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# June 19, 2023

Salt Lake School for the Performing Arts Board of Trustees Meeting Minutes

Board Chair, Doug Keefe convened the meeting.

Meeting style: In Person

Attendees Included:

Board Officers: Doug Keefe; Steve Barth; Kari Plaster

In Attendance: Board Members:

Tina Gillman

Tracy Evans

Kit Anderton

Ilana Harrus

Administration:

Angela Pontius

Bethany Hansen

Vicki Fitlow (Parent) also attended.

**Absent**

Anne Tuckett

Tim Porter

Kristi Swett

Meeting came to order at 5:35

**Review and Approval of Past Board Meeting Minutes**

Steve motioned we approved the meeting minutes, Kit seconded. Motion approved.

**SLCSD Charter Amendment Review and Approval**

Doug covered the process; the District only wants to extend one year. We will have multiple options going forward.

How many people have chosen options with Highland? 42% Spa Hybrid. We don’t have the exact breakdown yet.

Even if we lose the charter, the kids can go to Highland as a dual enrollment.

The Charter relationship isn’t decided beyond year one. The District could potentially be an option in the future.

The Charter Amendment: Steve motioned to approve the charter amendment and Tina seconded it. Motion passed.

**Financial Report, including Final Budget Review for Fiscal 2022/23 and 2023/24**

Jeff Biesinger (Red Apple) reviewed our current financial report and Fraud Risk Assessment. Annually we have to review our Fraud Risk Assessment. We turn it into the State. Report not due until December. The State likes to send out what best practices are and the separation of duties. We got 375 out of 395 points. We will try to receive the full points next year. One step ismaking sure that the same person is not signing and distributing checks. Bill.com is the system we use. They want to make sure money is being handled here at the school by more than one person. Red Apple has no signing authority. They have several measures being used to protect from scamming alerts.

2022/23 final budget update reviewed. Employee Retention Credit (ERC), although will be a credit to our FICA taxes paid, was moved to miscellaneous income. Expenses: slight changes with salaries. Utilities water and sewer not electricity and gas. Tuition is the biggest variable from original budget..

Motion to approve the fiscal year budget. Kari moved and Steve seconded. Approved.

**FY 2023/24 Budget**

Deferred the 250k donation. Recognize in revenue as spent..

Significant fundraising required, budgeted at $943k.

Line 3010 is based on 198-200 students.

Oct. 1 is when they look at how many students we have enrolled. Most revenues are based on that number.

First item is weighted pupil unit. Oct. 1 actuals versus budget: If lower they will give us the lowest daily average.

If 208 or more they will give us more. Timing with ESSR funds. More than likely we wont use them all.

Added positions: Math, ELA, SPED (debating whether hiring a person or if it could be through SPEDCO – a counselor), Chris is stepping into Director of Student Life. He is stepping into 504s, etc. Using more paraprofessionals to help students. Chris is going to do what Mike did. Mike was paid through ESSR funds.

Marketing hire and building person are included. SPED Consulting Services going up. We have to do that now.

Highland is charging per student per class. $600 per student per class.

 Steve motioned that we approve the fiscal year 2022/23 and 2023/24 budgets, Kari seconded. Motion approved.

Graduation: 98% graduation rate including the juniors who graduated early.

**Core Academic Plans**

Students have until June 30th to submit course selection forms.

Feedback was that it didn’t go well, frustrated that Chris didn’t answer any questions. Applying for Elite Options; there is nothing to click on.

Clarify acronyms: no way to know what classes are online or not online.

Which class matches with the requirements of the parents.

Concurrent enrollment is not easy. We need to manage it better for incoming freshmen. We must be finished by the end of June so that we could build schedules.

Outline the process. Not everyone knows PowerSchool doesn’t open until a certain date, etc.

June 30th is 10 days away. Not clear classes fill up fast. My daughter was asked to put down 8 classes. She isn’t going to get 8 classes so how many is she getting.

Kim sent out an update the following Monday in the normal announcements, here are links to graduation photos, etc.

If concurrent enrollment is open for everyone, then what distinguishes the options. To be a part of the University of Utah you have a GPA requirement, 3.7 for seniors, 3.5 for juniors, etc… They have to apply.

The understanding was that if you have transportation, could be more flexible. Need a virtual parent meeting.

Action item: Angela will work with the parents and maybe send a written communication out.

Kids could potentially help with the move. August 1st, keys and deep clean. August 2nd, music department.

**Performing Arts Venues:**

Using 4 different venues at Westminster. Graduation not an option, Westminster facility not big enough.

Wasatch Theatre Company is now the Eccles Blackbox. Meeting with Broadway Across America.

**New Building Next Steps**

Contractor bidders will walk through the building tomorrow. Three potential folks coming to walk through.

Adam Day from the Grand submitted a proposal. Pians, keyboards, etc.

Jeff included that in the budget.

Everything has to be out by Aug. 31st.

**Summer Activity Plans**

Day 1: Broadway Dreams

Theatre Conservatory is Aug. 1-2

**Marketing**

We’re hiring a new, full-time position. Position will lead marketing and development/fundraising.

Tina looked at a whole bunch of schools and used those to create the job description, Angela edited it.

Interviews this week for Marketing as well as English and Math.

Collide Festival feedback: Cara, Lindsey and Tina had a post Collide wrap-up. Felt like we should move it to a Friday evening versus Saturday. Time and money, hard to do.

Had a 30% increase in attendance. We have capacity and can redesign it. If Cara is doing most of the work, she doesn’t want to recraft it. Brought in less money than last year.

**Fundraising**

Steve: doing ghost hunting soon. Steve was formerly the Chair for Make-a-Wish gala, didn’t pencil out. Recommends not doing a Gala, but we need organization and ideas.

**Board Membership Planning and Recruiting**:

Tim Porter doesn’t have to be on the Board per our Charter Amendment, but we’d like him to stay on so he’ll be invited. Anne Tuckett likely out as her daughter won’t attend SPA next year.

Michelle Simmons is interested.

Jeff Merchant wants to be on our Board.

Steve Barth is out at the beginning of the school year.

Going to have to recruit Board members. Need succession planning , etc.. Consider someone from Westminster.

**Next Meeting Scheduled: TBD**

**Other Final Comments**

Season Tickets: could use this idea. Good idea.

Parents want to be used as resources.

Some not getting the communication.

Parents to talk to other parents.

Steve moved to adjourn the meeting at 7:10 PM