

GFA Board Meeting Minutes

Date: November 10, 2014 (Monday) 6:30

Location: GFA

Attendees: Andrew Hedrick, Peggy Downs, Brent Petersen, Steve Hepburn, Michelle Arnold, Tom Koehler, Jamie Walker, Loren Pankratz, Charity Smith (conference call)

Guests: Jared Van Orden, Cheryl Berger, Clint Randall, Eric Johnson, Laura Mcbrayer, Clint Biesenger,

Taking Minutes: Natalie Trumbo

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

Approval of Minutes: Steve Hepburn motioned to approve the minutes from last month. Michelle Arnold seconded the motion. All were in favor. Motion passed.

Open Forum/Updates: none.

PTO Update: Cheryl Berger submitted the meeting minutes. Fall Fest followup; after reconciling some debt the PTO was able to donate \$1,000 of the \$2,300 raised to the technology fund. The walk-a-thon is planned for the Spring some time at the end of April. A holiday store for the month of December has been approved by the Specials. PTO has some extra funds left over in their teacher appreciation fund and they would like the teachers to create a wish list of things for their classrooms. PTO bought a new Keurig/water machine for the teacher's lounge. PTO would like room parents to gather three names for classroom volunteers. The food drive is this month. PTO will be working with Open Hand Next Door and canned goods will be delivered on November 21st. They can earn a dress down day for 1,000 items or a dress up day for Brent for 2,000 items. The results will be announced during the Power-up week the 17th through the 21st. In December the PTO will be working with Legacy Initiative to do a winter coat drive. Scooters Coffee has provided 500 Super Star cards for the faculty. The fundraising total for Pizza Pie Café was \$242. There was also the Johnny's fundraiser on Friday and no numbers are ready yet. The fundraiser with Jaxby is going to be postponed until January. JC Penny's is going to be doing a book drive and will be donating all their books to GFA.

Business Administration:

- Budget/Red Apple: Jared Van Orden went over GFA's finances. The Operating margin is at 3%, Debt Service Coverage is at 1.19, Days Cash on Hand is at 97, Building Lease/Bond is at 16.0%, and financing the building is looking good. The loan proceeds may be coming in this year and the Board can make budgetary adjustments where needed. The operating margin looks good this year. Next year the Board will need to review the finances to insure the continuance.
- Resolution authorizing the issuance by the Utah Charter School Finance Authority, on behalf of GFA: Eric Johnson went over the Resolution with the

board. Steve Hepburn motioned to approve the resolution as explained. Charity Smith seconded the motion. All were in favor. Motion passed.

- Loan S&P Update: Clint went over the Bonding Calendar with the Board. The closing date is November 21th. Andrew will be at a document review meeting Nov. 11th with the attorneys and Clint present. The interest rate will be locked in on Nov. 13th. The Pre-close is on the 20th and the official bond closing date is the 21st. Clint went over the pricing summary and the net debt service schedule with the board.
- Grants Michelle: Had nothing to report.
- Technology Fund Raising Update: Brent Petersen gave an update of the technology fund. Brent would like the board's permission to make the community aware of the technology fund and get the community involved with contributing. If businesses donate to GFA towards the technology fundraiser then the office needs to be made aware of it so it may be documented. It was suggested that it be added to the newsletter. Steve Hepburn suggested that Brent Petersen accompany him to the Ogden Chamber to facilitate fundraising through them. The board was requested to think of ideas.

Enrollment:

- Current: We are currently at 474 total students. There have been ten students withdraw so far this year. Jamie Walker would like to start tracking reasons of why students are leaving the school in more detail. She plans to revise the form for parents to complete when they un-enroll, adding check-boxes for reasons to withdraw for easy tracking. Jamie brought up the suggestion of overfilling the grades to be readdressed. She would like to get the board's permission to overfill the grades before August 1st to help with enrollment and filling classrooms to compensate for the students that withdraw by the time school starts. Loren Pankratz motioned to allow Jamie to overfill enrollment by 10 students until August 1st. Michelle Arnold seconded the motion. All were in favor. Motion passed.
- Additions/Losses-Reasons: There have been six students withdraw since the last board meeting. No reasons were given.

Policy/Strategic

- Marketing/Awareness Steve Hepburn: Steve attended the newcomer's meeting for the Ogden Chamber and met a man that consults administrative processes, proceedings, purchasing, copying, and so forth. Steve suggested having him assess GFA.
- Communities that Care: Steve sent an email to the board about the communities that care with the city of Bonneville. Steve will go sign up and gather more information.
- Intellectual Property Policy: Peggy Downs emailed the policy out to the board to go over. Downs went over the policy with the board. Steve Hepburn motioned to accept the policy. Charity Smith seconded the motion. All were in favor. Motion passed.

School Environment

- Custodian: Michelle Arnold and Jamie Walker discussed the possibility of hiring additional custodial staff with the Hendersons with an increase in cost or hire an outside person. Michelle and Jamie discussed the number of hours that the custodians would be at the school and the work that would need to be accomplished. Jamie and Michelle recommended that the board continue with the Hendersons if the board could afford the pay increase. It was decided to wait until January to vote on an addition to custodial services.
- BOD Walk-Thru Charity: Charity Smith was unable to perform her walk-thru. Andrew Hedrick assigned the board members months to do their walk-thru. Andrew, Michelle Arnold, and Steve Hepburn will be performing the board walk-thru for November and December. Michelle will perform the walk-thru in January, Loren will perform it in February, Tom will perform it in March, Steve will perform it in April, and Andrew will perform May's. The intention and purpose of the board walk-thru was discussed.

Board Annual Calendar

- Schoolwide Assessment and Enrollment Update: Peggy Downs discussed the schoolwide assessment data and explained who takes what test and when and the results with the board. Peggy also outlined a proposal of plans to help increase GFA's test results for the future.

Events:

- Christmas Party: The Christmas Party is scheduled for December 11 at Ruby River. Jamie will gather a list of attendees.

Administrative Update

- Dean of Students: The Cross Country championship is November 20th. The Varsity Clubs are doing very well. The construction on the playground has started. The first Engage a Bullying assembly for grades 3-6 went well. For the month of October the attendance was at 95.6% and 96.4% were on time. The new attendance policy is working really well. Brent Petersen will be working with Cheryl Berger to get more volunteers.

Other

- BOD New Member Update: Tom and Steve are still currently working on acquiring new members. The board was asked to help find new members.
- Committee List Update: To be discussed at another time.

Steve Hepburn motioned to close the meeting. Charity Smith seconded the motion. All were in favor. Motioned carried.

Loren Pankratz motioned to go into closed session to discuss employment issues. Tom Koehler seconded the motion. All were in favor. Motion carried.

Closed Session