

**George Washington Academy**  
**Board Meeting Minutes**  
**February 23, 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; Patrick Carroll; and Blake Boulter.

Board Member Absent: Owen Olsen; John Hook left meeting early at 8pm.

Others Present: Don Fawson, Principal; Kevin Abraham, Business Administrator; Anya Yeager, Vice Principal; Marcia Abboud; Michelle Wilson; Matt Hafen; Sherri Rammell; Michelle Cowles.

**Board President Welcome:** Steve Wattles

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

**Pledge of Allegiance:** Shannon Greer

**Approval of January 26, 2012 minutes: The following corrections to be made:**

- Curriculum committee report: 2<sup>nd</sup> sentence to be restated as follows: Ms. Yeager received all the focus group information by the 14<sup>th</sup>. She will compile the book and have it ready to be sent out by April 1<sup>st</sup>. **Shannon Greer presented a motion to make the corrections as stated above. Shanda Enfield seconded the motion that passed unanimously.**

**Steve Wattles presented a motion to accept the minutes as amended. Shannon Greer seconded the motion that passed unanimously.**

**Public Opportunity to Address the Board** – Michelle Cowles informed the Board that the school lottery took place on February 17<sup>th</sup>. As a result, all the classes are full for next year and there is a waiting list for all the grades except 7<sup>th</sup> and 8<sup>th</sup> grade. Total enrollment for next year is 1000 students.

**Set time for adjournment: Steve Wattles presented a motion to adjourn at 8:30 p.m. Anna Bohannon seconded the motion that passed unanimously.**

**Teacher Representative Report:** Marci Abboud reported that a teacher would like maternity/pregnancy issue to be addressed by the Board. Steve Wattles stated that as a Board, we are aware of the issue and we are looking at the legal policy, current policy, and defining new policy going forward.

**Principal's Report:** Don Fawson reported that direct writing assessments for 5<sup>th</sup>- 8<sup>th</sup> grades are currently being done. SEP's are occurring next week and he is conducting teacher interview's for next year. Mr. Fawson feels good about candidates for the open positions.

Mr. Fawson and Kevin Abraham are meeting with the shade structure contractor tomorrow morning. \$20K was collected by the PTO for the purchase of the shade structure. However, he would like the

Board to approve additional monies for the shade structure in case the bid is more than \$20K. Steve Wattles asked if we had set money aside for the shade structure. Kevin reminded the Board that monies for the shade structure were originally budgeted for \$20K under the construction budget; however there is no more funds in the account. Funds would have to come out of another account. The Board felt that they needed to find out where the funds would be coming out of first before they could proceed with an approval. The discussion was tabled until Monday morning's board meeting where it would be placed on the agenda as an action item.

Anya Yeager presented the updated enrollment figures at 904 students as of February 23<sup>rd</sup> along with projected enrollment figures for next year. Since most of the 5<sup>th</sup> graders are coming back next year, there will be 4 sixth grade classes with a total of 40 classrooms. There are 403 students on the wait list for next year.

Three quarters of the teacher evaluations are done. Teachers who need improvement have been given a plan and will work with the staff developer. Ms. Yeager stated that they will need to hire 3 additional teachers for next year.

As of February, K-3 state reading benchmark test has been given to the students. Every parent will be receiving a letter stating if their child is above, at, or below state reading levels. If below, what interventions are being done to help them. Steve Wattles asked if she had the official report of the results. Ms. Yeager will present the official report at next month's board meeting.

**Financial Report:** Kevin Abraham presented the Profit & Loss Budget vs. Actual dated July 1 through February 15, 2012. Shannon Greer asked about item# 21.501 student of the month luncheons. Mr. Abraham explained that this item is allocated in case it needs to be used if the PTO is unable to provide the luncheons. This item could be reallocated to another account if necessary. Anna Bohannon asked about item#26.435 lawn care services with expenses reflecting 86.5% of budget. Kevin explained GWA is currently using a different lawn care company and that the budget reflects the terms of the old company. Administration is pleased with the current lawn care company.

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

- **Status of potential audit of FY 2011 Financial Statement** – Kevin Abraham reported that he has not been contacted by the State auditors regarding the FYE 2011 financial statement.
- **IRS Form 990 review** – Kevin Abraham explained that form 990 is prepared by the accounting firm and he presents it to the Board for approval along with the Squire report. The Board asked when the form would be available for review each year, and it was agreed that it should be added to November's calendar. Anna Bohannon asked about conflict of interest policy as it relates to form 990. All Board members need to sign an annual conflict of interest and ethics statement. It was agreed that this shall be done in July of each year.
- **Application for use of GWA School Facilities and Users Agreement-** The Board discussed the proposed application in comparison to the application that is currently in place. Mr. Fawson felt that the proposed application as submitted by Kevin Abraham should be used. Kevin recommended that the front office be able to help determine which rental agreement to use. They would need to distinguish between charging a fee and requiring insurance or not charging a fee and not requiring insurance. Shannon Greer asked if we would be using the fees that are currently stated in our policy or if we need to create new ones. The fee schedule would be reviewed at next month's board meeting. Steve Wattles asked if there is anything in the

agreement regarding background checks. Any commercial use is required to have a background check per State requirements. Kevin Abraham and Mr. Fawson were not aware of such requirements. Steve will confirm with Risk Management if this is required and what type of background checks are necessary, if any.

**Shannon Greer presented a motion to approve the new application for use of GWA school facilities and users agreement as created by Kevin Abraham. Shanda Enfield seconded the motion that passed unanimously.**

- **Compensation committee recommendation approval**-Patrick Carroll presented the recommendations from the compensation committee as follows:
  - Condense the current Full time secretary salary schedule into a single schedule by eliminating gradation for educational degree. Individual skills are more important than their education in this type of position.
  - Keep the District Secretary position as a full time/full year position with payment as shown on salary schedule.
  - Create a full time/full year salaried position for a Head Office Secretary with payment as shown on salary schedule. The Board discussed the number of days worked and the number of vacations days granted for the position. Currently, full time/full year position is not defined in policy. The compensation committee will work on defining full time/full year position and will present its recommendation at next month's board meeting. Anya Yeager recommended that the title Head Office Secretary be amended to Office Manager.
  - Maintain teacher salary schedule as it currently stands without increase or decrease.
    - Patrick Carroll stated that he did not feel comfortable making a recommendation on this. He felt that moral would suffer if he recommended not increasing teacher salaries while recommending that a significant increase be made in office staff salary. Currently, GWA teacher salaries (including all compensation benefits) remain below Washington School District salaries but are the highest among comparable charter schools in the State. The compensation committee will need to review this area more before making a recommendation. The committee is currently looking into creating a longevity bonus schedule for all employees, as well as, other forms of compensation that is sustainable.

**Patrick Carroll presented a motion to create a full time/full year Office Manager position accumulating .75 days or 6 hours of vacation per pay period equaling 18 days per year. Shannon Greer seconded the motion that passed unanimously.**

**Patrick Carroll presented a motion to approve the full time Office Manager and District Secretary salary schedule as provided by Kevin, attachment page 24. First year starting salary at \$25,500 with a \$500 per year pay increase for 20 years to \$35,000. Shanda Enfield seconded the motion that passed unanimously.**

- **Longevity bonus schedule**- Steve Wattles presented a motion to table this item until next month's board meeting. Shauna Morgan seconded the motion that passed unanimously.
- **Mission Statement Amendment** – Shannon Greer presented for approval the amended mission statement as follows:

**“We are a community of learners. We will do whatever it takes to learn. We are building a strong foundation by believing we can, working our plan, then feeling the power of success.”**

**Shannon Greer presented a motion to approve the amended mission statement. Patrick Carroll seconded the motion that passed unanimously.**

- **Amend Board Member terms to 3 years** – Steve Wattles discussed the need to amend board member terms to 3 years for continuity. This change will be reflected in the amended charter application package.
- **Letter of Intent for current board members** – Steve Wattles asked that all current board members submit their letter of intent by March 1<sup>st</sup>. Going forward, board members shall submit their letter of intent to serve for the upcoming school year by January’s board meeting.
- **Board Calendar** – Shanda Enfield asked if a board calendar is being created. Anna Bohannon responded that she is creating a board calendar and is in the process of gathering dates from Kevin Abraham and Administration. She anticipates the board calendar to be ready in April.
- **Board Member Orientation Process Approval** – The discussion/approval of this item was tabled until Monday morning’s board meeting.
  
- **Expenditures over \$1,000:** (Attachment pages 28-35)(5 min)
  - **Hughes construction \$8,814.41**
  - **Legacy Wall \$5,680.00**

**Anna Bohannon asked if this could be turned over to the PTO as a fundraiser for next year. Mr. Fawson stated that he agreed and he would forward the information to the PTO. Desert Hills High School currently has one in place that could be toured.**
  - **Waxie \$1,100.98**
  - **National Charter Conference**

**Patrick Carroll presented a motion to approve the expenditures for Hughes Construction for \$8,814.41 and Waxie for \$1,100.98. Anna Bohannon seconded the motion that passed unanimously.**

**Steve Wattles presented a motion to send 4 people, with a budget of \$6,500, to the 2013 National Charter Conference. Anna Bohannon seconded the motion that passed unanimously.**

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

**Charter, By-Laws, Handbook** – Shauna Morgan, Chair; The committee is meeting on Monday morning to finalize the amendment. It will submit the Charter application, Articles of Incorporation, and By Laws for approval at next month’s board meeting. Handbook is the next item to be looked at.

**Accreditation** – Shannon Greer, VP, Chair; The Accreditation team will be here on April 18th. Please plan on attending a faculty and Board accreditation breakfast that morning from 7-8am.

**Continuation** – Blake Boulter, Chair; Morris Haggerty will be here on March 23<sup>rd</sup> and will be providing training for board members. Blake is still looking into finding a facility to use in case of an emergency.

**Investment Policy** – John Hook, CFO, Chair; Committee met tonight and they are in fiduciary compliance.

**Charitable Giving** – Steve Wattles, Pres., Chair; Starting to develop donor list.

**Curriculum** – Shannon Greer ,VP, Chair: Nothing to report. Everything is running smoothly.

**Technology** – Shauna Morgan, Chair; Committee will resume after accreditation. Will need to get a list of technology items and will need to create a plan for replacement of these items. Committee will look into SEDC, the services they provide, and will talk to other schools who are currently using their services.

**Outreach** – Steve Wattles, Pres., Chair: Steve is planning on attending the Valley Academy groundbreaking next month in Hurricane. Economic Summit is held every January and Steve would like GWA to attend next year to represent the charter schools. Patrick Carroll asked about GWA joining the Saint George Chamber of Commerce. Steve would like a commitment from 3 members to commit to attending the meetings in order to make it worthwhile. Anna Bohannon and Kevin Abraham expressed their interest in attending. Chamber membership will be placed on next month's agenda for discussion/approval.

**Facilities** – John Hook, CFO, Chair; Kevin Abraham stated that monies have been budgeted for maintenance repairs/expenses. \$275,000 is currently being funded as required by the bond.

**Parent Teacher Organization** – Anna Bohannon, Sec., Chair; Nothing to report at this time.

**Board Development/Recruitment** –

- **Best Practices that Marlies Burns shares on the SCSB website**
- **Review of State Charter Board training held on Feb. 6, 2012 by Dr. Brian Carpenter**

Shannon Greer will present the above training at next month's board meeting.

**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:** March monthly meeting to be held on Thursday, March 22<sup>nd</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 9:03 p.m.**

Respectfully submitted by  
Anna Bohannon, Board Secretary

**Approved as corrected on March 22, 2012**