

George Washington Academy
Board Meeting Minutes
Thursday, October 25, 2012
6:00 p.m.

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

Board Members Present: Steve Wattles, President; Patrick Carroll, CFO (arrived at 6:35); Anna Bohannon; Matt Hafen, Secretary; Kody Young; Shannon Greer, Vice President and Chet Wall

Board Members Absent: Owen Olsen.

Others Present: Anya Yeager, Vice Principal; Kevin Abraham, Business Administrator; Jennifer Woodland; Kathy Whiteside; Monica Dixon

Work Session:

Governing Board Training – Anna Bohannon provided Board training on Board Financial Oversight using the USOE online module.

The Board meeting convened following the work session at approximately 6:43 p.m.

Board President Welcome: Steve Wattles

Roll Call: Steve Wattles, President

Pledge of Allegiance: Chet Wall

Approval of Minutes: Minutes from September 27, 2012 and October 10, 2012 meetings (Attachment pgs. 1-8)

- Patrick Carroll presented a motion to approve the minutes from the September 27, 2012 and October 10, 2012 Board meetings. Shannon Greer seconded the motion, which passed unanimously.

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

Set time for adjournment. Steve Wattles set time for adjournment at 8:00 p.m.

Teacher Representative Report: Kathy Whiteside did not have anything to report.

Administration Report: Anya Yeager, Vice Principal

- Enrollment Report
 - Our enrollment went down to 975 students this month. We lost one family of five children. Three students left due to other reasons.
 - There will be two new kindergarten students starting.
 - Anya commented that the wait list can be misleading at times because we are required to keep potential students on the wait list until they ask to be removed.
- Attendance Report
 - 96.8% attendance as of today.
- Employee hours reported vs. budgeted (overtime)
 - Steve Wattles discussed the need for Administration to be aware of and report overtime because they need to be approving it when it occurs.
 - Steve Wattles reported that we have one employee that has reported overtime 10 weeks out of the last 13 weeks. Steve commented that these need to be approved by administration.
 - Kevin will start sending the reports to the Board on a weekly basis.
 - Patrick Carroll suggested that administration and the business administrator work out a system so that they are aware of and tracking overtime.
 - Chet Wall recommended that the administration use an online program to track hours for efficiency. He will discuss it with Glenda.

- Vote on independent contractor agreement with Monica Dixon (Attachment pgs. 121-122)
 - Anya presented that Lee Caruso reviewed the contract and was comfortable that it is a legitimate independent contractor contract.
 - Anna Bohannon commented that the end date needs to be changed to 2013 in Section 2.
 - Anna Bohannon presented a motion to approve the contract as presented in the Board packet with the end date corrected to be 2013. Shannon Greer seconded the motion, which passed unanimously.
- 8th grade update
 - We did not lose any students in the change. The teachers are doing a great job with the students and it is successful. This may be an option to consider for the future.
- Professional development day on October 22 – This was very successful. The training was excellent. The teachers had vertical meetings for the different grade levels to communicate and plan with each other.
- Steve will talk to the city about construction plans for the roads so that we will be aware of what is coming up.
- The new rubric for citizenship was passed by the curriculum committee. Students will be graded on a 1-4 scale for personal responsibility. Attendance will be on the report card, but will not be graded.
- Anya Yeager presented a proposal from Mr. Fawson to sell the plastic shed and lawnmower. The Board discussed determining the asking price by checking for the going prices on the Internet and the need to advertise outside the school before selling within the school. Jennifer Woodland stated that if we bought the lawnmower was bought with federal funds, there are certain requirements for selling it. Kevin Abraham will take care of selling these items.
- Anya Yeager reported that we are sending four people to SUCON, who will then report to the other faculty.
- Education Leave – Anya Yeager reported that, by law, we are required to un-enroll a student after 10 days of unexcused absences. They can re-enroll after. Mr. Fawson suggested the language in Anya’s attached email, which stated:
 - “GWA students who are absent for more than 10 consecutive days will be removed from the school roles as per Utah State Law. They may reapply for enrollment upon return, but must go to the end of the waitlist for their grade level. The only exception to this policy is if the absence was the result of a medically verifiable reason and the school was notified prior to the end of the 10 day period. In case of a medically verifiable incident, continuing contact with the school must be maintained.”
 - This language will be proposed at the next Board meeting.
- Safe School Training – Administration has been reviewing these to determine which faculty and staff members need to do which trainings.
- Volunteer liability – Administration is working on a policy that can be put on the computers for volunteers to sign off on.
- Records management – We are continuing to review and identify what parts of the new training will work for GWA – Administration has a meeting scheduled next week to solidify the policy.
 - Kody Young asked whether we have sufficient storage space for the files that we are required to keep.
 - Anya Yeager reported that we currently have sufficient storage space for documents.
- Politics – Anya Yeager asked what GWA can do to let parents know which candidates support charter school. The Board discussed the issue and determined that the school needs to be careful about its involvement in politics because of its non-profit status and its funding from tax dollars.
- Website – Chet Wall stated that the new website should be up by this Monday.
- **Status of State Reports Due October/November**
 - CRDC – Civil Rights Data Collection – Coming up in January – This needs to be put on the list if it is not already.
 - Choose Utah’s Alternative Assessment (UAA) – Due early Fall
 - Anya reported that this is complete.
 - Vision Screening – Due Fall
 - Anya reported that this is complete.
 - Fall Enrollment Count (SY 2012-2013)
 - Anya reported that this is complete.
 - CTE Implementation Plan and Tentative Budget (SY 2012-2013) – Due Oct. 15
 - Anya reported that this is complete.
 - Letter of Authorization – Due Oct. 15
 - Anya reported that this is complete.

- Data Clearinghouse File Upload for Fall Enrollment – Due Oct. 15
 - Anya reported that this is complete.
- School Fee Certification of Compliance – Due Oct. 31
 - Anya reported that this is complete.
- Special Education Policies and Procedures Manual – Due Oct. 31
 - Anya is not aware that we need to do a new one, and we don't have any changes. Anya will check on this.
- Extended School Year (ESY) for Severely Disabled Report – Due Oct. 31
 - Anya reported that this is complete.
- Fall Enrollment and Transfer Student Documentation Audit Report – Due Nov. 1
 - Anya reported that this is complete.
- Utah Consolidated Application – Due Nov. 1
 - Complete, submitted, and being sent back for revisions.
- Letters of Authorization entered into CACTUS and payment to USOE – Due Nov. 15
 - Anya reported that this is complete.
- Educator salary adjustments per information in CACTUS – Due Nov. 15
 - Anya will check to see if this is complete.
- School LAND Trust Committee Report (2012-2013 data) and 2011 2012 Final Report – Due Nov. 16
 - Anya was not sure if this was complete yet.

Financial Report: Kevin Abraham, Business Administrator

- Profit and Loss Budget vs Actual (Attachment pgs. 9-11)
 - We are at 25% of income for the year. Kevin asked for questions.
 - Patrick Carroll asked about 24.310, the administrative staff budget. We are currently at 33.72%. If we continue at this trajectory, we will be \$15,000 over budget. Kevin reported that \$20,000 of this is spent on the auditor and we already spent half of that, the other half will be paid at the end of the year. In addition, there are other budget items that came out already that will not come out for the remainder of the year. We have already spent the big ticket items on this.
 - Patrick noted that it looks like we will be over budget on 24.152. Kevin confirmed that we will likely be about \$10,000 over budget on this. Patrick stated that if we are going over budget in areas, we need to find areas to cut.
 - Patrick mentioned that the electric bill is over budget. Kevin stated that this will drop in the Winter.
- Profit and Loss July -Sep 2012 (Attachment pgs. 12-15)
 - Kevin Abraham pointed out on the last page that based on our income, we have spent almost \$300,000 more than we have received. Kevin stated that we need to build up a surplus because it takes until the end of the year to recoup this.
 - Anna Bohannon asked where the private donations are coming from. Kevin stated that they are primarily donations for the classrooms.
- Audited financial statement (June 30, 2012) (Attachment pgs. 18-35)
 - This is the report for the year ended June 30, 2012. The auditor's opinion was that they received the proper information. Some adjustments were made for changing from "construction in progress."
 - Kevin stated that the capital assets will continue to go up and will affect us in the years ahead.
 - Page 5 shows how much interest we are paying every year. If we can renegotiate our bonds as soon as possible, we could save substantial amounts of money. We have seven years before we can refinance. Kody Young reported that the current blended rate is 6.99%.
 - Discussed the need to have a monthly volunteer report. Kody Young will check with the PTO to determine the amount of hours.
 - Kevin reported that our money is currently invested in investments that are fully secured, although our rate of return is very small. The investment committee is looking at this.
 - We paid about \$1,000,000 last year, and only about \$70,000 of principal was paid down on our bonds.
 - The auditors reported that they did not identify any deficiencies in internal control or financial reporting. There were no incidents of non-compliance that need to be reported. In the auditor's opinions, we are in compliance with spending our money appropriately.

- Vote on UCA (Utah Consolidated Application) report (Attachment pgs. 36-120)
 - Every pot of money had to be accounted for with a plan for using the money. Anya Yeager went through the report. This has to be approved by the Board.
 - Patrick presented a motion to accept and approve the UCA report . Shannon Greer seconded the motion, which passed unanimously.
- **Status of State Reports due October/November**
 - Annual Financial Report (AFR) for SY 2011-2012, Annual Program Report (APR) for SY 2011-2012, AFR and APR signature pages (Signed by Kevin)- Due Oct. 1st
 - Kevin reported that these were filed on time.
 - File DWS wage report for prior quarter – Due Oct. 30
 - Kevin reported that these are complete.
 - Negotiations Report – Due Nov. 1
 - Kevin reported that this was turned in several weeks ago.

Discussion and/or Action Items:

- **Expenditures over \$1,000:** (Attachment pgs. 16-17)
 - **Discovery Education - \$2,570.00**
 - Anya Yeager questioned whether this was already approved.
 - Anya stated that we have already paid this.
 - Kevin confirmed that this was approved in July.
- **Vote on Short Term Disability Policy** – Patrick Carroll (Attachment pgs. 123-126)
 - Patrick Carroll stated that in the last Board meeting we discussed taking it back for legal review. In the compensation committee meeting, they looked into a self-insured policy versus an outside insurance policy. The compensation committee voted to pay the money to Lee Caruso to look over the short term disability policy. There were a few changes in content. The primary change was in the section regarding disability. Some language was removed because we are held to a different standard than 3rd party insurance providers. The Board discussed whether the short-term disability should be provided per event or for a time period.
 - The Board discussed the second-to-last paragraph in the section entitled “When STD Payments Will be Made.” The Board determined that we will get rid of the paragraph.
 - Patrick Carroll presented a motion to approve the Short-Term Disability policy removing the second-to-last paragraph in the “When STD Payments Will be Made” section and striking the “T” from the “STD” acronym throughout the document. Kody had an additional comment that the policy needs to be consistent with the handbook regarding references to employees. Kevin stated that it is very clear in the handbook. Shannon Greer seconded the motion, which passed, with Anna Bohannon and Kody Young voting against.
- **Vote on Full Time Secretary change to hourly** – Patrick Carroll
 - Patrick Carroll mentioned that last year we changed the policy where we changed full-time secretaries from hourly to salaried based on a false assumption. It is difficult to determine overtime for non-exempt salaried employees. So the compensation committee proposed that we change back to an hourly rate, but not start it until the beginning of January because of the holidays that would cause them to make less money. The compensation committee voted to add an additional pay period to make sure the full-time secretaries would not go an entire month without getting a paycheck. The Board discussed the option to wait until July 1 to make the change.
 - Patrick Carroll presented a motion to change full-time secretaries to hourly rather starting July 1. Kody Young seconded the motion, which passed unanimously.
 - Kevin proposed that we consider the same thing for the custodian when we hire a new one.
 - The Board assigned Administration to discuss this change with the full-time secretaries.
- **Vote on Purchasing Policy** – Patrick Carroll
 - Patrick discussed the current purchasing policy. The finance committee discussed this and Patrick discussed it with Mr. Fawson to see if additional flexibility, ownership, and accountability could be added for administration. Any purchase under \$500 would require the Principal or Vice Principal to sign with the person making the request. Any purchase between \$500 and \$3,000 will require a signature by the Principal or Vice Principal along with a signature from the Board president, Vice President, or Treasurer, and anything over \$3,000 would require Board approval. The Board discussed allowing certain

individuals to view a read-only version of our Quickbooks. Patrick and Kody stated that they have talked with other charter schools and our current policy is very conservative comparatively.

- Patrick Carroll presented a motion to amend the purchasing policy to include the following: Any purchase under \$500 will require the Principal or Vice Principal to sign with the person making the request. Any purchase between \$500 and \$3,000 requires a signature by the Principal or Vice Principal along with a signature from the Board president, Vice President, or Treasurer, and anything over \$3,000 will require Board approval. Kody Young seconded the motion, which was passed by all Board members except for Steve Wattles, who voted against.
- Patrick Carroll will make the discussed changes to the purchasing policy and send it to Matt Hafen and Anya Yeager.
- **Vote on Budget Calendar** – Patrick Carroll
 - Patrick presented a compensation committee proposal for a budget calendar with budget requests due April 1, a draft budget due by May 1, the finance committee will review the budget in their May meeting, the budget will be presented at May meeting, and the Board will vote on a budget by the June meeting.
 - Patrick Carroll presented a motion for a budget calendar with budget requests due by April 1, a draft budget due by May 1, the finance committee reviewing the budget in their May meeting, the budget presenting the budget at the May meeting, and the Board voting on a budget by the June meeting. Anna Bohannon seconded the motion, which passed unanimously.
- **Potential receipt of school bus donation**
 - The Board determined that it was not in the school's best interest to take the bus because of the costs to get it and the liability of having it. The Board determined that we should recommend that he offer it to Tuacahn or another school.

Committee Reports (3 min each):

- **Charter, By-Laws, Handbook** – Matt Hafen had nothing to report.
- **Compensation-** Patrick Carroll had nothing to report.
- **Finance** – Patrick Carroll had nothing to report.
- **Investment Policy** – Patrick Carroll had nothing to report.
- **Facilities** – Patrick Carroll had nothing to report.
- **Continuation** – Shannon Greer reported that she has not been able to get a meeting scheduled to discuss the new program. Shannon recommended that Mr. Fawson briefly explain the program in a faculty meeting and set a separate meeting to discuss the program in detail.
- **Curriculum /Accreditation**– Shannon Greer reported on the effectiveness goals from the Charter. She reported that the 3rd, 5th, and 7th grades have not reported. They are concerned with class size. There was a concern in several grades that attendance and punctuality are an issue. Shannon is trying to get the numbers on this. Anya Yeager discussed providing incentives for classes that have good attendance. Shannon reported that there are several grades where teachers with less than 5 years of experience do not have a mentor. Second grade reported that the Saxon Math training is insufficient. The teachers would like to know how many hours their parents have volunteered. Shannon would like a report to take to legislators to show them the amount of work that goes into making our school successful. We met all CRTs and DIBELS. The Board determined that we should look at the effectiveness goals from the Charter at least each October.
- **Charitable Giving** – Chet Wall reported that he and the website developer have met and it should be up soon. They have set up their email contact process to send emails and give more opportunities for people to support the school. They will set it up so that people can donate through recurring donations. Kevin stated that the school already has a Paypal account that can be used.
- **Technology** – Chet Wall reported that they are looking into a smart phone app that would allow parents to check everything from grades to calendars to spelling lists and advertising materials. The cost would be \$3,600 and then \$400 a year for support. They would maintain the infrastructure, we would maintain the content. They are also looking into a facebook page to keep in touch with parents.
- **Outreach** – Owen Olsen/Chet Wall had nothing to add to the discussions above.
- **Parent Teacher Organization** – Kody Young had nothing to report. Anya reported that some have discussed moving the Fall Carnival a week earlier.
- **Board Development/Recruitment** – Anna Bohannon reported that she has received names from Steve and will send out an email to parents saying we have an open position. The Board discussed the value of having someone on the Board that is not a parent.

Closed Session – None held at this meeting.

Next Meeting: Patrick Carroll made a motion to move the November meeting to November 29 at 7:00 p.m., with no regular meeting in December. Steve Wattles seconded the motion which passed unanimously. Future regular meetings will be held at 7:00 p.m. instead of 6:00 p.m.

Being no further business, Shannon Greer presented a motion to adjourn the meeting. Matt Hafen seconded the motion that passed unanimously. Meeting was adjourned at 10:49 p.m.

Respectfully submitted by Matt Hafen, Secretary

APPROVED AS CORRECTED ON OCTOBER 29, 2012