

**George Washington Academy
Board Meeting Minutes
Thursday, January 26, 2012
7:00 p.m.**

Location: 2277 S 3000 E St George, UT
East Wing Addition

Board Members Present: Steve Wattles, President; Shannon Greer, Vice President; John Hook, CFO; Anna Bohannon, Secretary; Shauna Morgan; Shanda Enfield, Blake Boulter.

Board Member Absent: Owen Olsen (on speaker phone for a portion), Patrick Carroll

Others Present: Don Fawson, Principal; Kevin Abraham, Business Administrator; Anya Yeager, Vice Principal; Kathy Whiteside; Michelle Wilson; Matt Hafen; Phil Loomis; Patty Esquivel; Michelle Cowles; Nate McCleery; Shari Rammell; Jenna DeHaan

Board President Welcome: Steve Wattles

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

Pledge of Allegiance: Shauna Morgan

Approval of Minutes: Minutes from November 15, 2011 and December 15, 2011 meetings. Shannon Greer presented a motion to approve the November 15, 2011 minutes as written. Shanda Enfield seconded the motion that passed unanimously. Shauna Morgan presented a motion to approve the December 15, 2011 minutes as written. Shannon Greer seconded the motion that passed unanimously.

Public Opportunity to Address the Board – None presented

Set time for adjournment: Shannon Greer presented a motion to adjourn at 8:00 p.m. Steve Wattles seconded the motion that passed unanimously.

Teacher Representative Report: Kathy Whiteside reported that the only question that the teacher's had was regarding the grade level teams appearing on the agenda as a discussion/action item.

Principal's Report: Don Fawson reported that CRT's are in progress. He also asked if the Board would revisit the personal and sick day policy currently in place. Anya Yeager presented updated enrollment figures as of January 26, 2012 at 907 students. Letters of Intent for both students and teachers are due by January 31, 2012. Michelle Cowles is planning on making phone calls to upper level student's families to confirm their intent to return next year to GWA. Mrs. Yeager presented the new teacher evaluation forms that will be used to evaluate the teachers. The areas are as follows: 1) Instruction; 2) Assessment; 3) Curriculum; 4) Classroom Management; and 5) Professionalism. A rubric has been developed for each of these areas. Mr. Fawson and Mrs. Yeager met with the team leaders who asked about a job description. The Board received a copy of the job description for the team leaders which was developed by Mr. Fawson and Mrs. Yeager.

Expansion/Construction Update: Kevin Abraham reported that the only items left are completing the enclosure for the dumpster and storage facility.

Financial Report: Kevin Abraham presented the Profit & Loss Budget vs. Actual dated July 1 through January 23, 2012. Steve Wattles asked about the high library costs reflected on the statement. Kevin informed the Board that he could not apply the Scholastic credit for the items that we had used the monies for.

Discussion and/or Action Items:

- **Status of potential audit of FYE 2011 financial statement** – Kevin Abraham stated that he has not been contacted by the State auditors regarding the FYE 2011 financial statement.
- **Application for Use of GWA School Facilities & Users Agreement**—Kevin Abraham explained the proposed agreement. He informed the Board that it needs to set a dollar amount for the school year and charge everyone who uses the facility the same amount. Steve Wattles stated that he was under the impression that there was a different dollar amount needed for profit vs. non-profit organizations. He will clarify this amount with Risk Management. Washington County School District currently has a tiered amount for rental of facilities. Mr. Fawson inquired if we could charge a fee for having a staff member stay for an event. Kevin stated that this would be part of the agreement as well.
- **Completion of charter status** – Shauna Morgan reported that she is still researching what exactly needs to be amended. She believes that the Charter agreement that we have from the State is the last amended charter and that it is written so we never have to amend our charter again. She will research with Marlies Burns about the documents that we have and confirm that the Charter agreement is the amended charter. John Hook recommended that we look at prior board minutes during the time that we requested an increase in student enrollment.
- **Volunteer hours-** Steve Wattles inquired if the Board wanted to decrease the number of volunteer hours. Shannon Greer felt that 40 hours is easy to achieve for families that want to volunteer at GWA. Mr. Fawson stated that 22 ½ volunteer hours should be completed by now. Currently, there are 400 families with 62 families already completing their 40 hours and 187 meeting the 22 ½ hours plus. The Board supports the 40 volunteer hours for the year.
- **2012-2013 preliminary school year calendar** – Mr. Fawson presented the 2012 – 2013 proposed school calendar. He also reported that Washington County School District’s calendar will reflect only one week in December for winter break when they complete their calendar in the coming months. The Board was reminded that WCSD requires 179 days vs. 180 days required for GWA. Steve Wattles proposed that we vote on the proposed school calendar at next month’s board meeting.
- **Grade level teams** – Steve Wattles asked Administration if they wanted to incorporate the grade level teams into the Charter or Bylaws. Mr. Fawson felt that it was not necessary to incorporate them into the Charter or Bylaws.
- **National Charter School Convention** – Steve Wattles asked Anya Yeager to give the Board an overview of the convention. She informed the Board that the convention has motivational speakers, as well as, break-out sessions for teachers, administration, and board members. Mrs. Yeager got the idea of the rubric that she is implementing for the teacher evaluations from this conference last year. Steve Wattles asked her who she felt should attend the conference and she stated herself, Mr. Fawson, Jennifer McCorvey, some team leaders and board members.

The Board would like to send staff and board members to UAPCS conference in June as well. This topic to be revisited and a budget to be set for convention/conference attendance in the February board meeting.

- **State Charter Board Training** – Steve Wattles informed the Board of the upcoming training that will be held at GWA on February 6th at 5:30 p.m. He requested that all board members, as well as, Mr. Fawson, Anya Yeager, and Kevin Abraham attend the training. Marlies Burns and Dr. Brian Carpenter will be doing training in the board room for all area charter schools in the Southern Region.
- **Student Council** – Anna Bohannon asked the Board about their thoughts in having the Student Council attend the board meetings on a quarterly or semi-annual basis. Steve Wattles asked Mr. Fawson about his thoughts on this. Mr. Fawson stated that we should check with student council and if they wanted to attend a meeting once a year, that he saw no problem in having them attend. Anna Bohannon will follow up with Student Council.
- **Recognition of Individuals** – Anna Bohannon passed around plaques and photos of items that could be used to recognize individuals that have made a contribution to GWA. She mentioned that one of her ideas in naming the field after the Ahee family was to install a boulder in the desert landscaping near the outfield with Ahee Field etched into the stone. Kevin Abraham mentioned that he had planned to have an Eagle Scout build some benches for that area and that maybe we could incorporate a plaque of some sort as well. He also mentioned the possibility of having a bronze plaque set into concrete and placed flush in the grass field. Anna also presented the idea of a donor tree to the Board. It would be placed in the front lobby entrance and it could be used for donors, as well as, recognition of individuals. Steve Wattles asked Anna Bohannon to get cost and pricing for these various ideas and to present them to the Board at next month's meeting.

Expenditures over \$1,000: (Attachment #4) (5 min)

- Abraham & Woodland LLC--\$1,905.00
- Follett Software Co--\$1,288.94
- Hughes General Contractors--\$23,960.58
- Mountain West Pensions--\$2,190.00
- Standard & Poor's--\$3,000.00
- UAPCS--\$1,251.00
- Waxie--\$1,765.45
- Waxie--\$1,030.07
- Yesco--\$2,358.75

Blake Boulter presented a motion to approve the expenditures for Abraham & Woodland LLC for \$1,905.00, Follett Software Co. for \$1,288.94, Hughes General Contractors for \$23,960.58, Mountain West Pensions for \$2,190.00, Standard & Poor's for \$3,000.00, UAPCS for \$1,251.00, Waxie for \$1,765.45, Waxie for \$1,030.07, and Yesco for \$2,358.75. Shanda Enfield seconded the motion that passed unanimously.

Committee Reports (3 min each):

Charter, By-Laws, Handbook – Shauna Morgan, Chair; addressed under discussion/actions items of agenda.

Accreditation – Shannon Greer, VP, Chair; Shannon Greer reported that the focus groups are done meeting. Ms. Yeager received all the focus group information by the 14th. She will compile the book and have it ready to be sent out by April 1st.

Continuation – Blake Boulter, Chair; Blake Boulter reported that the committee is looking into loss of facilities preparation. Blake has been looking into places where GWA could put students in a safe location in case of an emergency. One of the places is the LDS church since there are several near GWA. Steve Wattles mentioned that a job description for Mr. Fawson and Mrs. Yeager will need to be done in the upcoming months. Morris Haggerty from Risk Management is coming down on March 22nd-23rd and the board should plan for training that Friday morning.

Investment Policy – John Hook, CFO, Chair; Nothing to report. John Hook left meeting early.

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

Curriculum – Shannon Greer, VP, Chair; Shannon Greer reported that the curriculum committee has named Jennifer McCorvey and Mr. Fawson to serve as co-chairs of the committee.

Technology – Shauna Morgan, Chair; Committee will resume in Spring of 2012

Outreach – Steve Wattles, Pres., Chair; Steve Wattles reported that he met with Senator Osmond and other charter schools in Salt Lake City. He also met with Representative Snow who seems open minded when it comes to charter schools. Steve commented to the Board that the Spectrum newspaper covered Chris Bleaks visit on the front page of the paper. The Republican caucus candidate night that was held at GWA allowed the school to showcase its facility.

Facilities – John Hook, CFO, Chair; Nothing to report at this time. John Hook left meeting early.

Parent Teacher Organization – Anna Bohannon, Sec., Chair; Anna Bohannon reported that the PTO is still in need of volunteers for the upcoming events. The PTO mentioned sending out an email with all upcoming volunteer opportunities to the families.

Board Development/Recruitment – Shanda Enfield, Chair; Shanda Enfield read an article from UAPCS Charterology magazine to the Board for this month's training. The article, "Planning with a Bias for Action" by Charles Dayton, CEO, mentioned that less than 10% of effectively formulated strategies carry through to successful implementation.

The six barriers to strategy execution are:

- 1) No Compelling Vision
- 2) Unclear Goals and Strategies
- 3) Too Many Goals

- 4) Unclear Roles for those Responsible for Execution
- 5) No System for Tracking Goal/Project Implementation
- 6) Unable to Confront Reality

The three key phases of planning are:

- 1) Strategic Thinking
- 2) Strategic Planning
- 3) Strategic Execution

Closed Session – pursuant to Utah Code 52-4-204, 205. ***Closed session was not held at this meeting time.***

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

Next Meeting: February monthly board meeting to be held on February 23rd at 7:00 p.m.

Being no further business, Shannon Greer presented a motion to adjourn the meeting. Shanda Enfield seconded the motion that passed unanimously. Meeting was adjourned at 8:52 p.m.

Respectfully submitted by
Anna Bohannon, Board Secretary

Approved as corrected on February 23, 2012