



Good Foundations Academy

Board of Directors Meeting

February 10, 2020

6:30 PM

Attendees

Board: Michelle Arnold, Steve Hepburn, Brittany Bekins, Tom Koehler, Tim Dunn, Jamie Walker

GFA Executive Director: Dave Dau

Charter Solutions: Rich Eccles, Jen Martin

Guests: Tedd Richins, Christy Knowles, Andria Robison

Board Candidate: Jed Daily, excused

Prayer by: Tom Koehler

Minutes by: Kathy Richins

Approval of Minutes

Michelle made a motion to accept the January minutes. Steve seconded the motion, all voted in favor, motion passed.

Open Forum/Updates

- Christy Knowles brought up comments from teachers regarding PTO and sub rates. These items are on the agenda to be discussed.
- Steve recommended starting a food pantry at GFA. Dave has a concern regarding space and where to store food. Possibly partner with UMA. Steve will find out more details about the food pantry and how to get it started.

Business Administration

- **Charter Solutions - Budget/Treasurer Report** – Jen Martin from Charter Solutions presented the Finance and Accounting Report, ending 1/31/2020.
 - Summary: At the end of December, 58.33% of the year has expired. Good Foundations had \$1,392,798 in operating cash. The forecast budget on the income statement has been updated for amendment discussion.
 - Reporting: W-2s were dispersed to employees and uploaded to IRS. Form 1099s were dispersed to vendors and sent to IRS.
 - Balance Sheet: 134 days of cash on hand.
 - Income Statement: Local revenue lines have been updated in the forecast column. Application for Gifted and talented is due in February. Salary lines have been updated. Benefits have been updated. Line items have been adjusted. Overall budget has been adjusted. Other purchased service line items have been adjusted. An invoice was wrongly added to line item 178-copy & print service in November and was removed. Supply budget line items have been adjusted. Portable budget has been adjusted. Dues & fees and interest lines have been adjusted. Total expense is at 61.25%.

Brittany made a motion to approve the budget as presented with the exception of four line items: 033-application for gifted and talented to be \$0; 115-wages-food services to increase to \$75K; 222-land & site improvement to change to \$95K; and 223-buildings to increase to \$106K. Michelle seconded the motion, all voted in favor, motion passed.

- Portable Update – Dave reported that it is in the final stage of permit approval. Install date will be in March.
- Payroll dates – Finance committee requested that starting with the next school year to change the payroll dates. There are currently two payroll dates, one for hourly and one for salary. Discussion on how this will be handled.

Britany made a motion to have one payroll for all, Tim seconded the motion, all voted in favor, motion passed.

- Rolling PTO – the policy committee is working on the employee handbook and a portion to be revised is the PTO section. The committee would like to modify what is currently written, which is days are paid out at the end of the year, and the committee would like to offer an additional option for the employee to roll over 2 days with a cap of 12 days for the next year. This would give the employees an additional two days of flexibility if they didn't want to be paid out.

Michele made a motion to roll over two days per year with a maximum of 12 PTO days for the following year, and default would be to be paid out. Jamie seconded the motion, all voted in favor, motion passed.

Discussion continued on clarification of sub pay. Each employee's contract will pay out as defined in their individual contract.

Administrative Update – Executive Director's Report

- Enrollment: February 2020 – enrollment on January 13, 2020 was 470. Since the last Board meeting, GFA has unenrolled 4 students: 1 student returned to their local neighborhood school; 1 Kindergartener was withdrawn to be home schooled; 1 student moved to Brigham City; 1 student transferred out of state. Our current enrollment, as of February 10, 2020 is 456.
- Discipline/Behavior Report: January 2020 – A total of 25 total office major referrals for discipline in January 2020 (36 in 2019). Most referrals were for Aggressive Behavior/Rough play (17); and most referrals were for Grade 2 or below. Five student suspensions: all out-of-school (9 in 2019): 2 suspensions were for aggressive behavior; 2 suspensions were for disruptive behavior; and 1 suspension was for substance possession.
- Attendance Report: January 2020 – The average attendance for January 2020 was 91.29% which was low. Assumptions are due to weather and influenza for the lower attendance.
- Academic Report: January 2020 – most of the reading and math initiatives are in place for the remainder of the school year.

- Upcoming Events: A list of school events from February 10th through March 30th were presented. Events are posted on the GFA website.
- The lottery has been pushed back a week. Dave presented the enrollment worksheet.
- GFA – Fee and Fee Waiver Policy – GFA does not charge fees. The State added a provision for schools that charge an excessive amount for their uniforms. This does not apply to GFA. This policy is required to be presented in an open board meeting. Michelle will add this as an agenda item for next month.
- Academic Calendar – Dave was tasked to draft an academic calendar for next school year and he presented the draft to the Board. Discussion on the required number of days and hours, school start and end dates, time off around holidays, spring break – follow Weber or Davis county? Dave will present this to the teachers and will bring their feedback to the next board meeting.

Policies/Strategic

- Employee Handbook - keep handbook at committee for one more month.
- Parent Handbook – will be reviewed after the employee handbook is completed.

School Environment

Tim did his walkthrough and will fill out the paperwork. Jamie will do her walkthrough. Tom is scheduled for March.

Open meeting closed at 7:45pm. No closed/strategy session needed. Michelle made the motion to close the meeting, motion was seconded, and each member individually voted in favor.

Next Meeting: Monday, March 9, 2020, 6:30pm at Good Foundations Academy