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# July 25, 2023

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

Board Chair, Doug Keefe convened the meeting at 5:30 PM.

Meeting style: Virtual

Attendees Included:

Board Officers Attending: Doug Keefe; Kari Plaster

In Attendance: Board Members:

Tracy Evans

Ilana Harrus

Administration:

Angela Pontius

**Absent**

Tina Gillman

Kit Anderton

Steve Barth

Kristi Swett

Tim Porter

Meeting came to order at 5:35

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

Kari moved we approved the meeting minutes, Tracy seconded. All approved.

**Administrative Report**

**Staffing Plans and Status of New Hirings:**

David Kaminsky, Director of Development. Background, American Cancer Society and was a regional VP in fund raising. Lindsey will help with marketing through the transition.

Mark Healey is the new front office Secretary.

Chris submitted his resignation and last day is August 2nd.

3 interviews Friday and we are getting references for this role. Instead of hiring someone who is Director of Student Services, going to hire an Asst. Principal. Weighed the options and have this posted now. Have had a few apply. Doing some screening and involving Department Chairs. Tracy: do we have the budget? Doug: yes we do. Going back to structure we had a year ago. Money-wise I am for the move. Angela: had Chris as an Administrator and Counselor. The title will be different. The posting: I wanted someone who understood Special Ed. But the counselor we are pursuing also has a SPED background. Need a person to help build the core.

IRIS is from Odyssey House. Provides mental health counseling through a grant to provide this in-house.

New Counselor will do traditional duties as a counselor and Asst. Principal will do day to day operations.

Ilana: some questions. Right now we are in a transition with students choosing paths, etc.

Chris is here until Aug. 2nd and is meeting with students and parents.

Kim is our registrar and she is helping. Kim will be the “go to” for these issues and understands the details.

Will there be a communication that all questions, etc. should go to Kim? Yes, an announcement will go out on Friday.

There was also a conversation about schedules. Angela clarified that if you are at Highland, you are there for a full day, etc. (this was already communicated several times). Schedules are dependent on each student and largely dependent on what they need to graduate. If parents are having trouble, they need to reach out to me or Kim as Chris will be gone shortly.

Teachers start on August 15th. We had talked about hiring a Facilities Manager for the building as well as a custodian. Talking to the Children’s Center, comes in at $36k per year, less than hiring a custodian. Can’t pay him enough, might be able to get him on a contract.

They are moving out yesterday and today. Want to hire a school safety specialist, manager, walking the grounds, etc.

Not a lot of visibility on the main floor.

SPECIAL REQUEST FROM THE BOARD TO ALL PARENTS: PLEASE BE PATIENT WITH US AS WE ARE EXPERIENCING A HIGH VOLUME OF CHANGE, AND IT WILL TAKE US A FEW WEEKS TO WORK OUT THE DETAILS FOR EVERY STUDENT!!

**Core Academic Plans and Implementation:**

Have had students get acceptances for the U of U and kids registering for classes at SLCC. We did have a problem with SLCC initially. They had heard we weren’t part of the District, but that wasn’t true.

I think Highland enrollment is up so they don’t have as many open spaces for SPA students. We will need to make openings for SPA students in their classes.

Numbers in general: we have 189 registered for SPA. Doesn’t reflect students not coming back nor does it include 14 kids who are coming to SPA. Oct. 1 is the big date for us where funding is decided based on student numbers.

**Performing Arts Venue Partnerships – Westminster:**

We secured Westminster for all of our performances. They didn’t have anything pre-existing on the rental for their spaces and they are onboarding their new Dean. Doug met with Debbie (the provost) and the new Dean. The new Dean’s son is Jack Neves, recent SPA student. Dates and usage appear to be agreed upon, finalizing a formal contract with fee arrangement with Westminster.

Contacted by Broadway Across America and asked us to be the host for this when they hold master classes. Six shows during our school sessions. This will help more as a recruitment tool for future students.

Broadway Dreams: could possibly be a great long-term partner for us as well.

**New Building Next Steps, including Moving Plans:**

Building Construction: went with JRS Construction Services. Kit and Bethany were on that call. Went through the scope and they brought in all of the trades. They were there on Friday. Heard back from them today. Children’s Center moving today and tomorrow. We have access after hours and starting ASAP we can get in there.

Work has progressed with the initial donation of $250,000. We will need more than that to continue making the upgrades required. David can help with the fundraising.

First two weeks of August people are needed for the moving and set up efforts. Moving companies have been hired and are completing the move during August.

Conservatory students: are helping to setup their own space. We are going to include that in the sign-up forms.

First day of school is August 22nd.

A question about security and the new building came up and Angela gave an update. Mentioned hiring someone more than a hall monitor. Current system is being monitored by Mountain Alarm. Have to have an access code to get in. The doors are locked. There are 4 cameras on every floor connected to a computer. Doors will be locked after the typical hours of ingress and egress. After that, everyone who comes to the school will be buzzed in.

Lease requires property insurance. Doug and Jeff (Red Apple) procuring a policy from State of Utah (as with our other policies)

Applied for business license, has been paid for and approved.

**Other Summer Activity Plans:**

None.

**Board Membership Planning and Recruiting, PTO**

Several Board changes were discussed. We need a good succession plan. We have several interested folks: Jeff Merchant, Mike Risley and Michelle Simmons.

**PTO President Update**

Anne Tuckett resigned as PTO President, and from the Board. We appreciate her service and efforts. Kyla Plaster has accepted the PTO President position and is on the call and is Kari’s sister. We need to make sure we disclose this to see if anyone has issues.

If there are votes that we hold that have both of us voting, the quorum needs to be at least 5. We’ll monitor for any potential conflicts of interest.

No issues were raised and Doug welcomed Kyla as PTO President and to the Board.

Tracy: the parents have represented to me that they are not adequately represented. Kyla will have a Board seat and is encouraged to follow-up with them; will have a lot of voice. Kari mentioned that she has to have a background check as well.

Ilana: I also would like to suggest that not only the parents will talk to you, but that PTO organize some sort of ways for parents to talk to each other.

Kyla should listen and be able to share things back with parents. We are planning on having a table when the school has the open house for the kids. We will take sign-ups so that people can volunteer their contact information.

Vicky Fitlow attended and asked when will the first draft of schedules go out? Maybe the 5th of 7th of August.

Meeting adjourned at 6:37 PM.