

GFA Board Meeting Minutes

Date: May 12, 2014, 6:30

Location: GFA

Attendees: Andrew Hedricks, Brent Petersen, Peggy Downs, Michelle Arnold, Steve Hepburn, Charity Smith, Jamie Walker, Tom Koehler, Suzanne Kemp, Loren Pankratz

Guests: Jared Van Orden, Clint Biesenger, Diana Kiernan, Cherelle Berger, Stacie Whitford

Taking Minutes: Natalie Trumbo

Prayer: At 6:35 Tom Koeler opened the meeting with prayer.

Approval of Minutes: Steve Hepburn motioned to accept the meeting minutes from April. Michelle Arnold seconded the motion. All were in favor. At 6:40 the minutes were approved.

PTO: This is Stacie Whitford's last meeting as PTO President. The picnic that was scheduled for Saturday May 10th has been rescheduled to Saturday May 17th due to rain. The picnic will be held at Golden Spike Park. There will be an adults VS. kids kickball game. Last week was teacher appreciation week and was a great success. Thanks to Cherelle Berger for heading the committee and obtaining volunteers. Field Day will be on Wed. May 28, 2014. A volunteer spot is being put up for candy. Cherelle Berger is the new PTO President. Thanks to Stacie Whitford for everything she has done for PTO. The PTO meeting will be on May 21st at 8:30 in the library.

Business Administration:

- **Budget/Red Apple:** GFA has received Federal Funds. It is that time of year to budget for next year and get the FY15 projections turned in to the State. At the next Board meeting, the Board will be approving the projections. Jared would like to get feedback from the Board on those projections. Red Apple puts together comparison data for the schools every year. GFA is closest to Promontory for comparison.
- **Loan S&P Update:** Interest rates have come down since the beginning of the year. Utah Tax Exempt Fund reached out to Clint. Clint sent in GFA's financial report. They gave it an initial thumbs up, but an official approval will soon follow. The guidelines were discussed regarding the bonding. There should be an agreement later this week. There is still a chance for GFA to be turned down. If this happens, then the traditional road will be followed.

- **Grants:** Michelle Arnold collected potential grants, but has yet to apply for them. The grant that would be a best to go after first is the Daniel Foundation. GFA sounds like a good fit for this grant. You are only allowed to have one grant with them at a time. There are backup smaller grants in the works after Daniel's Foundation. Brent Petersen suggested Laura Stevens who works for Boeing. They provide a grant for a Robotics Club. Charity Smith suggested Michelle Arnold talk with Andrea Neilson who works with Utah for the Daniel's Foundation.
- **Benefits:** Steve Hepburn, Peggy Downs, and Andrew Hedricks have met with representatives from three different companies. After their presentations, they would recommend the Board going with Alan and TransAmerica. The Board will be able to vote on which package at next month's meeting. Health insurance will be discussed later this summer after all the companies have submitted their numbers.
- Charity Smith brought a new rule recently put into effect by the school districts. A fine is being given to the teachers who are leaving the public schools too after a set date. Charity Smith suggested that GFA provide a stipend to help any teachers that GFA hires that get fined for leaving a public school.

Enrolment

- **Lottery:** The lottery was run.
- **Current:** 5th and 6th grades are still overfilled a little bit, while the rest of the grades are looking good with strong waiting lists. There are six on the waiting list for 6th grade and sixteen for 5th grade.
- **Losses and Reasons:** No students have withdrawn.
- GFA will be raising the number of teacher aides for next year from seven to fourteen. Jamie Walker and Brent Petersen have been interviewing the applicants. The application process has been modified this year. The applicants are now asked to read two documents on Core Knowledge, as well as read over GFA's Foundations Stones. They then are to write their feelings about those. Nine positions have been filled leaving five open. Three current aides will be returning next year. The pay has been raised.

Policy

- **Marketing/Awareness:** Steve Hepburn has not been able to connect with Lisa Karam Fuller. He did get in touch with a grant writer to help Michelle Arnold.
- **Attendance:** Brent Petersen presented the Attendance Policy. Steve Hepburn informed the Board that the Senate bill states that the school is required to inform the parents of their rights from that bill. Thanks to everyone for their input and Brent Petersen for drafting the policy. Steve Hepburn motioned to approve the policy. Charity Smith seconded the motion. All were in favor.

- **Surveys:** There are going to be three different surveys. There will be a parent survey and a teacher survey, which will both be offered on Survey Monkey. A student survey will be given in the classroom. A comment box was suggested for the surveys in order to give the chance for some personal feedback. The Board was reminded to vote for the teacher of the year.

School Environment

- **Board Member Walk-Through** Suzanne Kemp performed the Board walk-through. It went well overall. Suzanne sat in the classrooms and observed the students and teachers. The students were respectful to their teachers. There was only one room that had some problems. Suzanne talk to Brent about the issue.
- The PTO president brought up a problem in the kitchen. There is a pipe exposed just off the bar and the staff has tripped and hurt themselves on it. Andrew said he would check it out.

Board Annual Calendar

- **Personnel Report:** Next year the new teacher aides will be trained by and report to Brent Petersen. Jamie Walker will be overseeing the Office Administrative Assistants, Substitute teachers, and the Lunch Aides. GFA is gradually increasing the teacher compensation, which has been possible in part to the teacher retention rate, as well as having teachers with more experience. The average increase of returning teachers was almost \$1,500. Total increase altogether was \$31,488. Percent of average teachers returning was 92%. We currently have one level 3 teacher, twelve level 2 teachers, four level 1 teachers, and a few operating on nonstandard licenses.
- **Volunteerism Report:** Help Counter has been used to log in hours. It has been implemented for about 1½ years. More parents are using Help Counter but a lot have not. While the data is valid and valuable, it is not 100% accurate. Based on Help Counter there were 107 people who volunteered for under 5 hours. Field trip volunteering was the number one activity volunteered for, PTO was second, followed by the Book Fair. Volunteers are invited to log in when they attend an assembly. The first grade had the most hours logged in volunteering. Updating the handbook for informing parents on volunteering was suggested. There was an increase every month for volunteering. There is also an increase over the last three years. The average family volunteered for about 13.3 hours this year compared to 9.5 hours last year. Stacie Whitford exceeded 200 hours of volunteer time. Cindy Spangler, Rebecca Gurnee, and Christie Carlson all exceeded 100 hours. GFA hopes for continued improvement and recognition. Next year GFA would like to do a volunteer wall of fame and award based on ranges as well as have a section in the monthly newsletter for recognizing accomplishments of those who volunteer. Volunteer Appreciation Tea is on May 27th at 3:30 pm. Thank you Sunny Berkholder and Melissa Wood for organizing that.

Events

- **UAPCS Conference June:** The Conference is June 9th and 10th. Due to the conference, the Board Meeting for June has been moved to June 11 at 6:30.

Administrative Update

- **Director Dean of Students:** GFA is actively seeking teachers to fill the vacant spots. Any suggestions will be appreciated. Contact Peggy. Thanks to Suzanne Kemp, the Run Club T-Shirts are wonderful. Dress down day was earned with the soccer challenge and the staff won. SAGE testing is finishing up and make-up tests will take place next week. Attendance is up 98% from 96.5% last month. There were over 50 "You Rock" cards with eight minor entries and ten major entries. Students disrespecting other students has become a problem. Brent Petersen is going to come up with ways for students to respect one another. An assembly was suggested. One change for next year will be an addition to the yellow card system to help students learn to respectfully interact with one another.

Other

- **BOD Training:** Will be discussed at the Board Retreat Dinner.
- **BOD Mentoring:** Was going to be addressed at the board dinner. That has not taken place yet.
- **Board Retreat/Dinner:** It was suggested to have the board dinner June 6th at 5:30 at Suzanne Kemp's home. Suzanne will email a reminder to the board. A board handbook and checklist will be done by Andrew to be ready for August.

Charity Smith moved to close. Tom Koehler seconded. Meeting moved into closed session.

Closed Session