

George Washington Academy
Tuesday, July 23, 2013
8:00 a.m.

Board Meeting Minutes

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

Board Members Present: Patrick Carroll, CFO; Kody Young, Vice President; Matt Hafen, Secretary; Tiffany Draper; Steve Wattles; Shannon Greer, President

Board Members Absent: Owen Olsen.

Others present: Steve Finley

Board President Welcome: Shannon Greer

Roll Call: Shannon Greer, President

Pledge of Allegiance: Steve Wattles

Approval of Minutes: Patrick Carroll motioned to approve the minutes from June 18, 2013. Kody Young seconded the motion, which passed unanimously. Patrick Carroll asked to change “Steve Carroll” to “Steve Wattles” and to change the auditor section to state that Kevin Abraham would let Squire know that they were selected as the auditor, which has been done. Patrick Carroll motioned to approve the June 21, 2013 meeting minutes as amended. Tiffany Draper seconded the motion, which passed unanimously.

Public Opportunity to Address the Board: No public comments.

Administration Report: Don Fawson, Principal and/or Anya Yeager, Vice Principal

- Enrollment Report – We are at 1,034 students currently enrolled at GWA for next school year. Patrick Carroll recommended that we have an agenda item in a future Board meeting to review our goals for student count in each grade long term.
- Volunteer Hours Report – nothing to report.
- Employee hours reported vs. budgeted (overtime) – nothing to report.
- **Status of State Reports Due in July/August**
 - Deadline for submitting amendment requests for increased enrollment requiring a USOE project number (for 2014-2015) (July 17) – The Board discussed whether or not we need to amend the charter to give us the opportunity to have increased enrollment.
 - List of 2012-2013 governing board members and how many board members have background checks on file (Board) (July 15) – Shannon has filed this and all background checks are complete.
 - Year end UTREX / Data Clearinghouse upload (Glenda) (July 8) – Glenda reported that this is complete.
 - USOE Annual Reporting Calendar – Shannon presented this to the Board for the members to be aware of.
- Glenda Raschke updated the Board on staffing. The new office manager is Gelene Willis. Administration is still looking for a part-time aid. Patrick Carroll discussed the financial ramifications

of Mrs. Rammell leaving the school when paychecks have already been paid over the summer for work that has not been completed. Steve Finley will contact her to discuss it with her. Glenda Raschke recommended that we attempt to stop the paycheck that will be deposited tomorrow so that there will only be one paycheck that has to be repayed. The Board discussed whether or not to cover her July insurance premium. Steve Wattles stated that we need to develop a policy for early termination to tell employees what will happen if they leave early. Compensation committee will put this together. This policy needs to be discussed with the employees in orientation by Mr. Fawson.

Financial Report: Business Administrator

- **Status of State Reports due in July/August**
 - Early Intervention Program Annual Report (Red Apple helps) (July 15) – Steve Finley believes these were handled before they became involved but they will double check on this.
 - Reading Achievement K-3 Report (Red Apple helps) (July 15) - Steve Finley believes these were handled before they became involved but they will double check on this.
 - File final budget for last year and original budget for current year to the Utah State Auditor and USOE (Red Apple) (July 15) – Steve Finley reported that this is complete.
 - Year end web survey (Red Apple) (July 16) - Steve Finley reported that this is complete.
 - Utah Money Management Report (Red Apple) (July 31) - Steve Finley reported that this will be sent in by the end of the month.
 - File DWS wage report for prior quarter (Red Apple) (July 31) Steve Finley reported that they worked on this last night and will get it filed.
- Steve Finley presented the 2013-2014 organizational chart.
- Steve Finley presented a budget report as of the end of June without the audit revisions. Patrick Carroll stated that in the 2014 budget, we don't have a budget for early intervention and early assessment, which represents about \$15,000 of income that we need to make sure we are capturing. Patrick also asked that Red Apple check into qualifying us for funds from the state for full-day Kindergarten.

Additional Discussion and/or Action Items:

- **Expenditures over \$3,000:**
 - Emergency Lockdown Door Locks – Mr. Fawson's suggestion is to use VC Milne or McArthur. Each have the same bid, and Mr. Fawson is asking the Board to allow him to use either VC Milne or McArthur.
 - Patrick Carroll motioned to approve the expenditure of \$1,540 from either VC Milne or McArthur Welding, based on whichever organization will be done first. Kody Young seconded the motion, which passed unanimously.
 - Container Pad – Shannon Greer discussed the bids, and stated that Mr. Fawson's recommendation is to go with Gray White Construction. The Board discussed that Gray White is the highest bid. Glenda Raschke stated that all of the bids cover the same amount of work.
 - The Board asked that Mr. Fawson get specific information about the bids, and then make the decision and move forward.
 - Parking Lot Striping and Sealing – The Board discussed that this was done last year and we had some problems with this. Glenda Raschke reported that Mr. Fawson's preference was for the Holbrook Asphalt Co. bid. Southwest Asphalt has the best price and a 5 year warranty.
 - Tiffany Draper motioned to approve the bid from Holbrook for \$0.11 per square foot. There was no second on the motion. Kody Young motioned to approve the Southwest Asphalt Services invoice in the amount of \$5,685.00, provided that the striped parking stalls are included. Patrick Carroll seconded the motion, and the motion carried with Shannon Greer and Steve Wattles voting against. Steve Wattles would like to know who the warranty is guaranteed by.
 - Cisco Firewall – Kaber presented bids for a firewall at the school. Kaber presented a Cisco 5515 and the 5512. The 5512 would get the job done right now, but would not have the payload and

the throughput that we need for more computers if we have a 1 to 1 initiative. Also, the 5512 does not have the best warranty. He also presented a bid from Cache Valley Electric, which has a great warranty, and although it is the most expensive, he recommended that we go with this one for long term. SEDC recommends that we go with Cache Valley Electric.

- Kody Young motioned to approve the purchase of the Cisco ASA 5515 for a price not to exceed \$4,200 from Cache Valley Electric. Tiffany Draper seconded the motion, which passed unanimously.
- Lottery web program – The Board discussed the bids provided from Administration. Mr. Fawson believes that the SchoolAdmin program will reduce the secretary hours in the summer significantly. The SchoolAdmin program is \$3,000 for the one time setup, \$4,400/year, and \$1,500/year for the waitlist.
 - Steve Wattles motioned to approve the SchoolAdmin bid for \$8,900, with the caveat that we are not approving any software that would duplicate what the SchoolAdmin program covers. Patrick Carroll seconded the motion. Kody Young asked that we table this until the next meeting until we have three detailed bids. The motion failed unanimously to discuss next month with three bids to compare.
- Milk Cooler – The Board gave direction that Mr. Fawson move forward with this.
- Utah Association of Public Charter Schools - \$5,910.00 (\$1,795.50 balance to be paid)
 - Steve Wattles motioned to approve the balance of \$1,795.50 to UAPCS. Tiffany Draper seconded the motion, which passed unanimously.
- Keyboarding books from Cengage Learning - \$3,186.15 (Attachment pg. 25)
 - Patrick Carroll motioned to approve the keyboarding curriculum for the amount of \$3,186.15. Tiffany Draper seconded the motion, which passed unanimously.
- Patrick Carroll presented an emergency order for \$3,012.03 for 6th grade curriculum that needs to be voted on to order for the start of school. Patrick Carroll motioned to approve the emergency purchase order for 6th grade curriculum from Follett Educational Services for \$3,012.03. Steve Wattles seconded the motion, which passed unanimously.
- Additional credit card for GWA (Patrick Carroll) – We currently have one credit card for the school which is held by the purchasing secretary. Because of schedules, she is not always available to make the purchases that need to be made for under \$500. Patrick recommended that we get one for either Glenda Raschke or Mr. Fawson. Steve Finley presented the idea of using a debit card with a limited amount of funds, to avoid late fees, interest, and to put a limit on the amount that is available. We can create a Village Bank account that meets the criteria we need. Steve Finley recommended the debit card route.
 - Patrick Carroll motioned to provide a debit card for Don Fawson and Glenda Raschke through Village Bank. Tiffany Draper seconded the motion, which passed unanimously.
- Flyer and Advertisement Distribution Policy (Shannon Greer)
 - Steve Wattles will send his comments to Shannon to amend the distribution policy for the August Board meeting. Kody Young motioned to table voting on the policy, which was seconded by Steve Wattles and passed unanimously.

No closed session was held at this meeting.

Being no further business, Steve Wattles motioned to adjourn the meeting. Tiffany Draper seconded the motion, which passed unanimously.

Respectfully submitted by Matt Hafen, Secretary

APPROVED BY THE BOARD OF DIRECTORS ON AUGUST 22, 2013