

George Washington Academy
Thursday, March 27, 2014
7:30 p.m.

Board Meeting Minutes

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

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

Work Session: Jennifer McCorvey discussed the Common Core requirements and how they apply to GWA.

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

Board Members Present: Shannon Greer, President; Kody Young, VP; Owen Olsen; Patrick Carroll, CFO; Tiffany Draper; Matt Hafen, Secretary; and Adam Lofgran

Board Members Absent: None

Others Present: Don Fawson, Principal; Anya Yeager, Vice Principal; Glenda Raschke, District Manager; Thayne Smith; Steve Finley; Jennifer McCorvey; Rachele Crawford; Jerri Moro; Kent Schwager; John Siggard; Scout Troop 1768; Amy Chase; and Marci Olsen

Board President Welcome: Shannon Greer, President

Roll Call: Shannon Greer, President

Pledge of Allegiance: Owen Olsen

Prayer: Adam Lofgran

Approval of Minutes: Patrick Carroll asked to change the Vice Principal job description section in the February 27, 2014 minutes to say “exempt” instead of “except”. In the next item, it says “FSA” when it should say “FSLA”. Tiffany Draper motioned to accept the Minutes from February 27, 2014 Board Meeting as corrected by Patrick Carroll. Patrick Carroll seconded the motion, which passed unanimously. Patrick Carroll motioned to accept the March 5, 2014 minutes as presented. Kody Young seconded the motion, which passed unanimously.

Public Opportunity to Address the Board: No public comments.

Owen Olsen set the time for adjournment for 9:57 p.m.

Teacher Representative Report: Rachele Crawford and Jerri Moro, Teacher Representatives, reported that the 7th grade students are coming up with designs for cell phone cleaners and they are having a good marketing experience. They reported that Robert Wilkes does after school tutoring for free and recommended that he receive special recognition for it.

Administration Report:

- Don Fawson reported that Sage testing is a focus right now.

- Anya Yeager reported that they have opened up the two assistant director positions for applications and they have received many applications.
- Enrollment Report and Employee hours reported vs. budgeted (overtime) – We are currently at 1,003 students, down three from last month, and we are at 21.75 hours of overtime for the custodian and 42.25 hours of overtime for the front office manager. Anya Yeager reported that we are currently anticipating full enrollment next year of 1,025.

Financial Report: Business Administrator

- Red Apple reported on the Financial Summary as of February 28, 2014 and Financial Detail Report as of February 28, 2014. There was not much change since last month. Our expenses for property and equipment are high for the year and we may need to adjust for this. We are running high on technology services and this will need to be adjusted as well. Overall, the school is financially healthy. Kody Young reported that the finance committee has asked Red Apple to include another line showing the percentage of the budget that has been used, which they will include starting next month.
- **Status of State Reports Due in March:** None.

Committee Reports: Shannon Greer reported that she is working on a Google doc for Board Committee meetings so that we know when they are.

- **Policies** – Anya Yeager, Chair, reported that they have updated the policies that were passed at the last Board meeting and the website has been updated. The committee has identified policies that we still don't have that are required by the state, which they will be working on.
- **Compensation-** Patrick Carroll directed the Board to the minutes for the Compensation Committee. Patrick further reported that the committee is working on revisions to the PTO policy.
- **Finance** – Patrick Carroll, Chair, reported on some comparisons of GWA with other charter schools that Red Apple prepared. He reported that we are the 5th highest school in the comparison for overall teacher salary and benefits and we are doing very well compared to other schools. He reported that Red Apple is going to ask an outside party to look at GWA's technology and make recommendations. It was proposed that we allow Red Apple to move forward with automatic payment to a number of vendors that we have contracts with. The Board agreed that this would be acceptable in certain cases. Red Apple reported that the teacher's reimbursements could also be made by direct deposit after receiving the director's signature.
- **Investment** – Glenda Raschke, Chair, reported that they have been actively working on a conversion schedule for the 401(k).
- **Continuation** – Shannon Greer had nothing to report. Rachele Crawford met with the State Charter School Board over Spring Break and presented what we are doing well at GWA.
- **Curriculum** – Jennifer McCorvey, Chair, reported that they brought on a parent rep in their last meeting as required in our Charter. They are starting to work on curriculum orders. They are working on a writing continuum for the school as well.
- **Accreditation**– Don Fawson, Chair, reported that he has been in touch with the state and things are moving along fine. There will be a review in 2014-15.
- **Charitable Giving** – No report.
- **Technology** - Kent Schwager, Chair, reported that it would be ideal to have two good servers. One of our servers is crippled, the other one is good. Kent reported that we could rent a server with a data center. John and Kaber would need to go through and wipe out everything that has been done so that they have flawless communication. Basic tech support over the summer would be about \$7,000, but optimally, they would like to allocate \$15,000 for tech support. They project that, for ongoing tech support, we would need someone in the school about 6 hours a day to take care of day-to-day problems, and then have John in the background to help in the background. Patrick Carroll asked what the benefit of the technology is and how it is helping the students learn. Shannon Greer asked that this be added to another Board meeting agenda and be discussed in committees and with the teachers beforehand. Kody

Young asked about the possibility of partnering with other Charter schools to hire an individual to deal with tech issues in the schools instead of hiring our own in-house tech support.

- **Outreach** – Anya Yeager reported on the GWA App. We can get the technology for free with a banner ad on the app, and the PTO would get half of the proceeds. The Board agreed that this would be a benefit to the school.
- **LAND Trust** – Nothing to report.
- **Grant Writing** – Nothing to report.
- **PTO Committee** – Tiffany Draper, Chair, reported that we are at 12,644 volunteer hours through March. An email has been sent out to the parents for a new PTO Board member. The PTO will not be doing a raffle for next year's carnival. They will be doing a fundraiser during the first two weeks of school, letting all of the families and parents know what it is going towards and how much they need to raise.
- **Board Development** – Nothing to report.
- **Board Recruitment** – Shannon Greer, Chair, reported that there are three candidates that are applying for the Board.

Additional Discussion and/or Action Items:

- No expenditures over \$3,000
- GWA Charter Retention Policy - Glenda Raschke reported that the state directed her to have a policy stating how we will store our Charters. Patrick Carroll recommended that we add “dated and retained” to the policy.
 - Kody Young motioned to approve the GWA Charter Retention Policy as amended by Patrick. Tiffany Draper seconded the motion, which passed unanimously.
- Bell Photography Contract – Kody Young stated that they will need to sign the separate GWA contract as well.
 - Owen Olsen motioned to approve the Bell Photography Contract as provided in the Board packet. Tiffany Draper seconded the motion, which passed unanimously.
- Corporal Punishment Policy – Anya Yeager presented the policy. Patrick Carroll asked that the heading be amended to include the word “Policy” and to use “GWA” instead of “school”.
 - Kody Young motioned to approve the Corporal Punishment Policy as amended by Patrick Carroll. Patrick Carroll seconded the motion, which passed unanimously.
- Executive Director revised job description
 - Owen Olsen motioned to approve the Executive Director job description. Tiffany Draper seconded the motion, which passed unanimously.
- PTO for assistant directors – Anya Yeager discussed this with the compensation committee and the committee determined that 12 days would be appropriate.
 - Patrick Carroll motioned to approve the recommendation of the compensation committee to allow 12 PTO days per year for the assistant director position. Tiffany Draper seconded the motion, which passed unanimously.
- Amendment to the Pay scale Advancement Policy, Policy # 225 – Patrick Carroll presented changes to the policy.
 - Owen Olsen motioned to approve the amended as presented by Patrick Carroll. Tiffany Draper seconded the motion, which passed unanimously.
- Board Summer Retreat – The Board discussed potential dates for the Board retreat.
- Shannon Greer discussed potential teacher appreciation ideas and the need to find additional funds in the budget for this

Closed Session – pursuant to Utah Code 52-04-204, 205

- Shannon Greer motioned to move into a closed session to consider the purchase of real estate. Roll call vote: Tiffany – yes, Patrick – yes, Adam – yes, Shannon – yes, Owen – yes, Kody - yes, Matt - yes.
- The Board held a closed session.

- Tiffany Draper motioned to come out of closed session. Patrick Carroll seconded the motion, which passed unanimously.
- Kody will prepare a map of our student population.

Next Meeting: The next regular Board meeting will be held on Thursday, April 24, 2014 at 7:30 p.m.

Adjournment

- Being no further business, Patrick Carroll motioned to adjourn. Tiffany Draper seconded the motion, which passed unanimously. The meeting adjourned at 9:49 p.m.

Respectfully submitted by Matt Hafen.

APPROVED BY THE BOARD OF DIRECTORS ON APRIL 24, 2014