

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

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

Board Members Present: Steve Wattles, President; Shannon Greer, Vice President (arrived 7:06 p.m.); John Hook, CFO; Anna Bohannon, Secretary; Owen Olsen; Dr. Patrick Carroll; Shanda Enfield; Blake Boulter; and Shauna Morgan (arrived 7:48 p.m. and left at 9:30 p.m.).

Others Present: Don Fawson, Principal; Kevin Abraham, Business Administrator; Anya Yeager, Vice Principal; Marcia Abboud; Michelle Wilson; Glenda Wilson; Matt Hafen; Phil Loomis; Monica Freeberg; Kristine Wagner; and Cody Young.

Board President Welcome: Steve Wattles

Roll Call: Steve Wattles, President

Pledge of Allegiance: Owen Olsen

Approval of Minutes: Minutes from March 22, 2012 meeting. **Steve Wattles presented a motion to accept the minutes as stated. Shanda Enfield seconded the motion that passed unanimously.**

Public Opportunity to Address the Board – Kristine Wagner asked the Board to reconsider the homework policy currently in place. Several parents had mentioned to her that they felt one hour of homework nightly was too much. A half-hour would be fine. She also mentioned that some parents would give their children the answers to their homework problems since it was cutting into family time and other activities. Kristine asked about having a comment box out in the front lobby so parents could give suggestions and remain anonymous if they wished.

Set time for adjournment- Steve Wattles set time for adjournment at 9:32 p.m.

Teacher Representative Report: Marci Abboud expressed a teacher's gratitude in regards to the new stage, sound, and lighting equipment. The teachers were very pleased with teacher appreciation week and felt that Tia, the PTO representative, went over and above in making the teachers feel appreciated. Mrs. Abboud also mentioned that the teachers wanted to know if GWA was keeping the same health insurance or switching, and what month would it start. Kevin Abraham stated that all changes would be effective July 1st.

Administration Report: Don Fawson reported that the shade structure has been installed and is a positive addition to the school grounds. The accreditation process has been completed with GWA receiving the highest level rating with a revisit in 6 years. Mr. Fawson thanked the Board, faculty, staff, parents, and everyone involved in the process. Glenda Wilson was introduced as Michelle Wilson's replacement as the new District Secretary. Mr. Fawson had an opportunity to talk to the WCSD Superintendent about Powerschool and having them assist us with it. The Superintendent felt it would be a positive move if we teamed up with SEDC. All emergency and intruder drills have been completed and the next drill scheduled is a lockdown drill.

Anya Yeager reported that Administration has hired a new possibly 3rd grade teacher for next year who has a lot of reading experience. The Accreditation Team stated that GWA's accreditation book was the best book they have ever

seen. They further stated that they have never seen a school so closely aligned with its Charter. Mrs. Yeager plans on updating the book each year.

Currently, enrollment as of April 26th is 894. Projected enrollment for the 2012-2013 school year is 994 students with a waitlist of 438 after filling classes.

Financial Report: Kevin Abraham presented the Profit & Loss Budget vs. Actual Dated July 2011-March 2012. Mr. Abraham explained that some accounts such as 26.220 Social Security, 22.220 and 22.280 are reflecting low percentages since these accounts have not been manually adjusted. Due to limitations in the accounting program that is being used, he needs to manually adjust these figures. All these adjustments will be done in the upcoming months. Blake Boulter asked what item 25-Central Services is. This item is Abraham and Woodland's fees.

Discussion and/or Action Items:

- **Core Knowledge Leadership Institute-** Don Fawson reported that this month's Core Knowledge training in SLC was cancelled and therefore, he was not able to gather additional information. He still anticipates that Administration and Mrs. McCorvey will have to attend training at a cost of approximately \$500 plus expenses per person attending. Kevin Abraham recommended that \$1,200 per person be budgeted for next school year since the training will more than likely take place this fall in Colorado.
- **Approval of policy for Use of GWA Facilities-** Steve Wattles discussed the changes he made to the use of GWA facilities policy currently in place. Mr. Fawson requested that some additional items be changed in the policy as well. **After a brief discussion, Steve Wattles presented a motion to table this item until next month's meeting in order to revise it. John Hook seconded the motion that passed unanimously.**
- **FMLA/Short Term Disability Benefit Policy-** Steve Wattles presented the proposed changes to the policy. Glenda Wilson recommended changes be made to the policy in order to stay in line with what the law states. After discussing the policy, the Board agreed that all FMLA requests be handled by the District Secretary. Patrick Carroll asked if the request needs to be done in writing. Glenda Wilson answered that the actual request can be done verbally, but any medical certifications must be in writing. The District Secretary will be responsible for handing out any paperwork that needs to be completed for FMLA/Short Term Disability Leave. The changes discussed are as follows:
 - Second paragraph, sentence 5 and 6 shall read as follows: Employees must also provide notice as soon as practicable for foreseeable leave due to a qualifying exigency, regardless of how far in advance such leave is foreseeable **to the District Secretary**. If the need for the leave is unforeseeable, employees are required to provide notice **to the District Secretary** as soon as practicable.
 - Third paragraph, first sentence shall read as follows: Employees will notify George Washington Academy of their intent to return, or not return to work at GWA in writing 2 weeks prior to the conclusion of their FMLA leave **to the District Secretary**.
 - Fourth paragraph, second sentence shall read as follows: However, an employee who fails to return to work when the leave time expires will be required to reimburse **George Washington Academy** for the cost of the insurance premium paid by **GWA**.

Steve Wattles presented a motion to approve the FMLA/Short Term Disability Benefit Policy as submitted by Glenda Wilson in the packet with the changes as noted. Shanda Enfield seconded the motion that passed unanimously.

- **Student Activity and Club Accounts Training-** Steve Wattles reported that the Board, Business Administrator, and Administration has been invited by the State Board of Education to attend this upcoming training in Cedar City on May 8th from 1pm to 4 pm. Steve, Michelle Wilson, Kevin Abraham, and Anna Bohannon are planning on attending this training. John Hook, Shannon Greer, and Matt Hafen mentioned that they will try to make it.

- **Background checks for Board Members**-Steve Wattles asked what type of background check was required for board members. Mr. Fawson stated that all Board members needed to have a full background check done. Glenda Wilson will be handling the paperwork for the background checks. **Steve Wattles presented a motion for GWA to allocate funds for background checks for Board Members starting on July 1st and for any future incoming Board Members. John Hook seconded the motion that passed unanimously.**
- **Approval of changes to 2012-2013 School Year Calendar**-Anya Yeager informed the Board that the Utah State Board has allowed charter schools to add 2 days for teacher development. Administration requested that October 22nd and January 2nd be used for teacher development days. Students would be off these 2 days. Patrick Carroll asked if the number of days attended by students would at a minimum match the WCSD since GWA is an academically rigorous school. Currently, GWA students attend 180 days vs. 179 days at WCSD. Mrs. Yeager stated that she believed that it would match the 179 days. **Patrick Carroll presented a motion to approve the changes as presented in the calendar with a caveat of 179 days of classroom instruction. Shauna Morgan seconded the motion that passed unanimously.**
- **Approval of Math Policy and Citizenship Policy**- Anya Yeager presented the new Math Policy and Citizenship Policy. John Hook expressed his concern with the attendance portion of the citizenship rubric. John felt that illnesses should not affect a student's citizenship grade. The student would be punished for missing school when they have no control over illnesses such as chicken pox. Anna Bohannon also expressed her concern over the attendance portion as well. Her daughter was sick with whooping cough last year and missed several days. Under the policy, she would get only 2 out of a possible 5 points under this category. This could possibly result in her getting less than 22 points overall which would put her in a lower grade for citizenship. On the other hand, this could motivate her to excel in the other categories which would allow her to achieve the minimum 22 points needed to get the highest grade. Mr. Fawson stated that the purpose in including the attendance portion was to make parents aware of absences and to encourage social responsibility by the student. **Blake Boulter presented a motion to approve the Math Policy and Citizenship Policy as presented. Shannon Greer seconded the motion that passed with John Hook voting against it.**
- **IRS 179D Tax Deduction Transfer Request**- Kevin Abraham informed the Board that Hughes General Contractors has requested that GWA sign a transfer of tax deduction for the construction of our "green" building. IRS law allows GWA to transfer the tax deduction to the designer/builder since GWA is a non-profit entity. There would be no impact to GWA. **Steve Wattles presented a motion to approve the IRS179D Tax Deduction Transfer Request to Hughes General Contractors. Shauna Morgan seconded the motion that passed unanimously.**
- **Ahee Field Dedication** – Anna Bohannon presented a rendition of the dedication stone to be used for the field dedication. Shannon Greer requested that we attempt to get a stone or have the stone altered so it does not have sharp or pointy edges. Anna will check with Kenworthy Monument for additional stones that could be used. **Anna Bohannon presented a motion to approve the purchase of a dedicated field commemorative stone for Ahee Field at a cost of \$1,000. Shanda Enfield seconded the motion that passed unanimously.**
- **Offer to purchase Portable(s) from Valley Academy and Moab Charter**- Kevin Abraham presented the two offers to purchase the portables. The two charter schools will be responsible for moving them. Kevin expects them to be moved sometime in June or July. **Steve Wattles presented a motion to approve the 2 units requested by Valley Academy for a total purchase price of \$40K and one unit by Moab Charter for \$20K. Shannon Greer seconded the motion that passed unanimously.**
- **Cleaning Proposal from Monica's Professional Cleaning Service, LLC**- Steve Wattles presented a motion to **table this item until next month's monthly board meeting which would allow time for additional bids to be submitted. Anna Bohannon seconded the motion that passed unanimously.**

- **Curriculum Inventory Helper Request** – Kevin Abraham presented Christine Taylor’s request to hire her daughter over the summer to assist her with inputting the school’s assets into an inventory system. It will take approximately 500 hours at \$10/hr to complete this. Nancy Brushke, a former office secretary and who helped last year with inventory, mentioned that she would be available to help this summer with inventory needs. Steve Wattles asked if there was money still available in the payroll budget for Nancy’s former position. Mr. Abraham stated that there was. It was advised that Ms. Brushke help with inventory and that going forward, money will need to be allocated for this purpose.

- **Compensation committee recommendation approval-**
 - **Administrator and Vice Principal Pay Scale effective 7/1/2012**
Patrick Carroll presented the amended Administrator and creation of a Vice Principal pay scale. No bonuses will be given in addition to the proposed pay scales. The board discussed the sustainability of the increase in teacher, Administrator, and Vice Principal proposed pay scales. The committee, along with the Business Administrator, felt that if we could not sustain the proposed pay scales, other areas would be cut. The teacher’s salaries could also be reduced if necessary. **Patrick Carroll made a motion to amend the Administrator Pay Scale and create a Vice Principal Pay Scale as included in the board packet effective July 1, 2012. Shannon Greer seconded the motion that passed unanimously.**

Patrick Carroll made a motion according to the newly adopted Administrator and Vice Principal Pay Scale; advance Mr. Fawson to Year 8 and start Mrs. Yeager at Year 2 of the new pay scales effective July 1, 2012. Owen Olsen seconded the motion that passed with Anna Bohannon voting against it. Anna Bohannon stated that she would like the compensation committee to re-evaluate the salary increases for Mr. Fawson and Mrs. Yeager. Even with the proposed increases, Mr. Fawson and Mrs. Yeager would still earn less than other charter schools in the State. Mrs. Bohannon felt that they should be earning more than is being proposed.
 - **Teacher Pay Scale effective 7/1/2012**
Patrick Carroll presented the Teacher pay scale with no bonus structure added. A teacher survey was conducted and 38% of the teachers voted to have a raise vs. 27% wanting a longevity and/or student count bonus. With the proposed pay scale, teacher’s salary will be higher than the districts. **Patrick Carroll presented a motion to change the Teacher Pay Scale as per the packet effective July 1, 2012. Shanda Enfield seconded the motion that passed unanimously.**
 - **Medical Insurance Changes effective 7/1/2012**
Patrick Carroll presented the different insurance plans offered to the GWA employees. After a brief discussion, **Patrick Carroll presented a motion to amend the medical insurance coverage by adopting a 3-plan option vs. the current 2-plan option; go to a “composite” based premium; and change to a 20%/80% premium share from a \$600 monthly cap. John Hook seconded the motion that passed unanimously.**

- **Renewal Contract for Abraham and Woodland, LLC** –Steve Wattles presented a motion to table this item until next month’s monthly board meeting. Shannon Greer seconded the motion that passed unanimously.

- **Request to purchase lunch tables** – Mr. Fawson requested that 12 new tables be purchased for the lunch room for the 2012-2013 school year. This purchase would fall under next year’s budget, but Administration would like to order the tables now since they take awhile to arrive. Kevin Abraham mentioned that Valley Academy expressed interest in purchasing them. **Blake Boulter presented a motion to approve the purchase of the lunch tables under next year’s budget. Anna Bohannon seconded the motion that passed with Steve Wattles, Patrick Carroll, and Owen Olsen voting against it.**

- **Request to purchase Art Room tables and stools for 2012-2013 School Year – After a brief discussion, Steve Wattles presented a motion to add this expenditure to next year’s budget but not as a specific earmark. Patrick Carroll seconded the motion that passed unanimously.**
- **Expenditures over \$1,000: (Board Packet #2) (3 min)**
 - **Waxie \$1,085.76**
 - **Waxie \$1,296.42**

Blake Boulter presented a motion to approve the expenditures for Waxie in the amount of \$1,085.76 and \$1,296.42. Anna Bohannon seconded the motion that passed unanimously.

Committee Reports (3 min each):

Charter, By-Laws, Handbook – Matt Hafen received an email from Marlies Burns with recommended changes to be made to the Charter. Matt proposed that the Board meet on Monday morning at 7 am to go over the recommendations and make the necessary changes to the Charter. He needs to have the amended Charter sent to Marlies by 5 pm in order for it to be on next month’s Charter School Board agenda scheduled for May 10th.

Compensation Committee – Patrick Carroll, Chair; Presented under discussion and/or action items on agenda.

Accreditation – Shannon Greer, VP, Chair; Shannon Greer would like to thank the Accreditation teams, Mrs. Yeager, Mr. Fawson, Mrs. Cowles, Mr. Sedgwick, and the teachers for going above and beyond. GWA received the highest level with a revisit in 6 years. The self report was one of the best they had seen.

Continuation – Blake Boulter, Chair; Blake reported that Risk Management is currently working on templates that the continuation committee will be able to use. He is hoping to have them available soon.

Investment Policy – John Hook, CFO, Chair; John met with the committee and several teachers. The committee is looking into changing the mix of investment options for 401(k) and shopping other companies as well. Need to put a fiduciary insurance policy in place since Risk Management does not cover this.

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

Curriculum – Shannon Greer, VP, Chair; Shannon reported that the CLIQUE meeting will be held on May 16th around 6pm with dinner being served. The 8th grade graduation will be held on Thursday, May 24th. Shannon would like to receive the students with Steve Wattles speaking at the graduation. Next month’s board meeting will be rescheduled for Wednesday, May 23rd. Parent Education Night has been scheduled for September 12th from 6 – 8p.m. Curriculum expense report will be completed by May 7th.

Technology – Shauna Morgan, Chair; Shauna Morgan left meeting early.

Outreach – Steve Wattles, Pres., Co-Chair; Steve has been in contact with potential Washington County School Board candidates to tour our school facility.

Facilities – John Hook, CFO, Chair; Nothing to report

Parent Teacher Organization – Anna Bohannon, Sec., Chair ; Anna Bohannon reported that the PTO has received two confirmed nominations for the PTO-elected Board Member opening. Ballots will be sent out tomorrow to the parents with a deadline of May 4th for voting.

Board Development/Recruitment – Shanda Enfield, Chair – **Training was rescheduled for May’s Monthly Meeting.**

Closed Session- Steve Wattles presented a motion to move into a closed session for the purpose of discussing the character, professional competence, or physical or mental health of an individual. Anna Bohannon seconded the motion. Roll call vote was taken as follows:

Shannon Greer--yes
Shanda Enfield--yes
Anna Bohannon--yes
Steve Wattles—yes
John Hook - yes

Owen Olsen - yes
Patrick Carroll - yes
Blake Boulter - yes

Steve Wattles presented a motion to move out of a closed session. Shannon Greer seconded the motion that passed unanimously.

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

Next Meeting: May monthly meeting to be held on Wednesday, May 23rd at 7:00 p.m.

Being no further business, Steve Wattles presented a motion to adjourn the meeting. Blake Boulter seconded the motion that passed unanimously. Meeting was adjourned at 10:48 p.m

Respectfully submitted by

Anna Bohannon, Board Secretary

Approved as typed on May 23, 2012