

George Washington Academy
Thursday October 24, 2013
7:30 p.m.

Board Meeting Minutes

Board Members Present: Shannon Greer, President; Tiffany Draper; Kody Young, Vice President; Matt Hafen, Secretary; Steve Wattles; Adam Lofgran and Owen Olsen.

Board Members Absent: Patrick Carroll.

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Glenda Raschke, District Manager; Thayne Smith; Rachelle Crawford; Kaber Esplin, and John Siggard

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

Work Session: Anna Bohannon trained the Board on Selecting, Reviewing, and Supporting the Administrator.

The Board meeting convened at 7:30 p.m. following the work session.

Board President Welcome: Shannon Greer

Roll Call: Shannon Greer, President

Pledge of Allegiance: Owen Olsen

Approval of Minutes: Tiffany Draper stated that her “yes” vote was left off of the partial early bond payoff. Kody Young presented a motion to approve the minutes from the September 26, 2013 meeting with the proposed change. Tiffany Draper seconded the motion, which passed unanimously.

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

Adjournment was set for 10:35 p.m.

Adam Lofgran was sworn in as a new Board member.

Teacher Representative Report: Rachelle Crawford reported on activities going on at the school. She reported that they had an excellent teacher training earlier in the week.

Administration Report:

- Enrollment Report and Employee hours reported vs. budgeted (overtime) – Anya Yeager reported that enrollment is at 1,018, and we have 58 hours of overtime since July 1. Anya also reported that they had a great training for the teachers which involved team building, training, and recognition for their achievements.
- **Status of State Reports Due in October**
 - Fall Enrollment count conducted for current year (Glenda/Lindsey/Don) (October 1) Glenda Raschke reported that this has been completed or is on track to be completed.
 - Final deadline to complete CACTUS update (Glenda) (October 1) Glenda Raschke reported that this has been completed or is on track to be completed.

- UTREx/Data Clearinghouse File Upload for Fall Enrollment (Glenda) (October 10) Glenda Raschke reported that this has been completed.
- CTE implementation plan & tentative budget (Rachelle) (October 15) Glenda Raschke reported that this has been completed.
- Letter of Authorization for teachers with no license (Glenda) (October 15) Glenda Raschke reported that this has been completed.
- Annual Criticality Survey (Glenda) (October 16) Glenda Raschke reported that this has been completed.
- School Fee Certification of Compliance (Glenda) (October 31) Glenda Raschke reported that this is on track to be completed.
- Glenda reported that we need to add DIBELS to the state reports on the agendas for October, January, and April.

Financial Report: Business Administrator

- Financial Summary as of September 30, 2013 – Thayne Smith reported that the federal money has not been received yet but will be coming later in the year. He reported that we are over budget for supplies and materials but we are in a good place for this time of the year because the expenses are front loaded. He also reported that we are over budget for property and equipment due to some heavy expenses.
- Financial Detail Report as of September 30, 2013 – Thayne Smith presented the Financial Details Report.
- **Status of State Reports Due in October:**
 - Annual Financial Report (AFR) for prior year (Red Apple) (October 1) – Thayne Smith reported that this is completed.
 - Annual Program Report (APR) for prior year (Red Apple) (October 1) - Thayne Smith reported that this is completed.
 - AFR and APR signature pages (Red Apple) (October 15) – Thayne Smith reported that he was not sure what this is but he will double check to make sure it has been taken care of.
 - 2013-14 School LAND Trust Funding Report (SLT Committee/Red Apple) (October 15) – Shannon Greer reported that this has been completed.
 - File DWS wage report for prior quarter (Red Apple) (October 30) – Thayne Smith reported that this will be taken care of.

Committee Reports (3 min each):

- **Policies** – Matt Hafen had nothing to report.
- **Compensation**- The compensation committee had nothing to report.
- **Finance** – Kody Young discussed his recommended revisions for the Procurement Policy. Don Fawson expressed his concern regarding including taxes, shipping, fees, etc. in the procurement amounts. He will check with the auditor to find out if we can remove these. Don Fawson also recommended changing “GWA will not tolerate slicing purchases” to “Purchases may not be divided into multiple...”. Steve Wattles suggested changing “Treasurer” to “CFO”.
 - Kody Young also reported that he has searched for additional bids on the early bond payoff. Steve Wattles reported that Merrill Lynch was not interested in doing the transaction because of the risk they felt was associated with it.
- **Investment** – Glenda Raschke reported that they met last Tuesday. Glenda reported that there was a motion in the committee to change from Red Rock to Crossroads due to costs to employees and options for employees. This will be discussed and presented at the next Board meeting.
- **Continuation** – Stephen Wattles reported that he is working on the written form to address critical loss. Shannon Greer reported that we have received multiple applications for the administrator position and we have everyone in place for the committee.
- **Curriculum** – Shannon Greer discussed the Effectiveness Goals from the Charter and presented a report on how the school is performing. The Board discussed the areas where the school is excelling and a few

areas where the school can improve. Shannon Greer stated that, when we adjust the Charter at a future date, there are some necessary revisions to these goals.

- **Accreditation**– Don Fawson reported that everything is going well with this.
- **Charitable Giving** – Stephen Wattles reported that they are ready to have the web designers move forward with the charitable giving webpage.
- **Technology** - Kent Schwager presented a report on the current technology situation. He reported that the Starboards are having issues. We are having a lot of other issues that are being dealt with constantly, but Kent recommends that we take steps to take care of these issues on a more permanent basis. He recommended a tier system for tech support at the school. Tier 1 would be a tech committee primarily consisting of teachers who can take care of basic issues. Tier 2 would be a third party IT company that can fix larger issues. He recommends about 20 hours a week on this service. Kaber Esplin reported that there is a great need for more tech work in the school, especially with the big projects that are not completely resolved yet. It has been done in the past at 5 hours a week, but it has not been done correctly and he recommends that we increase his time from 5 hours a week to 15 hours a week. Anya Yeager reported that because of these issues, no library books can be checked out, the wi-fi is having problems, Powerschool is having problems, and there are other problems. Kent reported that we probably need 20 hours a week for regular maintenance. If they could do 30 hours a week for a few weeks they could install Deepfreeze on the computers, train employees on how to use it, and address issues that have been caused by not having it on the computers. LAND Trust will not pay for Deepfreeze, which will cost approximately \$1,500. They asked that the Board decide what to do on the weekly support, considering their recommendation for 30 hours a week for the next 3 weeks and 20 hours a week thereafter, with the expectation that in about 5 weeks they will be able to clear up a lot of the current issues. The Board discussed allowing John to work 15 hours a week for the next three weeks if Kent Schwager can get 2 other bids. Kaber can increase his workload under his current contract and the Board will review the contract next month. Next Board meeting we will need more bids to vote on for the hardware and the contracts, but in the meantime the Board determined that Administration can move forward so long as procurement rules are followed.
- **Outreach** – Owen Olsen reported that they will meet on November 6.
- **LAND Trust** – Don Fawson stated that there is a report due on November 15. Owen Olsen will work with Lance Greer to make sure the reports get in on time. Mr. Fawson reported that the Board needs to decide when elections take place, and recommended that we do this in September to give the committee the chance to plan prior to the reports. There have to be two more parents than there are individuals from the school. Mr. Fawson is recommending 3 from the school and 5 from the community. There needs to be a voting process set up online. Shannon Greer reported that the school has an electronic survey that can be used for the LAND Trust elections.
- **Grant Writing** – Tiffany Draper reported that she will look into technology grants.
- **PTO Committee** – Tiffany Draper reported that volunteer hours are at 4,774.9. The Carnival netted approximately \$37,000. Tiffany Draper will talk with the PTO to determine how they will fundraise while complying with Utah raffle laws.
- **Board Development** - Anna Bohannan, Chair – Anna reported that she recently watched a webinar which instructed that the Principal should be seen and treated as a CEO of a corporation. Anna requested that the Board watch the webinar.
- **Board Recruitment** – Shannon Greer reported that Adam Lofgran has joined the Board.

Additional Discussion and/or Action Items:

- Expenditures over \$3,000 – None. Don Fawson reported that the art program may need some additional funding. Administration will look to see if there is room in any of the budgets to pay for this.
- Review effectiveness goals from Charter – These were reviewed earlier in the meeting.
- Procurement Policy Amendment – Kody Young motioned to approve the Procurement Policy as revised earlier in the meeting. Owen Olsen seconded the motion, which passed unanimously.
- School LAND Trust – Don Fawson had nothing in addition to add to this.

- Early bond payoff – Kody Young reported that they are moving forward with this with Clint.
- Building Use Policy / Contract – Shannon Greer presented her revisions to the Building Use Policy. Kody Young also presented his suggested revisions to the policy. Steve Wattles motioned to approve the Building Use Policy revisions as provided by Shannon and revised by Kody through email prior to the Board meeting. Owen Olsen seconded the motion, which passed unanimously.
- K-3 Reading Goals Report – Anya Yeager presented the K-3 Reading Goals Report.
- UCA Report - Approval of K-3 Reading Achievement and Planning Sections - Anya Yeager reported that we have to complete the UCA every Fall, and sections of it require Board approval. Steve Wattles motioned to approve the K-3 Reading Achievement and Planning sections as provided in the Board packet. Owen Olsen seconded the motion, which passed unanimously.
- Employee Appreciation – Shannon Greer proposed that we rent out a movie theater for the movie “Frozen” on December 7 at 9:00 a.m. to allow all GWA employees and their families to enjoy a movie together to celebrate their accomplishments of being the #1 school in Washington County based on the recently released test results. The theater will hold 256 people. The cost would be \$2,401. Owen Olsen motioned to approve the movie “Frozen” and the \$2,401 cost including the movie and concessions for up to 256 people. Tiffany Draper seconded the motion, which passed unanimously.

Kody Young motioned that the Board enter into a close sessions to discuss the purchase of real property. Steve Wattles seconded the motion. A roll call vote was taken as follows:

Steve Wattles – Yes	Tiffany Draper – Yes
Shannon Greer – Yes	Matt Hafen – Yes
Owen Olsen – Yes	Kody Young – Yes
Adam Lofgran - Yes	

Being no further business for the closed session, Steve Wattles made a motion to come out of the closed session. Owen Olsen seconded the motion, which passed unanimously.

Next Meeting: The next regular Board meeting will be held on November 21, 2013 at 7:00 p.m.

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

Respectfully submitted by Matt Hafen, Secretary

THESE MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS ON NOVEMBER 21, 2013