

Syracuse Arts Academy

Work Session Minutes

October 2, 2008



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

In Attendance: Chris Dallin, Andrea Larkin, Cameron Almond, Jan Whimpey (Principal), Gavin Hutchinson (Academica), Dawn Kawaguchi (Academica), Sheldon Killpack (Academica), Stacy Moulton (POEC Co-Chair), Dave Hall (5:04), Charlene Nelson (5:11)

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

Minutes

5:03 PM - Call to Order - Jan /Chris

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

- D/A ➤ Review 2008-2009 Budget - Gavin reviewed the budget. He reported that it is not complete due to the fact that we do not have September's lunch money being the very first of the month.
- I ➤ Update on Audit - Gavin reported that the audit is progressing. The field work is done. They are putting together financial statements that are due to the state on October 30th.
- I ➤ Update on Enrollment numbers for Oct 1st - The audit counted 529 students as of October 1st. The school funding is for 525 students.
- D/A ➤ Review Purchasing Package for Implementation Grant - Gavin reviewed the last year of the implementation grant. He has put together a package of what we are going to spend the money. Gavin would like the Board to give full approval on the purchases so that they will not have to get individual Board approval for each item. The unallocated money is going to be allocated for computers. All purchase orders must be written out and signed by tomorrow.
- D/A ➤ Review Revised Purchasing and Disbursement Policy - Gavin reviewed the revised Purchasing and Disbursement Policy. The spending limit for Principal will be increased to \$2,500 without Board approval. Chris would like the Treasurer to be the primary person and the President the second. Jan would like to still inform the Board of any purchases over \$1,500 either by email or by summary at board meetings.
- D ➤ Recommendation of Procurement Policy (or Committee) during the Construction Phase (1st Operating calendar year of school) - Gavin stated that during the construction phase there will be many large purchases which needs Board approval. He suggested organizing a committee that would put together a list of items that they would bring to the Board for approval of a maximum amount on each item. The committee could the shop around for the best price. Chris would like a budget created and then the committee could work off of the budget. Sheldon added if there was increase in the budget it would have to be approved by the Board. Jan and Dave will work together on this and ask for parent and teacher

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- volunteers.
- D/A ➤ Review Capitalization and Expense Policy - Gavin reviewed the Capitalization and Expense Policy with the recommended dollar amount increase. Text books will not longer be capitalized but computers will still be tracked as an asset.
 - D/A ➤ Review Dual Enrollment Policy - Sheldon explained the Dual Enrollment Policy. Chris would like to revisit all policies after the Junior High is up and running since no decision has been made for school sports in the Junior High.
Gavin excused himself from the meeting at this time (5:35)
 - D/A ➤ Review Medication in School Policy - Sheldon explained the Medication in School Policy. Jan added that the staff does not want to administer medication without a prescription.
 - D ➤ Review Proposed Bullying / Harassment / Hazing Policy - Jan discussed that the state is requiring all schools to have a policy in place coming up. This is just a work in progress but will be brought to an action item by the next meeting.
 - D/A ➤ Discuss and Review Acceptance of Jr. High Building Plans - Sheldon reviewed the Jr. High's building plans giving different options regarding the natural light in the sixth grade classrooms. There were some other small changes addressed. Dave requested to get the actual cost for the auditorium/theatre because he has found some information on theatre grants. More discussion on what you may want in the long term as far as wiring and mounting. Sheldon also reviewed the structural plans. Dave would like a picture of what the final building alongside of the Elementary School.
 - I ➤ Update on Building Expansion
 - Building Permit - Sheldon has been meeting with the city and UDOT for several months. Academica has been working on a SNAP Plan that is required by UDOT before we can move forward on construction.
 - Bidding Process - Jan has had several inquiries of vendors wanting to bid on work. Sheldon would like Jan to refer them to Stacey.
 - Ground Breaking - Sheldon asked the Board if they would like to do a ground breaking ceremony. If they would like to do one it needs to be decided right away. Cameron says that this could be a great way to recruit students - giving them an option since they may be changing school boundaries' in Kaysville.
 - Proposed Completion - Sheldon would like to start construction as soon as possible so that there is plenty of time to get in the building.
 - Road Construction previous to construction beginning
 - I ➤ Jr. High Construction / Bidding / Fiduciary Responsibility - Sheldon stepped out to take a call and the Board moved on to the next agenda item.
 - D ➤ Governance Recommendations for Jr. High - Jan explained the three options that she has proposed with recommending Option 1. She would like to do something new and fresh - something that hasn't been done. More discussion was made regarding how each option will function. Dave would like to get the salary amounts to Gavin so that he can see if it will work into the budget. Chris would like an organizational chart.
 - D ➤ Proposed Plan for the Jr. High Start Up - Jan reviewed the plan that she has started on for her Jr. High Start Up plan. She has collaborated with Trent and NDPA.
 - I/A ➤ Selection of Attorney to Review Schoolhouse Foundation Lease - Chris has asked Mike Ostermiller to review the Schoolhouse Foundation Lease. Chris asked for the Board to approve this.
 - D ➤ Goals and Metrics for 2008/2009 - Chris gave the Board an assignment to write down what goals and measures that they would like the school to see which they can review throughout the year. Chris proposed to meet every month - at least during the construction phase. Chris asked Dawn to make a schedule and send out.

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- D ➤ SWOT Analysis Review - Chris reviewed the SWOT analysis that was done at the retreat. Chris stated that Jan's bonus will be measured on the progress of these items.
 - "If Disney ran your school?" - The staff of SAA has been making steps towards a positive interaction with parents and visitors.
 - Understanding of the school's purpose and function - Clarity in all the Boards' roles. Dave mentioned that he has been putting together notes/manual on his job so that when the time comes to step down it will be a smooth transition.
 - Relationship between staff & POEC - Cameron reports that they have been working toward this goal. They are closing the door on the past but would like to make sure that it doesn't happen again. Cameron will discuss the changes he would like to make in the POEC Bylaws later in the work session.
 - Integrated Arts - Chris would like Jan to put in the dashboard how each teacher is integrating arts into their teaching. This makes us accountable for our charter.
- I ➤ Achievement Report - Jan reviewed the school's report. Jan stated that their biggest challenge is attendance. Chris would like to discuss the rest of Jan's reports next month.
- I ➤ School News - Missoula - Jan reported that this was a great report. This report is not necessarily for academics or attendance but for any student usually for those who are struggling..
- I ➤ School Report Card - To be discussed next month
- D ➤ Clarification on Board Decision - Grant Writing - To be discussed next month
- D/A ➤ Discussion to Amend POEC Bylaws - Cameron discussed his concerns about the terms of the POEC President. He made several points on why this should happen especially since the Jr. High is coming on next year. He would like to get the foundation of the Jr. High in place and show some stability. There was open discussion what changes could be made with the by-laws of the POEC. Sheldon suggests that POEC by-laws should be rewritten and voted upon by parents.
- I ➤ Fall Carnival - Cameron reported on the Fall Carnival. He received very positive feedback from the parents. He doesn't have the full report on how much money was raised.
- I/D ➤ Uniform Deep Dive - Cameron reports that teachers are bringing up many specific things such as fingernail length. Jan suggested that we may want to look into the changes of the dress code with the Jr. High. Many comments were brought up regarding that it may be too strict. Sheldon suggested that Cameron talk to Emily for help since she has worked with the State Board on this. There was mention of having a cell phone policy with the Jr. High.
- I ➤ Kitchen Cabinet Meetings - SEE ABOVE
- D ➤ Discussion on Website Maintenance - Cameron would like to see the website become more current with the "going on" at the school. There is not one person making sure that there is current information on the website. Jan is working with an E-commerce class from Weber State and will have more information in a couple of weeks. She and Cameron will work together to come up with a proposal on what they would like to see happen and bring it to the Board. Jan informed the Board that it used to be a parent who was "in charge" of having current information on the website. It is now the front office who is monitoring that but Jan would like to recommend that it go back to a parent. They can look at it and send Jan recommendations on updates which she can approve and send off to Janice.

ADJOURN - 7:36 Chris moved to adjourn the work session. Dave seconded the motion. Motion passed unanimously. *Duration 2:33:49*