

GFA Board Meeting Minutes

Date: August 11, 2014, 6:30

Location: GFA

Attendees: Steve Hepburn, Andrew Hedrick, Suzanne Kemp, Brent Petersen, Jamie Walker, Peggy Downs, Tom Koehler. Charity Smith joined the meeting via conference call.

Guests: Jared Van Orden, Lani Long, Allen Stansfield, Clint Biesenger, Carter Randall, Melissa Wood, Gloria Rivera,

Absent: Michelle Arnold, Loren Pankratz,

Taking Minutes: Natalie Trumbo

Prayer: Brent Petersen opened the meeting with a prayer.

Approval of Minutes: Suzanne Kemp motioned to approve the minutes from June and July. Steve Hepburn seconded the motion. All were in favor. Motion passed.

Open Forum/Updates: Jamie Walker received an email with Vie Gourmet informing her that they will no longer be in business this year. Megan from Red Apple has been trying to collect bids and has not received any thus far. Jared Van Orden recommends going with Nicholas with cold meals for three days and pizza delivered one day. The school will be responsible for preparing those meals. GFA will also need to purchase a new fridge to store three day's worth of meals since Nicholas delivers meals on Tuesdays and Thursdays. GFA currently only has one lunch employee. There are four aides available for every lunch and some of them might be able to be pulled to help prepare the lunches. Peggy Downs assured the board that staffing would not be an issue. Steve Hepburn suggested a catering company for a stopgap until a more permanent solution can be put into place. The board needs to find an NSLP compliant option. Jared Van Orden has a person who can design a two-week meal plan with a pizza day on Friday that can be rotated. Jamie Walker will look into getting a new fridge for the kitchen. The board is leaning towards having GFA go with Nicholas for the time being on a month-to-month basis. GFA will also need to get in an electrician to fix the wiring to accommodate the new fridge. Jamie Walker will talk with Megan from Red Apple to get some information. Once Jamie gets answers, she will call Andrew Hedrick and he will decide where to go from there.

PTO Update: Lani Long, vice president of the PTO, turned in the PTO minutes. The Ice Cream Social will be taking place on Wednesday August 13th at 7:00 pm. PTO

is going to be providing the decorations and ice cream. Andrew Hedrick encouraged all the board members to try and attend so they can be available to meet the community and parents and answer questions. The Uniform Closet will also be open during the social. The PTO has arranged to have a table to collect donated school supplies. There will also be a box for parents to write down what supplies they were unable to get for their student. The PTO plans to hand out the supplies to students who are in need of them. Back To School Night will be on August 26th. Heidi Cakes will be at Back To School Night. There is a place on the PTO Facebook page to preorder. Heidi Cakes will be able to help GFA with additional fundraisers throughout the year. The walk-a-thon is also coming back this year. There have already been parents who have volunteered for that event. The silent auction is still a maybe. There will be someone handing out the computer fundraiser flyers that will be attached to the pickup numbers that all parents need at the entrances to the field at both the Ice Cream Social and Back-to-School Night.

Suzanne Kemp motioned to go into closed session. Charity Smith seconded the motion. All were in favor. Motion passed. Meeting moved into closed session.

Closed Session

Steve Hepburn motioned to come out of closed session. Tom Koehler seconded the motion. All were in favor. Motion passed and the meeting moved out of closed session.

Business Administration

- **Budget/Red Apple:** Jared Van Orden gave an update of where GFA and the board is with the bond closing. In the \$400's on the budget detail, goes toward a lease payment and in the \$800's on the budget detail is where goes a bond and building payment that GFA will actually own. As GFA is deciding on when they're actually closing on bonding; that is why it is up around 27%. Then other purchased services line item is high because the board has liability insurance and property insurance, which is just one lump sum that comes out at the beginning of the year. Just like last year those trend high and then drop.
- **Benefits:** Steve Hepburn motioned to become 321 compliant and change the in-service withdrawals to age 55. Suzanne Kemp seconded the motion. All were in favor. Motion passed.
- **Loan S&P Update:** The city of Riverdale put in a calendar that is longer than was anticipated. GFA is required to hold off until the city approves the property separation before the board can meet with the Charter Finance Authority, which will be September 6th. We do not have to have the improvements completed to have the bond pricing fixed, but GFA does have to have the property defined and that is why we need the city approval. Clint Biesenger learned from the city is moving the date to September 6th. Carter Randall met with the city and they require that the water and sewer be

separated. Carter Randall is having estimates made. CHS is also in the process of collecting estimates. When they each have them together they can meet with the city and let them know that we intend to have the water and sewage separated and then the city will proceed with the subdivision, which will then give Clint Biesenger an actual taxable entity, and he can use that to lien so he can create the bond. Timing is the main question. Carter Randall is unsure of how long it will take to complete the work of separating the water and sewer. Carter Randall has a \$50,000 estimate that needs to be secure and have the work done in order to get this all done and now the real question is who is paying for it. Carter Randall has talked to Don about it and he also has a board with CHS that he has to deal with. Don wants something in writing to put in front of his board as a proposal. Don does not know what CHS's finances are. Carter Randall has talked to him about funding it and making it good on the backside, but Don doesn't know if CHS has the money. GFA will need to ask for an extension. Carter Randall proposed to create an addendum. Tom Koehler suggested that both schools split the cost down the middle. Carter Randall said he would submit the addendum to CHS the next day and give them a 48-hour deadline to respond. The issue is there are two groups to work with, the city and the Charter Finance Authority. The city will meet on September 6th and the Charter Finance Authority is hesitant to give a date when they will meet until they know if the city has approved. Clint Biesenger estimates that that will be the middle of September. Carter Randall would like to extend things to the end of October just in case the city delays. If CHS refuses, then GFA will be able to pay on its own.

- **Grants Michelle:** Peggy Downs sent an email to the board about a certified grant proposal writer. Andrew Hedrick suggested that the board discuss this at the next meeting.
- **Case, Low, & Hart Architects:** The building committee had a meeting last week and met with two of the architects as was discussed in the July board meeting. One was Mark with MountainWest Architects, and the other was Case, Low, and Hart. They both came in at about the same price, but Case, Low, and Hart gave a better impression of knowing what GFA needs and all of their guys are in-house. Brent Petersen got the impression that the relationship between Case, Low, and Hart and the contractor would be the better fit. The building committee recommends going with Case, Low, and Hart. Suzanne Kemp motioned to go with Case, Low, and Hart Architects. Steve Hepburn seconded the motion. All were in favor. Motion passed.

Enrollment

- **Lottery:** Jared Van Orden ran the lottery.
- **Current:** Jamie Walker explained to the board that it is hard to stay current with the numbers because they are constantly fluctuating. GFA has recently hired Amy Taluaha as the librarian. She brought three of her own students. GFA had to overfill second and fifth grade in order to get her students in. Jamie Walker is confident that there are enough changes going on that those

grades will not be overfilled within two weeks of school starting. For sixth grade there is one spot pending, but a few on the waiting list. Also there is a few going in the lottery tonight, so sixth grade is looking very good. Fourth grade there is still some concern. There are two openings with no one on the waiting list and three applications going through tonight. Jamie Walker did talk to two of the parents today that want those spots very badly. The younger grades are doing just fine.

- **Losses and reasons:** Still fluctuating.
- **Additions and reasons:** Still fluctuating.

Policy/Strategic

- **Marketing/Awareness Steve Hepburn:** Gloria Rivera brought up adding a sign to the school that is visible from the freeway. Wendy Jensen's husband Brian Jensen is working on an international master's degree and has approached GFA to do a project on internal branding. He is going to do focus groups with teachers and teacher's aides. Peggy is unsure if that would include parents. Everything he does he has to take back to his professors and to his cohort and then back to Peggy Downs. Peggy Downs has given him the go ahead.
- **School Emergency Response Plan:** Peggy Downs passed out copies of that to the board to go over the changes and vote on them. The only changes that have been made are to the lockdown procedure. There are more clarifications made to the differences in a regular lockdown and soft lockdown. Everything else was just updating changed names. Every teacher has a clipboard with their roll, emergency handbook, and a red laminated card and a green laminated card. Red means you either have an extra student or missing a student. Green means all your students have made it to the fire drill outside or secure in your classroom. Suzanne Kemp motioned to implement the new procedure. Charity Smith seconded the motion. All were in favor. Motion passed.
- **Parent Handbook:** Peggy Downs emailed a copy of the parent handbook to the board. Brent Petersen went over the handbook to clarify the discipline policy and the attendance policy. Tom Hepburn motioned to accept the new parent handbook. Suzanne Kemp seconded the motion. All were in favor. Motion passed.
- **Records Retention Policy:** Steve Hepburn and Charity Smith looked over this in detail for the board. One of the goals over the next year as GFA works through the expansion is to increase the office space or find and identify a records closet so that records might be stored in a secure place. Steve Hepburn motioned to approve the records retention policy and Tom Koehler seconded the motion. All were in favor. Motion passed.

School Environment

- **Custodian:** Andrew Hedrick discussed the cleaning staff. There were some concerns noted on a couple of the exit interviews. Jamie Walker feels like

most of the time the problems are more a miscommunication than an actual problem. The cleaning staff is not here when the teaching staff is here. Melissa Wood brought up a problem that she recently had with having her walls not be cleaned when the signoff sheet is signed off saying they were cleaned. The teachers would like to have the cleaning staff vacuum more often. Gloria Rivera suggested having a custodian at the school during the day and a few part-timers after school. Jamie Walker also supports that suggestion. In the past, messes in the halls and bathrooms have gone without being cleaned for days with no daytime janitorial staff on duty. Jared Van Orden recommended leaning towards a full-time employee. Peggy Downs requested that Jared Van Orden report on their current company compared with hiring a full-time employee or two part-time employees. Brent Petersen brought up that with having a new remodeled facility, it would be beneficial to have someone full-time to keep up on the maintenance. A preventative maintenance program was suggested. The board decided to table this discussion until next month when Jared Van Orden has comparisons and information. Thanks to Jamie Walker for taking care of the company that took care of the lawn care over the summer.

- **Assign BOD Walk-Thru:** Charity Smith said that she would be able to do September. Steve Hepburn will take October, Andrew Hedrick will take November, and Tom Koehler will take January. Andrew Hedrick will email out a rotation to the board with further months assigned.

Board Annual Calendar

- **Fundraising Progress and Report:** Steve Hepburn made up a flyer to hand out at the Ice Cream Social and emailed a copy out to the board. He has sent them out to several businesses and Air Force friends and others. Steve Hepburn knows of at least two checks that are in the mail. Steve Hepburn brought up a problem with people going to the school website to donate to the school and being charged a fee. PayPal is the current company that the card donations are run through. Peggy Downs said that she needs to change the website to say fundraising. Steve Hepburn will fix the changes needed to the flyer and then email it out to the board. Steve Hepburn brought up the board becoming a member of the Ogden Weber Chamber, which would cost a few hundred dollars in dues each year, but might be good for networking and fundraising for the school. In Steve Hepburn's opinion, GFA would get a lot of response for this type of fundraiser flyer there at the chamber. Steve Hepburn was asked to go there and represent GFA at the Chamber of Commerce. Steve Hepburn explained that he could go as a guest, but being a member and being on the roster is more productive. It was suggested that the board wait and see what the branding person thinks before making a decision on that. PTO is sponsoring the walk-a-thon and they're considering doing a silent auction if that is something the board wants to do. PTO has people who are willing. Brent Petersen asked the board for advice on directing the PTO's plans. Brent Petersen talked to them about the

playground expansion beyond what is being done in the first phase. Brent Petersen wanted to know where to advise them, if he should advise them, if he can communicate with the staff, and what the administration deems fit. Projectors for the classrooms were suggested. Peggy Downs brought up that both those ideas would be great. The playground would be visible for the parents and the projectors visible for the teachers. It was decided to go with technology upgrades. The board gave their agreement on the Silent Auction. Gloria Rivera brought up doing a student service project as a Christmas tree for the Egyptian theater. Gloria Rivera will find out more information for the board.

Events

- **Ice Cream Social:** The Ice Cream Social is Wednesday the 13th at 7:00 pm.

Administrative Update

- **Director:** Nothing to update. GFA is fully staffed. Training went well and Peggy Downs feels like things are on track.
- **Dean of Students:** Brent Petersen has been working with Lucky Dog Recreation for the playground update options. The rep came by today and did some measurements and Brent passed out another bid from them. They are right at \$50K. This includes the west side structure on the south playground, all the old stuff torn out, and an ADA sidewalk path so that GFA can be compliant on that play area and a whole new playground. Brent Petersen presented three different options of playgrounds for the board to choose from and, to get more cost effective, they will remove the sand and put in wood chips as well as increase the border of the playground and add an ADA sidewalk and drainage. Brent Petersen will need to talk with the landscapers to see where he needs to go from there. Brent Petersen will be getting an invoice. The gym floor is to be refinished the week of the 14th of September.

New student testing took place and about 33 of the 60 enrolled show up. Brent Petersen took notes during the testing so that he may know where best to place the students. Brent Petersen has placed the new students and is working with a few parents on whether or not their student needs to be retained. Brent Petersen and Sonny are working through the new policy and forms for attendance and will be holding a training session on that on Wednesday, August 13th. Brent Petersen is going to make sure that the students and community get copy of the new policy so that they are familiar with it. The assembly schedule has been done. Brent Petersen has put together an Engage Bullying program for the students that will take place monthly. He went through the changes to the referral color card system with the teachers and staff. Brent Petersen wants to convert the cafeteria into a restaurant to help teach and reinforce good table manners or “good restaurant behavior”. The first quarter the students will be taken to their assigned seats within their class. In the second quarter they can seat with

whom they want within their class. Brent Petersen wants to teach the students good restaurant behavior. Andrea Baxter will work with the older students in the Varsity Clubs to design artwork for the cafeteria to help it look like a restaurant. Brent Petersen put together a chart for dealing with repeat offenders for certain offenses and explained it to the board. Peggy Downs will send the board an email with a PowerPoint that she is developing to promote the training. Andrew Hedrick requested that the administration be diligent about emailing out to all the board members the handouts. Tom Koehler conducted some exit interviews with the teachers that have left. Tom Koehler recommended that the board have Brent Petersen and Peggy Downs' backs, encourage them and give them support.

Steve Hepburn motioned to go into a closed session. Andrew Hedrick seconded the motion. All were in favor. Motion passed. Meeting moved into a closed session.

Suzanne Kemp motioned to go back into open session. Tom Koehler seconded the motion. All were in favor. Motion passed. Meeting moved into open session.

Other

- **BOD Elections:** Andrew Hedrick motioned that the board elect Andrew Hedrick as President, Loren Pankratz as Vice President, and Steve Hepburn as treasurer. Charity Smith seconded the motion. Loren Pankratz and Michelle Arnold gave their proxy vote via email. All were in favor. Motion passed.

Closed Session