

Syracuse Arts Academy Board Meeting Minutes Friday, March 12, 2010

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



In Attendance: Tonney Kaw-uh, Cameron Almond, Andrea Larkin, Brittani Brown, and Chris Dallin

Others in Attendance: Dawn Kawaguchi (AW), Jan Whimpey (Principal), David Hall (Fin. Advisor), Gavin Hutchinson (AW), Jed Stevenson (AW), and Gabe Clark (AW)

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

Minutes

5:10 PM - Call to Order

- Welcome by Chris Dallin

Chris briefly explained to the parents who were in attendance that we are required to keep minutes of the Board meeting as well as take a roll call of who is in attendance. He briefly explained the public Open Meetings Act. Chris described the role of a board member as duty of care, duty of loyalty and duty of obedience. He also explained how the public comments section works – if you would like to make a public comment please come and sign the sheet.

CONSENT ITEMS – *Brittani Brown made a motion to accept the consent items. Cameron Almond seconded the motion. Motion passed unanimously.*

- Approve February 4, 2010 Work Session Minutes
- Approve February 4, 2010 Board Meeting Minutes
- Approve February 20, 2010 Closed Session Minutes
- Accept February 20, 2010 Closed Session Affidavit

BUSINESS ITEMS - (To Be Voted Upon)

- *Vote on landscaping for Jr. High field* – Cameron Almond made a motion to table the landscaping for the Jr. High field until the April Board Meeting. Andrea Larkin seconded the motion. Motion passed unanimously.

Chris Dallin asked to accept a motion for both the Trust Land Fund Budget as described by Jan and the Office Products Dealer purchase of 250 cases of copy paper. Andrea made the motion as requested by Chris Dallin. Brittani Brown seconded the motion. Motion passed unanimously.

- *Vote on Trust Land funds*
- *Vote on Office Products Dealer purchase of 250 cases of copy paper*

BOARD OF DIRECTORS AND PARENT COMMITTEE SCOPE ISSUES

- *Review Public Open Meeting Act and laws requiring meetings & decisions* – Jed briefly explained the Public Open Meetings Act and laws requiring meetings and decisions.
- *Review Board and Officers Liability Insurance* – Jed explained that as long as you act within the scope and frame work of you being a Board member – if you make an error or there is liability that comes out of those decisions – you are protected. You are protected personally and you are protected as a Board. But if, in fact, you step outside of the scope of that you would no longer receive the coverage of the liability. One of those things would be to not follow the Open Meetings Act. He stated that what the Board is doing by

creating committees under the direction of the Board is the correct way to do it. However, you shouldn't have a more than two Board members (since you have five member Board) or you will have quorum which you don't want to have.

- Review organizational structure of a charter school and SAA specific governance – Gabe briefly explained the structure of a charter school. Charter schools are a public entity governed by state laws and by charter by-laws. They are also a non-profit organization.
 - **Board of Directors** – Body that governs the school. They are accountable that the school accomplishes its mission. They are accountable to both to the State Charter Board and tax payers in the State of Utah.
 - **Principal** – Very different from a district principal. The Principal acts as both the principal of the school and the superintendent of the district. The Board decides “what we want to accomplish” and the Principal decides “how it’s going to be accomplished”.
 - **POEC** – Liaison between the parents, Principal, and the Board of Directors. The POEC is there to support the school. They provide an important role in fundraising and additional assistance for activities and events. They are there to communicate when there are concerns to the appropriate person. The POEC President is a difficult role. Cameron is a parent, the President of the Parent Board and a Board Member. Once the Board makes a decision he has to support that decision.
 - **Academica West** – Provides business services such as administrative, bookkeeping services and HR. AW helps to make the Jan’s work easier so that she may focus more on the educational outcomes of the school.
 - **Faculty and Staff** – Perform jobs in the organization.
- Follow up items parent Committee Meetings
 - Posting Board Meetings on Monday Messages – Chris stated that this was a win for everyone
 - **30-60-90 Day Plan for Administrative Position** – Jan explained that there has been a plan in place since the first of the school year. Tia Shaw has been serving as the Vice Principal since the beginning of the school year. She runs a student support services, grievance groups, and social skills groups – just to name a few. She meets with students who may have course conflicts. She holds many roles in the school. Jan briefly explained the 30-60-90 day step plan. Tia will continue with the same role through April and then start to phase her out as the Vice Principal and she will return to her counselor/guidance role. There will be a committee that will put together skills and strategies for new administration for the school. Jan will meet with HR to find out what was done in the past and then gather information from the Board and teachers on what skills that they would like to see this person have. Hopefully they will be ready to post the position by the end of April. Tia will still continue to support the Vice Principal role throughout the end of the school year as well provide support for the students. Starting in June, the screening process will begin for the Vice Principal position which will be done by a hiring committee – which in the past has consisted of an administrator, a teacher, and a board representative. Chris stated that he would like all Board members to sit on the committee since this is such a unique position. Once the committee selects the candidate, Tia will transition from Vice Principal to be a full time comprehensive guidance counselor. The new administrator will start in July. Chris explained that this is a recommended plan but would like to hear from the parents once we get to the public comments section.
 - **Review SAA Report Card** – The entire school is celebrating because the school is doing so well. The first grade no longer participates in an end of level testing as of two years ago. Second grade is when the state starts to require mandatory testing. The state sets a standard score and anyone who hits that score higher. Jan reviewed the scores and compared them to the state scores. Syracuse Arts Academy students do very well based on the fact that they have qualified teachers who work very hard. Chris asked about the grade four science scores were on 2% better than the state and that 35 of the students were below the proficiency. The Board also questioned the 6th grade math scores. Jan explained that there was a drop in scores in the math because the state rewrote the math core and didn't tell the schools about it. It was all story problems and it is usually computation. There were maybe 3-4 computation problems and the rest was story problems. Jan explained how the school has adjusted to this by using several computer programs to help with problem solving. Last, Jan showed an end of level data comparison of the other

school in the areas. Chris would like Jan to share this with all the parents. Jan explained that you cannot get 100% because 99% is the highest score possible.

Chris asked the Board for a motion to suspend the board meeting and continue to the Public Comments before forming the Continuous Improvement Committee. Cameron Almond made a motion to take time out to address public comment. Brittani Brown seconded the motion. Motion passed unanimously.

PUBLIC COMMENT - (Items Not on the Agenda - Limit 3 Minutes)

Public comment was made by Kelly Haacke, Jason Velez, and Becky Austed

Andrea Larkin made a motion to continue on with the Board Meeting. Brittani Brown seconded the motion. Motion passed unanimously.

➤ Follow up items parent Committee Meetings (Continue)

- **Discuss Best Practice – PDSA (Plan, Do, Study, Act)** – Chris explained that the Board uses best practices by using PDSA. He would like the committee to use this methodology when bringing recommendations to the board as well as using best practices to the Board.

- ✓ **Plan:** *Plan to steer us toward objectives*
- ✓ **Do:** *Plans implemented on a small measurable scale*
- ✓ **Study:** *Study the outcomes (study from the beginning if you must)*
- ✓ **Act:** *Implement successes into the school*

- **Form Continuous Improvement Committee on recent identified opportunities for improvement by using the PDSA** – Chris would like members of the board to sit on this committee along with the parents. Chris has asked David Hall and Brittani Brown along with Jan Whimpey. Chris would like recommendations that are brought to the board to also show the process of how it came about. *Tonney Kaw-uh made a motion to have David Hall and Brittani Brown as board representatives to collaborate with Parent Advisory Committee. Andrea Larkin seconded the motion. Motion passed unanimously.*

➤ Principal's Report

- **Dashboard** – Jan reviewed the Parent survey and the integrated arts count from the teachers. Every month the school sends out a survey to 80 random parents. Here are the five customer service areas of concern.

1. Were you *greeted* when you walked up to office or called on the phone?
2. Were we *accessible*? Were we able to answer your phone call?
3. Did we *respond* in a way that was helpful? Did we answer your questions?
4. Were we *knowledgeable*?
5. Did we *communicate* what we needed to?

Chris explained that this came about because we were receiving several complaints a couple of years ago and we decided to use best practices from the Disney model. Jan explained that at the first of the school year the scores were not very high so we have had some Disney Training and the scores have come up. Jan also explained that each teacher collects how many times that they integrate arts into the lesson each week. David also mentioned that before every board meeting we have a teacher show us how he/she integrates art in their classroom. Today we were in Ms. Robinson's 7th/8th grade English class.

Andrea Larkin made a motion to suspend the rest of the agenda and table the rest of the items until next board meeting. Cameron Almond seconded the motion. Motion passed unanimously.

6:20 p.m. Andrea Larkin made a motion to adjourn the meeting. Brittani Brown seconded the motion. Motion passed unanimously.

Chris explained that the Board is going to adjourn and go into a Closed Board Meeting to talk about the real estate purchase.

Andrea Larkin made a motion to go into a Closed Session. Tonney Kaw-uh seconded the motion. Motion passed unanimously.

CLOSED SESSION (if needed) – To discuss the purchase, exchange, lease or sale of real property

6:45 Andrea Larkin made a motion come out of Closed Session and enter into the Open Board Session. Cameron Almond seconded the motion. Motion passed unanimously.

BUSINESS ITEMS (Continued)

- *Vote on the agreement to terminate the current Jr. High purchase agreement* – Cameron Almond made a motion to cancel the \$8.98 million dollars. Andrea Larkin seconded the motion. Motion passed unanimously.
- *Vote on the new Jr. High purchase agreement* – Andrea Larkin made a motion to change the purchase agreement to \$8.5 million. Brittani Brown seconded the motion. Motion passed unanimously.
- *Vote on the lease amendment* – Andrea Larkin made a motion to amend the existing lease agreement on the Jr. High with Syracuse School Development to reflect the use of the deposit putting down for the purchase agreement. Brittani Brown seconded the motion. Motion passed unanimously.

ADJOURN – 6:46 p.m. Andrea Larkin made motion to adjourn the Board Meeting. Brittani Brown seconded the motion. Motion passed unanimously.