

Syracuse Arts Academy

Work Session Minutes

Thursday, April 15, 2010



Place: Syracuse Arts Academy Jr. High Auditorium, 2965 W. 1700 S., Syracuse, UT 84075

In Attendance: Dawn Kawaguchi (AW), Jan Whimpey (Principal), Andrea Larkin, David Hall (Board Advisor), Brittani Brown, Gavin Hutchinson (AW), Chris Dallin, Cameron Almond (5:46 p.m.), and Tonney Kaw-uh (5:55 p.m.)

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

2009-2010 Board SWOT Goals

Student Academic & Social Achievement (The Whole Child)
Customer Service / Amazing Interactions
Financial Excellence
Extraordinary Instruction / Amazing Faculty / Best Practice
Engaged Parents
Traditions

Minutes

Integrated Arts Presentation

I 4:45 PM – Teacher Classroom Walk-Thru – Joan Schneiter (Meet in Jr. High Lobby @ 4:35 p.m.)

5:00 PM – Call to Order – Chris Dallin

Chris thanked the entire Board for all of their work and stepping up. Chris reviewed for the audience what was on the agenda for tonight. He also reminded the audience that no action can be taken in a closed session. We will come back to the board meeting and make a decision.

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

- I/A ➤ Review 2009-2010 Budget as of March 31, 2010 – David briefly reviewed the budget. He stated that in his review there wasn't anything of exception or concern. Gavin reported that funding for next year compared to this year has no change.
- I ➤ Update on Building Financing – Dave reported that the bank loan is 90% guarantee by the USDA. USDA visited the school during the spring break to do the last part of the loan. We are looking at having the final approval of the loan by the end of May. We are continuing to move along with the bank loan as well.
- D/A ➤ Discuss Joint Use Agreement with Syracuse City – David reported that a big portion of the grass field for both Elementary and Jr. High is owned by the city. David went to a City Council meeting and the city has agreed to the joint use of the park area behind the Jr. (approximately from the parking lot to the fire station.) The agreement states that the city will tap in the water from across the street (3000 West) and pay for the water use. The school will have to pay for the landscaping to the city's specifications. The school will also be responsible for the maintenance of the park area until Freemont Park is completed.
- D/A ➤ Discuss Landscaping for Jr. High field – David explained that since we have to provide the landscaping. There is some excavation work that needs to be done before any grass can be put down. We need to decide whether we want sod or seed which is a \$17,000 price difference. The

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third option is to do nothing and the Jr. High students will continue to have PE indoors. The students will be able to use the sod quicker than if we went with the seed. Dave made a recommendation for the Board to go with the sod because it won't impact on our ability to run our business.

- D
- Discuss Board Briefing Notes – Chris explained that the Board has developed a formal way to inform the rest of the Board on a grievance issue. The Board will receive a Board Briefing Note that will explain what has been done with the grievance. David explained the school currently has a Staff and Parent Grievance Policy. No changes were made to the Grievance Policies. David added clarification to the process of how the grievance will be handled and included an audit trail. David gave a brief summary of the recommended process. Also added at the end of the policy he included a statement regarding the school's No Bullying Policy. This is a recommended drafted version and is not the policy. It will not be voted on in this board meeting.
- D/A
- Discuss Parent and Teacher Survey Development – Chris thanked all the parents involved in the Parent Advisory Committee for all their work on the survey development. He briefly explained that committee can only bring recommendations to the board but the board has to make the final decision because they are protected as a board through their board liability insurance. Chris would like to invite any Parent Advisory Committee member to make comment at this time. Brittani explained that the Parent Advisory Committee has been working very hard to develop both Parent and Teacher Climate Surveys. Amy Fowers explained that several changes have been made since their first draft. Were hoping to get out survey by end of week but probably won't get it out until Monday. Educational Outfitters will be conducting the survey. All board members have hard copies of the survey. Survey closing date on April 30th unless needed to extend the date. Results will be conveyed by the Board and Parent Committee.
- D
- Discuss Board Members Terms and Interviews – Board terms are from July 1st to June 30th. Board positions that will be open on June 30th are Tonney Kaw-uh and Andrea Larkin. Tonney has been transferred and will not be continuing on the board. Chris asked Dawn to make sure that the open board position information will be put in Monday Messages. Special consideration will be given to anyone with an accounting background or attorney background. The existing board will be making the final decision on the open board positions.
- I/D
- Discuss Charter Amendments on Teacher Evaluations/Observations – It was brought to the board's attention in a parent meeting identifying that there was not a board member in attendance at the teacher evaluations as well as someone made a formal complaint to the state charter board that the school was not honoring our charter. The two questions that were asked of the school are:
 1. How many times a year are you formally evaluating teachers
 2. Who should be involved in the evaluationBecause there were some questions on how evaluations were being done, Jan and Brittani went down to meet with the Director of Charter Schools to discuss this process. In this meeting, they found out that it is up to the school themselves to amend their charter. A new rule that they found out was 53A-1a-151A. Allows a charter school to hire someone to be an observer. Jan reviewed the details. The school's charter can be amended and submitted to the State Charter Board in August in which it will be reviewed and approved and returned by September.
- I/A
- Discuss the Parent Compact – Julie explained that this is Title 1 funding document that is required when you are a Title 1 school. Title 1 is based on free and reduced lunch. You can qualify for a Title 1 school but you have the choose whether or not to do it. Must have a binder full of the evidence of the growth. The Parent Compact shows a clear expectation of what is expected from the Student, Parent, Teacher and Principal. Julie explained the policy. It is signed by all four people. This is put in the student packet at the beginning of the year.
- I/A
- Discuss the LEA Parent Involvement Policy – This is another document that is required for Title 1. She explained that they already do most of these things but now they just need to put it in writing. Julie briefly explained the Involvement Policy. POEC is very involved in assisting in this policy so Brittani recommended that they need to be trained on how to do their part and make sure they are equipped to do their part.

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➤ **Principal's Report**

- D
- School Lunch follow up – School had State audit in February and they did receive some findings in which the school was asked to correct. Jan briefly reviewed the letter sent by the state which included the areas of concern. Onsite review in March in which they checked the areas of concern. School received another letter clearing the school of any concerns in the lunch program. Missed out on 14 days of Title 1 funding. They have put together some supports in place to make sure that it doesn't happen again. AW role: Developed some procedures and thoughts on how we can address this in the future, produce internal audits, liaison with state and school. Jan reported that most schools have the opportunity to appeal but Syracuse Arts was not given the chance to. Gavin reported that a lot of schools have been audited this year.
 - Dashboard – Integrated arts count this month have nearly doubled where we were last year. Parent survey continues to increase and hold steady. Dave made a recommendation to not send out a May survey since the climate survey will be going out soon.
- I
- Building Inspection Update – Cameron explained that it is important to do a building inspection prior to the purchase of the building so that you know what we are getting into. He reported that there are many ceiling tile water stains especially in the elementary – mostly in classrooms. Microbial growth in windows on the northeast wing of the building of the elementary – need to be more vigilant in cleaning the windows more often. Double pain window in Mr. Bucher's room has water. Jr. High windows have been caulked as if though they have weep holes in them. Not quite finished with the inspection. The two items left are Jr. High roof and kitchens. Library windows that look out in the atrium do not have stamps on them stating that they are tempered glass. Should be finished up next week.
- I
- POEC Update – Cameron reported that the Night of the Dragon was a great success. Just over \$2,700 was raised. POEC in the process of putting together the duties and responsibilities of our committees. POEC working with the city to get the No Parking signs on the east side of the school. The city will start fining cars that park there. Information regarding the open positions on the POEC on the school blog – link is on the home page of the school's web page. POEC apologizes for the inappropriate emails sent to the class captains. They are working towards making sure that this doesn't happen.
- I/A
- Discuss Deep Dive Committee for Elementary – Chris has received several emails with concerns that students don't have enough time to eat during lunch, lunch management, etc. A Deep Dive Committee is a committee that works on a special issue and then reports back to the board with some recommendations. Chris would like to recommend Andrea Larkin to lead that charge.

Adjourn 6:21 p.m. – Brittani Brown made a motion to adjourn the work session. Andrea Larkin seconded the motion. Motion passed unanimously. (*Duration 1:19:55*)