

These minutes are awaiting formal approval of the Board of Directors and are subject to change

**George Washington Academy**  
**Board Meeting Minutes**  
**Thursday, June 28, 2012**  
**7:00 p.m.**

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

**Board Members Present:** Steve Wattles, President; Shannon Greer, Vice President; Anna Bohannon, Secretary; Patrick Carroll, Owen Olsen, Shanda Enfield, Blake Boulter, Shauna Morgan.

**Board Member Absent:** John Hook, CFO

**Others Present:** Don Fawson, Principal; Anya Yeager, Vice Principal; Kevin Abraham, Business Administrator; Matt Hafen, Jena DeHaan, Glenda Wilson, Patty Esquivel, and Kody Young.

**Board President Welcome:** Steve Wattles; at 7:06 p.m.

**Roll Call:** Steve Wattles, President; Quorum Present

**Pledge of Allegiance:** Shannon Greer

**Approval of Minutes:** Minutes from May 23, 2012 and June 18, 2012 meetings.

- **Shannon Greer presented a motion to accept the May 23, 2012 minutes as typed. Shauna Morgan seconded the motion that passed unanimously.**
- **Shannon Greer presented a motion to accept the June 18, 2012 minutes as typed. Blake Boulter seconded the motion that passed unanimously.**

**Public Opportunity to Address the Board – No public comment.**

**Set time for adjournment. Steve Wattles set time for adjournment at 9:30 p.m.**

**Teacher Representative Report:** No report for this month's board meeting.

**Administration Report:** Don Fawson and/or Anya Yeager

- **Enrollment Report** – Anya Yeager reported that 956 students have confirmed return and/or filled out all required enrollment information for the 2012-2013 school year. Projected number of students is 985. Mr. Fawson inquired if the board would grant administration flexibility in increasing class size if necessary. Currently, the Board will approve an increase in class size on a case by case basis and must be on the agenda for board approval. This is currently scheduled to be on the July agenda. The teachers have indicated that if the class size was to be increased, they would prefer it increase to 26 students in order to maintain an even number.
- **Status of State Reports Due June/July-** Glenda Wilson reported that all state reports are scheduled to be completed by their respective deadlines. The Board was handed a list of reports that are due each month and a status of these reports will be given each month as part of the administration report.
- **Employee hours reported vs. budgeted-** Kevin Abraham reported that no employee is over 1000 hours at this time. Year round part time secretaries are scheduled to work 960 hours total from July 1<sup>st</sup> to June 30<sup>th</sup>.
- **Meeting with Lyle Cox, HR WCSO-** Mr. Fawson, Steve Wattles, Jennifer Woodland, Glenda Wilson, Anya Yeager, Kevin Abraham, and Patrick Carroll met with Mr. Cox to discuss the Fair Labor Standards Act. He helped clarify who can be put on salary and who cannot (exempt vs. non-exempt employees). The compensation committee is currently working on this.

Mr. Fawson inquired about the possibility of hiring a new part-time secretary. This was included in the budget for this upcoming year. Steve Wattles would like to see a job description before a new secretary is hired. Patrick Carroll is concerned about hiring a new secretary when there are still other projects that have not been completed that will affect the budget. FLSA requirements may cause current status of some employees to be changed from exempt to non-exempt which would require paying overtime. All secretaries are currently being cross trained in the office. Mr. Fawson will have job descriptions available for board review at next month's board meeting.

Anya Yeager reported that a second grade teacher has been hired to replace Melissa Freeberg. There is currently a need for a First and Seventh grade teacher.

#### **Financial Report:**

- **GWA 2011-2012 Budget as of 6-28-12.**
  - Kevin Abraham presented the 2011-2012 budget with final adjustments for year end. The budget shows that GWA stayed within 5% of budget as required.
- **Profit & Loss Budget vs. Actual Financial Statement dated July 2011 thru June 2012**
  - This statement also reflects all the year- end adjustments as well in order to match the GWA 2011-2012 Budget as of 6-28-12.

After Kevin explained how the format for the reports are developed and how adjustments are made to revenue streams when he receives the minimum school program monthly allotment report from the State Office of Education, **Shannon Greer presented a motion to accept the adjustments to the 2011-2012 budget as presented. Shauna Morgan seconded the motion that passed with Anna Bohannon abstaining since she did not have a chance to review the budget.**

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

- **Swearing in of new Board Members-** Steve Wattles, President, swore in Matt Hafen and Kody Young unto the GWA Board of Directors. The following language was used:  
***"I, (name of new board member) , do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office as a Member of the Board of Directors of George Washington Academy with fidelity."***  
***"I further swear that:***  
***"I shall respect taxpayer interests by serving as a faithful protector of the school's assets;***  
***"I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board, while respecting the privacy of students and employees;***  
***"I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public board meeting; and***  
***"I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels."***
- **Review of 2011-2012 School Year test scores/data** – Anya Yeager compiled a binder with the 2011-2012 test scores for each grade level. This binder is available for Board review and she encouraged all board members to take a look at the binder at their convenience.
  - DIBELS (Grades K-3 Reading)
    - Kindergarten – Benchmark Goal Composite: 119                      GWA Score: 163
    - 1<sup>st</sup> Grade- Benchmark Goal Composite: 155                      GWA Score: 231
    - 2<sup>nd</sup> Grade – Benchmark Goal Composite: 330                      GWA Score: 438
  - CRT's Math, Language Arts, Science (Grades 3-8)\*Real scores come out in August.
    - Language Arts Raw Scores reflected average scores between 82% and 87%
    - Math Raw Scores reflected average scores between 81% and 90%
    - Science Raw Scores reflected average scores between 77% and 85%
  - SRI (Reading Comprehension Grades 2-8)
    - Grade 2: 75% at grade level or above                      Grade 6: 82% at grade level or above
    - Grade 3: 73% at grade level or above                      Grade 7: 84% at grade level or above
    - Grade 4: 88% at grade level or above                      Grade 8: 80% at grade level or above

- Grade 5: 81% at grade level or above
  - Direct Writing Assessment (Grades 5 and 8)
    - Grade 5: Average Score 25/30
    - Grade 8: Average Score 27/30
- **Approval of 2012-2013 School Year Budget-** After a brief discussion, **Shauna Morgan presented a motion to approve the 2012-2013 School Year Budget as presented. Owen Olsen seconded the motion that passed with Anna Bohannon abstaining since she did not have a chance to review the budget.**
- **Procurement time frame/policy-** This item was tabled for July’s meeting.
- **Annual review of Utah Open Meeting Act** – Steve Wattles asked all board members who have viewed the video link on the Risk Management website to sign the acknowledgement form that was prepared by the board secretary.
- **Compensation Committee Recommendations-**Patrick Carroll
  - Substitute Teacher compensation policy
    - **Patrick Carroll presented a motion to approve the following substitute teacher compensation policy:**
    - - full day non-credentialed substitute teachers will continue to be paid \$55/day
    - - full day credentialed substitute teachers will continue to be paid \$65/day
    - **Long-term substitute teachers will be defined as a substitute teacher teaching CONSECUTIVELY in the SAME CLASS for more than ten (10) days. On the eleventh CONSECUTIVE day and each consecutive day thereafter the rate will double (\$110/day for non-credentialed and \$130/day for credentialed).**
    - **Owen Olsen seconded the motion that passed unanimously.**
  - FMLA/Extended Medical Leave Policy. This item was tabled for further review by the committee.
  - Part-Time Teacher compensation. This item was tabled for further review by the committee
- **Nominate and Approve replacement for outgoing CFO-** Steve Wattles motioned to nominate Patrick Carroll to be GWA’s CFO as of today. Shannon Greer seconded the motion that passed unanimously.
- **Appoint new Board Secretary-** Steve Wattles informed the Board that Anna Bohannon will be stepping down as Secretary and inquired if any board member is interested in the position. Matt Hafen stated that he might be interested and asked Anna if she could send him a list of duties/responsibilities. New Secretary was not appointed at this month’s meeting.
- **Appoint Chairperson for Board Committees-** Steve Wattles appointed the new Committee Chairpersons as follows:
 

|  |  |
|--|--|
| ○ Charter – Matt Hafen                     | Curriculum/Accreditation – Shannon Greer                     |
| ○ Compensation – Patrick Carroll           | Technology – Chet Wall                                       |
| ○ Continuation – Shannon Greer             | Outreach – Chet Wall / Owen Olsen                            |
| ○ Investment Policy – Patrick Carroll      | Facilities – Patrick Carroll                                 |
| ○ Parent Teacher Organization – Kody Young | Board Development/Recruitment – Anna Bohannon/<br>Kody Young |
| ○ Charitable Giving – Chet Wall            |  |
- **Approve formation of new Finance Committee-** This item was tabled for next month’s meeting.
- **Background checks for Board Members** – Steve Wattles reminded all board members that background checks need to be completed as soon as possible. Patrick Carroll, Chet Wall and Shawn Davis have yet to complete the process. Closest facility is the Iron County School District in Cedar City.

- **Bids for Auditing firm to conduct 2011-2012 Audit/Financial Statements** – Steve Wattles inquired if the Squire contract needs to be taken out to bid. It is recommended that bids be done every 3 years. Squire contract has been in place 4 years. Kevin recommended that January is the best time to take this out to bid. Anna Bohannon will place on calendar for January as an agenda item.
- **Bids for Computer Maintenance Agreement and purchase of 25 computers for Teachers**-Kevin Abraham presented two bids from the Computer Connection and Jonathan Walker from DSC for computer maintenance agreement. Two bids from Computer Connection for 25 computers and 40 computers, respectively. One bid from Best Buy for 25 computers. After a brief discussion and comparison of bids presented;
  - **Patrick Carroll presented a motion to accept the service contract from Computer Connection as presented for one year. Shauna Morgan seconded the motion that did not pass with Owen Olsen, Blake Boulter, Anna Bohannon, Steve Wattles, Shannon Greer, and Shanda Enfield voting against it.**
  - **Steve Wattles presented a motion to amend and approve the Computer Connection contract changing dates to July 1, 2012 thru June 30, 2013. Will ask him for a 6 month renewable contract taking the amount shown on the contract and paying for the first 6 months of service. Upon successful completion of 6 months, will take remaining amount due and will make advance payment for the remaining six months. Patrick Carroll seconded the motion that passed with Shauna Morgan abstaining.**
  - **Steve Wattles presented a motion that if the Computer Connection contract does not get renewed, temporarily approve a short term contract based on terms currently used in the June contract. Blake Boulter seconded the motion that passed unanimously.**
  - **Shannon Greer presented a motion to approve the bid from Computer Connection to purchase 25 computers to be installed before school starts. Owen Olsen seconded the motion that passed unanimously.**
- **Kevin Abraham reported that he spoke with Craig at Computer Connections and he is OK with a 6 month renewable contract as approved by the Board.**
- **Expenditures over \$1,000:**
  - **Spalding Education - \$9,896.66**

**Blake Boulter presented a motion to approve Spalding Education invoice in the amount of \$9,896.66. Shauna Enfield seconded the motion that passed unanimously.**

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

**Charter, By-Laws, Handbook** – Shauna Morgan, Chair; Matt Hafen asked if anyone could send him a current version of the handbook. Steve Wattles will forward him all 3 versions of the handbook.

**Compensation**- Patrick Carroll, CFO, Chair; Patrick reported that the committee is looking at part-time teacher paycales since they are not consistent with teacher paycales. They are also working on language for exempt and non-exempt employees. Committee is reviewing manual and automated time card systems to help lessen reporting discrepancies. FMLA policy approved in April is being reviewed and changes will be made to it in order to be in compliance with act.

**Continuation** – Blake Boulter, Chair; Blake presented the completed continuation plan for GWA in case of an emergency. He explained the plan and what steps are in place currently.

**Investment Policy** – John Hook, CFO, Chair; Kevin Abraham reported that the investments available to the teachers have been updated.

**Charitable Giving** – Steve Wattles, Pres., Chair; Nothing to report at this time

**Curriculum /Accreditation**– Shannon Greer ,VP, Chair; Nothing to report until August when committee meets.

**Technology** – Shauna Morgan, Chair: Nothing to report at this time.

**Outreach** – Steve Wattles, Pres., Chair; Steve will be meeting with Chet and Owen to start putting a plan together.

**Facilities** – John Hook, CFO, Chair: Nothing to report at this time.

**Parent Teacher Organization** – Anna Bohannon, Chair: Anna reported that next year’s board will consist of Glory Kline as President;Two President-Elects, Amy Carroll and Cari Stucki; Two Treasurer’s Jena DeHaan and Patty Esquivel; Two Secretaries, Jesseca Bentley and One Vacancy. Michelle Cowles has set up on the website all the major events for the 2012-2013 school year. The PTO budget was going to be approved at their meeting tonight. Patrick Carroll brought up the question of volunteering and being employed at the school. Matt Hafen’s committee will need to tackle the volunteer policy.

**Board Development/Recruitment** – Shanda Enfield, Chair: Shanda Enfield reiterated that board members should continue to listen to Dr. Carpenter’s CD’s and that the board binders continue to be updated periodically. Steve Wattles thanked all the exiting board members for their service and commitment to GWA.

**Closed Session** –Steve Wattles called a closed session stating that is was based on approved criteria for entering a closed session. A roll call vote was taken as follows:

|                      |                     |
|----------------------|---------------------|
| Patrick Carroll- Yes | Kody Young - Yes    |
| Shannon Greer- Yes   | Matt Hafen - Yes    |
| Owen Olsen- Yes      | Steve Wattles - Yes |
| Blake Boulter – Yes  | Anna Bohannon - Yes |
| Shauna Morgan- Yes   |                     |

Steve Wattles presented a motion to move out of a closed session. Shannon Greer seconded the motion that passed unanimously.

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

**Next Meeting:** July monthly meeting to be held on Thursday, July 26<sup>th</sup> at 7:00 p.m.

**Being no further business, Shannon Greer presented a motion to adjourn the meeting. Blake Boulter seconded the motion that passed unanimously. Meeting was adjourned at 10:46 p.m.**

Respectfully submitted by

Anna Bohannon, Secretary

**Approved as corrected on July 26, 2012.**