

2014-06-11

## **GFA Board Meeting Minutes**

**Date:** June 11, 2014, 6:30 pm

**Location:** GFA

**Attendees:** Suzanne Kemp, Peggy Downs, Tom Koehler, Michelle Arnold, Brent Petersen, Steve Hepburn, Andrew Hedricks, Loren Pankratz, Jamie Walker. Charity Smith joined the meeting on conference call.

**Guests:** Doug Bronson, Cherelle Berger, Wendy Jensen, Jared Van Orden, Clint Biesenger

**Taking Minutes:** Natalie Trumbo

**Prayer:** At 6:35 pm Loren Pankratz opened the meeting with a prayer.

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

### **Open Forum**

**PTO Updates:** Cherelle Berger submitted PTO's meeting minutes from April. The next PTO meeting will take place June 25 at 11:30 and will be held at Riverdale Park. Field day was a success and had more volunteers this year than in previous years. Cherelle requested to be notified of the time and place of upcoming Board meetings. The ice cream social is the next event coming up. There have been requests from parents to bring back the walk-a-thon this year.

**Closed Session:** Tom Koehler moved to go into a closed session. Steve Hepburn seconded the motion. All were in favor. At 6:44 pm the meeting moved into a closed session.

Loren Pankratz motioned to move to open session and Andrew Hedricks seconded the motion. All were in favor. The meeting moved into open session at 7:27 pm.

### **Business Administration:**

- **Budget/Red Apple:** Jared discussed the budget with the board. Peggy Downs raised a question about the technology budget on the FY15. Buying new computers in the lab and replacing the computers for the teachers that need them will cost \$36,600. The budget is short \$17,000. Options for funding these machines were discussed. Andrew Hedrick motioned to allow the executive director to allocate more than the budgeted amount under

technology to get the computers replaced. The board will then amend the budget in August after the board closes on the building loan. All were in favor. Michelle Arnold proposed that the board talk about technology and how much the board wants to spend per year and have it budgeted in. Peggy Downs will get two more bids for the installation of the computers to submit. Steve Hepburn motioned to approve the budget. All were in favor. Motion carried at 8:15 pm. Michelle Arnold moved to approve the forecast column to be the new budget and Suzanne Kemp seconded the motion. All were in favor. Motion carried at 8:16 pm.

- **Loan S&P Update:** Clint reviewed the loan calendar. July 8<sup>th</sup> will be a document review. Peggy will not be able to attend and will be telecommuting for the meeting. The bond pricing is scheduled for July 17<sup>th</sup>. The meeting with the Utah Charter Finance Authority will be scheduled for July 11<sup>th</sup>. Closing will take place on July 23<sup>rd</sup>. The board will need to select the construction company on June 27<sup>th</sup>. The most current calculations were reviewed. Brent Petersen requested to join the Building Committee. The improvements to the building and playgrounds were discussed.
- **Grants Michelle:** Peggy Downs suggested that Michelle Arnold focus the grants on technology. Michelle Arnold sent an email about the Daniels Foundation to the Board members requesting a list of why GFA is awesome. The Foundation will want to know how much of an impact their donation will make to the school and its students. Charity Smith informed the board that the foundation donates to the schools a one-time grant per category. Steve Hepburn also said that he'd go to businesses and find out if there are any donations available for the school's technology. A policy for recognition of the businesses that donate was suggested. There is a robotics grant in the works for an after school program.
- **HRA & 401(k):** Suzanne Kemp motioned to keep the teachers' health benefits through Blue Cross this year. Andrew Hedricks seconded the motion. Loren Pankratz voted against. All others were in favor. Motioned carried. Last month it was decided to change providers of the 401(k) to Allen Stansfield. Suzanne Kemp makes the motion to switch the HRA to Alliance and change the 401(k) to a 433 match and go to Allen Stansfield with TransAmerica. Michelle Arnold seconded the motion. All were in favor. Motion carried 9:31 pm.

### **Enrollment:**

- **Lottery:** The lottery was run.
- **Current:** The numbers are up to date. There is no one currently on the waitlist for the fourth grade. Jamie Walker raised a problem of students committing to other schools before GFA has offered them a spot. She suggested GFA overfill the spots in the grades in their early lotteries, so that the school can get more people to commit. Jamie will collect more data so

that the board can have an in-depth discussion next year before the board runs the lottery.

- **Losses and reasons:** There have been no losses.
- **Additions and reasons:** There have been no additions.

### **Policy:**

- **Marketing/Awareness Steve Hepburn:** Sent an email to the people who did the five part series on Charter Schools. He has yet to hear back from them.
- **BOD Code of Conduct:** Steve Hepburn motioned to approve the policy. Michelle Arnold seconded the motion. All were in favor. Motion carried 8:47 pm.
- **Wellness Policy:** State requires a wellness policy. Peggy Downs drafted a policy and emailed a copy to the board members to review. The board had no questions. Suzanne Kemp motioned to accept the policy. Andrew Hedrick seconded the motion. All were in favor. Motion carried 8:48 pm.
- **School Emergency Response Plan:** To be discussed next meeting.
- **Corporal Punishment Prohibition:** Utah Law states that corporal punishment is not allowed and every school needs to have a policy stating such. Peggy Downs drafted a policy and sent it out to the board to review. The policy also includes emergency safety intervention for those students who pose an immediate physical danger to themselves or others. The teachers who handle those types of children need to be trained in the safe restraint. An instructor has been found to provide the training to the teachers. Suzanne Kemp motioned to approve the policy. Loren Pankratz seconded the motion. All were in favor. Motion carried 8:52pm.

### **School Environment:**

**Surveys-Students, Teacher, Parent:** The students were given a survey of six questions anonymously. 87% of the students felt that their teachers cared about them. Two of the questions that stuck out were "I feel safe at school" and "I feel successful at school". Positive responses to the other questions met or exceeded Brent Petersen's expectations. Only 62% of the students felt that they were safe at the school. Brent Petersen thought that that could be because GFA had two lockdowns this year. Brent Petersen will be addressing bullying at the beginning of next year. Actual incidents of bullying this year were quite low. Brent Petersen would like to educate the students and community on what bullying is, how to address bullying, and so forth. He plans on doing a seminar with each grade addressing bullying and educating students on the roles of victim, bully and bystander. His goal will be to teach them how to deal with bullying, help them to feel safe, and make them aware that Brent is there to help them. Michelle Arnold brought up a concern about parents being examples of good character and not

bullying other parents. Brent Petersen suggested having a parents' university addressing those concerns. With the whole new group of aides coming in next year, Brent plans on creating the same culture that GFA has with the teachers staff. He plans on making sure that they are up to date in their training and conducting monthly meetings including bullying training for those working on the playground and other areas. There will also be more supervision in the cafeteria. 65% of the student body felt that they were successful in school. This was most prevalent in the upper grades as studies become more rigorous. Students need to recognize that if they feel like they aren't successful, then they need to work to change that. One teacher who looked at the results was not happy about their students feeling they were not successful in school. The teacher felt that in first grade the students should feel successful and want to learn, and that was an area she needed to work on. The survey results do have an impact on the teachers. 91% of the student body felt that they understood the rules of the school. Only 14 out of 23 teachers completed the survey. The results were discussed. Brent Petersen and Peggy Downs will be reviewing the results of the teacher survey and will be working through the improvements that need to be made. Peggy Downs and Brent Petersen will review the results of the parent survey and will discuss the improvements that need to be made.

- **Exit Interviews:** Two were from last year and two from this year and one will be on the way later. They are positive and improvements will be taken into consideration. It was suggested to have a board member have an exit interview as well or be present during the exit interview. Peggy Downs suggested that we continue the process that is already in place and revisit it later.

### **Board Annual Calendar:**

- **School-wide Assessment:** Brent Petersen did a quick summery of the end of year NWA report. He did two graphs and overall GFA is still well above the 50% mean. 3<sup>rd</sup> through 6<sup>th</sup> grades were a little low because they had taken the test early. Peggy Downs will do a quick summary of the report and email it out.

### **Events:**

- **UAPCS Conference June:** The conference was fantastic. It was well attended.

### **Administrative Update:**

- **Director:** none.
- **Dean of Students:** Attendance finished strong. It was a whole percentage point higher than last year. Brent Petersen has been working with the Specials team and they have completely revised the after-school program and it's now official and is going to be really exciting next year. Dress-down days were successful and will be continued. The months that had dress-down

days had fewer referrals. Peggy Downs updated the board on hiring. One teacher is going to be hired. One teacher is having her references checked. There are more in the interview process. There is also one more teacher currently on staff that could take the place of another teacher who has yet to commit either way.

**Other:**

- **BOD Mentoring:** Great turn out and discussions on Friday. Andrew Hedrick will email ideas out as to who can pair with whom on board mentoring. Peggy Downs would like to celebrate accomplishments. Starting in August, the board will be reviewing the long-term strategic plan every meeting to see how things are going. Subcommittees were brought up. Suzanne Kemp said that she would take care of the subcommittees and the fundraising policy.

Steve Hepburn motioned to close the meeting. Tom Koehler seconded the motion. All were in favor. Meeting closed at 9:47pm.

**Closed Session**