

MEETING MINUTES

GCOA Mission: GCOA is committed to providing an active student-centered environment through outdoor expeditionary learning, collaborative teachers, and family and community engagement that will develop inquisitive explorers, cultivate creative thinkers and empower resilient learners.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Glen Canyon Outdoor Academy and to the general public that the board will hold a meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time.

Pursuant to A.R.S. §§38-431.03.A.1-A.7, the Board of Directors may go into Executive Session, which will not be open to the public, concerning any item on the agenda for discussion, consideration or consultations: (1) of employment issues related to a public officer, appointee or employee; (2) of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; (3) for legal advice with attorneys; (4) with attorneys regarding contract negotiations, pending or contemplated litigation or settlement discussions; (5) regarding negotiations with employee organizations; (6) regarding international, interstate or tribal negotiations; or (7) regarding negotiations for the purchase, sale or lease of real property.

Date/Time: December 4th, 2024, 5:00 PM MST

Agenda Available: GCOA Elementary School at 835 Newburn Road and at www.gcoacademy.org

Physical Meeting to be held at 835 Newburn Road in General Purpose Room

Virtual Meeting Access: Meeting ID: 954 1721 1816 Passcode: 203580

**ALL ITEMS ON THE AGENDA ARE OPEN FOR DISCUSSION
AND POSSIBLE ACTION**

MEETING MINUTES

I. Opening of Meeting

- A. Call to Order at 5:03 pm
- B. Roll Call - Determine Quorum/ Present
 - Gwenn Lasslo
 - Rochelle Russell
 - Nancy Walker
 - Erik Stanfield
 - Rachell French

Others in Attendance

- Susan Pilkington
- Shadoe Schoppmann

C. Approval of Agenda

Rochelle motions to approve tonight's agenda. Nancy seconds the motion. All in favor.

II. Approval of the Minutes

Nancy motions to approve tonight's agenda. Rochelle seconds the motion. All in favor.

III. Announcements and Comments

- A. Statements Concerning Call to the Public
- B. Call to the Public

IV. Reports:

- A. School Leadership Updates
 - 1. Monthly Updates (Finances/Facilities/Enrollment/Staffing/Academic)
 - a. School enrollment at 185.
- B. School Board Member Reports

V. Business:

1. Discussion, consideration, and possible action to approve hour increase from 36 to 40 hours for Amber Banfill- Susan Pilkington
 - a. Rochell motions to discuss, consider, and take possible action to approve hour increase from 36-40 hours for Amber Banfill. Nancy seconds the motion. All in favor.
 - b. Amber will assist Susan with the procurement process and any assistance needed in the office.
 - c. Nancy motions to approve the hour increase from 36 to 40 hours for Amber Banfill. Gwen seconds the motion. All in favor.
2. Discussion, consideration, and possible action to approve non-enrolled minors on campus at leadership discretion (Kristie Allen, Susan Pilkington) - Raini Goatson
 - a. Gwen motions to discuss, consider, and take possible action to approve non-enrolled minors on campus at leadership discretion. Nancy seconds the motion. All in favor.
 - b. Our insurance had no issue with this. We have a waiver that will need to be signed for each minor on campus.
 - c. Nancy motions to approve to approve non-enrolled minors on campus at leadership discretion. Erik seconds the motion. All in favor.
3. Discussion, consideration, and possible action to approve the [FY24 Annual Audit](#) (report and compliance questionnaire) - Susan Pilkington
 - a. Erik motions to discuss, consider and take possible action to approved the FY24 Annual Audit (reports and compliance questionnaire). Gwen seconds the motion. All in favor.
 - b. The internal report from the audit went well.
 - c. Gwen motions to approve the FY24 Annual Audit (reports and compliance questionnaire). Nancy seconds the motion.

Roll call required for approval: All in favor.

Board Member	Aye	Nay	Abstain
Gwen Lasslo	X		
Rochelle Russell	X		
Nancy Walker	X		
Rachel French	X		
Erik Stanfield	X		

4. Discussion, consideration and possible action to approve soccer program and all cost incurred, retroactively- Susan Pilkington

- a. Erik motions to discuss, consider and take possible action to approve soccer program and all cost incurred, retroactively. Rochelle seconds the motion. All in favor
- b. Participating in the NAIC soccer season and have incurred costs that were not anticipated.
- c. Gwen motions to approve soccer program and all cost incurred, retroactively. Erik seconds the motion. All in favor.

5. Discussion, consideration, and possible action to approve GCY trip [agreement](#) and [addendum](#)- Susan Pilkington

- a. Rochelle motions to discuss, consider and take possible action to approve GCY trip agreement and addendum. Erik seconds the motion. All in favor.
- b. Insurance coverage was found to support and cover overnight trips. Will begin end of January.
- c. Finalized contract with GCY for river trip.
- d. Gwen motions to approve GCY trip agreement and addendum. Rochelle seconds the motion. All in favor.

6. Discussion, consideration, and possible action to approve the following termination - Susan Pilkington

Name	Position	Date of Termination
Julia Frisby	Paraprofessional	11/14/2024

- A. Gwen motions to discuss, consider, and take possible action to approve the termination of Julia Frisby on 11/14/2024. Rochelle seconds the motion. All in favor.
- B. Corrected name spelling to Julia
- C. Erik motions to discuss, consider, and take possible action to approve the termination of Julia Frisby on 11/14/2024. Rachel seconds the motion. All in favor.

7. Discussion, consideration, and possible action to approve the [Grants Management Policy](#)- Susan Pilkington
 - a. Rochelle motions to discuss, consider, and take possible action to approve the Grants Management Policy. Nancy seconds the motion. All in favor.
 - b. User access will be monitored quarterly to ensure only current and authorized staff have access to the GMS.
 - c. Gwen motions to approve the Grants Management Policy. Eriks seconds the motion. All in favor.

8. Discussion, consideration, and possible action to approve the amended [Fiscal Policy](#) and [Procurement Policy](#)- Susan Pilkington
 - a. Gwen motions to discuss, consider, and take possible action to approve the amended Fiscal Policy and Procurement Policy. Erik seconds the motion. All in favor.
 - b. Changes to Procurement Policy include:
 - i. Added verification for suspension and/or debarment for any vendor purchase exceeding \$25,000 annually.
 - ii. Process for obtaining quotes for contracts that exceed \$10,000 annually. Three quotes must be obtained prior to any work being performed.
 - c. Erik motions to approve the amended Fiscal Policy and Procurement Policy. Rachel seconds the motion. All in favor.

9. Review, consideration, and possible action to approve continuation with expansion plans (designs, growth projections, budget, fundraising)- Susan Pilkington
 - a. Erik motions to review, consider, and possibly approve continuation with expansion plans (designs, growth projections, budget, fundraising). Gwen seconds the motion. All in favor.
 - b. Gwen motions to approve continuation with expansion plans (designs, growth, projections, budget, fundraising). Erik seconds the motion. All in favor.

10. Discussion, consideration, and possible action to approve the following new hire - Susan Pilkington

Name	Position	Date of Hire
Claire Nelson	Paraprofessional	01/06/2025

- A. Erik motions to discuss, consider, and take possible action to approve new hire Claire Nelson on 1/6/25. Rachel seconds the motion. All in favor.
 - B. Corrected date to 2025
 - C. Erik motions to approve new hire Claire Nelson on 1/6/25. Rachel seconds the motion. All in favor.
11. Discussion, consideration, and possible action to approve the updated [Abuse Policy](#)- Susan Pilkington

- a. Gwen motions to discuss, consider, and take possible action to approve the updated Abuse Policy. Erik seconds the motion. All in favor.
 - b. Erick motions to approve the updated Abuse Policy. Rachels seconds the motion. All in favor.
12. Discussion, consideration, and possible action to approve the issuance of 2 credit cards through Spend and Expense to remain with each vehicle for gas purchases- Susan Pilkington
 - a. Erik motions to discuss, consider, and take possible action to approve the issuance of 2 credit cards through Spend and Expense to remain with each vehicle for gas purchases.
 - b. Each card will have a spending limit, typically less than \$100 unless a group is traveling on a longer distance
 - c. Erik motions to approve the issuance of 2 credit cards through Spend and Expense to remain with each vehicle for gas purchases. Rachel seconds the motion. All in favor.
13. Discussion, consideration, and possible action to approve the updated to the [benefits policy](#) to include holiday pay for hourly staff working 30 hours or more per week- Susan Pilkington
 - a. Gwen motions to discuss, consider, and take possible action to approve the update to the benefits policy to include holiday pay for hourly staff working 30 hours or more per week. Erik seconds the motion. All in favor.
 - b. Erik motions to approve the update to the benefits policy to include holiday pay for hourly staff working 30 hours or more per week. Rachel seconds the motion. All in favor.
14. Discussion, consideration, and possible action to approve the attendance of non-GCOA students to the winter formal dance- Raini Goatson
 - a. Erik motions to discuss, consider, and take possible action to approve the attendance of non-GCOA students to the winter formal dance. Gwen seconds the motion. All in favor.
 - b. There will be age restrictions and parental approval will be required.
 - c. Erik motions to approve the attendance of non-GCOA students to the winter formal dance. Rachel seconds the motion. All in favor.
15. Discussion, consideration, and possible action to approve the purchase or lease of a mobile office building to be used for special education- Susan Pilkington
 - a. Erik motions to discuss, consider, and take possible action to approve the purchase or lease of a mobile office building to be used for special education. Rachel seconds the motion. All in favor.
 - b. While it was originally planned to lease a building, it may be more cost effective to purchase one due to the length of time it is needed. Susan is waiting on final quotes to determine best option between lease or purchase and will continue consulting with our accountant and contractor for final decision.
 - c. Erik motions to approve the purchase or lease of a mobile office building to be used for special education. Rachel seconds the motion. All in favor.
16. Discussion, consideration, and possible action to approve an additional stipend for Jayden Games to assist with Wild Fridays- Raini Goatson

- a. Erik motions to discuss, consider, and take possible action to approve an additional stipend for Jayden Games to assist with Wild Fridays. Nancy seconds the motion. All in favor.
- b. Jayden will be replacing Julia Frisby for Wild Fridays.
- c. Erik motions to approve an additional stipend for Jayden Games to assist with Wild Fridays. Rachel seconds the motion. All in favor.

VI. Closing of Meeting

A. Next meeting - on January 8, 2024 at 5pm- MOVED Dates

Erik motions to adjourn the meeting at 6:01 pm. Rachel seconds the motion. All in favor.