

Syracuse Arts Academy Work Session Minutes Thursday, April 2, 2009

Place: Syracuse Arts Academy, 2893 W. 1700 S., Syracuse, UT 84075



Attendees: Charlene Nelson, Andrea Larkin, David Hall, Chris Dallin, Dawn Kawaguchi (Academica West), Gavin Hutchinson (Academica West), Shirley Bouwhis (Board Guest), Jan Whimpey (Principal), Cameron Almond, and Trent Brown (Academica West 5:29)

The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.

2008-2009 Board SWOT Goals

“If Disney ran your school?”

Understanding of the school’s purpose and function

Relationship between staff & POEC

Integrated Arts

Minutes

Integrated Arts Presentation

I 4:45 PM – Walk-Thru the Jr. High

5:22 PM – Call to Order – Chris Dallin

Chris made a formal announcement regarding David Hall’s resignation. He has also asked that David stay on with the Board and chair the finance committee as a financial coordinator but will not be a voting member.

Business Items (To Be Discussed and/or Voted On During Board Meeting)

- D/A ➤ *Discuss Building Purchase “Letter of Intent”* – David informed the Board that they are ready to offer a letter of intent to purchase the (elementary) building that has been prepared by the legal counsel that the Board has hired. He reported that there are a number of checkpoints along the way that will make it possible for us (SAA) to back out if needed.
- D/A ➤ *Review Budget as of March 31, 2009* – Gavin reviewed the budget to the Board. There are a couple of areas that need to be adjusted due to the state budget cuts. Food services are running a surplus which Gavin’s outlook is that it will stay in the surplus. This surplus of money at the end of the year can be used for the new equipment for the Jr. High. David wanted to publically commend Jan for being very financially responsible. He feels this will put us in a very competitive position in the next couple of years with the hiring of teachers.

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- D ➤ *Discuss Board Liability Insurance information* – Chris asked Academica West how we are covered as individual Board is covered. Chris informed the Board that the school’s coverage covers the Board.
- I/D ➤ *Update on Jr. High* – Chris stated that we have already taken a walk thru prior to the Board Meeting. Trent added that the school is very lucky to be so far into the construction. Occupancy will probably be August 1st. Chris mentioned that he has asked Jan and Cameron to develop a small committee to put together a ribbon cutting ceremony as a recommendation to the Board for the next Board meeting.
- D/A ➤ *Discuss Jr. High Purchases* – Trent stated that he and Katrina have been collaboratively working on getting the bids and getting the costs cut down.
- **Kitchen Equipment** – This bid is by far the best. Trent does have the three bids necessary for our records.
 - **Media Bang** – Trent informed the Board that this system will be great for Jan because she will be able to control/monitor the entire school’s thermostats, lighting system and alarm. This can be done anywhere she has access to the internet. Since this is such a large purchase, Trent did get three bids just to make sure that the pricing was in line. They will also be getting an education discount. They will also price match anywhere. Trent said that right now this system will only be for the Jr. High and at a later date you could expand into the elementary.
 - **Furniture** – Jan said that she is confident that she will come in under \$115,000.
 - **Review Summary** – Trent briefly reviewed all of the purchases included on the summary so that the Board could see all of the expenses that will be coming up. He said that some of them are just estimated costs. There are some items that we will have to make decisions on very quickly to receive the better pricing and to get the delivery when we need them. Chris stated that since everyone seems comfortable with these purchases that during the Board Meeting he would like to give approval to spend a said amount but if you over the bottom amount you have to bring it back to the Board.

Chris wanted to share with the Board that he has asked Jan to put together a very robust “Code of Conduct” for the Jr. high school that lets the students know what we expect. Chris stated that his direction to Jan is that he would like a very strict policy to start. This will set expectation early. The Board was very supportive of this.

- I/D ➤ *Discuss Board member process* – Chris asked the Board what their thoughts were regarding replacing the David’s position and/or adding one to three more Board members. There was discussion about how many Board members should we have. Chris stated that he would like to have attendance expectations for the new board members. Chris informed the Board that we are accepting applications for the open position and that we may need to call a board meeting to do interviews but he will keep everyone posted on this.
- I/D ➤ *Discuss policy of inclement weather* – Chris reported that he has received two complaints from parents regarding the policy on inclement weather. Jan informed the Board that if it is raining she does not send the students outside. She has put together a policy after reviewing the schools in the area. After much discussion regarding the inclement weather, the Board wanted to make one change on the temperature from 15 to 20. They will ratify this in the Board Meeting.
- I/D ➤ *Update and discuss upcoming Board Training*
- **Disney Keys to Excellence @ WSU (August 12th)** – Chris reviewed the Board’s goals at this time. Chris stated that he has asked Jan to identify an inexpensive way to get some formal Disney training. Chris would like at least one Board member to

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attend along with Jan and two or three staff members in which they will take that information (maintain copyright laws) and come back and share what they've learned. Jan also stated that there is also a State Charter Association training in June if anyone of the Board would like to attend. Dawn informed the Board that as of today the date has been moved to Wednesday, September 16th. Chris wanted to state for the record that the Board is being accountable for our goals.

- **Retreat Update (July 3^{1st} – August 1st)**
- **Spring Staff Meeting** – Chris stated that he would like to have a staff meeting so that he can get a SWOT analysis from the staff members before the retreat.

- I ➤ *Discuss March Dashboard* – Jan reviewed the March dashboard. They sent out 40 invitations to parents but have not received a lot of feedback. There were only two parents who responded in March. Chris mentioned that he has asked Jan to add a couple of items to the dashboard which include a financial component and a few other things.

6:20 p.m. – Gavin was excused at this time.

This will give the Board an At-A-Glance look at on how the school is doing. Jan reviewed the questions on the parent survey for the Board. There was discussion regarding the results and the baseline that this information is creating.

- D/A ➤ *Discuss 6th Grade Environmental Center Overnight Field Trip* – Chris stated that Jan will have the board full support of this field trip.

- D/A ➤ *Discuss Electronic Device Policy & Safe Schools Policy* – Jan stated that she feels that they have put together one of the strictest Electronic Device Policies in the area. She stated that she has had a committee of about fifteen parents that are reviewing policies and giving feedback. Jan has taken the recommendations from the parents while working with Gabe (legal counsel for AW) and put together two solid policies here. She has also put together a flow chart to go along with the Safe Schools Policy.

Cameron informed the Board that this committee has been reviewing the Dress Code Policy for the Jr. High and the response from the parents is to not change a thing.

Adjourn - 6:26 p.m. Andrea made a motion to adjourn the Work Session. Cameron seconded the motion. Motion passed unanimously. (*Duration 1:02:05*)

UPCOMING CALENDAR ITEMS

April 2009

Kitchen Equipment Approval for Jr. High

Furniture Approval for Jr. High

Electronic Device Policy

May 2009

School Calendar for 2009-10

End of Year Survey

End of the Year Bonuses – No action just discussion

June 2009

Computer & AV Approval for Jr. High

Bullying and Hazing Policy (Sept. 1st)

April Action Items

1. Recommendation for Ribbon Cutting Ceremony for Jr. High by next Board Meeting – Jan

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