



*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.

# January 11, 2024

# Syracuse Arts Academy Board Meeting Agenda Thursday, January 11, 2024

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 – Neil Garner (1 minute)

#### **5:35 PM – PUBLIC COMMENT (Comments will be limited to 3 minutes each)**

#### **5:35 PM – CONSENT ITEMS**

- [December 7, 2023 Board Meeting Minutes](#)

#### **5:36 PM – VOTING ITEMS**

- [School Safety Grant Purchases](#) – Dale Pfister (2 minutes)
- [Instrument Storage Cabinets](#) – Dale Pfister (2 minutes)

#### **5:40 PM – DISCUSSION ITEMS**

- Prepare for Satellite Application – Mary Johnston (35 minutes)
- Calendaring Items – ALL (5 minutes)
  - SCSB Satellite Application Presentation – January 18<sup>th</sup>
  - Next Pre-Board Meeting – January 24<sup>th</sup> @ 12:30 p.m.
  - Next Board Meeting – Rescheduled February 1<sup>st</sup> to February 8<sup>th</sup>
  - Work Session – February 22<sup>nd</sup>
  - NCSC24 Boston, MA – June 30 – July 3

**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.

**6:20 PM – CLOSED SESSION** to discuss strategy sessions to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(d) [IF NEEDED]

**6:20 PM – ADJOURN**

**UPCOMING CALENDAR ITEMS**

**February**

Audit Review  
2024-2025 School Fees – 2<sup>nd</sup> 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  
Review Board Communication Guidelines  
Ratify Lead Director  
Ratify Lead Admin & Employment Agreement  
Sex Education Instruction Committee

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# Syracuse Arts Academy Board Meeting Minutes Thursday, December 7, 2023

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



**In Attendance:** Jerrad Pullum, Rene Dreiling, Mary Johnston, Neil Garner (via phone, 5:32 p.m.)

**Excused:** Nate Schow

**Others in Attendance:** Dale Pfister, Dawn Kawaguchi, Jon McQueary

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
  - Board Mission – Jerrad Pullum
  - School Vision – Dale Pfister

**There was no PUBLIC COMMENT.** This was the first public comment period for the 2024-2025 School Fee Schedule and Fee Waiver Policy.

## **REPORTS**

- **Administration**
  - *State of the School* – Dale Pfister reported on the state of the school. We completed our December 1 count. Dale reviewed the current enrollment. We will be starting advertising at the first of the year on the Smith's shopping carts. Mary would like to see the number of students dropped for the next meeting. There was a discussion on all day kindergarten. Dale gave an update on the jr. high addition. He will send out pictures to the board.
- **Board of Directors**
  - *Financial Review* – Rene Dreiling reviewed the statement of activities as of October 31<sup>st</sup>. We are 33% of the way through the year. Rene highlighted the items that seem high or low and the reasons why. There was a discussion on the current grants

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that SAA have received. Rene also mentioned some USBE driven changes on the chart of accounts that is going to required mid-year changes. Rene reviewed the Statement of Financial Position as of October 31<sup>st</sup>. Nothing stands out. We have approximately 165 days on hand. There was a discussion on what the bond holders like to see. The project fund analysis was discussed. There was a discussion on the drawdowns from the project. There was a discussion on the amphitheater project and is the rental income more than the expenses. Dale feels that the school is making enough money to continue renting the amphitheater. The wear and tear are on the electronics. The board would like to see amphitheater expenses twice a year. The School currently rents out the amphitheater, jr. high auditorium and more recently the jr. high field.

## CONSENT ITEMS

- Ratiofy New Hires – There was no further discussion.
  - Free Wright, 4th Grade (to replace Aleise Bailey who took a SPED position to replace Chad McBride)
  - Alison Blausner, SPED Teacher in Behavior Unit
  - Brooke Smith, SPED Teacher in Behavior Unit
- October 26, 2023 Board Meeting Minutes – There was no further discussion. **Rene Dreiling made a motion to approve the consent items. Neil Garner seconded the motion. The votes were as follows:**
  - Mary Johnston – Aye**
  - Rene Dreiling – Aye**
  - Neil Garner – Aye**
  - Jerrad Pullum – Aye****Motion passed unanimously.**

## VOTING ITEMS

- 2024-2025 School Calendar – Dale Pfister reviewed the 2024-2025 school calendar. He highlighted a few of the changes. The Back to School Night was requested by teachers to be changed to Monday, August 12. Kindergarten starts on Monday, August 19. There are just two days that don't align with DSD.
- Baseball Field Bleachers – Dale Pfister stated that they would like to have two sets of bleachers for the baseball field. He received two bids and they will be going with the lowest bid which is ADP LEMCO for \$48,838.
- Upgrade to Firetrol Alarm System – Dale Pfister stated that when the original RFP went out for the jr. high addition, they didn't include that they would need to upgrade the older devices in the building. This is really a change order and should have been included in the original RFP. Jon asked if this would be included in the project fund.
- LEA-Specific Educator License – Dale Pfister reviewed the two employees that will require an LEA-Specific license. Kaylee Bayn doesn't start until the first of the year and won't quite have her degree yet. She will be teaching math. Frecia (Free) Wright has replaced Aleise Bailly in 4<sup>th</sup> grade teacher and will need a LEA-specific license for elementary.
- Rescind Reuse & Disposal of Textbooks Policy – Dale Pfister stated that we will not need this policy because that they changed the law. We are recommending this be rescinded.

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- Update Zions Check Signers – Jon McQueary stated that we are updating your bank signers. It currently has several employees who no longer work here. We want to update this to be Mary, Dale, Jed and Sheldon. It's been recommended to keep Jed and Sheldon on the account for continuity and for emergencies.
- PTIF Resolution – Jon McQueary stated that we are doing the same thing here, just updating the resolution because they are no longer associated with the school or AW. We want to update this to Mary, Dale and Cathie. Dawn added that with the check signers, we will be approving positions (Board President and Lead Director) so that when there is a change we will only have to get a new signature card. However, the PTIF will have to be brought to board for approval every time there is a change for approval. There was a discussion on the process of moving money in and out of the PTIF account and the interest received so far on the PTIF money.

**Jerrad Pullum made a motion to approve the following items:**

- **Approve the 2024-2025 school calendar;**
- **Approve the purchase of two bleachers from ADP LEMCO for \$48,838;**
- **Approve the upgrade of the fire alarm devices not to exceed \$26,225;**
- **Approve the request for an LEA-specific license for Kaylee Bayn for a secondary license with a math level 4 secondary math endorsement and Frecia Wright for an elementary license both for three years;**
- **Rescind the Reuse & Disposal of Textbooks Policy;**
- **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; and**
- **Approve the PTIF Resolution.**

**Rene Dreiling seconded the motion. The votes were as follows:**

**Mary Johnston – Aye**

**Rene Dreiling – Aye**

**Neil Garner – Aye**

**Jerrad Pullum – Aye**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

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

**There was no CLOSED SESSION.**

**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.

**6:30 PM – Neil Garner made a motion to ADJOURN. Rene Dreiling and Jerrad Pullum seconded the motion. The votes were as follows:**

**Mary Johnston – Aye**

**Nate Schow – Aye**

**Rene Dreiling – Aye**

**Neil Garner – Aye**

**Jerrad Pullum – Aye**

**Motion passed unanimously.**

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

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**SAA Board of Directors Meeting  
Thursday, January 11, 2023**

**Action Item: *School Safety Grant Purchases***

**Issue:**

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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:**

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The School's administration is requesting that the Board approve the following purchases from two vendors for supplies and materials approved by USBE in an award of over \$410,000 to SAA for a school safety grant.

**Vendor:** Geneva Communications (Verkada Products)

**Items to Purchase:** Verkada Guest Software for Volunteer Background Screening, Vape Sensors for Restrooms, Card Access Hardware and Fobs, Additional Security Cameras, Additional Hubs for improved alarm notifications, complete Ring Road camera installation after wiring is complete.

**Amount Requested: Up to \$220,000**

**Vendor:** Advance Electric

**Items to Purchase:** Electrical hardware and labor to complete wiring light poles around Ring Road for power for cameras

**Amount Requested: Up to \$35,000**

**Recommendation:**

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It is recommended that the Board approve the Safety Grant purchases which include the Geneva Communications purchase not to exceed \$220,000 and the Advance Electric ring road project not to exceed \$35,000.

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



# INVOICE

Geneva Communications and Controls LLC shaunsteel33@gmail.com  
2419 W Glover Ln  
West Haven, UT 84401



## Syracuse Arts Academy

### Bill to

Syracuse Arts Academy  
290 North Flint St.  
Kaysville, UT 84037  
United States

### Ship to

Syracuse Arts Academy  
2893 W. 1700 S.  
Syracuse, UT 84075  
United States

### Invoice details

Invoice no.: 1162  
Terms: Net 30  
Invoice date: 12/14/2023  
Due date: 01/13/2024

Sales Rep: JM  
P.O. Number: PO125322

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Verkada License</b>		1	\$18,720.00	\$18,720.00
2.		<b>iPad</b>		1	\$329.00	\$329.00
3.		<b>iPad Stand</b>		1	\$39.00	\$39.00
4.		<b>Printer</b>		1	\$249.00	\$249.00
5.		<b>Labels</b>		1	\$19.00	\$19.00
					<b>Total</b>	<b>\$19,356.00</b>

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United States

### Ship to

Syracuse Arts Academy  
2893 W. 1700 S.  
Syracuse, UT 84075  
United States

### Invoice details

Invoice no.: 1160  
Terms: Net 10  
Invoice date: 12/14/2023  
Due date: 12/24/2023

Sales Rep: JM

P.O. Number: PO125323

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Verkada License		1	\$18,720.00	\$18,720.00
2.		iPad		1	\$329.00	\$329.00
3.		iPad Stand		1	\$39.00	\$39.00
4.		Printer		1	\$249.00	\$249.00
5.		Labels		1	\$19.00	\$19.00
					<b>Total</b>	<b>\$19,356.00</b>

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2419 W Glover Ln  
West Haven, UT 84401



## Syracuse Arts Academy

### Bill to

Syracuse Arts Academy  
290 North Flint St.  
Kaysville, UT 84037  
United States

### Ship to

Syracuse Arts Academy  
2893 W. 1700 S.  
Syracuse, UT 84075  
United States

### Invoice details

Invoice no.: 1161  
Terms: Net 10  
Invoice date: 12/14/2023  
Due date: 12/24/2023

Sales Rep: JM  
P.O. Number: PO125319

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Verkada License		1	\$18,720.00	\$18,720.00
2.		iPad		1	\$329.00	\$329.00
3.		iPad Stand		1	\$39.00	\$39.00
4.		Printer		1	\$249.00	\$249.00
5.		Labels		1	\$19.00	\$19.00
					<b>Total</b>	<b>\$19,356.00</b>

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## SAA Board of Directors Meeting Thursday, January 11, 2023

### Action Item: *Instrument Storage Cabinets*

#### **Issue:**

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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:**

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The School's administration is requesting that the Board approve the following purchase of Wenger Band Instrument Storage Cabinets for the new band room at the Junior High. Funds are available through bond project proceeds.

The new addition is progressing nicely and it is time to prepare for when the band program can move into their new space. Wenger is a sole source vendor for quality cabinets to store a variety of band instruments safely and efficiently. Mr. Whipple has carefully reviewed his inventory of instruments and the Wenger company has provided the estimate below for the storage of these instruments.

#### **Recommendation:**

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It is recommended that the Board approve the Wegner Corporation purchase of band instrument storage cabinets not to exceed \$38,000.

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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.

Wenger Corporation  
 555 Park Drive  
 Owatonna, MN 55060-4940  
 United States



C O R P O R A T I O N

Phone: 507-455-4100  
 Fax: 507-455-4258

**Quote Number: 3279459**

AcoustiCabinets

**QUOTE**

Date: 12/15/2023  
 Page: 1 of 2  
 Cust #: 70031283

<p><b>Quote To:</b>          Dale Pfister          Syracuse Arts Academy North          357 S 1550 W          Syracuse UT 84075-8113          United States</p> <p><b>Phone:</b> (801) 940-6434  <b>Fax:</b>  <b>E-Mail:</b> dpfister@saacharter.org</p>	<p><b>Date:</b> 12/15/2023  <b>Expires:</b> 1/14/2024  <b>Reference:</b>  <b>Terms:</b> Net 30 Days  <b>Created By:</b> Ashley Sands</p> <p><b>Salesperson:</b> Jeremy Du Bois  <b>Phone:</b>  <b>E-Mail:</b> Jeremy.Dubois@wengercorp.com</p>
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**Quote Comments:**

*\* Wenger is an approved vendor for Region 4 ESC/OMNIA Partners, Public Sector. All items on this quotation are available through Contract #R191204. This contract is in effect through 11/30/2023. Payment shall be made after satisfactory performance, in accordance with all the provisions thereof, and upon receipt of a properly completed invoice. All transactions, purchase orders, etc. will occur directly between the Supplier, authorized distributor/dealer, general contractor, as agreed to by each Participating Public Agency.*

*Customer to verify all items on this quote before placing order.*

*Since the beginning of the pandemic, significant supply chain issues have been creating disruption across many industries globally. At Wenger Corporation, our purchasing team is working with our suppliers to mitigate the impact of the disruptions. Unfortunately, we are facing shortages in key areas such as steel, plastic and wood resulting in delays in meeting our customers' orders/timelines. We apologize for any inconvenience this may cause. We value your business and thank you for your patience during these unusual circumstances.*

*Freight quoted is for a one time shipment. As a result, once orders are placed, delivery dates may change. Customer-requested split shipments will result in an additional freight charge.*

*Current Lead Time: about 6-8 weeks from the order date (Lead times are approximate based off the current date of the quote; lead time is subject to change).*

USD

Line	PartNum/Description	Qty	Net Price	Ext. Price
1.00	255A002.101 AcoustiCabinet #02,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left	4 EA	\$2,314.00	\$9,256.00
2.00	255A004.104 AcoustiCabinet #04,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left	1 EA	\$2,107.00	\$2,107.00
3.00	255A005.102 AcoustiCabinet #05,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left	1 EA	\$2,207.00	\$2,207.00
4.00	255A007.102 AcoustiCabinet #07,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left	1 EA	\$2,207.00	\$2,207.00



C O R P O R A T I O N

**Quote Number: 3279459**

AcoustiCabinets

**QUOTE**

Date: 12/15/2023  
 Page: 2 of 2  
 Cust #: 70031283

5.00	255A010.102	3 EA	\$1,593.00	\$4,779.00
	AcoustiCabinet #10,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left			
6.00	255A011.102	1 EA	\$1,678.00	\$1,678.00
	AcoustiCabinet #11,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left			
7.00	255A013.102	1 EA	\$1,412.00	\$1,412.00
	AcoustiCabinet #13,Cherry,Composite Wood,Compartment Waterfall Door,Hinged Left			
8.00	255A915.101	2 EA	\$2,700.00	\$5,400.00
	AcoustiCabinet #15 RTA,Cherry,Composite Wood,Compartment Waterfall Door			
9.00	255A917.102	1 EA	\$2,119.00	\$2,119.00
	AcoustiCabinet #17 RTA,Cherry,Composite Wood,Full Waterfall Door			
10.00	Freight	1 EA	\$5,891.34	\$5,891.34
	Freight Services			

**LIFTGATE DELIVERY:**  
*Freight reflected in this quotation is for common carrier shipment with liftgate delivery.*

*Liftgate delivery means the carrier driver will lower the products to curbside where your facility staff are responsible for taking the products from curbside into the building to the desired location and for completing the final assembly/installation.*

*Inside delivery and installation services are available. Contact your Wenger sales representative to discuss these delivery methods and to find out the appropriate charge.*

*If you are a tax-exempt organization and quote includes tax, please send a copy of your tax-exempt certificate and we will remove the sales tax. Thank you.*

*Notwithstanding anything to the contrary in this agreement, Wenger shall not be liable for delay or non-performance caused by any of the following circumstances when beyond its control: acts of God, explosions, riots, labor disputes (provided Wenger has exercised reasonable commercial efforts to avoid it), failures of utilities or public services, civil unrest, foreign or domestic governmental regulation or order, public health emergencies, natural disasters, cyber-attacks, wars, acts of foreign enemies, sabotage, or terrorism, including sub-supplier delays caused by any of the above provided the same are not caused or contributed to by the negligence or fault of Wenger ("Force Majeure").*

Lines Total \$37,056.34  
 Total Taxes \$0.00

**Quote Total \$37,056.34**



**MUSIC EDUCATION AND PERFORMING ARTS**

Owatonna Office: Phone 800.4WENGER (493-6437) Worldwide +1.507.455.4100 | Parts & Service 800.887.7145 | wengercorp.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448

Syracuse Office: Phone 800.836.1885 Worldwide +1.315.451.3440 | jrclancy.com | 7041 Interstate Island Road | Syracuse | NY 13209-9713

**ATHLETICS** Phone 800.493.6437 | email gearboss@wengercorp.com | gearboss.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448