	0.0%	
45-8075 National School Lunch Program	\$ 94,514	\$ 3,504	\$ 80,000	\$ -	\$ 80,000	4.4%	0.0%	
45-8075 Free & Reduced Reimbursement	\$ 111,907	\$ 9,569	\$ 115,000	\$ -	\$ 115,000	8.3%	0.0%	
45-8075 School Breakfast Program	\$ 34,053	\$ 2,045	\$ 35,000	\$ -	\$ 35,000	5.8%	0.0%	
45-8081 Emergency Operating Funds	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
47-7290 CARES UEN WiFi	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	
48-7801 Federal Title I A	\$ 42,905	\$ -	\$ 47,055	\$ -	\$ 47,055	0.0%	0.0%	
48-7860 Federal NCLB Title II A	\$ 8,148	\$ -	\$ 8,148	\$ -	\$ 8,148	0.0%	0.0%	
Total 4000:	\$ 575,125	\$ 15,118	\$ 426,905	\$ -	\$ 426,905	3.5%	0.0%	
Total Revenue:	\$ 10,189,110	\$ 2,685,788	\$ 10,398,688	\$ 125,870	\$ 10,524,558	0.0%	45.6%	



(1005 Students)

(1000 Students)

1000

	FY23 Actuals	Current Yr Actuals	Approved Budget	Changes	Forecast	% of Forecast	% Change From Prior Mth
Expenses							
100 Salaries							
121 Administration	\$ 398,820	\$ 127,511	\$ 504,916	\$ -	\$ 504,916	25.3%	51.3%
131 Teachers	\$ 2,761,514	\$ 718,783	\$ 2,962,835	\$ -	\$ 2,962,835	24.3%	54.8%
131 Special Education Salaries	\$ 228,902	\$ 74,400	\$ 300,208	\$ -	\$ 300,208	24.8%	63.3%
132 Substitute Teachers (PTO Stipend)	\$ 17,677	\$ -	\$ 30,000	\$ -	\$ 30,000	0.0%	0.0%
132 SpEd Substitutes	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	0.0%
131 Stipends / Merit Pay	\$ 118,561	\$ 19,367	\$ 88,020	\$ -	\$ 88,020	22.0%	11.7%
Summer Professional Development	\$ 12,000	\$ -	\$ 60,000	\$ -	\$ 60,000	0.0%	0.0%
LETRS Training Stipend	\$ 72,500	\$ -	\$ 72,500	\$ -	\$ 72,500	0.0%	0.0%
LAND TRUST - Stipends	\$ 750	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Special Education Stipends (After School)	\$ 4,100	\$ 1,300	\$ -	\$ 1,568	\$ 1,568	82.9%	0.0%
ESSER II - Stipends	\$ 11,125	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
ESSER III - After School Stipends	\$ 55,904	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
142 Counselor	\$ 176,182	\$ 54,015	\$ 235,501	\$ -	\$ 235,501	22.9%	57.1%
143 School Nurse	\$ 4,053	\$ 976	\$ 9,584	\$ -	\$ 9,584	10.2%	139.8%
145 Librarian / Literacy Aide	\$ 15,410	\$ -	\$ 20,796	\$ -	\$ 20,796	0.0%	0.0%
152 Secretaries	\$ 123,082	\$ 30,018	\$ 133,065	\$ -	\$ 133,065	22.6%	96.2%
161 Teacher Aides, Reading Specialists & Subs	\$ 400,441	\$ 75,559	\$ 440,616	\$ 36,000	\$ 476,616	15.9%	371.0%
161 LAND TRUST - K Aide/Student Support Para	\$ 37,037	\$ 3,416	\$ 34,000	\$ -	\$ 34,000	10.0%	29.6%
161 SpEd Aides & Speech Therapist	\$ 144,231	\$ 23,321	\$ 171,383	\$ -	\$ 171,383	13.6%	232.4%
162 Computer Aides	\$ 20,417	\$ 4,286	\$ 22,947	\$ -	\$ 22,947	18.7%	190.0%
182 Custodial & Maintenance	\$ 87,723	\$ 25,429	\$ 111,764	\$ -	\$ 111,764	22.8%	78.1%
191 Lunch Room Aide	\$ 237,130	\$ 47,889	\$ 352,229	\$ -	\$ 352,229	13.6%	210.7%
Total 100:	\$ 4,927,559	\$ 1,206,270	\$ 5,555,364	\$ 37,568	\$ 5,592,932	21.6%	67.9%
200 Employee Benefits							
220 Social Security	\$ 332,071	\$ 80,726	\$ 405,174	\$ -	\$ 405,174	19.9%	66.5%
LAND TRUST - BENEFITS	\$ 2,891	\$ 808	\$ 2,601	\$ -	\$ 2,601	31.1%	126.3%
SpEd Social Security	\$ 22,541	\$ 6,001	\$ 36,459	\$ -	\$ 36,459	16.5%	92.0%
230 Retirement	\$ 213,702	\$ 59,201	\$ 313,975	\$ -	\$ 313,975	18.9%	54.8%
240 Group Insurance	\$ 652,212	\$ 126,180	\$ 697,840	\$ -	\$ 697,840	18.1%	49.7%
240 Deductible Stipend	\$ 30,430	\$ 12,832	\$ 23,000	\$ -	\$ 23,000	55.8%	7.2%
270 Worker's Compensation Fund	\$ 18,867	\$ 16,553	\$ 20,412	\$ -	\$ 20,412	81.1%	0.0%
280 Unemployment Insurance	\$ 11,384	\$ -	\$ 13,238	\$ -	\$ 13,238	0.0%	0.0%
Total 200:	\$ 1,284,098	\$ 302,301	\$ 1,512,700	\$ -	\$ 1,512,700	20.0%	48.9%
300 Purchased Professional & Technical							
320 Special Education Contractors	\$ 120,248	\$ 5,551	\$ 135,000	\$ -	\$ 135,000	4.1%	0.0%
320 Counseling Services - (FY20 LCSW-Mental Health)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
330 Employee Training & Development	\$ 4,768	\$ -	\$ 9,000	\$ -	\$ 9,000	0.0%	0.0%
TSSA - Training & Development	\$ 27,200	\$ -	\$ 30,000	\$ -	\$ 30,000	0.0%	0.0%
LAND TRUST - Training & Development	\$ 2,050	\$ 20,274	\$ 24,000	\$ -	\$ 24,000	84.5%	31.6%
SpEd Training & Development	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%	0.0%
LETRS Professional Learning Grant PD	\$ 46,401	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
330 SEDC Services	\$ 2,583	\$ -	\$ 3,891	\$ -	\$ 3,891	0.0%	0.0%
340 Audit	\$ 22,134	\$ -	\$ 14,134	\$ -	\$ 14,134	0.0%	0.0%
345 Business Manager Services	\$ 78,336	\$ 19,977	\$ 79,908	\$ -	\$ 79,908	25.0%	50.0%
349 Legal Services	\$ 4,568	\$ -	\$ 8,000	\$ -	\$ 8,000	0.0%	0.0%
350 Technical Services (IT)	\$ 96,419	\$ 24,784	\$ 102,000	\$ -	\$ 102,000	24.3%	50.0%
580 Admin & Teacher Travel (Meals)	\$ 9,965	\$ 1,010	\$ 7,000	\$ -	\$ 7,000	14.4%	91.7%
TSSA - Travel	\$ 20,431	\$ -	\$ 20,280	\$ -	\$ 20,280	0.0%	0.0%
LAND TRUST - Travel	\$ 13,068	\$ 1,179	\$ 6,000	\$ -	\$ 6,000	19.7%	29.8%
SpEd - Travel	\$ 5,625	\$ 834	\$ 3,697	\$ -	\$ 3,697	22.6%	104.9%
Total 300:	\$ 459,796	\$ 73,609	\$ 448,910	\$ -	\$ 448,910	16.4%	56.3%
400 Purchased Property Services							
411 Water/Sewage	\$ 9,628	\$ 2,784	\$ 12,000	\$ -	\$ 12,000	23.2%	65.1%
412 Disposal Services	\$ 14,246	\$ 3,581	\$ 15,480	\$ -	\$ 15,480	23.1%	43.2%
420 Cleaning Services	\$ 5,313	\$ 2,690	\$ 5,800	\$ -	\$ 5,800	46.4%	-64.6%
431 Lawn Care Services	\$ 11,800	\$ 3,415	\$ 12,000	\$ -	\$ 12,000	28.5%	35.0%
431 Non-Technology Repairs & Maintenance	\$ 35,423	\$ 5,832	\$ 33,000	\$ -	\$ 33,000	17.7%	47.7%
432 Copy Machine Servicing	\$ 5,629	\$ -	\$ 13,000	\$ -	\$ 13,000	0.0%	0.0%
Total 400:	\$ 82,039	\$ 18,302	\$ 91,280	\$ -	\$ 91,280	20.1%	0.3%
500 Other Purchased Services							
522 Property & Liability Insurance	\$ 45,243	\$ 7,980	\$ 48,924	\$ -	\$ 48,924	16.3%	0.0%
530 Telephone	\$ 11,670	\$ 180	\$ 11,000	\$ -	\$ 11,000	1.6%	0.0%
540 Marketing	\$ 7,923	\$ 1,667	\$ 9,000	\$ -	\$ 9,000	18.5%	8.0%
590 Field Trips / Bus Rental	\$ 170	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%	0.0%
Total 500:	\$ 65,006	\$ 9,827	\$ 71,924	\$ -	\$ 71,924	13.7%	1.3%



	(1005 Students) FY23 Actuals	Current Yr Actuals	(1000 Students) Approved Budget	Changes	1000 Forecast	% of Forecast	% Change From Prior Mth
600 Supplies and Materials							
610a Classroom Supplies	\$ 9,311	\$ 7,572	\$ 44,680	\$ -	\$ 44,680	16.9%	-24.2%
TSSA - Supplies	\$ 12,039	\$ 5,979	\$ 18,320	\$ -	\$ 18,320	32.6%	0.0%
LAND TRUST	\$ 11,967	\$ 11,757	\$ 12,000	\$ -	\$ 12,000	98.0%	0.9%
ESSER II - Supplies	\$ 17,120	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
610b Special Ed Supplies	\$ 5,962	\$ 3,852	\$ 10,000	\$ -	\$ 10,000	38.5%	174.2%
610 Elective Supplies	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%	0.0%
610c Theatre Supplies	\$ 6,886	\$ 909	\$ 7,000	\$ -	\$ 7,000	13.0%	0.0%
610d CCA Expenses	\$ 4,843	\$ 2,005	\$ 5,179	\$ -	\$ 5,179	38.7%	0.0%
610e Student Activity Supplies / Incentives	\$ 13,776	\$ 3,373	\$ 14,000	\$ -	\$ 14,000	24.1%	58.7%
610f Board Expenses/meals	\$ 3,811	\$ 324	\$ 7,000	\$ -	\$ 7,000	4.6%	0.0%
610g Office Supplies/General	\$ 28,242	\$ 18,680	\$ 28,000	\$ -	\$ 28,000	66.7%	73.0%
610h Safety Supplies	\$ 3,666	\$ 1,381	\$ 4,000	\$ -	\$ 4,000	34.5%	10.0%
610i GWA Gives Back	\$ 1,295	\$ -	\$ 1,300	\$ -	\$ 1,300	0.0%	0.0%
610j First Aid Supplies	\$ 862	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	0.0%
610k Director Discretionary Fund	\$ 10,813	\$ 6,143	\$ 10,000	\$ -	\$ 10,000	61.4%	33.5%
610m Staff Lounge	\$ 5,797	\$ 1,207	\$ 6,000	\$ -	\$ 6,000	20.1%	35.3%
610n Swag Store	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
610o Christmas Party	\$ 3,780	\$ -	\$ 4,018	\$ -	\$ 4,018	0.0%	0.0%
610p Health and Wellness	\$ 2,285	\$ 650	\$ 3,000	\$ -	\$ 3,000	21.7%	116.7%
621 Natural Gas	\$ 13,925	\$ 516	\$ 14,000	\$ -	\$ 14,000	3.7%	37.6%
622 Electricity	\$ 43,158	\$ 7,294	\$ 43,000	\$ -	\$ 43,000	17.0%	0.0%
630 School Lunch Prgm	\$ 219,264	\$ 50,039	\$ 230,000	\$ -	\$ 230,000	21.8%	171.0%
641 Textbooks/Curriculum	\$ 31,430	\$ 41,196	\$ 56,800	\$ (6,800)	\$ 50,000	82.4%	-28.0%
TSSA - Curriculum	\$ 40,098	\$ 39,200	\$ 39,200	\$ -	\$ 39,200	100.0%	0.0%
UCCRSC	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Digital Teaching & Learning Curriculum	\$ 44,832	\$ 35,330	\$ 14,000	\$ 29,794	\$ 43,794	80.7%	152.4%
SpEd - Textbooks/Curriculum	\$ 30,019	\$ -	\$ 29,855	\$ -	\$ 29,855	0.0%	0.0%
644 Library Books	\$ 5,318	\$ 2,462	\$ 4,000	\$ -	\$ 4,000	61.6%	28.1%
670 Educational Software	\$ 6,230	\$ -	\$ 15,700	\$ -	\$ 15,700	0.0%	0.0%
TSSA - Educational Software	\$ 10,117	\$ 10,246	\$ 10,800	\$ -	\$ 10,800	94.9%	0.0%
LAND TRUST - Educational Software	\$ 15,389	\$ 9,551	\$ 14,700	\$ -	\$ 14,700	65.0%	0.0%
SpEd - Educational Software	\$ 690	\$ -	\$ 3,400	\$ -	\$ 3,400	0.0%	0.0%
680 Maintenance Supplies & Material	\$ 38,699	\$ 9,641	\$ 40,000	\$ -	\$ 40,000	24.1%	161.3%
Total 600:	\$ 641,624	\$ 269,307	\$ 696,952	\$ 22,994	\$ 719,946	37.4%	29.3%
700 Property							
710 Land and Site Improvements & Building	\$ 32,792	\$ 82,256	\$ 25,000	\$ 60,000	\$ 85,000	96.8%	1041.0%
733 Furniture and Fixtures	\$ 21,332	\$ 1,088	\$ 20,000	\$ -	\$ 20,000	5.4%	0.0%
SpEd - Furniture and Fixtures	\$ 1,296	\$ 1,533	\$ 1,296	\$ 237	\$ 1,533	100.0%	0.0%
734 Technology Hardware	\$ 1,271	\$ 258	\$ 2,700	\$ 8,000	\$ 10,700	2.4%	200.0%
LAND TRUST - Hardware	\$ 49,510	\$ -	\$ 55,000	\$ -	\$ 55,000	0.0%	0.0%
SpEd - Tech Hardware	\$ 3,453	\$ -	\$ 345	\$ -	\$ 345	0.0%	0.0%
ESSER III - Tech Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Digital Teaching & Learning Hardware	\$ 15,075	\$ -	\$ 15,000	\$ -	\$ 15,000	0.0%	0.0%
736 Technology Software	\$ 1,864	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
TSSA - Software	\$ 49,092	\$ 27,175	\$ 48,000	\$ -	\$ 48,000	56.6%	0.6%
LAND TRUST - Software	\$ 6,760	\$ 5,500	\$ 5,500	\$ -	\$ 5,500	100.0%	0.0%
SpEd - Software	\$ 1,680	\$ 1,680	\$ 1,800	\$ -	\$ 1,800	93.3%	0.0%
739 Kitchen Equipment	\$ 23,440	\$ 643	\$ 23,440	\$ -	\$ 23,440	2.7%	0.0%
790 Cap Ex Fund	\$ 523,778	\$ 224,000	\$ 235,000	\$ -	\$ 235,000	95.3%	21.4%
Total 700:	\$ 731,343	\$ 344,133	\$ 433,081	\$ 68,237	\$ 501,318	68.6%	51.5%
800 Debt Service & Miscellaneous							
810 Dues and Fees	\$ 11,178	\$ 1,906	\$ 15,000	\$ -	\$ 15,000	12.7%	42.1%
830 Bond Restricted Assets (Interest)	\$ 500,913	\$ 117,378	\$ 469,513	\$ -	\$ 469,513	25.0%	50.0%
840 Bond Restricted Assets (Principal)	\$ 785,000	\$ 203,750	\$ 815,000	\$ -	\$ 815,000	25.0%	50.0%
833 Bond Fees	\$ 7,300	\$ 23,000	\$ 33,800	\$ -	\$ 33,800	68.0%	0.0%
890 Miscellaneous	\$ 3,419	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total 800:	\$ 1,307,810	\$ 346,034	\$ 1,333,313	\$ -	\$ 1,333,313	26.0%	45.1%
Total Expenses:	\$ 9,499,275	\$ 2,569,783	\$ 10,143,524	\$ 128,799	\$ 10,272,323	25.0%	53.8%
Net Income:	\$ 116,005	\$ 255,164	\$ (2,930)	\$ 252,234	46.0%		
Goal for Unrestricted Net Income:	\$ 250,000				Restricted Forecasted Spend Down		
Unrestricted Net Income:	\$ 252,234				Food Service	\$ (82,614)	
Restricted Net Income:	\$ -				SpEd	\$ (58,264)	
Cap Ex Fund:	At year end: \$ 168,402			Use: \$177,616	At year end: \$ 179,402		
(Unrestricted over \$350,000) Special Project Fund:	Beg of Year \$ 97,843				At year end: \$ 97,843		
Fund Reserve:		\$ 6,096,903		\$ 6,093,973			

GEORGE WASHINGTON ACADEMY

Balance Sheet

As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
8110 · Cash in Banks	
8111 · Cache Valley Bank Accounts	
1 · Petty Cash	179.07
8111.1 · Cache Valley Bank (2050)	941,373.52
8111.2 · Cache Valley Bank Debit (0459)	5,589.11
8111.3 · Cache Valley Checking (8114)	500,000.00
Total 8111 · Cache Valley Bank Accounts	1,447,141.70
8116 · PTIF	6,750,205.84
8120 · US Bank Accounts	
8120.1C · Principal Fund 2015 (80001)	412,264.96
8120.2 · Interest Fund 2008 (9002)	0.02
8120.2B · Interest Fund 2011 (5001)	0.01
8120.2C · Interest Fund 2015 (80002)	268,389.33
8120.3C · Reserve Fund 2015 (80003)	1,285,912.50
8120.5C · Repair & Rplcmnt 2015 (80005)	150,000.00
8120.6C · Expense Fund 2015 (80006)	58,635.02
Total 8120 · US Bank Accounts	2,175,201.84
Total 8110 · Cash in Banks	10,372,549.38
Total Checking/Savings	10,372,549.38
Other Current Assets	
8130 · Accounts Recievable	
8135 · Utah State Sales Tax	3,900.67
Total 8130 · Accounts Recievable	3,900.67
8150 · Prepaid Expenses	6,659.00
Total Other Current Assets	10,559.67
Total Current Assets	10,383,109.05
TOTAL ASSETS	10,383,109.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
9513 · Accounts Payable-bill.com	63,330.45
Total Accounts Payable	63,330.45
Credit Cards	
9531 · Visa Card	
9531a · VISA Card - Jessica's Card	-1,793.54
9531b · VISA Card - Blake's Card	-263.29
9531d · VISA Card - Shannon's Card	-1,000.00
Total 9531 · Visa Card	-3,056.83
9532 · Lowe's	-1,185.31
Total Credit Cards	-4,242.14
Other Current Liabilities	
9510 · Accounts Payable	7,138.66
9530 · Accrued Liabilities	
9535 · Accrued Bond Liability	321,128.12
Total 9530 · Accrued Liabilities	321,128.12
9540 · Accrued Salaries & Withholdings	
9541 · Employee's Social Security	

GEORGE WASHINGTON ACADEMY

Balance Sheet

As of September 30, 2023

	<u>Sep 30, 23</u>
9541.A · Employee FICA	-30.55
9541.B · Employee's MEDICARE	-7.15
Total 9541 · Employee's Social Security	-37.70
9542 · Employer's Social Security	
9542.A · Employer's FICA	-30.55
9542.B · Employer's MEDICARE	-7.15
Total 9542 · Employer's Social Security	-37.70
9544 · Utah State Withholding	17,984.00
Total 9540 · Accrued Salaries & Withholdings	17,908.60
9540a · Payroll & Benefit YE Accrual	324,884.10
9560 · Deferred Revenue	
9561 · Local	29,011.98
9563 · State	400,000.00
Total 9560 · Deferred Revenue	429,011.98
Total Other Current Liabilities	1,100,071.46
Total Current Liabilities	1,159,159.77
Total Liabilities	1,159,159.77
Equity	
30000 · Opening Balance Equity	193.93
9820 · Net Assets - Restricted	274,127.41
9830 · Retained Earnings	8,397,526.82
9850 · Unreserved Fund Balances	7,398.97
9859 · Undesignated Fund Balance	422,122.16
Net Income	122,579.99
Total Equity	9,223,949.28
TOTAL LIABILITIES & EQUITY	10,383,109.05



PROPOSAL FOR BOARD ACTION

Proposal Title: 465: Internet Safety Policy

Submitted by: Steve Erickson

Originating Committee: Technology Committee

Please briefly describe: (1) the situation giving rise to the proposal, (2) the background behind the proposal, (3) your assessment of the situation/background, and (4) your recommendation to the Board.

Situation:

To make sure we are in compliance with the Children's Internet Safety Act (CIPA) and the state, we needed to implement an Internet Safety policy. Using the sample Internet safety policy on the E-Rate Central website, we adapted it to accommodate our school needs. Utah Education Network (UEN) is now collecting all documentation pertaining to this policy and keeping it in a record for our school. We will be sending the information to them once approved.

Background Information, including a list of reviewing committees:

We used a model document from the E-rate Website and held an open meeting for any stakeholder that might have questions. It also went through the technology committee and policy committees.

Technology Committee

Open Parent Meeting for comment held on October 10, 2023

Policy Committee

Assessment:

Recommendation:

The technology committee recommends that we adopt this new policy.

Please submit this form with all accompanying paperwork to the Board Secretary, Deborah Odenwalder, at dodenwalder@gwacademy.org by the 15th day of the month of the Board meeting.

Introduction

It is the policy of George Washington Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

- Technology Protection Measure - The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
 - 1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
 - 2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
 - 3. Harmful to minors.
- Harmful To Minors - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Sexual Act; Sexual Contact - The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the George Washington Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

465 - Internet Safety Policy (cont.)

Education, Supervision and Monitoring

It shall be the responsibility of all members of the George Washington Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Security Officer or designated representatives.

The Information Security Officer or designated representatives will provide age appropriate training for students who use the GWA's Internet facilities. The training provided will be designed to promote GWA's commitment to:

1. The standards and acceptable use of Internet services as set forth in the GWA's Internet Safety Policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the GWA's acceptable use policies.



PROPOSAL FOR BOARD ACTION

Proposal Title: Special Education Contractor Agreement for Occupational Therapist, 2023-2024

Submitted by: Mireille Y Evans, Special Education Administrative Assistant

Sponsoring Committee: n/a

Please briefly describe: (1) the situation giving rise to the proposal, (2) the background behind the proposal, (3) your assessment of the situation/background, and (4) your recommendation to the Board.

Situation:

GWA SpEd Department is requesting approval of the attached Occupational Therapist Contractor Agreement.

Background:

Occupational Therapy is a necessary Special Education related service for some of our students with IEPs. Our OT (Katie Mangus) from the previous school year did not return this year. The agreement with the OT (Richard Hagan) who started this school year was cancelled.

Assessment:

n/a

Recommendation:

It is the Special Education Department's recommendation to approve the attached contractor agreement for required related services to begin.

Please submit this form with all accompanying paperwork to the Board Secretary, Matt Hafen, at mhafen@gwacademy.org by the 15th day of the month of the Board meeting.

GWA INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT ("*this Agreement*") is entered into effective the **1st day of October, 2023** by and between: George Washington Academy, a Utah non-profit corporation ("*GWA*"), and Heather Prisbrey-Johnson, MOT, OTR/L ("*Contractor*").

RECITALS

WHEREAS, Contractor has experience as an **Occupational Therapist**, and has the necessary training, equipment, and supplies to perform the services set forth in this Agreement; and

WHEREAS, Contractor desires to contract with GWA and GWA desires to contract with Contractor to provide such services, on the terms, covenants, and conditions hereafter set forth.

AGREEMENT

1. Scope of Work. GWA has hired Contractor to provide the following services: **The administration of school-based Occupational Therapy (OT) services in the educational model and within appropriate scopes of practice as outlined by The National Board of Certification in Occupational Therapy (NBCOT) as well as the Utah Division of Professional Licensing (DOPL) relative to school-based OT services. This includes administration of initial evaluations, re-evaluations, screenings, attending and participating in IEP meetings, consulting with the IEP team when necessary including collaboration and consultation for PLAAFPs and student progress reports, supporting OT-related goals on the IEP, attending all necessary trainings, and any other consultative service within an OT's scope of practice in the educational setting with the least-restrictive service model in mind and adhering to all rules related to Free and Appropriate Public Education (FAPE).** Contractor will provide these services on an as needed basis and only when GWA calls and requests such services, or as otherwise agreed by the parties **for a maximum of 100 hours for the first month, and then not to exceed 50 hours per month for any successive months that would follow.** Contractor agrees to be reasonably available to GWA for this purpose and will take calls/texts/emails at any time to support the school and the needs of the caseload while under contract with GWA.

2. Term of Agreement. The term of this Agreement and the performance of services hereunder shall commence on the date signed, and will continue as long as GWA retains the services and talents of Contractor. **Contractor may anticipate an on-going, month-to-month contract to provide OT services for GWA unless there is a curtailment or discontinuance of funds in GWA's budget or if GWA determines that it no longer requires services from contractor.**

2.1. GWA shall have the right to immediately terminate this Agreement upon GWA's determination that it no longer requires the services of Contractor or Contractor has failed to perform the services required hereunder in accordance with the terms of

the Agreement. Such termination shall be accomplished by delivery of written notice of termination ("Notice of Termination") to Contractor. Unless otherwise indicated in the Notice of Termination, such termination shall be effective immediately upon delivery of the Notice of Termination to Contractor. For purposes hereof, the Notice of Termination shall be deemed delivered (a) upon transmission by GWA to Contractor at the e-mail address set forth below if delivery is by e-mail; (b) at the time of personal delivery, if delivery is in person; (c) one (1) business day after deposit with an express overnight courier for United States deliveries, or two (2) business days after such deposit for deliveries outside of the United States, with proof of delivery from the courier requested; or (d) three (3) business days after deposit in the United States mail by certified mail (return receipt requested) for United States deliveries when addressed to Contractor at the address set forth below or at such other address as Contractor may designate by giving ten (10) days' advance written notice to GWA.

2.2. Contractor may terminate this Agreement upon 10 days written notice to GWA, at the address provided below.

Upon termination of this Agreement as set forth herein, all rights and obligations of the parties hereunder shall cease.

3. Compensation. Compensation shall be at a rate of **\$85 per hour** and is based solely on work that is performed pursuant to the terms of this contract, properly recorded, and invoiced.

4. Payment Terms. Contractor will invoice GWA **within 30 days** of providing services and shall include with the invoice such documentation as GWA may require substantiating the compensation requested.

5. Relationship of Parties. In all matters relating to this Agreement, Contractor is not an employee of GWA but is engaged as an independent contractor in a professional capacity. As such, Contractor is not entitled to any of the employee benefits provided by GWA to its employees, nor is Contractor eligible for unemployment benefits or workers compensation. Furthermore, GWA is not responsible to pay any income taxes, unemployment taxes, Social Security taxes or any other taxes to any government agency in relation to the services provided hereunder.

5.1. Contractor agrees to indemnify and hold harmless GWA from any and all claims or suits related to any of the matters set forth in this section 5.

5.2. No agent, employee or servant or one party shall be or be deemed to be the employee, agent, or servant of the other.

5.3. Contractor shall be solely and entirely responsible for its acts, damages, losses, and/or injuries, and for the acts, damages, losses, and/or injuries of its agents, employees, servants, and subcontractors in connection with the performance of this

Agreement.

5.4. Neither party shall act on behalf of or represent directly or by implication as having authority to act on behalf of the other party, except as specifically set forth in this Agreement.

6. Insurance. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Agreement, insurance that is standard in Contractor's industry. This coverage may be written in combination with commercial general liability insurance maintained by Contractor (with separate limits). Limits of coverage per accident or occurrence shall not be less than \$1,000,000 per incident, and \$3,000,000 annually.

7. Background Check. Contractor shall submit to and pay for a current criminal background check and provide the results of the same to GWA. Contractors who work directly with students and/or who may have unsupervised access to children may be subject to a higher level background check prior to beginning work.

8. Confidentiality. Contractor has, or will have, access to certain Confidential Information. Confidential Information refers to all information about a student including personal and family information, social, behavioral, and psychological information, academic performance and progress, and program goals. Contractor shall only use the Confidential Information to render services to GWA. Contractor will take reasonable measures to ensure that any Confidential Information received will be safeguarded so as to protect against intentional or accidental disclosure to any third-party to gain unauthorized access to such information.

9. Interpretation. The parties agree that this Agreement is the product of negotiation, and expressly waive the rule of interpretation of a writing against the drafter.

10. Indemnity. Contractor agrees to indemnify and hold GWA harmless from any and all claims, judgments, costs, suits, debts or liabilities, including attorney fees, resulting from Contractor's performance or failure to perform any activities hereunder or in relation to this Agreement or from violation of any federal or state laws or regulations. In addition thereto, Contractor shall defend and hold GWA harmless from any worker's compensation claim or unemployment insurance claim made by Contractor, its officers, directors, employees, agents and servants or made on Contractor's behalf.

11. Non-Assignment. Contractor may not assign this Agreement without GWA's written consent.

12. Default: Attorney Fees and Costs. Should any party default in any of the covenants or agreements herein contained, that defaulting party shall pay all costs and expenses, including reasonable attorney fees, which may arise or accrue from enforcing this Agreement or in pursuing any remedy provided hereunder or by applicable law or in defending in any such action, as applicable, whether such remedy is pursued by filing suit or otherwise.

13. No Waiver. The failure of any party hereto to exercise any right, power, or remedy provided under this Agreement or otherwise available in respect hereof at law or in equity, or to insist upon compliance by any other party hereto with its obligations hereunder, and any custom or practice of the parties at variance with the terms hereof, shall not constitute a waiver by such party of its right to exercise any such or other right, power, or remedy or to demand such compliance.

14. Severability. If any provisions of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

15. Notices. All notices or communications to be given under this Agreement shall be given in writing and either personally delivered or deposited in the mail to the address shown below of the party entitled to receive notice, postage prepaid, registered or certified, or e-mailed to Contractor at the e-mail address listed below. The e-mail address or address of either party may be changed by written notice to the other party.

16. Entire Agreement. This written document contains the entire understanding and agreement of the parties on the subject matter set forth herein, and supersedes any prior agreement relating to these matters. No promises or inducements have been made other than those reflected herein, and no party is relying on any statement or representation by any person except those set forth herein, including without limitation oral or written summaries of this Agreement. All negotiations, understandings, representations and preliminary agreements are merged herein. This Agreement supersedes and replaces all previous agreements entered into by the parties. The parties intend this document to be the final and exclusive expression of their agreement.

17. Modification. This Agreement may not be modified, amended or revoked unless in writing signed by all the parties hereto.

18. Governing Law, Jurisdiction, and Choice of Forum. This Agreement shall be governed by and construed in accordance with the laws of the State of Utah, without giving effect to the principles of conflicts of law thereof. Any action brought to enforce or interpret any provision of this Agreement or that otherwise arises under this Agreement shall be brought in the Fifth Judicial District Court for Washington County, State of Utah.

19. Binding Effect. This Agreement shall apply to, inure to the benefit of and bind all parties hereto, their permitted assigns, heirs, personal representatives and other successors.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

George Washington Academy a Utah non-profit corporation

Name: _____

Signature: _____

Date: _____

Address:
2277 South 3000 East
St. George, UT 84790

Contractor:

Name: **Heather Prisbrey-Johnson, MOT, OTR/L**

Signature: *Heather Prisbrey-Johnson, MOT, OTR/L*

Date: 10/9/23

Address:



PROPOSAL FOR BOARD ACTION

Proposal Title: Special Education Director Salary Schedule Change

Submitted by: B. Clark

Sponsoring Committee: NA

Please briefly describe: (1) the situation giving rise to the proposal, (2) the background behind the proposal, (3) your assessment of the situation/background, and (4) your recommendation to the Board.

Situation:

GWA is currently looking for a Special Education Director. Based on the state requirement for this position a teaching license is not required, but expertise and knowledge in the field are.

Background:

Assessment:

Recommendation:

It is my recommendation to change the current salary schedule to reflect a Bachelors Degree and Masters Degree, but not a teaching credential as this position is not a teacher but an administrator overseeing the department. This will also open up possibilities of finding the right individual for the position. I have also created an updated salary schedule to reflect those changes as well as remove on of the lanes based on the position.

Please submit this form with all accompanying paperwork to the Board Secretary, Jaycee Rogers, at jrogers@gwacademy.org by the 15th day of the month of the Board meeting.

UTAH STATE BOARD OF EDUCATION SPECIAL EDUCATION SERVICES SPECIAL EDUCATION DIRECTOR AND MONITORING VISITS

Q1. Who can fill the role of special education director at a local education agency (LEA)?

A1. The role of special education director can be filled by an individual, with qualifications determined by the LEA, who can oversee special education programs, assist with program administration, and ensure the quality of special education services. The individual works with special educators, related service providers, and general educators to ensure compliance with special education requirements and to support effective instruction. The individual also works with parents to ensure understanding and participation in special education eligibility and individualized education program (IEP) development and implementation.

The Individuals with Disabilities Education Act (IDEA) does not define special education director. Utah Code has never provided specific requirements or a definition for LEA special education director. A special education director may be an employee of the LEA or a private contractor.

Some special education directors focus primarily on special education administration. Other special education directors focus on several LEA duties beyond special education administration.

IDEA fiscal requirements specify that the underlying activities of a special education director must be related to special education in order to be funded with IDEA funds. General education administrative and/or general education teaching responsibilities cannot be funded with IDEA funds. When a special education director is responsible for duties outside of special education, the individual must complete time and effort documentation. This documentation outlines time spent on special education and other LEA duties. Only special education responsibilities outlined in time and effort are allowable costs under IDEA (34 CFR § 200.430; Rules X.B.).

LEAs have the authority to select a special education director based on such qualifications as prior experience with providing special education teaching or administrative duties, related services, and/or school administration. Special education directors typically hold bachelors, masters, or doctoral degrees but a specific degree is not required by any licensing regulations or policies.

Q2. Why does the Utah Program Improvement Planning System (UPIPS) team interview a special education director during a UPIPS monitoring visit?

A2. The Utah State Board of Education (USBE) conducts monitoring and evaluation of LEAs through program monitoring (Rules VIII.D.). UPIPS monitoring requirements include, but are not limited to, ensuring a meaningful and continuous process that focuses on improving academic and functional outcomes for students with disabilities and ensuring compliance with the IDEA and the USBE Special Education Rules (Rules VIII.D.).

The 2020 UPIPS Manual states:

Interviews meet two objectives of the monitoring visit. First, they provide the UPIPS team with an understanding of the LEA in order to identify strengths and areas of concern that may need to be addressed. Second, they provide an opportunity for one-on-one professional learning between UPIPS team members and LEA staff. The UPIPS team encourages conversation during the interview and invites questions from the LEA.

During the visit, UPIPS team members will interview the special education director (or other LEA administrator), school administrator(s), special education teacher(s), general education teacher(s), and related service provider(s) at each school site.

Special education director interviews allow the UPIPS team to monitor and evaluate the LEA’s special education program, determine knowledge, ensure that processes are in place, and understand strengths and areas of concern the LEA may need to address.

Q3. Can the LEA select a person to be interviewed as the special education director at the UPIPS monitoring visit?

A3. The USBE maintains an LEA Special Education Director contact list based on information the LEAs provide to the USBE annually or as changes occur; the UPIPS team typically relies on this information when scheduling the special education director interview for a UPIPS monitoring visit. However, the LEA has the discretion to determine the individual who best understands the LEA’s special education program strengths and areas of concerns and who therefore can best provide information the UPIPS team may use to evaluate the LEA.

Q4. What if the special education director is privately contracting with the LEA and not an employee?

A4. The intent of the interview is to evaluate and understand programmatic areas of strength and concern for the LEA, not the individual being interviewed. If the individual the LEA selects can provide that information to the UPIPS team, it is irrelevant whether the individual being interviewed is an LEA employee or private contractor.

Q5. A UPIPS contractor may already know/be familiar with the interview questions and preferred answers—will this knowledge skew information gained from an interview where that individual serves as an LEA’s special education director?

A5. Interview questions are available online for any LEA to access and it is standard practice for educators and administrators to review these questions in preparation for a UPIPS monitoring visit.

In situations where an individual is providing contractual special education director services for the LEA and is interviewed during a UPIPS monitoring visit in that capacity, it is expected the individual will provide LEA-specific information regarding programmatic strengths and any concerns rather than generalized information he or she has gained through experience as a UPIPS contractor regarding ideal interview answers.

In preparation for a scheduled monitoring visit, the USBE encourages LEA administrators and contractors who serve as special education directors to discuss who will fulfill the responsibilities of the LEA’s special education director for purposes of the UPIPS monitoring process (i.e., scheduling, communicating with the UPIPS team, interview, corrections follow-up, etc.). If the contractor is uncomfortable with serving in the role of the LEA’s special education director during a UPIPS interview, and UPIPS monitoring in general, for any reason (including potential conflicts or concerns stemming from that individual simultaneously providing contractual services for the USBE as a UPIPS monitor for other LEAs) , the contractor should discuss those concerns/questions with the LEA to determine who will fulfill the various responsibilities associated with the monitoring process prior to the scheduled UPIPS monitoring visit.

George Washington Academy
Job Description
SPECIAL EDUCATION DIRECTOR

Title: Special Education Director

Department: Special Education

Reports to: Executive Director

FLSA Status: Exempt

Prepared by: Glenda Wilson Raschke

Prepared date: January 10, 2015

Revised date: January 31, 2017

Approved by: Anya Yeager

Approval date: January 15, 2015

Position Summary

The Special Education Director ensures that all children with special needs are being helped appropriately throughout the entire Special Education process, including but not limited to: referral, intervention, testing, diagnosis, and development and maintenance of the IEP. The Special Education Director provides support and training to parents and teachers and keeps George Washington Academy in good standing with the Utah State Office of Education through submission of required reports and the UPIPS monitoring process.

Essential Duties and Responsibilities: (other duties may be assigned)

- Recommends policies and programs essential to the needs of children with disabilities.
- Evaluates existing programs as an ongoing responsibility and recommends changes and additions to Executive Director as needed.
- Interprets the objectives and programs of the special education department to the Executive Director, school board, staff, and public at large as and when needed.
- Evaluates on an ongoing basis the total special education program, curriculum as it applies to special education programming, procedures, and individual students' needs and achievements.
- Makes recommendations on design, furniture, equipment, and facility usage for special education programming.
- Meets with classroom teachers, the Executive Director, and the Curriculum Director to discuss individual programs to be designed for children who will receive supplemental instruction.
- Holds parent meetings as needed and is actively engaged with special education parent groups.
- Provides in-service training to general education staff when needed to supplement general classroom instruction.
- Supervises and coordinates special education classroom programs which include integrated related services.
- Provides leadership for all special education meetings, and IEPs.
- Develops Individual Education Plans (IEPs)
- Attends IEP meetings as LEA (Local Education Agency)
- Test students who have qualified for Academic/Cognitive Testing
- Refer those students who need further evaluation to specialists

Legal Compliance

- Keeps informed of all legal requirements governing special education and provides leadership to the school's administrators and special education staff

- All employees with job duties that expose or require them to handle confidential information are required to safeguard such information and only use it or disclose it as expressly authorized or specifically required in the course of performing their specific job duties.
- Keeps informed of and reports to the Executive Director and school board regarding state and federal financing of special education; changes in the law; and other pertinent special education issues
- Establishes procedures for placement, evaluation, assignment, and re-evaluation of students with disabilities as determined by the state
- Develops and maintains complete and cumulative individual records for all children receiving special education programming/services
- Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required by state or local officials or that are administratively useful.
- Consults with parents of students enrolled in the special education program; acts as the advocate when necessary; and is ultimately responsible for the legal processing of all special education referrals, placements, and the implementation of IEP services
- Participate in the UPIPS Process (Monitoring by the State)
- Compliance and monitoring of the confidential files

Hiring and Supervision of Special Education Staff

- Assists in recruitment, interviewing, hiring, training, supervision of, and evaluation of Special Ed staff.
- Evaluates and recommends to the Executive Director and/or School Board the continuing employment of special education staff.
- Oversees the Special Ed Aides and adjust their schedules as needed
- Evaluates the Special Ed Aides at least once annually

Development and Overseeing of Special Ed Budget

- Develops budget recommendations for special education.
- Maintains a permanent inventory of equipment available to students with disabilities.
- In conjunction with the Executive Director, approves all supplies, materials, and texts used by Special Education personnel.

Continuing Education

- Attend Law Conference in Ogden. Hotel and travel paid by the school. Attend additional relevant trainings/Special Ed conferences (as reasonable and within Special Ed budget) for educational purposes.

Miscellaneous

- Performs all other duties as assigned
- Demonstrates safe work practices and is alert to safety sensitive situations; demonstrates a positive safety attitude

Comments:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

These responsibilities are not intended to be all inclusive, and this position may also be asked to perform other duties as assigned by the administrative team. George Washington Academy reserves the right to revise or change any of the above responsibilities.

Printed Name: _____

Signature: _____ Date: _____

Special Education Director 220 Days											
Step	Lane 1			Lane 2			Lane 3				
	BS Degree + Special Ed Credential			BS Degree + 30 Semester Hrs Approved + Special Ed Credential			Masters Degree + Special Ed Credential				
	Salary	* Legislative increase	Total	Salary	* Legislative increase	Total	Salary	* Legislative increase	Total		
1	\$59,449	\$8,400	\$67,849	\$64,802	\$8,400	\$73,202	\$72,848	\$8,400	\$81,248		
2	\$59,990	\$8,400	\$68,390	\$66,008	\$8,400	\$74,408	\$73,523	\$8,400	\$81,923		
3	\$60,536	\$8,400	\$68,936	\$66,613	\$8,400	\$75,013	\$74,207	\$8,400	\$82,607		
4	\$61,356	\$8,400	\$69,756	\$67,525	\$8,400	\$75,925	\$75,234	\$8,400	\$83,634		
5	\$62,189	\$8,400	\$70,589	\$68,450	\$8,400	\$76,850	\$76,274	\$8,400	\$84,674		
6	\$63,035	\$8,400	\$71,435	\$69,388	\$8,400	\$77,788	\$77,330	\$8,400	\$85,730		
7	\$63,891	\$8,400	\$72,291	\$70,343	\$8,400	\$78,743	\$78,402	\$8,400	\$86,802		
8	\$64,762	\$8,400	\$73,162	\$71,308	\$8,400	\$79,708	\$79,492	\$8,400	\$87,892		
9	\$65,646	\$8,400	\$74,046	\$72,292	\$8,400	\$80,692	\$80,595	\$8,400	\$88,995		
10	\$66,544	\$8,400	\$74,944	\$73,288	\$8,400	\$81,688	\$81,717	\$8,400	\$90,117		
11	\$67,455	\$8,400	\$75,855	\$74,299	\$8,400	\$82,699	\$82,856	\$8,400	\$91,256		
12	\$68,376	\$8,400	\$76,776	\$75,325	\$8,400	\$83,725	\$84,011	\$8,400	\$92,411		
13	\$69,315	\$8,400	\$77,715	\$76,366	\$8,400	\$84,766	\$85,183	\$8,400	\$93,583		
14	\$70,267	\$8,400	\$78,667	\$77,427	\$8,400	\$85,827	\$86,372	\$8,400	\$94,772		
15	\$71,235	\$8,400	\$79,635	\$78,499	\$8,400	\$86,899	\$87,581	\$8,400	\$95,981		
16	\$72,216	\$8,400	\$80,616	\$79,586	\$8,400	\$87,986	\$88,807	\$8,400	\$97,207		
17	\$73,211	\$8,400	\$81,611	\$80,689	\$8,400	\$89,089	\$90,050	\$8,400	\$98,450		
18	\$74,220	\$8,400	\$82,620	\$81,806	\$8,400	\$90,206	\$91,311	\$8,400	\$99,711		
19	\$75,243	\$8,400	\$83,643	\$82,939	\$8,400	\$91,339	\$92,589	\$8,400	\$100,989		
20	\$76,280	\$8,400	\$84,680	\$84,087	\$8,400	\$92,487	\$93,886	\$8,400	\$102,286		
21	\$77,331	\$8,400	\$85,731	\$85,252	\$8,400	\$93,652	\$95,200	\$8,400	\$103,600		
22	\$78,396	\$8,400	\$86,796	\$86,432	\$8,400	\$94,832	\$96,533	\$8,400	\$104,933		
23	\$79,476	\$8,400	\$87,876	\$87,629	\$8,400	\$96,029	\$97,884	\$8,400	\$106,284		
24	\$80,572	\$8,400	\$88,972	\$88,843	\$8,400	\$97,243	\$99,255	\$8,400	\$107,655		
25	\$81,682	\$8,400	\$90,082	\$90,073	\$8,400	\$98,473	\$100,644	\$8,400	\$109,044		

Passed in Board Meeting on 4/27/2023 Effective 8/1/2023

225 - Pay Scale Advancement Policy Approved April 25, 2013, Draft Revised January 26, 2018

Employees will advance up the pay scale one year at a time. Any deviations from this procedure must be reported to the GWA Finance Committee. Employees who have completed a full year at GWA will automatically move up to the next level on the pay scale the following school year. Employees hired after the beginning of the fiscal year, July 1st, and before December 31st, will also move up one level on the pay scale. Employees hired on or after January 1st of the next year will remain on their current level of the pay scale until the beginning of the fiscal year following their first completed year of employment at GWA.

[This Policy will be included at the bottom of all current and future pay scales]

Special Education Director	
Step	Lane
1	\$81,688
2	\$82,699
3	\$83,725
4	\$84,826
5	\$85,827
6	\$86,899
7	\$87,986
8	\$89,089
9	\$90,206
10	\$91,339
11	\$92,487
12	\$93,652
13	\$94,832
14	\$96,029
15	\$97,243
16	\$98,473



PROPOSAL FOR BOARD ACTION

Proposal Title: Update Policy 735 - Fiscal Accountability

Submitted by: Debbie Kauvaka

Originating Committee: Policies Committee

Please briefly describe: (1) the situation giving rise to the proposal, (2) the background behind the proposal, (3) your assessment of the situation/background, and (4) your recommendation to the Board.

Situation:

The Policy Committee was asked by Spencer and the Finance Committee to provide a threshold of capitalized assets in a policy. This was added to the current Fiscal Accountability Policy under the Financial section. The threshold for consideration will be \$1,000 per single item and \$10,000 per group of items purchased.

Background Information, including a list of reviewing committees:

This has gone through the Finance Committee, Policies Committee, and our Business Manager, Spencer Adams.

Assessment:

Recommendation:

Approve the red-lined version of the policy.

Please submit this form with all accompanying paperwork to the Board Secretary, Deborah Odenwalder, at dodenwalder@gwacademy.org by the 15th day of the month of the Board meeting.

In general, the Board and Administration of George Washington Academy (or “GWA”) shall manage the financial affairs of GWA based on the following Administrations: (1) comply with all applicable laws or loan covenants, (2) provide the best educational services to the students of GWA consistent with GWA’s charter, and (3) get the most effective and cost-efficient services possible in all areas at GWA.

Financial

General Financial Management

The GWA Board understands that the school is a steward over the financial resources and assets entrusted to them by the state of Utah. The Board recognizes the need to abide by all applicable laws and regulations, including 53A-1a-508, including the following acknowledgements: (i) fiscal procedures will be consistent with generally accepted financial management standards; and (ii) neither the chartering entity nor the state, including an agency of the state, is liable for the debts or financial obligations of GWA or persons or entities who operate GWA, unless agreed to in writing with GWA.

GWA adheres to Generally Accepted Accounting Principles as constituted by the Financial Accounting Standards Board. GWA also ensures that all applicable areas of the Utah Money Management Act are followed. Cash collected at GWA is reconciled daily in the presence of two authorized individuals, sealed in tamper proof envelopes, and deposited daily, whenever practicable, but not later than three days or as otherwise required by applicable rules governing GWA cash management.

In accordance with state law, GWA, prior to June 30th of each fiscal year, prepares an annual operating budget for the next fiscal year. The budget is designed so that GWA priorities, as established by the Board, are met. All budgets and budget amendments are Board approved, being voted upon in a public meeting in accordance with the Utah Open and Public Meetings Act. Subject to appropriation limits with object codes and other restrictions, GWA reserves the right to reallocate funds from one line item in the budget to another as prescribed by the Board if purchasing practices or conservation result in an expenditure different from the budgeted amount. The Board may choose to add undistributed reserves from GWA operational budget to the following year and/or may reallocate them to the current fiscal year’s budget, at its discretion. The budget and cash flow projections utilized by GWA provide sufficient detail to enable reasonably accurate projections of revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trail documentation.

In addition, GWA understands and complies with all applicable fiscal rules/regulations, including completion and submission of an annual financial audit of the current fiscal year conducted by an independent certified public accounting firm by November 30th of the following fiscal year, submission of October and December student counts in accordance to state mandated deadlines, Utah Money Management reports, wages and benefits negotiation reports, Utah Transparency Act reports and updates, October 1st AFR and APR submissions, and any other regular enrollment and financial reports as required by the State Office of Education.

Purchases are authorized and carried out in accordance with the Cash Disbursement Policy adopted by the Board and the Utah Procurement Code.

GWA utilizes a fixed asset inventory system] that, in accordance with federal guidelines, tracks all of GWA fixed assets. This inventory system is implemented in accordance with GWA’s Cash Disbursement Policy.

715 – Fiscal Accountability Policy (cont.)

GWA has adopted procedures for the disposal of fixed assets to ensure proper reconciliation of inventory records at the end of the fiscal year. Regular inventory counts are performed, and the Board holds the administration, teachers, and custodial/maintenance staff responsible to inventory items assigned to their classroom, office, or role at GWA.

All fiscal policies and procedures comply with GWA’s conflict of interest policy.

GWA assigns a representative to attend school finance and statistics training and all required finance training. GWA will continue to take the measures necessary so that its representative(s) attend future trainings as announced or provided to ensure accounting and management of GWA resources are in compliance with any revisions to rules and laws governing GWA.

Minimum Reserve and Coverage Levels

GWA will maintain minimum reserve and coverage levels that the Board determines are consistent with long-term financial health. The Board financial coordinator, administration, and accounting staff will regularly monitor the status of reserve and coverage ratios and report that information to the Board.

GWA will ensure that it satisfies minimum reserve and coverage levels as required by law or applicable loan covenants.

GWA will take reserve and coverage levels into consideration when making budgeting, financial planning, and other financial decisions, including decisions regarding major purchases.

Financial Forecasting and Budgeting

Throughout the fiscal year, the Board financial coordinator, administration and accounting staff will meet regularly to discuss the budget, GWA financial status, and any changes. The Board will be fully engaged in the budgetary process and informed of such issues on a regular, monthly basis.

The Board financial coordinator, administrator, and accounting staff will meet to prepare a tentative budget. GWA’s budgeting philosophy will be to conservatively project both revenues and expenses while achieving the level of accuracy required by state standards. The tentative budget will be circulated to the Board for further review and discussion. The tentative budget will be scheduled for discussion on a board meeting agenda, further discussed, and adopted at the annual board meeting.

As the October 1 count is finalized, and as GWA receives new revenues, the Board will be updated on new figures. In order to account for these changes, the Board will approve revisions and amendments to the budget over the course of the fiscal year.

Debt

GWA will seek to avoid debt to the extent possible. GWA’s plan is to only assume debt as absolutely necessary or when the benefits of a purchase will, in the judgment of GWA’s board, benefit GWA’s students for the life of such debt. The Board recognizes that the ability to take on debt will be governed by the covenants of existing indebtedness and pending indebtedness. GWA’s accounting staff, administration and Board financial coordinator will be informed of the requirements affecting GWA ability to incur debt. Any debt assumed by GWA will therefore comply with applicable laws and any existing loan covenants.

715 – Fiscal Accountability Policy (cont.)

As economical or in its best interests, GWA will seek refunding opportunities to either lower its debt profile, meet bond covenants or other advantageous benefits realized through a restructure of its debt.

Capitalization

For the purpose of capitalization within GWA, single items above \$1,000 and group purchases of \$10,000 or more should be considered for capitalization.

Risk Management

As a nonprofit corporation and public school, GWA shall actively seek to avoid unnecessary risks to the greatest extent possible. GWA shall always maintain insurance at the highest amount that is either (a) required by law, (b) required by existing loan covenants, (c) is reasonable and customary for a Utah Charter School, or (d) is considered prudent by GWA's board after consulting with qualified professionals. In the event any material risk is identified by GWA's board or administration that is not covered by existing insurance, a qualified professional shall promptly be engaged to evaluate such risk and recommend the appropriate action.

The board will work with qualified professionals to recognize and avoid risks associated with its governance of GWA. In particular, the board will be cognizant of financial risks that are addressed by the provisions above, compliance with applicable laws, including but not limited to the Utah Open and Public Meetings Act and the Government Records Access and Management Act. The Board will periodically review the policies that it has adopted to ensure that it has all necessary policies in place and that the policies that have been adopted comply with current law, adequately address issues at which they are aimed, and cover all areas requiring board guidance. The Board may periodically ask that the Administration provide evidence that Board Policies are being complied with. In the event the board learns that policies are not being complied with, it will ask the Administration to create a plan to remedy any deficiencies and establish procedures to ensure that the policies are complied with in the future.

The Administration is also directed to work with qualified professionals, including GWA's business management company and loss control representatives of GWA insurer, to recognize, manage and avoid risks associated with the operation of GWA. In particular, the Administration will be cognizant of risks associated with human resources activities, student safety and security, facility matters, and state and federal legal compliance, including civil rights issues. The Administration will establish administrative procedures in order to address key issues pertaining to GWA operations and will ensure that all GWA employees and, to the extent necessary, students and parents, are aware of such procedures. The Administration will periodically review and revise administrative procedures in order to ensure that they adequately address the pertinent issues and are consistent with GWA situation and needs.

Disclosure (or Post Issuance Compliance)

GWA first issued tax exempt debt in 2008 and has been committed to complying with all disclosure and post issuance requirements on their debt since that date, and is proud of its record. GWA remains committed to full compliance with such requirements on any debt that is GWA's responsibility going forward.

Throughout the fiscal year, the Board financial coordinator, administration and accounting staff will meet regularly to discuss how best to comply with all debt obligations using the most effective, efficient and honest

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methods available. The full Board will be updated at least once a year on the compliance with such requirements.

In the event of a material violation of any post issuance requirement, or allegation by any source of a material violation, the Board of GWA will be informed in writing by the Board financial coordinator, administration or accounting staff, and the Board shall meet promptly to discuss how best to deal with the material violation or alleged material violation.