

# Syracuse Arts Academy Board Meeting Minutes Thursday, October 8, 2015

Place: SAA North Campus, 357 S 1550 W, Syracuse, UT 84075

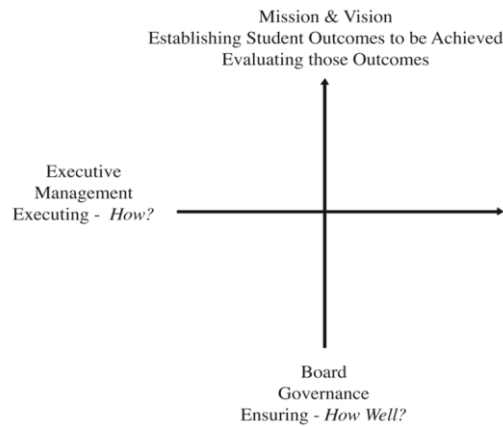


**In Attendance:** Jerrad Pullum, Mary Johnston, Teresa Peacock, Nate Schow

**Excused:** Dale Pfister

**Others in Attendance:** Lex Puffer, Dawn Kawaguchi, Steve Davis, Sheldon Killpack (5:35 p.m.), Ryan Arrington (5:40 p.m.), Gabe Clark (5:50 p.m.), Kim Dohrer (6:37 p.m.)

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



## Minutes

### 2015-2016 Board Priorities

School Wide Continuity “Sameness”  
Arts Integration Professional Development  
Safety Plan

#### 5:30 PM – Call to Order

- Welcome by Teresa Peacock
- “Traditions” – The SAA Way
  - School Vision – Nate Schow
  - Storytelling – Jerrad Pullum shared a story about teacher who has been with the school for many years who upon hearing the news of opening a new campus was terrified. She is currently teaching at the north campus. Now that school has started and she has new students and has met with their parents she now sees the

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board's vision. Parents are thanking her for opening the school and giving her students the opportunity to come to this school.

## **PUBLIC COMMENT**

- **Tamara Warner** made a public comment regarding the POEC meeting. She is new to the school. Tamara is very impressed with the school and thinks the staff is awesome. She attended the last POEC meeting and wanted to share her feelings about the meeting. Tamara felt like the meeting was not properly presented to the parents of the north campus. She had no idea that they were going to change the bylaws at the meeting. She asked a lot of questions but didn't feel like those questions were answered. Even though the bylaws were voted on and were approved by a majority vote, Tamara is asking that the bylaws be re-voted on because the parents need to understand what they were voting for if the POEC is changing the bylaws.

*Teresa Peacock reminded the attendees of the meeting that the board cannot reply to public comment but would talk to Tamara after the meeting.*

## **REPORTS**

### ➤ **Student Report**

- Antelope Campus – Taryn Schow
  - ✓ The SBO's are reaching out to new students – reaching out to them and making new friends
  - ✓ Adjusting to the new 5 x 5 schedule which is helping them learn to use their planners better with support from their teachers
  - ✓ Sports Update
    - ★ Cross Country – first home meet last Tuesday
    - ★ Volleyball – 2<sup>nd</sup> team is currently undefeated
  - ✓ Student Events
    - ★ 50's Dance on Wednesday
    - ★ Donut Day was today
    - ★ More events are being planned
  - ✓ Currently working on service projects
- North Campus – Mikayla Grundvig
  - ✓ She moved from Antelope campus to the North campus
  - ✓ Attended the Open house
  - ✓ Mrs. Mayer is a great teacher
  - ✓ 6<sup>th</sup> grade activities that we do to practice what we have talked about:
    - ★ Science – Color wheel made out of clay; learning about pigments in nature and secondary colors
    - ★ Writing – Person narratives regarding events in our lives
    - ★ Music – We learning how to play the guitars
  - ✓ It has been great to have the field open to play in at recess
  - ✓ This past week we had PTC and scholastic book fair
  - ✓ McKenzie Wagner is a 14-yr old author that came to the school for an assembly. She was at an event at Barnes & Nobel the following weekend

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which Mikayla to purchase her book and enter a drawing. She won a basket of prizes.

➤ **POEC Report** – Jaimi Liddell

- Update from the last POEC meeting
  - ✓ Passed amended bylaws to merge the two POECs to have one school with two campuses which passed 23 to 3. The structure is one president, one secretary and one treasurer with each school having two representatives. For the first time ever we have jr. high representatives.
- Book fairs – North campus did the best than any book fair that we've ever had.
- Choir starting at all campuses
- Fundraising with purpose
  - ✓ North – Piano
  - ✓ Antelope – Risers
- Community Night – Oct 23<sup>rd</sup>
  - ✓ Hotel Transylvania movie
- Musical at both campuses with their own cast with two weekends of performances
- Planning “Decade Birthday Party” in the Spring

➤ **Lead Administrator** – Lex Puffer

- State of the School
  - ✓ Lex started off with a 3 minute video of an event that occurred last week at the North Campus. The entire staff and students performed a written song for Judy.
  - ✓ First round Parent Teacher Conferences and Book Fair are complete for both campuses
  - ✓ North Camus Amphitheatre is complete with Phase 1
  - ✓ Mr. Puffer has been reading books in each classroom to get to know the children for the past month
  - ✓ Lex reviewed the final October 1 count
    - ★ Antelope Campus 979
    - ★ North Campus 684
    - ★ The school was only down 15 students from our projected numbers
  - ✓ Lex reviewed the SAGE 2014-2015 Results. He compared SAA's scores to the state average and DSD average. He also compared the school's last year's scores. The letter grade that the school received was a B. Lex stated that the letter grade is compiled from a combination of proficiency and growth. He reviewed how the state scores proficiency. Steve Davis reviewed how the state measures growth. Lex stated that even though the school still made growth the expected growth was higher than last year. There was a discussion on how to continue growth with a high performing school.
  - ✓ Update on school surveys. AdvancEd survey is scheduled to be sent out this month.
- New Policy Format

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- ✓ Administrative Procedures\* – Lex has asked Gabe Clark to discuss this new format. Teresa would like it presented altogether. See below for discussion.
  - ★ Arrest Reporting
  - ★ FERPA
- Open House for Antelope Campus on November 5<sup>th</sup> @ 5:00 p.m.
  - ✓ Board meeting @ 7:00 p.m.
  - ✓ Fun activities, student performances, Hollywood red carpet theme.
- **Board of Directors**
  - Review 2015-2016 Budget as of September 30, 2015 – Jerrad Pullum presented the new profit and loss statement. He briefly reviewed the budget as of September 30<sup>th</sup>.
  - Update on Board Email Signatures – Nate Schow emailed the new board email signatures that he would like to install on each members email. This will be consistent and professional when responding to parents. Jerrad requested that the board emails be updated to the new domain.
  - POEC purchasing procedures – Teresa reviewed the draft of POEC purchasing procedures. This will help the board and POEC work together on school projects.

**Nate Schow made a motion to approve the CONSENT ITEMS. Mary Johnston seconded the motion. Motion passed unanimously.**

- Ratify New Hires
  - Joshua Porter – Kindergarten Teacher
  - Amy Arner – Special Ed. Tutor
  - Kimberly Barrett – Reading Tutor
  - Jordan Hanks – Recess
  - Mysha Harold – Tutor
  - Shana Judkins – Tutor
  - Elizabeth Sorenson – School Lunch
  - Cassie Shilling – School Lunch
  - Sonya Pelletier – Study Hall TA (part-time)
- Approve August 6, 2015 Board Meeting Minutes
- Approve August 6, 2015 Closed Meeting Affidavit
- Approve August 21, 2015 Electronic Board Meeting Minutes
- Ratify approval of UDOT's proposal of property purchase
- Ratify the following summer purchases:
  - Automated Business Products purchase in the amount of \$23,594
  - McGraw Hill Education purchase in the amount of \$16,761.88
  - Brady Industries purchase in the amount of \$40,746.18
  - Bintz purchase in the amount of \$103,793.39

## **BUSINESS ITEMS - (To Be Discussed and/or Voted Upon)**

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- Discuss and Vote on North Campus Zions Bank Operating and Petty Cash Account – Ryan Arrington stated that it was discussed in the finance meeting that each campus has their own operating account.
- Discuss and Vote on Utah Consolidated Application Plan – Ryan Arrington reviewed the UCA plan and budget. The administration has decided where they would like to allocate these federal and state funds. Most of the money is going toward salaries and payroll taxes. This is consistent with what they school has done in the past.
- Discuss and Vote on Lead Director Evaluation – Lex stated that this evaluation was created to focus on the board priorities that were set at the summer retreat.
- Discuss and Vote on Amended Arrest Reporting Policy\* – Lex asked Gabe Clark to review the new policies. Gabe explained how this policy has the new format. The procedural details have been taken out of the actual policy and put into administrative procedures. The policy is a higher level board policy which changes the policy overall. Gabe stated the actual substantive changes to this were prompted by stated law and now includes board members and volunteers. There was a discussion on how to get the information on this policy out to the volunteers. Gabe stated that this would be for volunteers that are subject to background checks such as coaches or volunteers who would be spending time with students without a school employee.
- Discuss and Vote on Amended Building Rental Policy – Gabe stated that the main substantive changes in this policy are that school buildings are now considered civic centers. It is also prompted by changes in the state law. Gabe also made changes to the policy to make it read more clear. There was discussion on if the school can prohibit all types of groups entirely. Gabe will look into this and get back with the board.
- Discuss and Vote on Civil Rights Policy – This is a new policy for the school. A couple months ago USOE did training on civil rights and recommended all schools have a policy. This is good practice to have a policy in place. Gabe stated that the important thing here comes down to the implementation of the policy.
- Discuss and Vote on Amended FERPA Policy\* – This is the other the policy that was broken into a policy and the details are broken down in the procedures. The main change in this policy is in the procedures regarding data security and student confidentiality.
- Discuss and Vote on Political Signs on School Property Policy – Another new state law that says that if you choose to allow political signs on school property you can discriminate. This policy states that the school will not allow any political signs. There was a discussion on what are the reasons why you wouldn't allow someone to post their sign.
- Discuss and Vote on Amended Policies – Lex Puffer has reviewed the following policies and he has reviewed them with the administration. Most of these policies just have his position inserted into the policy. Lex reviewed each of the changes to the corresponding policies.
  - Bullying and Hazing Policy – The only changes here are under “Definitions”- *Bullying* (1)(c) the word forced has been added. Under *Hazing* (1)(c) the word forced has been added.
  - Dress Code Policy – After conferring with Gabe Clark from AW and Art Rasmussen from USOE, the “*No cross dressing. Gender specific, gender*”

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*appropriate clothing required*” under Dragon (Dollar) Dress Day is eliminated to align more closely with federal law.

- Electronic Resources Policy – The lead director has been inserted into this policy as the person who ultimately provides the controls, monitoring, limitations and restrictions regarding the staff’s acceptable use.
- Parent Grievance Policy – The lead director has been inserted into this policy as the level to come to before the board.
- Purchasing & Disbursement Policy – Gabe stated that these changes are to help streamline the process since the school is bigger. It is now four tiered approach instead of three tiers. The board requested that the word “treasurer” be replaced with “financial coordinator”. Jerrad also requested that this policy be updated in InTacct.
- Religion & Education Policy – Under “Appeals Process” the Lead Director replaces the Board President to review complaints of students or parents.
- Safe Schools Policy – These revisions clarify due process in the event that this policy has been violated. Also, more clarification is given regarding the role of law enforcement on school grounds.
- Staff Grievance Policy – The revision in this policy inserts the Lead Director as the person to appeal to if resolution has not been reached with the campus principal.
- Travel Policy – The changes here required that all employees receive approval in advance from the Lead Director. If the Lead Director or a board member is the traveler, approval must be given by the Board.
- Tuition Reimbursement Policy (Agreement) – This revision indicates that an employee must obtain prior approval for tuition reimbursement from the Lead Director before entering into a written agreement approved by the Board of Directors. The Tuition Reimbursement Agreement was updated to reflect these changes. Also, the current agreement stated that the individual who was entering into the agreement was a “teacher”. “Teacher” was changed to “Employee”.

**Jerrad Pullum made a motion to approve North Campus Zions Bank operating and petty cash account, the Utah Consolidated Application Plan and Budget, the Lead Director evaluation, the amended Arrest Reporting Policy, the amended Building Rental Policy, the Civil Rights Policy, amended FERPA Policy, Political Signs on School Property Policy and the amended policies including Bullying and Hazing Policy, Dress Code Policy, Electronic Resources Policy, Parent Grievance Policy, Purchasing & Disbursement Policy with the change of treasurer to financial coordinator, Religion & Education Policy, Safe Schools Policy, Staff Grievance Policy, Travel Policy, Tuition Reimbursement Policy (Agreement). Mary Johnston seconded the motion. Motion passed unanimously.**

#### **OTHER BUSINESS ITEMS (Items for Discussion Only)**

- Calendaring Items – ALL
  - November Pre-Board Meeting – October 27<sup>th</sup>

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- Next Board Meeting – November 5<sup>th</sup> (7 p.m. after *Antelope Campus Open House*)  
✓ Reschedule Holiday Social – Dec 3<sup>rd</sup> (*Electronic Board Meeting*)

**7:05 PM – Jerrad Pullum made a motion to take a ten minute break and then enter into a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Mary Johnston seconded the motion. The votes were as follows:**

**Jerrad Pullum – Aye  
Mary Johnston – Aye  
Teresa Peacock – Aye  
Nate Schow – Aye**

**Motion passed unanimously.**

**8:04 PM – Nate Schow made a motion to leave the CLOSED SESSION and ADJOURN. Mary Johnston seconded the motion. The votes were as follows:**

**Nate Schow – Aye  
Teresa Peacock – Aye  
Mary Johnston – Aye**

**Motion passed unanimously.**

**Jerrad Pullum left the closed session at 7:50 p.m.**

#### **October Action Items**

1. Check into the Building Use to see if the school can prohibit all use – **Gabe**
2. Update amended Purchasing and Disbursement Policy in Intacct – **Ryan A.**