



Learning through the Arts

Board Meeting Packet

Board Mission Statement

AS BOARD MEMBERS, WE AGREE AND UPHOLD THE FOLLOWING STATEMENTS AS OUR MISSION:

- ★ WE WILL GOVERN, NOT MANAGE THE SCHOOL DIRECTOR OR EMPLOYEES.
- ★ WE WILL MAKE ARTS INTEGRATION A KEY ELEMENT OF OUR SCHOOL.
- ★ WE WILL MAINTAIN A STABLE AND WORKABLE FINANCIAL BUDGET.
- ★ WE WILL SPEAK AS ONE VOICE.

December 7, 2023

Syracuse Arts Academy Board Meeting Agenda Thursday, December 7, 2023

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



NOTE: *It is possible that the SAA Board of Directors may be utilizing an electronic meeting component with one or more of their members.*

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

Agenda

2023-2024 School Priorities

Schoolwide Unity, Cooperation & Collaboration

Expansion of Arts Integration

Maximize All Data Sources to Improve Student Instruction and Performance

5:30 PM – Call to Order

- Welcome by Mary Johnston (1 minute)
 - Board Mission – Nate Schow (1 minute)
 - School Vision – Dale Pfister (1 minute)

5:33 PM – PUBLIC COMMENT (Comments will be limited to 3 minutes each)

- [2024-2025 School Fee Schedule](#)
- [Fee Waiver Policy](#)

5:33PM – REPORTS

- Administration
 - State of the School – Dale Pfister (10 minutes)
 - [Current Enrollment](#) (Aspire)
- Board of Directors
 - [Financial Review](#) – Rene Dreiling (2 minutes)

5:45 PM – CONSENT ITEMS

- [Ratify New Hires](#)
- [October 26, 2023 Board Meeting Minutes](#)

5:46 PM – VOTING ITEMS

- [2024-2025 School Calendar](#) – Dale Pfister (2 minutes)
- [Baseball Field Bleachers](#) – Dale Pfister (2 minutes)

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- [Upgrade to Firetrol Alarm System](#) – Dale Pfister (2 minutes)
- [LEA-Specific Educator License](#) – Dale Pfister (2 minutes)
- [Rescind Reuse & Disposal of Textbooks Policy](#) – Dale Pfister (2 minutes)
- [Update Zions Check Signers](#) – Jon McQueary (2 minutes)
- [PTIF Resolution](#) – Jon McQueary (2 minutes)

6:00PM – DISCUSSION ITEMS

- **Calendaring Items – ALL** (5 minutes)
 - Scheduled Board Meeting Work Session on January 11th to prepare for SCSB presentation
 - SCSB Satellite Application Presentation – January 18th
 - Next Pre-Board Meeting – January 24th @ 12:30 p.m.
 - Next Board Meeting – Rescheduled from February 1st to February 8th
 - Added a Board Meeting/Work Session on February 22nd to discuss succession
 - NCSC24 Boston, MA – June 30 – July 3

6:05 PM – 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) [IF NEEDED]

6:05 PM – ADJOURN

UPCOMING CALENDAR ITEMS

February

Audit Review
 2024-2025 School Fees – 2nd Public Comment Period
 School LAND Trust Plan
 SLT Training Assurance
 Review Building Evaluation Budget
 SpEd Contracted Services Agreements (RFP)
 Lawn Service
 Board Vacancies
 Curriculum Purchases (2 Public Comment Periods)
Amend Emergency Preparedness Plan

April

Prepare Parent Survey
 Director Evaluation
 Director Bonus/Salary
 Audit Engagement Letters

June

2023-2024 Final Amended Budget
 2024-2025 Annual Budget
 2024-2025 TSSA Plan
 Liability Insurance Contract/Annual Payment
 Ratify Board Members & Terms
 Ratify Board Officers
 2024-2025 Board Meeting Schedule
 Review Positive Behavior Plan
 Mental Health Screening Determination
 Annual PPP Training & Review
 Fraud Risk Assessment/Ethical Behavior
 Annual Open Meetings Act Training

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Review Board Communication Guidelines
Ratify Lead Director
Ratify Lead Admin & Employment Agreement
Sex Education Instruction Committee

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SAA Board of Directors Meeting Thursday, December 7, 2023

Action Item: *2024-2025 Fee Schedule*

Issue:

The School (“SAA”) needs to adopt a fee schedule for the 2024-2025 school year.

Background:

SAA charges a variety of school fees, including required fees for courses and activity supplies for junior high students, as well as other fees for all students (junior high and elementary) who choose to participate in optional courses, programs, activities, and sports provided by SAA.

Per state law, if a school charges any school fees, the school must approve a fee schedule for the upcoming school year by April 1 before the school year begins. In addition, prior to the April 1 deadline, the school must also allow public comment on the proposed fee schedule at no fewer than two board meetings. A school’s fee schedule must include a description of all fees charged, the amount of any fee, an explanation of how the fees will be spent by the school, a per-student annual maximum fee amount for the school year (the maximum amount a student would pay in fees if the student participated in all activities, classes, clubs, etc. that charge a fee), and a statement notifying parents that their student might be eligible for a fee waiver.

SAA’s proposed 2024-2025 fee schedule is based on the School’s current fee schedule but includes the following changes:

- Increases the Cheer Team fee by \$200;
- Increases the NJHS fee by \$10 and amends the spend plan to clarify why the fee for first year members is higher than the fee for second- and third-year members (because the NJHS jacket is charged in the 1st year only);
- Amends the spend plan for the Extended Curricular Travel fee to include travel for the CTSO National Competition for 1st Place Utah State Winner (if applicable);
- Adds a fee for Debate;
- Adds a fee for Honor Guard; and

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- Increases the total annual maximum fee amount for students in grades 7-9 to account for the fee changes mentioned above.

SAA's proposed 2024-2025 fee schedule includes all known requirements for fee schedules under state law.

Recommendation:

(A vote on fee schedule cannot take place until the next board meeting).

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Syracuse ARTS ACADEMY

2023-2024-2025 Student Fee Schedule

The following student fees may be assessed to students of Syracuse Arts Academy as follows:

REQUIRED FEES (for all fully and partially enrolled students in grades 7-9)		
GRADE	FEES FOR COURSE AND ACTIVITY SUPPLIES AND EXPENDITURES FUNDED BY FEES (SPEND PLAN)	TOTAL FEE
7	<ul style="list-style-type: none"> Required and Elective Class Supplies: \$50 Student Activity Supplies: \$20 	\$70
8	<ul style="list-style-type: none"> Required and Elective Class Supplies: \$50 Student Activity Supplies: \$30 	\$80
9	<ul style="list-style-type: none"> Required and Elective Class Supplies: \$50 Student Activity Supplies: \$40 	\$90

FEES FOR OPTIONAL SPORTS, PROGRAMS, CLUBS, AND ACTIVITIES (for all fully and partially enrolled students in grades 7-9)		
FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL FEE
Extra-curricular Participation	<ul style="list-style-type: none"> Uniforms, coach stipend, referee pay, supplies 	\$60/Sport
Cheer Team	<ul style="list-style-type: none"> Attire, coach stipend, clinics, supplies 	\$90 <u>\$1,100</u>
NJHS (National Junior Honor Society)	<ul style="list-style-type: none"> Attire Jacket, advisor stipend, activities, supplies Note: members buy the jacket (\$30) in their 1st year but do not need to buy another jacket in their 2nd and 3rd years. So, first year member fees are \$60 and 2nd and 3rd year member fees are \$30 since they have already purchased the jacket. 	\$50 <u>Up to \$60</u>
Performance Theater Fall and Spring	<ul style="list-style-type: none"> Costumes, music, script, advisor stipend, supplies 	\$25/semester
Student Government Officers	<ul style="list-style-type: none"> School SGO Sweater, supplies 	\$250
Extended Curricular Travel	<ul style="list-style-type: none"> Travel, workshops Travel for CTSO National Competition for 1st Place Utah State Winner (if applicable) 	Up to \$1,200 per trip

	<ul style="list-style-type: none"> Limited to trips pursuant to the School's Extended-Curricular Student Travel Policy Supplies 	
Credit Recovery	<ul style="list-style-type: none"> 9th Grade Students only (per .25 credit) Teacher Stipends 	\$25
Vex Robotics	<ul style="list-style-type: none"> Coach stipend, competitions, supplies 	\$90
FBLA (Future Business Leaders of America)	<ul style="list-style-type: none"> Advisor stipend, conferences, competitions, supplies 	Up to \$192
<u>Debate</u>	<ul style="list-style-type: none"> <u>Coach stipends, competitions, awards, snacks, supplies</u> 	<u>\$60</u>
<u>Honor Guard</u>	<ul style="list-style-type: none"> <u>Advisor stipends, uniform, awards, snacks, supplies</u> 	<u>\$40</u>

**FEES FOR OPTIONAL AFTER-SCHOOL CLUBS, ACTIVITIES, AND SPORTS
(for participating students in grades identified below)**

FEE DESCRIPTION	EXPENDITURES FUNDED BY FEE (SPEND PLAN)	TOTAL FEE
Lego Robotics (grades 5-6)	<ul style="list-style-type: none"> Coach stipend, supplies 	\$90
Show Choir (grades 5-6)	<ul style="list-style-type: none"> Music, director stipend, supplies 	\$30
Grade Level Choir (1-2)	<ul style="list-style-type: none"> Music, director stipend, supplies 	\$20
Grade Level Choir (3-6)	<ul style="list-style-type: none"> Music, director stipend, supplies 	\$20
Musical/Play (grade 5-6)	<ul style="list-style-type: none"> Costumes, scripts, director stipend, supplies 	\$30

PER STUDENT (GRADES 7-9) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL

YEAR: ~~\$2,9073,217~~

This amount reflects the total student fees any student in grades 7-9 would be required to pay if the student participated in all courses, programs, and activities provided, sponsored, or supported by the School for students in grades 7-9 for the year.

PER STUDENT (GRADE 5-6) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL

YEAR: ~~\$150~~

This amount reflects the total student fees any student in grades 5- 6 would be required to pay if the student participated in all after-school courses, programs, and activities provided, sponsored, or supported by the School for students in grade 5-6 for the year.

PER STUDENT (GRADES K-4) ANNUAL MAXIMUM FEE AMOUNT FOR SCHOOL

YEAR: ~~\$40~~

This amount reflects the total student fees any student in regular Kindergarten through grade 4 would be required to pay if the student participated in all after-school courses, programs, and activities provided, sponsored, or supported by the School for students in Kindergarten through grade 4 for the year.

Student Withdrawal Refund Payment Rate for Grade 7-9 Required Fees	
STUDENT WITHDRAWAL DATE	REFUND PAYMENT RATE
Prior to Mid-Term of Term 1	100% Refund Payment
After Mid-Term of Term 1 and Prior to Mid-Term of Term 2	75% Refund Payment
After Mid-Term of Term 2 and Prior to Mid-Term of Term 3	50% Refund Payment
After Mid-Term of Term 3 and Prior to Mid-Term of Term 4	25% Refund Payment
After Mid-Term of Term 4	No Refund Payment

Notice to Parents: Your student may be eligible to have one or more of their fees waived. For information on fees and fee waivers, please contact an administrator at the School and/or review the school fees materials provided on the School's website~~in your registration materials~~ (School Fees Notices, Fee Waiver Policy, Fee Waiver Applications, Fee Waiver Decision and Appeal Form, etc.). If your student files a fee waiver request with the School and the request is denied, you may appeal the School's decision.

[Back to Agenda](#)

Syracuse Arts Academy Fee Waiver Policy



PURPOSE

Syracuse Arts Academy (the “School”) must abide by the Utah State Board of Education rules which direct the School’s Board of Directors (the “Board”) to implement a policy regarding student fees. The purpose of this policy is to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in School-sponsored activities.

POLICY

Under the direction of the Board, the School’s Lead Director is authorized to administer this policy and is directed to do so fairly, objectively, and without delay, and in a manner that avoids stigma and unreasonable burdens on students or parents/guardians.

Definitions

"Co-curricular activity" means an activity, course, or program that:

- (a) is an extension of a curricular activity;
- (b) is included in an instructional plan and supervised or conducted by a teacher or educational professional;
- (c) is conducted outside of regular School hours;
- (d) is provided, sponsored, or supported by the School;
- (e) includes a required regular School day activity, course, or program.

“Curricular activity” means an activity, course, or program that is:

- (a) intended to deliver instruction;
- (b) provided, sponsored, or supported by the School; and
- (c) conducted only during School hours.

"Extracurricular activity"

- (a) means an activity, a course, or a program that is:
 - (i) not directly related to delivering instruction;
 - (ii) not a curricular activity or co-curricular activity; and
 - (iii) provided, sponsored, or supported by the School.
- (b) does not include a noncurricular club as defined in Section 53G-7-701.

"Fee" means something of monetary value requested or required by the School as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by the School. This includes money or something of monetary value raised by a student or the student's family through fundraising.

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“Instructional equipment”

- (a) means an activity-related, course-related, or program-related tool or instrument that:
 - (i) is required for a student to use as part of an activity, course, or program in a secondary school;
 - (ii) typically becomes the property of the student upon exiting the activity, course, or program, and
 - (iii) is subject to a fee waiver;
- (b) includes:
 - (i) shears or styling tools;
 - (ii) a band instrument;
 - (iii) a camera;
 - (iv) a stethoscope; or
 - (v) sports equipment, including a bat, mitt, or tennis racket.
- (c) does not include school equipment.

“Instructional supply” means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school and includes:

- (a) prescriptive footwear;
- (b) brushes or other art supplies, including clay, pain, or art canvas;
- (c) wood for wood shop;
- (d) Legos for Lego robotics;
- (e) film; or
- (f) filament used for 3D printing.

"Maintenance of School equipment" means a cost, payment, or expenditure related to storing, repairing, or keeping School equipment in good working condition. It does not include the cost related to end-of-life replacement.

"Non-waivable charge" means a cost, payment, or expenditure that:

- (a) is a personal discretionary charge or purchase, including:
 - (i) a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - (ii) a charge for college credit related to the successful completion of:
 - (A) a concurrent enrollment class; or
 - (B) an advanced placement examination; or
 - (iii) except when requested or required by the School, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- (b) is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- (c) by Utah Code, federal law, or State Board of Education rule is designated not to be a fee, including:
 - (i) a school uniform as provided in Utah Code § 53G-7-801;
 - (ii) a school lunch; or

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- (iii) a charge for a replacement for damaged or lost School equipment or supplies.

"Provided, sponsored, or supported by the School"

(a) means an activity, class, program, fundraiser, club, camp, clinic, or other event that:

(i) is authorized by the School; or

(ii) satisfies at least one of the following conditions:

(A) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by the School, or a School employee in the employees School employment capacity;

(B) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the School's facilities, equipment, or other School resources; or

(C) the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the School's activity funds or minimum school program dollars.

(b) does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

"Provision in lieu of fee waiver"

(a) means an alternative to fee payment or waiver of fee payment; and

(b) does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

"Requested or required by the School as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

(a) fully participate in school or in a School activity, class, or program;

(b) successfully complete a School class for the highest grade; or

(c) avoid a direct or indirect limitation on full participation in a School activity, class, or program, including limitations created by:

(i) peer pressure, shaming, stigmatizing, bullying, or the like; or

(ii) withholding or curtailing any privilege that is otherwise provided to any other student.

"School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school and includes a saw or 3D printer.

"Something of monetary value"

(a) means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services; and

(b) includes:

(i) charges or expenditures for a School field trip or activity trip, including related transportation, food, lodging, and admission charges;

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- (ii) payments made to a third party that provide a part of a School activity, class, or program;
- (iii) classroom textbooks, supplies or materials;
- (iv) charges or expenditures for school activity clothing; and
- (v) a fine, except for a student fine specifically approved the School for:
 - (A) failing to return School property;
 - (B) losing, wasting, or damaging private or School property through intentional, careless, or irresponsible behavior; or
 - (C) improper use of School property, including a parking violation.
- (c) does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.

“Textbook”

- (a) means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material;
- (b) includes:
 - (i) a hardcopy book or printed pages of instructional material, including a consumable workbook;
 - (ii) computer hardware, software, or digital content; and
 - (iii) the maintenance costs of School equipment.
- (c) does not include instructional equipment or instructional supplies.

“Waiver” means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.

General School Fees Provisions

The School may only collect a fee for an activity, class, or program provided, sponsored, or supported by the School consistent with School policies and state law.

Beginning with the 2021-2022 school year:

- (a) if the School imposes a fee, the fee shall be equal to or less than the expense incurred by the School in providing for a student the activity, course, or program for which the School imposes a fee; and
- (b) the School may not impose an additional fee or increase a fee to supplant or subsidize another fee.

Beginning with the 2022-23 school year, the School may not sell textbooks or otherwise charge a fee for textbooks or the maintenance costs of School equipment as provided in Section 53G-7-602, except for a textbook used for a concurrent enrollment or advanced placement course.

All fees are subject to the fee waiver requirements of this policy.

Fees for Classes & Activities During the Regular School Day

Fees for Students in Kindergarten through Sixth Grade

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No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies (except as provided below), or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own student supplies. However, the School or teacher may provide to a student's parent or a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis student supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

The School may charge a fee to a student in grade six if all of the following are true:

- (a) the School has students in any of the grades seven through twelve;
- (b) the School follows a secondary model of delivering instruction to the School's grade six students; and
- (c) The School annually provides notice to parents that the School will collect fees from grade six students and that the fees are subject to waiver.

Fees for Students in Seventh through Ninth Grade

Fees may be charged in grades 7-9 in connection with an activity, class, or program provided, sponsored, or supported by the School that takes place during the regular school day if the fee is approved as provided in this policy and state law. All such fees are subject to waiver. In addition, if an established or approved class requires payment of fees or purchase of items (i.e., tickets to events, etc.) in order for students to fully participate and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the fees or costs for the class are subject to waiver.

In project related courses, projects required for course completion will be included in the course fee.

Secondary students may be required to provide their own student supplies, subject to the fee waiver requirements of this policy.

Fees for Optional Projects

The School may require students at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project. A student may not be required to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course. The School will avoid allowing high cost additional projects, particularly when authorizing an additional discretionary

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project results in pressure on a student by teachers or peers to also complete a similar high cost project.

Fees for Activities Outside of the Regular School Day

Fees may be charged in all grades for any School-sponsored activity that does not take place during the regular school day if participation in the activity is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board, as provided below.

Activities that use the School facilities outside the regular school day but are not provided, sponsored, or supported by the School (i.e., programs sponsored by the parent organization and/or an outside organization) may charge for participation, and fee waivers are not available for these charges.

An activity, class, or program that is provided, sponsored, or supported by the School outside of the regular School day or School year calendar is subject to this policy and state law regardless of the time or season of the activity, class, or program.

Fee Schedule

The Board will approve a Fee Schedule at least once each year on or before April 1. The Fee Schedule will establish the maximum fee amount per student for each activity and the maximum total aggregate fee amount per student per school year. No fee may be charged or assessed in connection with an activity, class, or program provided, sponsored, or supported by the School, including for a curricular, co-curricular or extracurricular activity, unless the fee has been set and approved by the Board, is equal to or less than the established maximum fee amount for the activity, and is included in the approved Fee Schedule.

The School will encourage public participation in the development of the Fee Schedule and related policies.

Before approving the School's Fee Schedule, the School will provide an opportunity for the public to comment on the proposed Fee Schedule during a minimum of two public Board meetings. In addition to the standard notice of Board meetings under the Open and Public Meetings Act, the School will provide notice of these Board meetings using the same form of communication regularly used by the administration to communicate with parents.

After the Fee Schedule is adopted, the Board may amend the Fee Schedule using the same process.

Maximum Fee Amounts

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

In connection with establishing the Fee Schedule, the Board will establish a per student annual maximum fee amount that the School may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by the School for the year. This is a maximum total aggregate fee amount per student per School year.

The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

The amount of revenue raised by a student through an individual fundraiser for an activity, as well as the total per student amount expected to be received through required group fundraising for an activity, will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

Notice to Parents

The Lead Director will annually provide written notice of the School's Fee Schedule and Fee Waiver Policy to the parent or guardian of each student in the School by ensuring that a written copy of the School's Fee Schedule and Fee Waiver Policy is included with all registration materials provided to potential or continuing students each year.

The School will also post the following on its website each school year:

- (a) The School's Fee Schedule, including maximum fee amounts, and Fee Waiver policy;
- (b) The School's fee waiver application;
- (c) The School's fee waiver decision and appeals form; and
- (d) The School's fee notice(s) for families.

Donations

The School may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the School and receipt of the donation will not affect participation by an individual student.

A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

The School may solicit and accept a donation or contribution in accordance with the School's policies, including the Donation and Fundraising Policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.

If the School solicits donations, the School: (a) shall solicit and handle donations in accordance with policies and procedures established by the School; and (b) may not place any undue burden on a student or family in relation to a donation.

Fee Collection

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

The School may pursue reasonable methods for obtaining payment for fees and for charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school, an activity, a class, or a program that is provided, sponsored, or supported by the School during the regular school day; refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts, as a result of unpaid fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53G-8-212 until the student or the student's parent has paid for the damages, but may not withhold a student's records required for student enrollment or placement in a subsequent school.

A reasonable charge may be imposed by the School to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. No charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Consistent with Utah Code § 53G-6-604, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

Budgeting and Spending Revenue Collected Through Fees

The School will follow the general accounting standards described in Rule R277-113 for treatment of fee revenue.

Beginning with the 2020-2021 school year, the School will establish a spend plan for the revenue collected from each fee charged. The spend plan will (a) provide students, parents, and employees transparency by identifying a fee's funding uses; (b) identify the needs of the activity, course, or program for the fee being charged and include a list or description of the anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

The School will establish a procedure to identify and address potential inequities due to the impact of the number of students who receive fee waivers at each campus.

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The School will distribute the impact of fee waivers across the School's campuses so that no campus carries a disproportionate share of the School's total fee waiver burden.

School Fee Collections & Accounting Procedures

It is the responsibility of the Lead Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Lead Director. Students may not collect fees.

Beginning in the 2020-21 school year, the School may not use revenue collected through fees to offset the cost of fee waivers by requiring students and families who do not qualify for fee waivers to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers. However, the School may notify students and families that the students and families may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families.

Fee Waiver Provisions

To ensure that no student is denied the opportunity to participate in a class or activity that is provided, sponsored, or supported by the School because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers. Fee waivers or other provisions in lieu of fee waivers will be available to any student whose parent cannot pay a fee.

All fees are subject to waiver.

Non-waivable charges are not subject to waiver.

Fee Waiver Administration

The Lead Director will administer this policy and will review and grant fee waiver requests. The process for obtaining waivers or pursuing alternatives will be administered in accordance with this policy, fairly, objectively, and without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

The School will not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students. The process for obtaining waivers or pursuing alternatives will create no visible indicators that could lead to identification of fee waiver applicants.

The process for obtaining waivers or pursuing alternatives will comply with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA). The School may not identify a student on fee waiver to students, staff members, or other

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persons who do not need to know. As a general rule, teachers and coaches do not need to know which students receive fee waivers. Students may not assist in the fee waiver approval process.

Fee Waiver Eligibility

A student is eligible for a fee waiver if the School receives verification that:

- (a) In accordance with Utah Code § 53G-7-504(4), family income falls within levels established annually by the State Superintendent and published on the Utah State Board of Education website;
- (b) The student to whom the fee applies receives Supplemental Security Income (SSI). If a student receives SSI, the School may require a benefit verification letter from the Social Security Administration;
- (c) The family receives TANF or SNAP funding. If a student's family receives TANF or SNAP, the School may require the student's family to provide the School an electronic copy or screenshot of the student's family's eligibility determination or eligibility status covering the period for which the fee waiver is sought from the Utah Department of Workforce Services; or
- (d) The student is in foster care through the Division of Child and Family Services or is in state custody. If a student is in state custody or foster care, the School may rely on the youth in care required intake form or school enrollment letter provided by a caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

The School will not maintain copies of any documentation provided to verify eligibility for a fee waiver.

The School will not subject a family to unreasonable demands for re-qualification.

The School may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the foregoing provisions but who, because of extenuating circumstances, is not reasonably capable of paying the fee.

The School may charge a proportional share of a fee or a reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

The School may retroactively waive fees if eligibility can be determined to exist before the date of the fee waiver application.

Fee Waiver Approval Process

The Lead Director will inform patrons of the process for obtaining waivers and will provide a copy of the standard fee waiver application on the School's website and in registration materials each year.

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The Lead Director will review fee waiver applications within five (5) school days of receipt. If the School denies a request for a fee waiver, the School will provide the decision to deny a waiver in writing and will provide notice of the procedure for appeal in the form approved by the Utah State Board of Education.

Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

Each year the School will maintain documentation regarding the number of School students who were given fee waivers, the number of School students who worked in lieu of fee waivers, the number of School students who were denied fee waivers, the total dollar value of student fees waived by the School, and the total dollar amount of all fees charged to students at the School, as this information may be requested by the Utah State Board of Education as part of its monitoring of the School's school fees practices.

Appeal Process

Denial of eligibility for a waiver may be appealed in writing to the Principal or Lead Director within ten (10) school days of receiving notice of denial. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Principal or Lead Director to discuss the parent's concerns. If, after meeting with the Principal or Lead Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

Alternatives to Fees and Fee Waivers

The School may allow a student to perform service or another approved task (as described in Utah Code § 53G-7-504(2)) in lieu of paying a fee or, in the case of an eligible student, in lieu receiving a fee waiver, but such alternatives may not be required. If the School allows an alternative to satisfy a fee requirement, the Principal or Lead Director will explore with the interested student and his or her parent/guardian the alternatives available for satisfying the fee requirement, and parents will be given the opportunity to review proposed alternatives to fees and fee waivers. However, if a student is eligible for a waiver, textbook fees must be waived, and no alternative in lieu of a fee waiver is permissible for such fees.

The School may allow a student to perform service in lieu of paying a fee or receiving a fee waiver if: (a) the School establishes a service policy or procedure that ensure that a service assignment is appropriate to the age, physical condition, and maturity of the student; (b) the School's service policy or procedure is consistent with state and federal laws, including Section 53G-7-504 regarding the waiver of fees and the federal Fair Labor Standards Act, 29 U.S.C. 201; (c) the service can be performed within a reasonable period of time; and (d) the service is at least equal to the minimum wage for each hour or service.

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A student who performs service may not be treated differently than other students who pay a fee.

The service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

The School will transfer the student's service credit to another LEA upon request of the student.

The School may make an installment payment plan available for the payment of a fee. Such a payment plan may not be required in lieu of a fee waiver.

Annual Review, Approval, and Training

The Board will review and approve this policy annually.

The School will develop a plan for at least annual training of School employees on fee-related policies specific to each employee's job functions.

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[Back to Agenda](#)

Enrollment

Enrollment	Schools	Status	Race	Sex											
<u>Active Students</u>	Grade:	K	1	2	3	4	5	6	7	8	9	Total			
Syracuse Arts Academy - North		103	102	102	107	108	103	106					731		
Syracuse Arts Academy - Antelope		68	76	79	77	79	78	82	167	144	141		991		
Effective 12/6/2023		171	178	181	184	187	181	188	167	144	141		1722		

Special Programs	ELL	IEP	YIC	Misc.		
Type					Current	Registered
AU - Autism					36	
DD - Developmental Delay					10	
BD - Emotional Disturbance					1	
HI - Hearing Impairment/Deafness					1	
ID - Intellectual Disability					1	
OH - Other Health Impairment					83	
SL - Specific Learning Disability					90	
CD - Speech/Language Impairment					92	
VI - Visual Impairment					1	
All IEP Students					315	0

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[Back to Agenda](#)

Syracuse Arts Academy Statement of Activities

Created on November 10, 2023
For Prior Month

Syracuse Arts Academy

	Annual June 30, 2024 Budget	Year-to-Date October 31, 2023 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	864,050	498,983	57.7 %
Revenue From State Sources	18,365,041	6,251,837	34.0 %
Revenue From Federal Sources	608,440	52,553	8.6 %
Total Income	19,837,531	6,803,373	34.3 %
Expenses			
Instruction/Salaries	10,218,400	2,475,720	24.2 %
Employee Benefits	3,350,000	745,902	22.3 %
Purchased Prof & Tech Serv	1,498,000	439,977	29.4 %
Purchased Property Services	2,500,000	609,730	24.4 %
Other Purchased Services	362,100	137,773	38.0 %
Supplies & Materials	1,767,500	1,032,232	58.4 %
Property	40,000	24,867	62.2 %
Debt Services & Miscellaneous	2,407,700	853,054	35.4 %
Total Expenses	22,143,699	6,319,255	28.5 %
Total Net Income	(2,306,168)	484,118	(21.0) %

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Syracuse Arts Academy
Statement of Financial Position
Created on November 10, 2023
For Prior Month

	Period Ending 10/31/2023	Period Ending 10/31/2022
	Actual	Actual
Assets & Other Debts		
Current Assets		
Operating Cash	9,236,208	8,993,938
Accounts Receivables	245,108	938,216
Other Current Assets	159,344	216,840
Total Current Assets	<u>9,640,660</u>	<u>10,148,994</u>
Restricted Cash	<u>3,875,964</u>	<u>3,792,385</u>
Net Assets		
Fixed Assets	41,058,040	40,734,204
Depreciation	(8,946,349)	(8,135,585)
Total Net Assets	<u>32,111,691</u>	<u>32,598,619</u>
Total Assets & Other Debts	<u><u>45,628,315</u></u>	<u><u>46,539,998</u></u>
Liabilities & Fund Equity		
Current Liabilities	609,900	414,360
Long-Term Liabilities	<u>35,526,305</u>	<u>36,340,105</u>
Fund Balance	9,007,992	8,848,846
Net Income	484,118	936,687
Total Liabilities & Fund Equity	<u><u>45,628,315</u></u>	<u><u>46,539,998</u></u>

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Statement of Financial Position

	Period Ending 10/31/2023	Period Ending 10/31/2022
	Actual	Actual
▼ Current Assets		
▼ Operating Cash		
▼ Cash		
8111-04D-001 - SAA ZB OP	2,807,691	7,826,210
8112-04D-001 - Zions Bank - Petty - SAA	1,157	2,077
8112-04D-002 - Zions Bank - Petty North - SAA	2,873	4,423
8112-04D-003 - ZB-SAA Lunch Debit	1,000	1,000
Total Cash	2,812,721	7,833,710
▼ Investments		
8120-04D-001 - PTIF - SAA	6,423,487	1,160,228
Total Investments	6,423,487	1,160,228
Operating Cash	9,236,208	8,993,938
▼ Restricted Cash		
8119-04D-008 - US Bank - 2017 Repair and Replace	250,000	250,000
8119-04D-010 - US Bank - 2017 Bond Interest	115,187	108,525
8119-04D-011 - US Bank - 2017 Tax and Insurance Escrow	108,834	89,363
8119-04D-012 - US Bank - 2017 Bond Principal	363,173	335,417
8119-04D-013 - US Bank - 2017 Expense Fund	36,267	28,587
8119-04D-015 - US Bank - 2017 Debt Service Reserve Fund	1,881,500	1,881,500
8119-04D-221 - 22 Debt Service Reserve	414,625	414,625
8119-04D-222 - 22 Interest	25,865	43,269
8119-04D-223 - 22 Principal	90,417	75,833
8119-04D-224 - 22 Expense	5,172	6,471
8119-04D-225 - 22 Project	584,925	558,796
Restricted Cash	3,875,964	3,792,385

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SAA Project Fund Analysis 12-4-2023

UDOT Cost to Cure#1		2,009,400.00
UDOT Cost to Cure#2		110,367.82
Series 2022 Bonds		7,765,000.00
	Debt Service Reserve	(414,625.00)
	Expense Account	(116,475.00)
	Tax Exempt Cost of Issuance	(254,947.00)
	Original Issue Bond Discount	(95,279.95)
	Underwriter Discount	(30,671.75)
Project Fund From Series 2022 Bonds		6,853,001.30
	UDOT Total	2,119,767.82
	Project Fund	<u>6,853,001.30</u>
 Total Funds		 8,972,769.12
 Land Purchase		 2,939,715.46
Earnest Money on Land Purchase		25,000.00
Total Land Purchase		<u>2,964,715.46</u>
 Silver Peak Engineering (Field & Building)		 195,005.78
One West Construction		
	SpEd Remodel	102,098.00
		44,902.00
		<u>147,000.00</u>
	Ring Road	298,136.15
	Field & Entrance Remodel	3,530,877.76
 Other - Piano		 10,999.99
Other -Bleachers		49,000.00
Building Expansion to Date		643,950.00
 Total Projects Expense to Date		 7,839,685.14
 Remaining Funds		 1,133,083.98
 Construction Estimate:		 1,547,000.00
Remaining Construction Exp. Est.		903,050.00
Estimated Surplus		230,033.98

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[Back to Agenda](#)



SAA Board of Director's Meeting Thursday, December 7, 2023

Consent Item: *New Hires*

Issue

The Board approves the hiring of all employees.

Background

The following people have been hired after the **AUGUST** Board meeting:

Antelope Elementary

- Free Wright, 4th Grade (to replace Aleise Bailey who took a SPED position to replace Chad McBride)

North Elementary

- Alison Blauser, SPED Teacher in Behavior Unit
- Brooke Smith, SPED Teacher in Behavior Unit

As always, each employee meets the minimum qualifications required by the state, and/or they have passed a background check.

Recommendation

It is recommended that the Board approve the new hires.

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[Back to Agenda](#)

Syracuse Arts Academy Board Meeting Minutes Thursday, October 26, 2023

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



In Attendance: Jerrad Pullum, Nate Schow, Mary Johnston, Rene Dreiling

Excused: Neil Garner

Others in Attendance: Dale Pfister, Dawn Kawaguchi, Brad Taylor, Brandon Fairbanks

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

Minutes

2023-2024 School Priorities

Schoolwide Unity, Cooperation & Collaboration

Expansion of Arts Integration

Maximize All Data Sources to Improve Student Instruction and Performance

5:30 PM – Call to Order

- Welcome by Mary Johnston
- “Traditions” – The SAA Way
 - Board Mission – Rene Dreiling

There was no PUBLIC COMMENT.

CONSENT ITEMS

- October 5, 2023 Board Meeting Minutes – There was no further discussion. **Nate Schow made a motion to approve the consent items. Rene Dreiling seconded the motion.**

The votes were as follows:

Mary Johnston – Aye

Nate Schow – Aye

Rene Dreiling – Aye

Jerrad Pullum – Aye

Motion passed unanimously.

VOTING ITEMS

- Satellite School Application – Mary Johnston turned the time over to Brandon Fairbanks. He gave a brief history on writing charters and satellites. It was an absolute pleasure to

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write this application. There may be some edits since Brandon is still looking at market analysis but he will send an update redline to the board before sending it in. The deadline has been pushed back to November 17th instead of November 1st since they announced it a bit late. There was discussion on the omittance of a budget. Jerrad wanted to make a change from arts to integrated arts on page 4 and adjust the map to be more accurate where the campuses are located as well as the two new DSD schools. There was a discussion on adding other charter schools. Brandon discussed what will happen when the board presents to the State Charter School Board. He will have a board binder and some quick facts. There was a discussion on reconfiguring the Antelope campus so that we can have room for the jr. high students with the new satellite. This will help to have more full day kindergarten classes. There was a discussion on how many portables that the surrounding DSD schools have, how we want to build out the new campus, discussion on the budget in the application, meeting a couple of days before the actual presentation meeting, and typos were identified.

- Amended Selection & Purchase of Instructional Materials Policy – Dale Pfister reviewed the Selection & Purchase of Instructional Materials Policy including the process on how the board approves material used in the classroom. There was discussion on clarification on renewals vs. new curriculum that requires board approval, state required curriculum and new social studies standards.
- Rescind Learner Validated Program Policy – Dale Pfister stated that during COVID the state allowed the school to have a temporary online learning, blended learning, etc. Because it was a temporary program, we are now back to in school learning only so we need to rescind this policy.

There was a discussion on where the school may be located.

Nate Schow made a motion to approve the following items:

- **Approve the Satellite School Application with the changes discussed;**
- **Approve the amended Selection, Approval & Purchase of Instructional Materials Policy including the name change to include “Approval” in the policy name; and**
- **Rescind the Learner Validated Program Policy.**

Jerrad Pullum seconded the motion. The votes were as follows:

Mary Johnston – Aye

Nate Schow – Aye

Rene Dreiling – Aye

Jerrad Pullum – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Calendar Items – ALL
 - Holiday Social – November 2nd
 - Next Pre-Board Meeting – November 27th @ 12:30 p.m.
 - Next Board Meeting – December 7th
 - NCSC24 Boston, MA – June 30 – July 3

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- There was a discussion on when we can address questions on the satellite.

6:17 PM – Rene Dreiling made a motion to ADJOURN. Jerrad Pullum seconded the motion.

The votes were as follows:

Mary Johnston – Aye

Nate Schow – Aye

Rene Dreiling – Aye

Jerrad Pullum – Aye

Motion passed unanimously.

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SAA Board of Directors Meeting Thursday, December 7, 2023

Action Item: 2024-2025 School Calendar

Issue:

The SAA school calendar policy states that the executive board is required to approve the upcoming school calendar on an annual basis.

Background:

A draft school calendar for the 2024-2025 school year has been created. The calendar shows all required school days totaling 180 days. The calendar includes school days, holidays, teacher preparation days, professional learning days, parent teacher conferences and beginning and ending dates for each term.

The attached calendar shows the first day of school for students is Wednesday, August 14 (DSD starts on Thursday, August 15) and the last day of school is Thursday, May 22 (same as DSD). This calendar corresponds very closely with Davis School District's 2024-25 DRAFT calendar.

DSD: NO SCHOOL DAYS	SAA: NO SCHOOL DAYS
September 2: Labor Day	September 2: Labor Day
September 20: Regular School Day	September 20: Teacher Comp Day
October 17-18: Fall Break	October 17-18: Fall Break
October 21: PD Day	October 21: Regular School Day
November 1: PD Day	November 1: PD Day
November 27: Teacher Comp Day	November 27: Thanksgiving Break
November 28-29: Thanksgiving Break	November 28-29: Thanksgiving Break
Dec. 23- Jan. 3: Christmas Break	Dec. 23- Jan. 3: Christmas Break
January 6: PD Day	January 6: Regular School Day
February 14: Regular School Day	February 14: Teacher Comp Day
March 10: PD Day	March 10: PD Day

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March 31: Teacher Comp Day	March 31: Spring Break
April 1- 4: Spring Break	April 1- 4: Spring Break

Recommendation:

It is recommended that the board approve the 2024-2025 school calendar.

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Antelope Campus (K-9)

Elem. K-6: 2893 W. 1700 S. JH 7-9: 2965 W. 1700 S. Syracuse, UT 84075
 801-779-2066 (K-6 Office) 801-784-5211 (7-9 Office)
 801-779-2087 (K-6 Fax) 801-784-5209 (7-9 Fax)



North Campus (K-6)

357 S. 1550 W. Syracuse, UT 84075
 801-827-0540 (Office)
 801-774-9270 (Fax)

Grade *FDK-6 Schedule: 8:15 AM - 3:15 PM (*Early Out 8:15 AM -12:45 PM)
 AM Kindergarten Schedule: 8:15 AM -11:15 AM (*Early Out 8:15 AM- 10:15 AM)
 PM Kindergarten Schedule: 12:15 PM-3:15 PM (*Early Out 10:45 AM-12:45 PM)
 Jr. High Schedule: 8:00 AM - 3:00 PM (*Early Out 8:00 AM-12:30 PM)

School Year 2024 - 2025

www.syracuseartsacademy.org

Early Out Every Friday

Grades *FDK-6 Schedule: 8:30 AM - 3:30 PM (*Early Out 8:30 AM- 1:00 PM)
 M Kindergarten Schedule: 8:30 AM -11:30 AM (*Early Out 8:30 AM -10:30 AM)
 PM Kindergarten Schedule: 12:30 PM-3:30 PM (*Early Out 11:00 AM-1:00 PM)

2024-2025 SCHOOL YEAR CALENDAR

2024-2025 SCHOOL YEAR AT A GLANCE

July 2024							August 2024							September 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 2024							November 2024							December 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				30

January 2025							February 2025							March 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4						1								1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April 2025							May 2025							June 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

*FDK= Full Day Kindergarten
 *Number of Days per Term include Teacher Comp Days and Teacher Professional Learning Days

SAA Board Approved:

August 6	Junior High Kick-Off (4-7 pm)
August 7-9, 12	Teacher Preparation Days
August 12	Back to School Night (North Campus and Antelope Campus)
August 13	Teacher Professional Learning Day / No School
August 14	1st Day of School/Term 1 Begins for Grades 1-9
August 14-16	Early Out -Grades 1-9
August 14-16	Kindergarten Testing
August 19	Kindergarten Begins
September 2	Labor Day / No School
September 18-19	Parent-Teacher Conference / Early Out
September 20	Teacher Comp Day / No School
October 16	Term 1 Ends/Early Out
October 17-18	Fall Break / No School
October 21	Term 2 Begins
November 1	Teacher Professional Learning Day / No School
November 27-29	Thanksgiving Break / No School
December 20	Term 2 Ends / Early Out
Dec. 23 - Jan. 3	Christmas Break / No School
January 6	Term 3 Begins
January 20	Martin Luther King Jr. Day / No School
January 21	Teacher Professional Learning Day / No School
February 12-13	Parent-Teacher Conference / Early Out
February 14	Teacher Comp Day / No School
February 17	Presidents' Day / No School
March 7	Term 3 Ends
March 10	Teacher Professional Learning Day / No School
March 11	Term 4 Begins
March 31-April 4	Spring Break / No School
April 16-17	Parent-Teacher Conference / Early Out
April 18	Teacher Comp Day / No School
May 22	Last Day of School / Term 4 Ends / Early Out
May 23	Teacher Preparation/Check Out Day
May 26	Memorial Day

***TOTAL TERM/SCHOOL DAYS**

Term 1: August 14 - October 16	46
Term 2: October 21 - December 20	42
Term 3: January 6 - March 7	43
Term 4: March 11 - May 22	49
Total	180

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

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2024-2025 SAA Elementary

MONTH	STUDENT DAYS PER MONTH	FULL DAYS	EARLY RELEASE DAYS	TEACHER COMP DAYS	LEGISLATIVE PD DAYS	NEW TEACHERS ONLY WORK DAYS	ALL TEACHERS ONLY WORK DAYS	TEACHER DAYS PER MONTH	STUDENT HOUR CALCULATIONS	STUDENT FULL DAYS	STUDENT EARLY RELEASE DAYS
August	14	8	5		1		4	18	Start	8:15 AM	8:15 AM
September	20	14	5	1				20	End	3:15 PM	12:45 PM
October	21	17	4					21	Elapsed Time	420.00	270.00
November	18	14	3		1			18	Passing Time		
December	15	12	3					15	Lunch	30	30
January	19	14	4		1			19	Total Minutes	390.00	240.00
February	19	13	5	1				19	EMPLOYMENT AGREEMENT INFORMATION		
March	20	15	4		1			20	DAYS	NEW TEACHERS	RETURNING TEACHERS
April	18	13	4	1				18	Start Date	8/7/24	8/7/24
May	16	12	4				1	17	End Date	5/23/25	5/23/25
June	0							0	22-23 Work Days	185	185
Total Days	180	132	41	3	4	0	5	185	24-25 Work Days	185	185
Total Hours	1064.50	858.00	164.00	16.50	26.00	N/A	N/A	N/A	Difference	0	0

2024-2025 SAA Jr. High

MONTH	STUDENT DAYS PER MONTH	FULL DAYS	EARLY RELEASE DAYS	TEACHER COMP DAYS	LEGISLATIVE PD DAYS	NEW TEACHERS ONLY WORK DAYS	ALL TEACHERS ONLY WORK DAYS	TEACHER DAYS PER MONTH	STUDENT HOUR CALCULATIONS	STUDENT FULL DAYS	STUDENT EARLY RELEASE DAYS
August	14	8	5		1		4	18	Start	8:00 AM	8:00 AM
September	20	14	5	1				20	End	3:00 PM	12:30 PM
October	21	17	4					21	Elapsed Time	420.00	270.00
November	18	14	3		1			18	Passing Time	24	20
December	15	12	3					15	Lunch	30	30
January	19	14	4		1			19	Total Minutes	366.00	220.00
February	19	13	5	1				19	EMPLOYMENT AGREEMENT INFORMATION		
March	20	15	4		1			20	DAYS	NEW TEACHERS	RETURNING TEACHERS
April	18	13	4	1				18	Start Date	8/7/24	8/7/24
May	16	12	4				1	17	End Date	5/23/25	5/23/25
June	0							0	23-24 Work Days	185	185
Total Days	180	132	41	3	4	0	5	185	24-25 Work Days	185	185
Total Hours	996.43	805.20	150.33	16.50	24.40	N/A	N/A	N/A	Difference	0	0

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[Back to Agenda](#)



SAA Board of Directors Meeting Thursday, December 7, 2023

Action Item: *Baseball Outdoor Bleacher Purchase*

Issue:

In accordance with the School's purchasing policy, all invoices that exceed \$25,000 must be approved by the Syracuse Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background:

The School's administration is requesting that the Board approve this purchase of two outside aluminum bleachers for the baseball field.

As we anticipate the final phase of the baseball field completion and the upcoming Spring baseball season, it becomes necessary to purchase bleachers for patrons to sit on to enjoy the games.

Following procurement rules, two bids were obtained for two, 10 row, 21 foot long, 110-person capacity bleachers with chain link guardrails. ADPL LEMCO submitted a bid of \$48,838. Norcon Industries submitted a bid of \$60,984.66.

Lead time for the installation is approximately 12 weeks. By purchasing these bleachers now we can be ready for the opening of baseball season on our wonderful new field.

Funds from the bond proceeds will be used to purchase the bleachers.

Recommendation:

It is recommended that the Board approve the purchase of two bleachers from ADP LEMCO for \$48,838.

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13702 S 200 W B9
 Draper, UT 84020
 Phone # 801-280-4000

GENERAL BID

Date	QUOTE #
11/15/2023	15586

PROJECT NAME:
ACADEMICA WEST
290 NORTH FLINT STREET SUITE A
KAYSVILLE, UT 84037

LOCATION:
SYRACUSE ARTS ACADEMY
SYRACUSE, UT 84075

PROJECT MANAGER

SCHYLER SOMMER	SSOMMER@ADPLEMCO.COM
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THIS BID IS LIMITED TO ITEMS, SIZES, QUANTITIES, AND SPECIFICATIONS ON THIS QUOTE ONLY AND IS BASED ON ADP LEMCO PRODUCTS UNLESS OTHERWISE SPECIFIED HEREIN. IF THERE ARE ANY DISCREPANCIES PLEASE CONTACT ESTIMATOR FOR A REVISED PRICE

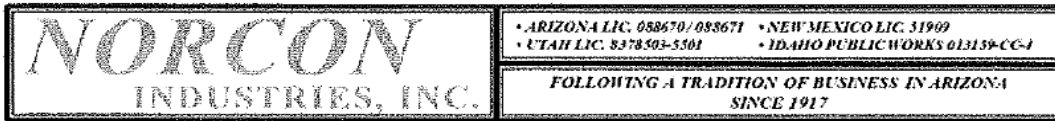
SECTIONS	ADDENDA
LEAD TIME (WEEKS)	CONTRACTOR LICENSE
8-10	

Qty	Description
1	ALUMINUM BLEACHERS (FIXED) INCLUDES: (2) 10' ROW X 21' NON-ELEVATED BLEACHER UNITS 10" NOMINAL TREAD PLANKS 8" RISE ALUMINUM FRAME 17" FRONT ROW SEAT HEIGHT CHAIN LINK GUARDRAIL AISLE SEATING CAPACITY PER UNIT - 113
1	FREIGHT OUT
1	INSTALLATION
	EXCLUSIONS: 1. SALES AND USE TAX 2. PE STAMPED DRAWINGS 3. CONCRETE WORK (CONCRETE PAD TO BE IN PLACE)

Total \$48,838.00

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October 12, 2023

PROJECT: Syracuse Arts Academy

ATTENTION: Kirk Blake

WE ARE PLEASED TO OFFER **BUDGET** PRICING FOR THE ABOVE PROJECT AS FOLLOWS:

OUTDOOR GRANDSTANDS by NRS

- (3) ea. 10 Row x 21' Non-Elevated Bleachers - NA
- Aluminum Angle Frame Understructure
- Double Mill Finish Foot Planks with Aluminum End Caps
- 1x6 Mill Finish Riser Rows, 2-9, (2) 1x6 Top Row Risers
- (1) 48" Vertical Aisle with Mid-Aisle Handrails
- Chain-link Guardrail System
- Concrete Anchors

Price for all, including freight and complete installation:

\$91,477.00 for 3

NOTE: Estimated shipping time is 8-10 weeks after order entry, with factory installation

~~60,984.66 for 2~~

WE ACKNOWLEDGE 00 ADDENDUM

PRICING IS GOOD FOR 30 DAYS

Respectfully,

Dave Beck
Norcon Industries Inc.
801-803-8766

5412 E. CALLE CERRITOS	GUADALUPE, AZ 85283	PHONE: (480) 839-2324	FAX: (480) 839-2281
2840 W. RUTHRAUFF RD., STE. 140P	TUCSON, AZ 85705	PHONE: (520) 325-5752	FAX: (520) 325-5753
1905 VILLA PARK LANE	HOLLADAY, UT 84121	PHONE: (801) 803-8766	NO FAX NUMBER
Send all Remittances & Secure Documents to: Norcon Industries, Inc. • P.O. Box 61988 • Phoenix, AZ 85082-1988			

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[Back to Agenda](#)



SAA Board of Directors Meeting Thursday, December 7, 2023

Action Item: *Firetrol J.H. Fire Alarm Device Upgrade*

Issue:

In accordance with the School's purchasing policy, all invoices that exceed \$25,000 must be approved by the Syracuse Academy Board of Directors. This includes all purchases from a single vendor in a 30-day period.

Background:

Firetrol is doing the fire suppression work on the performing arts addition at the Junior High. It was discovered after the bid process was complete and the contract was awarded to One West Construction that the existing system has old unsupported devices that we can no longer get. Because of this, we are unable to add devices for the new addition because you can't have devices of different protocols on the same panel as they won't communicate.

Attached is a proposal to replace the addressable devices with the new, supported protocol so the addition can be completed. Please note that the fire alarm control panel, power supplies, horn strobes, and CO detectors are proposed to remain since they will still function properly with the new devices.

Funds from bond proceeds will be used to pay for this upgrade.

Please see the attached proposal in the Board packet.

Recommendation:

It is recommended that the Board approve the upgrade of the fire alarm devices not to exceed \$26,225.

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In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Firetrol Protection Systems, Inc.
 3696 West 900 South, Suite A
 Salt Lake City, Utah 84104
 Phone (801) 485-6900
 Fax (801) 485-6902
 Email aharris@firetrol.net



FIRETROL Protection Systems

Sales Proposal

Project: Syracuse Arts Academy Middle School
 2965 West 1700 South
 Syracuse, Utah 84075

Quote Date: October 30, 2023
Quote Expiration: November 29, 2023

Kirk Blake
 Syracuse Arts Academy Middle
 290 North Flint Street, Suite A
 Kaysville, Utah 84037
 (801) 444-9378
 kirk@academicawest.com

Quote Number - AH 3583

Addressable Fire Alarm System Material

Quantity	Part Number	Description
2	SLC-PM	Signaling Line Expansion Card
38	ASD-PL3-BP	Addressable Photoelectric Smoke Detector
2	ATD-L3	Addressable Thermal Detector
40	B300-6-BP	Detector Base
2	MS-7AF-BP	Addressable Dual Action Pull Station
44	AMM-2F	Addressable Monitor Module
33	AOM-2RF-BP	Addressable Control Module
1	AOM-2SF	Addressable Signal Module
1	INSTALL MATERIALS	Minimum Conduit, Wire, Boxes, Fittings, Hangers, Etc.

Design and Support Services

Quantity	Part Number	Description
1	PANEL TERMINATION	Labor to Terminate Wiring in the Control Panel and Power Supplies
1	PROGRAM	Labor to Program and Test the Fire Alarm System

Thank you for considering Firetrol. If you decide not to buy from us, please provide any feedback that could help us better serve you in the future.

Please contact Andy Harris with any questions.

Subtotal	\$26,225.00
Tax	\$0.00
Freight	Included
Total	\$26,225.00

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SAA Board of Directors' Meeting Thursday, December 7, 2023

Action Item: *LEA-Specific Educator Licenses*

Issue:

The School's administration is requesting that the following be candidates for an LEA-specific educator license:

Antelope Campus

- Kaylee Bayn – Secondary License with a Math Level 4 secondary Math endorsement
- Tricia Wright – Elementary License

Background:

USBE recently revised the requirements for obtaining a teaching license in Utah. Previously, while an educator was completing the necessary requirements for a license in their area of expertise, an authorization letter was given so that the educator was considered “highly qualified” to teach while they completed their work. The new rules allow an LEA to grant an LEA Specific License during the time an educator is completing those requirements (replacing the authorization letter). SAA has several teachers who are completing work to obtain their Utah teaching license and who need an LEA Specific License.

Under the School's LEA-Specific Educator License Policy, the School's administration proposes to the Board of Directors individuals the administration feels are good candidates for an LEA-specific educator license. An LEA-specific educator license is a temporary license that teachers may teach under while they are in the process of completing the requirements for an associate or professional license. An LEA-specific educator license can be valid for one, two, or three years.

The School's administration has followed the processes and considered the criteria outlined in the Policy with respect to proposing the candidates named above to the Board, including vetting and interviewing the candidate. The School's administration has also provided the Board with an explanation and rationale for requesting an LEA-specific educator license for the candidate.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

The Board believes that it is appropriate under the policy to approve the administration's request for an LEA-specific educator license for the candidate named above.

Recommendation:

It is recommended that the Board approve the request for an LEA-specific license for Kaylee Bayn for a secondary license with a math level 4 secondary math endorsement and Tricia Wright for an elementary license both for three years.

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SY23-24 LEA-S(pecific) Requests

LEA (District or Charter) Name	Date LEA's Board Met	CACTUS ID	Last Name	First Name	Years Approved (1, 2, 3)	Is this a RENEWAL Request from SY22-23? (Y/N)	License Area 1	Endorsement 1	Rational/Motions	Is Educator's Assignment in CACTUS? (Y/N)	Has LEA Specific tab in CACTUS been completed? (Y/N)	Does Educator Have a current BACKGROUND check? (Y/N)	Does Educator Have a current ETHICS check? (Y/N)
<i>Granite SD</i>	<i>1/5/21</i>	<i>999999</i>	<i>Example</i>	<i>Educator</i>	<i>3</i>	<i>N</i>	<i>Secondary</i>	<i>Math Level 3</i>	<i>Educator is enrolling in EPP Fall 2021</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>
Syracuse Arts Academy	12/7/23	766428	Bayn	Kaylee	3	N	Secondary	Math Level 4 Secondary Math	Educator is finishing a university program.			Y	Y
Syracuse Arts Academy	12/7/23	797202	Wright	Frecia	3	N	Elementary		Educator is working on the out of state process			Y	Y

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[Back to Agenda](#)



SAA Board of Directors' Meeting Thursday, December 7, 2023

Action Item: *Rescind Reuse & Disposal of Textbooks Policy*

Issue:

The Board needs to approve all policies that are rescinded.

Background:

HB 494 from the past legislative session repealed the law (Utah Code § 53G-7-606) that required LEAs to notify all other LEAs before disposing of undamaged textbooks. In light of HB 494, the USBE also recently repealed its rule (R277-433) that required LEAs to follow Utah Code § 53G-7-606 and to have a policy addressing the reuse and disposal of textbooks. As a result, the school no longer needs to follow those requirements and doesn't need to have a policy. So, the recommendation is for the school to rescind its Reuse and Disposal of Textbooks Policy and *the accompanying administrative procedures*.

Recommendation:

It is recommended that the Board rescind the Reuse & Disposal of Textbooks Policy.

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Syracuse Arts Academy Reuse & Disposal of Textbooks Policy



PURPOSE

The purpose of this policy is to help ensure Syracuse Arts Academy (the “School”) disposes of its textbooks properly and in accordance with Utah Code § 53G-7-606 and Utah Administrative Code Rule R277-433.

DEFINITIONS

For purposes of this policy, “textbook” has the same meaning as described in Utah Code § 53G-7-601 and R277-433.

POLICY

The School shall select and purchase textbooks in accordance with School policy and applicable law. The Lead Director or his/her designee is responsible for determining how long the School will use or reuse its textbooks and when and how the School will dispose of its textbooks.

The School shall not dispose of textbooks without first notifying all other LEAs in the state of the School’s intent to dispose of the textbooks. However, this requirement does not apply to textbooks that have been damaged, mutilated, or worn out.

The Lead Director shall establish administrative procedures regarding the various ways in which the School may dispose of textbooks and how the School may provide the required notification to all other LEAs in the state before disposing of textbooks.

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SAA Board of Directors' Meeting Thursday, December 7, 2023

Action Item: *Update Check Signers for Zions Operating Account*

Issue:

The School needs to update the signers on the Zions operating account.

Background:

When there is a change with Board Members or the Director of the School, the Board should update the signers on the Zions operating account. This hasn't been done since Lex was the Lead Director.

The School currently has four Zions Accounts. One operating and three petty cash accounts. There is a petty cash account for each campus and a lunch account. It is recommended that we close the lunch petty cash account as it hasn't had activity for at least three years.

In an effort to not have to bring this to the board every time there is a change with a check signer, we would recommend approving the signers as their positions instead of people. That way, when there is a change, we can just have a new signature card be signed by the people in their new positions. It is recommended that the following people be put on as check signers for all SAA Zions Bank accounts.

- Board Chair*
- Lead Director*
- Jed Stevenson (AW)
- Sheldon Killpack (AW)

**These positions signatures will be used on the checks generated from IntAcct.*

Recommendation:

It is recommended that the Board approve the Board Chair, Lead Director, Jed Stevenson and Sheldon Killpack as check signers for the Zions operating account and the two campus petty cash accounts.

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SAA Board of Directors' Meeting Thursday, December 7, 2023

Action Item: *PTIF Board Resolution*

Issue:

The Utah Office of the State Treasurer has a PTIF account management system that streamlines administration of the School's PTIF account. The online system requires approval of a board resolution authorizing at least two individuals to serve as administrators of the school's PTIF accounts.

Background:

The Utah Public Treasurers' Investment Fund (PTIF) is available to state and government entities as a short-term cash investment vehicle. Because the PTIF invests only in securities authorized by the Utah Money Management Act and provides a high degree of liquidity, the School utilizes the PTIF to safely invest its surplus funds.

The online system allows the Board's designee to authorize individuals to make changes to its PTIF account, such as: add/delete users, open/close accounts, add/delete/change bank accounts tied to PTIF accounts, and complete various forms associated with these changes.

In an effort to segregate duties, Academica recommends authorizing the Board Chair, the School Lead Director and AW's Controller (Cathie Hurst) to serve as PTIF account administrators. Because Cathie will not be an authorized "user" that access and/or transact with PTIF accounts, this will provide an extra level of separation.

As positions change and/or people move on, the PTIF Resolution must be re-approved naming the authorized personnel.

Recommendation:

It is recommended that the board approve the PTIF Resolution.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.



1. Certification of Authorized Individuals

I, Mary Johnston (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Syracuse Arts Academy (Name of Legal Entity). Please list at least two individuals.

Name	Title	Email	Signature(s)
Mary Johnston	Board Chair	mjohnston@saacharte	
Dale Pfister	Charter School Director	dpfister@saacharter.o	
Cathie Hurst	Academica West - Controller	Cathie@academicawe	

The authority of the named individuals to act on behalf of Syracuse Arts Academy (Name of Legal Entity) shall remain in full force and effect until written revocation from Syracuse Arts Academy (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, Board Chair (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 7th day of December, 2023, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
	12-7-2023	Mary Johnston	Board Chair

STATE OF UTAH)
) §
COUNTY OF _____)

Subscribed and sworn to me on this 7th day of December, 2023, by Mary Johnston (Name), as Board Chair (Title) of Syracuse Arts Academy (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal) Signature _____

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