



*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.

# April 11, 2024

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

**Location:** SAA Antelope Elementary Campus, 2893 W 1700 S, 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 – INTRODUCTORY ITEMS** (5 minutes)

- Welcome & Roll Call – Mary Johnston
  - Board Mission – Neil Garner
  - School Vision – Nate Schow

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

### **5:35 PM – REPORTS**

- Administration
  - State of the School – Dale Pfister (10 minutes)
    - [Current Enrollment \(Aspire\)](#)
    - [Amended Equipment and Other Capital Assets Acquired with Federal Funds Administrative Procedures](#) – Jon McQueary
  - Update on Administration – Reid Newey (2 minutes)
- Board of Directors
  - [Financial Review](#) – Rene Dreiling (3 minutes)

### **5:50 BOARD TRAINING**

- [Open and Public Meetings Act Training](#) – Jon McQueary/Dawn Kawaguchi (10 minutes)

### **6:00 PM – CONSENT ITEMS**

- [March 14, 2024 Electronic Board Meeting 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.

**6:01 PM – VOTING ITEMS**

- [Rescind Religion and Education Policy](#) – Dale Pfister (2 minutes)

**6:03 PM – DISCUSSION ITEMS**

- Calendaring Items – ALL (5 minutes)
  - Next Preboard Meeting – April 25<sup>th</sup>
  - Electronic Board Meeting – May 9<sup>th</sup> (if needed)
  - PreBoard Meeting – May 30<sup>th</sup>
  - Annual Board Meeting – June 14<sup>th</sup>
  - Electronic Board Meeting – June 27<sup>th</sup> (if needed)
  - NCSC24 Boston, MA – June 30 – July 3

**6:08 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*]

**6:08 PM – ADJOURN**

**UPCOMING CALENDAR ITEMS**

**May**

Audit Engagement Letter

**June**

2023-2024 Final Amended Budget

2024-2025 Annual Budget

2024-2025 TSSA Plans

Liability Insurance Contract/Annual Payment

Ratify Board Members & Terms

Ratify Board Officers

Director Evaluation/Bonus

2024-2025 Board Meeting Schedule

Mental Health Screening Determination

Annual PPP Training & Review

Fraud Risk Assessment/Ethical Behavior

Review Board Communication Guidelines

Ratify Lead Director

*PTIF Resolution*

Ratify Lead Admin & Employment Agreement

Sex Education Instruction Committee

**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.

[Back to Agenda](#)

## 2023-2024 Enrollment

Syracuse Arts Academy LEA

2023 2024 2025

Groups

Setup

Codes

| 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    |         |        |      |     |        | 101 | 101 | 102 | 103 | 109 | 102 | 103 |     |     |     |       | 721  |
| Syracuse Arts Academy - Antelope |         |        |      |     |        | 69  | 74  | 76  | 75  | 76  | 79  | 81  | 165 | 143 | 138 |       | 976  |
| <u>Effective 4/8/2024</u>        |         |        |      |     |        | 170 | 175 | 178 | 178 | 185 | 181 | 184 | 165 | 143 | 138 |       | 1697 |

## 2024-2025 Enrollment

Syracuse Arts Academy LEA

2024 2025

Groups

Setup

Codes

| Enrollment                       | Schools | Status | Race | Sex |        |     |     |     |     |     |     |     |     |     |     |       |      |
|----------------------------------|---------|--------|------|-----|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|------|
| <u>Future Students</u>           |         |        |      |     | Grade: | K   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | Total |      |
| Syracuse Arts Academy - North    |         |        |      |     |        | 99  | 109 | 104 | 105 | 108 | 109 | 108 |     |     |     |       | 742  |
| Syracuse Arts Academy - Antelope |         |        |      |     |        | 55  | 73  | 81  | 79  | 77  | 83  | 83  | 171 | 165 | 147 |       | 1014 |
| <u>Effective 8/14/2024</u>       |         |        |      |     |        | 154 | 182 | 185 | 184 | 185 | 192 | 191 | 171 | 165 | 147 |       | 1756 |

**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.



---

## **Equipment and Other Capital Assets Acquired with Federal Funds Administrative Procedures**

Syracuse Arts Academy (the "School") will purchase, use, manage, and dispose of equipment and other capital assets acquired in whole or in part with federal funds in accordance with applicable federal law, including 2 CFR 200.439 and 2 CFR 200.313(c)-(e).

### **Definitions**

The definitions in 2 CFR 200.1 apply to this administrative procedure, including but not limited to the following:

"Capital assets" means:

- a. Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - i. Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
  - ii. Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
- b. For purpose of this procedure, capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract. See also § 200.465.

"Capital expenditures" means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

"Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the School for financial statement purposes, or \$5,000.

"General purpose equipment" means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

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

“Special purpose equipment” means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.

## Equipment

### Management Requirements

With respect to managing equipment acquired in whole or in part with federal funds, the School will:

- a. Maintain property records that include:
  - i. A description of the equipment;
  - ii. A serial number or other identification number for the equipment;
  - iii. The source of funding for the equipment;
  - iv. Who holds title to the equipment;
  - v. The date the equipment was acquired by the School;
  - vi. The cost of the equipment;
  - vii. The percentage of participation in the project costs for the federal award under which the equipment was acquired;
  - viii. The location of the equipment;
  - ix. The use and condition of the equipment; and
  - x. Any ultimate disposition data with respect to the equipment, including the date of disposal and sale price of the equipment.
- b. Take physical inventory of the equipment and update/reconcile the property records accordingly at least once every two years.
- c. Develop and implement a control system that will provide adequate safeguards to prevent loss, damage, or theft of the equipment.
- d. Investigate any loss or damage to or theft of the equipment.
- e. Regularly maintain and/or service the equipment to help ensure the equipment remains in good condition.
- f. If authorized or required to sell the equipment, engage in a sales process that will help ensure the School receives the highest possible return on the sale of the equipment.

### Use and Disposition Requirements

Regarding the use and disposition of equipment acquired with federal funds, the School will follow the requirements in 2 CFR 200.313(c) and (e).

### Purchasing Requirements

The School shall follow the procedure below in order to purchase equipment with federal funds.

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.



## Capital Expenditures

The School shall comply with federal law in connection with purchasing equipment and other capital assets with federal funds, including but not limited to 2 CFR 200.439. Below are some of the purchasing rules the School shall follow:

- a. The School shall not use federal funds to pay for improvements to land, buildings, or equipment which materially increase their value or useful life unless the School receives prior written approval of the federal awarding agency or the pass-through entity (the USBE) to do so (note: this applies to School construction, alteration, or repair projects):
  - a. And with respect to construction, alteration, or repair projects that cost in excess of \$2,000, the School shall not use federal funds to pay for such projects unless the School follows other applicable laws, including but not limited to the Davis-Bacon and Related Acts;
- b. The School shall not use federal funds to purchase general purpose equipment (note: this includes, for example, computers and other tech devices), buildings, or land unless the School receives prior written approval of the federal awarding agency or the pass-through entity (the USBE) to do so; and
- c. The School may use federal funds to purchase special purpose equipment; however, if any such item of equipment has a unit cost of \$5,000 or more, the School shall obtain prior written approval of the federal awarding agency or the pass-through entity (the USBE) in order to purchase those items with federal funds.

**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.

[Back to Agenda](#)

## Syracuse Arts Academy Statement of Activities

Created on April 10, 2024  
For Prior Month

Syracuse Arts Academy

|                               | Annual<br>June 30, 2024<br>Budget | Year-to-Date<br>March 31, 2024<br>Actual | % of Budget          |
|-------------------------------|-----------------------------------|--|----------------------|
| <b>Net Income</b>             |                                   |  |                      |
| Income                        |                                   |  |                      |
| Revenue From Local Sources    | 864,050                           | 944,673                                  | 109.3 %              |
| Revenue From State Sources    | 18,365,041                        | 14,064,859                               | 76.6 %               |
| Revenue From Federal Sources  | 608,440                           | 443,018                                  | 72.8 %               |
| Total Income                  | <u>19,837,531</u>                 | <u>15,452,550</u>                        | <u>77.9 %</u>        |
| Expenses                      |                                   |  |                      |
| Instruction/Salaries          | 10,218,400                        | 7,052,318                                | 69.0 %               |
| Employee Benefits             | 3,350,000                         | 2,152,513                                | 64.3 %               |
| Purchased Prof & Tech Serv    | 1,498,000                         | 1,045,031                                | 69.8 %               |
| Purchased Property Services   | 2,500,000                         | 2,133,981                                | 85.4 %               |
| Other Purchased Services      | 362,100                           | 258,075                                  | 71.3 %               |
| Supplies & Materials          | 1,767,500                         | 2,031,115                                | 114.9 %              |
| Property                      | 40,000                            | 139,270                                  | 348.2 %              |
| Debt Services & Miscellaneous | 2,407,700                         | 882,517                                  | 36.7 %               |
| Total Expenses                | <u>22,143,699</u>                 | <u>15,694,821</u>                        | <u>70.9 %</u>        |
| <b>Total Net Income</b>       | <u><b>(2,306,168)</b></u>         | <u><b>(242,271)</b></u>                  | <u><b>10.5 %</b></u> |

**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.



**Syracuse Arts Academy  
Statement of Financial Position  
Created on April 10, 2024  
For Prior Month**

|  | Period Ending<br>03/31/2024<br><u>Actual</u> | Period Ending<br>03/31/2023<br><u>Actual</u> |
|--|--|--|
| <b>Assets &amp; Other Debits</b>           |  |  |
| <b>Current Assets</b>                      |  |  |
| Operating Cash                             | 7,976,837                                    | 9,376,387                                    |
| Accounts Receivables                       | 242,550                                      | 68,995                                       |
| Other Current Assets                       | 159,343                                      | 216,839                                      |
| <b>Total Current Assets</b>                | <u>8,378,730</u>                             | <u>9,662,221</u>                             |
| Restricted Cash                            | <u>4,337,304</u>                             | <u>4,944,520</u>                             |
| <b>Net Assets</b>                          |  |  |
| Fixed Assets                               | 41,058,040                                   | 40,734,204                                   |
| Depreciation                               | (8,946,349)                                  | (8,135,585)                                  |
| <b>Total Net Assets</b>                    | <u>32,111,691</u>                            | <u>32,598,619</u>                            |
| <b>Total Assets &amp; Other Debits</b>     | <u>44,827,725</u>                            | <u>47,205,360</u>                            |
| <b>Liabilities &amp; Fund Equity</b>       |  |  |
| Current Liabilities                        | <u>473,293</u>                               | <u>395,755</u>                               |
| Long-Term Liabilities                      | <u>35,526,305</u>                            | <u>36,340,104</u>                            |
| Fund Balance                               | <u>9,070,398</u>                             | <u>8,848,846</u>                             |
| Net Income                                 | <u>(242,271)</u>                             | <u>1,620,655</u>                             |
| <b>Total Liabilities &amp; Fund Equity</b> | <u>44,827,725</u>                            | <u>47,205,360</u>                            |

**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.

**Syracuse Arts Academy  
Statement of Financial Position  
Created on April 11, 2024  
For Prior Month**

Reporting Book:  
As of Date:

ACCRUAL  
04/11/2024

|   | Period Ending<br>03/31/2024 | Period Ending<br>03/31/2023 |
|---|-----------------------------|-----------------------------|
|   | Actual                      | Actual                      |
| <b>Assets &amp; Other Debits</b>                        |                             |                             |
| <b>Current Assets</b>                                   |                             |                             |
| <b>Operating Cash</b>                                   |                             |                             |
| <b>Cash</b>   |                             |                             |
| 8111-04D-001 - SAA ZB OP                                | 1,400,955                   | 3,140,002                   |
| 8112-04D-001 - Zions Bank - Petty - SAA                 | 882                         | 922                         |
| 8112-04D-002 - Zions Bank - Petty North - SAA           | 2,750                       | 4,423                       |
| 8112-04D-003 - ZB-SAA Lunch Debit                       | 1,000                       | 1,000                       |
| <b>Total Cash</b>                                       | <b>1,405,587</b>            | <b>3,146,347</b>            |
| <b>Investments</b>                                      |                             |                             |
| 8120-04D-001 - PTIF - SAA                               | 6,571,250                   | 6,230,040                   |
| <b>Total Investments</b>                                | <b>6,571,250</b>            | <b>6,230,040</b>            |
| <b>Operating Cash</b>                                   | <b>7,976,837</b>            | <b>9,376,387</b>            |
| Accounts Receivables                                    | 242,550                     | 68,995                      |
| Other Current Assets                                    | 159,343                     | 216,839                     |
| <b>Total Current Assets</b>                             | <b>8,378,730</b>            | <b>9,662,221</b>            |
| <b>Restricted Cash</b>                                  |                             |                             |
| 8119-04D-008 - US Bank - 2017 Repair and Replace        | 250,000                     | 250,000                     |
| 8119-04D-010 - US Bank - 2017 Bond Interest             | 683,565                     | 689,379                     |
| 8119-04D-011 - US Bank - 2017 Tax and Insurance Escrow  | 117,614                     | 97,047                      |
| 8119-04D-012 - US Bank - 2017 Bond Principal            | 622,630                     | 581,181                     |
| 8119-04D-013 - US Bank - 2017 Expense Fund              | 60,462                      | 52,863                      |
| 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                              | 136,734                     | 267,889                     |
| 8119-04D-223 - 22 Principal                             | 157,005                     | 131,398                     |
| 8119-04D-224 - 22 Expense                               | 9,680                       | 11,025                      |
| 8119-04D-225 - 22 Project                               | 3,489                       | 567,614                     |
| <b>Restricted Cash</b>                                  | <b>4,337,304</b>            | <b>4,944,520</b>            |
| <b>Net Assets</b>                                       |                             |                             |
| Fixed Assets  | 41,058,040                  | 40,734,204                  |
| Depreciation  | (8,946,349)                 | (8,135,585)                 |
| <b>Total Net Assets</b>                                 | <b>32,111,691</b>           | <b>32,598,619</b>           |
| <b>Total Assets &amp; Other Debits</b>                  | <b>44,827,725</b>           | <b>47,205,360</b>           |
| <b>Liabilities &amp; Fund Equity</b>                    |                             |                             |
| <b>Current Liabilities</b>                              | <b>473,293</b>              | <b>395,755</b>              |
| Long-Term Liabilities                                   | 35,526,305                  | 36,340,104                  |
| Fund Balance  | 9,070,398                   | 8,848,846                   |
| Net Income  | (242,271)                   | 1,620,655                   |
| <b>Total Liabilities &amp; Fund Equity</b>              | <b>44,827,725</b>           | <b>47,205,360</b>           |

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.

**SAA Project Fund Analysis 4/11/24**

|  |  |                     |
|--|--|---------------------|
| 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> |
| <br>   |  |                     |
| Total Funds  | 8,972,769.12                                     |                     |
| <br>   |  |                     |
| Land Purchase  | 2,939,715.46                                     |                     |
| Earnest Money on Land Purchase   | <u>25,000.00</u>                                 |                     |
| Total Land Purchase  | 2,964,715.46                                     |                     |
| <br>   |  |                     |
| Silver Peak Engineering (Field & Building)   | 213,511.84                                       |                     |
| One West Construction  |  |                     |
|  | SpEd Remodel                                     | 102,098.00          |
|  |  | <u>44,902.00</u>    |
|  |  | 147,000.00          |
| <br>   |  |                     |
|  | Ring Road  | 298,136.15          |
| <br>   |  |                     |
|  | Field & Entrance Remodel                         | 3,530,877.76        |
| <br>   |  |                     |
| Other - Piano  | 10,999.99  |                     |
| Other -Bleachers   | 49,000.00  |                     |
| Building Expansion to Date   | 1,531,936.00                                     |                     |
| Band Lockers   | 37,057.00  |                     |
| Total Projects Expense to Date   | 8,783,234.20                                     |                     |
| <br>   |  |                     |
| Remaining Funds  | 189,534.92                                       |                     |
| <br>   |  |                     |
| Construction Estimate:   | 1,545,536.00                                     |                     |
| Remaining Construction Exp. Est.   | -  |                     |
| Estimated Surplus  | 189,534.92                                       |                     |
| <br>   |  |                     |
| \$15,000 Credit Coming from One West<br>for Cabinets, but it will just be spent on<br>another contractor So I didn't reduce<br>the construction estimate | 15,000.00<br>1,475.00<br>(2,875.00)<br>13,600.00 | Total Credit        |
| Additional \$1,475 Credit  |  |                     |
| \$2,875 Change Order Was Approved  |  |                     |

**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.

## Utah Open & Public Meetings Act Annual Training Materials

---

### DEFINITIONS

**Public Policy:** it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

A “**Meeting**” is defined as (i) the “convening” of a public body (ii) with a “quorum” present. This includes a workshop or an executive session, whether in person or by means of electronic communications.

*Electronic Message Transmissions.* The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in an open meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

“**Convening**” means the calling together of the board by a person authorized to do so for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the board has jurisdiction or advisory power.

A “**Quorum**” is defined by the organization’s bylaws.

### NOTICE REQUIREMENTS

Notice of public meetings must be: (i) posted at the principal office, or if that does not exist, at the building where the meeting is to be held; (ii) posted on the Utah Public Notice Website ([www.utah.gov/pmn/](http://www.utah.gov/pmn/)); and (iii) provided to newspaper/media (accomplished by posting on the Utah Public Notice website).

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

*Public Comment.* At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However, the board cannot take final action on a topic unless it was included on a properly noticed agenda.

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

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by §52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

**ELECTRONIC MEETINGS** - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exception below); and (ii) 24 hr. minimum notice to board members with a description of how they will be connected to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting.

*Exception to Anchor Location Requirement:* No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed for public health/safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair’s risk determination, a summary of the facts supporting the determination, and information on how the public can attend electronically. The determination is valid for 30 days.

**REQUIRED OPEN MEETING RECORDS** - Written minutes and a recording shall be kept for all open meetings.

- 1) Written Minutes. Minutes must include the following:
  - a) the date, time and place of the meeting;
  - b) the names of members present and absent;
  - c) the substance of all matters proposed, discussed or decided (or audio link);
  - d) a record, by individual member, of each vote taken;
  - e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and

**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.

- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved.

- 2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

- 3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days, make the audio recording available to the public.

**CLOSED SESSION REQUIREMENTS** - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.
- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.
- 5) Closed Session Records:

**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.



- a) *Recording Requirement.* Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.

**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.

[Back to Agenda](#)

# Syracuse Arts Academy

## Electronic Board Meeting Minutes

### Thursday, March 14, 2024

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

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

Excused: Neil Garner

Others in Attendance: Dale Pfister, Judy Nixon, Rebecca Okey, Art Hansen, Dawn Kawaguchi, Reid Newey (5:36 p.m.)



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 – INTRODUCTORY ITEMS

- Welcome & Roll Call – Mary Johnston

### CONSENT ITEMS

- New Hires – Dawn reminded the board that this is an hourly agreement. The board will approve his lead director (full-time) position that will be starting June 1<sup>st</sup> in the June meeting. Mary explained to the board that they collectively agreed that Reid will start full time on July 1<sup>st</sup> but then Reid asked if he could be full time starting June 1<sup>st</sup>. Currently he is working hourly doing some prework such as hiring principals and training. Jerrad asked from some clarification on the work he will be doing before June. There was a discussion regarding whether his agreement is for 13-months or 12-months.

- Reid Newey – Incoming Lead Director (hourly)

- February 22, 2024 Board Meeting Minutes – There was no further discussion. **Jerrad made a motion to approve the consent items. Rene Dreiling seconded the motion. The roll call votes were as follows:**

**Mary Johnston – Yes**

**Nate Schow – Yes**

**Rene Dreiling – Yes**

**Jerrad Pullum – Yes**

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.

**Motion passed unanimously.**

## **VOTING ITEMS**

➤ Antelope Campus 2024-2025 School LAND Trust Plan – Becky Okey stated that they met with the community council. She and Art shared some data from the past two years with the council. Becky reviewed the first two goals which are for the elementary.

- By the end of the 2024-2025 school year, increase the number of students in grades K-2 reading at or above benchmark by 2%.
- By the end of the 2024-2025 school year, increase the percentage of students in grades 3-6 that are proficient in math by 3%.

All their funds were going to be used to offset teachers and interventionists' salaries and benefits and purchasing an additional math software. Art Hansen reviewed the next two goals that were specific to the Jr. high.

- Ensuring academic success for all SAA students (specifically those struggling in language arts and mathematics) keeping them on track for graduation when they leave SAA.
  - ✓ We will increase language arts scores by 3% and mathematics proficiency scores by 2% on the RISE and Aspire Plus assessments for each grade cohort as measured from their scores the previous year.
  - ✓ We will reach 90% of all 9<sup>th</sup> grade students having earned a minimum of 7 credits of high school credit when they leave SAA.
  - ✓ We will decrease the number of failing grades in all classes by 3% from the previous year.

Art explained that by having a student success advocate to support and counsel with students, we have seen students have better success in their grades. We also have offer math and English elements elective courses and purchase supplemental online programs. There was a discussion on the advocate's background and benchmark data for the 90% having a minimum of 7 credits.

- Continue one-to-one Chromebooks for all jr. high students by providing all incoming 7<sup>th</sup> graders with a Chromebook which they keep through 9<sup>th</sup> grade. There was a discussion on each SLT plan composition.

➤ North Campus 2024-2025 School LAND Trust Plan – Judy Nixon stated that she believes that teachers should have a voice when it comes to improvement so she asks her teachers to give their input on what areas that they want to improve in. All her teachers strongly see the need in having math tutors so most of their funds are going to supplement those salaries for goal one.

- Math scores will increase on Unit Test (pre and post test) in 1<sup>st</sup> thru 3<sup>rd</sup> grade by 10% using MyMath curriculum.
- 5<sup>th</sup> grade will increase Maze DIBELS score by 5% from the beginning of the school year to the mid-year assessment.

This goal will be done by purchasing supplemental curriculum and materials that focus on music, art and dance. There was a discussion on the ambitious goal of 10% and the focus on the 5<sup>th</sup> grade.

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

**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.

- Approve the 2024-2025 School LAND Trust Plan for the Antelope Campus and
- Approve the 2024-2025 School LAND Trust Plan for the North Campus.

**Nate Schow seconded the motion. The roll call votes were as follows:**

**Mary Johnston – Yes**

**Rene Dreiling – Yes**

**Jerrad Pullum – Yes**

**Nate Schow – Yes**

**Motion passed unanimously.**

## **DISCUSSION ITEMS**

### ➤ Calendaring Items – ALL

- Next Preboard Meeting – March 28<sup>th</sup>
  - Next Board Meeting – April 11<sup>th</sup>
- Mary thanked Dale for his willingness to help with this transition and to Reid for his hard work trying to figure out the charter world.

**6:05 PM – Rene Dreiling made a motion to ADJOURN. Jerrad Pullum seconded the motion.**

**The roll call votes were as follows:**

**Mary Johnston – Yes**

**Nate Schow – Yes**

**Rene Dreiling – Yes**

**Jerrad Pullum – Yes**

**Motion passed unanimously.**

**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.

[Back to Agenda](#)



## SAA Board of Director's Meeting Thursday, April 11, 2024

### **Action Item:** *Rescind Religion & Education Policy*

#### **Issue:**

---

Syracuse Arts Academy (the School) needs to rescind its Religion and Education Policy.

#### **Background:**

---

Awhile back the USBE rescinded R277-105, a rule which required schools to have a policy about religion and education. The requirements with respect to religion and education still apply to schools, but schools are no longer required to have a policy. They are required, however, to annually notify parents of their constitutional rights in this area, including their right to waive their student's participation in any aspect of school that violates their or their student's religious belief or right of conscience. This annual notification can be accomplished through posting a religion and education administrative procedure on the school's website. Therefore, the school has decided to rescind its Religion and Education Policy, turn it into an administrative procedure, and update the administrative procedure so that it complies with current law, including HB 348 that was passed during the 2023 legislative session.

#### **Recommendation:**

---

It is recommended that the Board rescind the Religion and Education Policy.

**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.

## Syracuse Arts Academy Religion & Education Policy



### PURPOSE

It is the policy of Syracuse Arts Academy (the “School”) to recognize, protect, and accommodate the rights of religious practice and expression guaranteed by state and federal laws and by the constitutions of Utah and the United States.

The purpose of this policy is to help School personnel protect and accommodate individual rights of conscience in the School.

### POLICY

The School’s Board of Directors expects School personnel to foster mutual understanding and respect for all individuals and beliefs. Study about religion is an important part of a complete education and is necessary to achieving an understanding of history, societies, and cultures throughout the world. School curricula – including activities, discussions, assignments, displays, and performances – may refer to religious thought and expression, provided such references are designed to achieve specific educational objectives.

School personnel should neither promote nor disparage any religious, agnostic or atheistic belief or religion in general. Teaching about religion should be objective, thus avoiding any implication that religious doctrines have the endorsement of school authority. School personnel should recognize that religious holidays are observed in various ways, or not observed at all, based upon the influence of ethnic tradition, family style, or religious conviction.

Secondary students may request to be excused or refrain from participating, in activities, discussions, and assignments that they feel would violate their rights of conscience or religious freedom. Such requests must be made in a timely manner to the appropriate authorities. The parent(s) or legal guardian(s) of a minor student may also make a request for excusal on that student’s behalf. If focused on a specific activity, discussion, or assignment, and in accordance with Utah Code, State Board of Education Rules, and School Procedures, such requests will be granted routinely and without penalty.

### Procedures for Implementation

1. At least once a year, the Campus Principal will review with teachers and staff this policy and related statutes and regulations. This review will stress the Board’s expectation that School personnel will recognize, protect, and accommodate religious freedom and individual rights of conscience in the operation of the School, while fostering mutual understanding and respect for all individuals and beliefs.

**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.



2. The Board encourages teachers and employees at the School to discuss, equitably and with civility, and, if possible, resolve with students, parents, and guardians, any concerns regarding curricular content, activities, or student participation.
  
3. Students, parents, and legal guardians will be notified annually of their rights under the Policy, state law, and state administrative rules. The notice will contain at least the following information:
  - a. A copy of the Policy, rules, and related statutes and regulations regarding religion in the curriculum will be available upon request in the school office;
  
  - b. A secondary school student, or parent or legal guardian of any student, may make a complaint to the Campus Principal that a portion of the curriculum, a School activity, or the conduct of a School employee violates state or federal law insofar as it “promotes or disparages a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint.” See Utah Code §53A-13-101.1(4);
  
  - c. A secondary school student, or parent or legal guardian of any student, may make a request to the Campus Principal for a waiver of participation in any portion of the curriculum or a School activity, which the student, parent, or legal guardian believes is an infringement of the student’s right of conscience or the exercise of religious freedom in any of the following ways:
    - i. It requires the affirmation or denial of a religious belief or practice, or right of conscience.
  
    - ii. It requires participation in a practice forbidden by a religious belief or practice, or right of conscience.
  
    - iii. It bars participation in a practice required by a religious belief or practice, or right of conscience.
  
  - d. Pursuant to Utah State Administrative Rules (R277-105-5.B), a claimed infringement must rise to a level of belief that the requested conduct violates a superior duty which is more than personal preference in order to, justifying waiver of participation.
  
4. The Lead Director will discuss annually with the Board any requests for accommodation, or complaints about religion in the curriculum, made within the last year in order to determine how the School can more effectively recognize, protect, and accommodate religious freedom and individual rights of conscience in the operation of the School. In discussing these matters with the Board, the Lead Director will take care to protect the privacy rights of those who made complaints or requests. Each Campus Principal will submit the written record of each complaint received and any decisions made regarding such complaints to the Board President.

**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.

## **Requests for Waiver of Participation**

In general, and within the bounds of law, such requests by secondary students, or parents or legal guardians of any students, to be excused or refrain from participating in activities, discussions, and assignments they feel would violate their rights of conscience or religious freedom will be granted routinely and without penalty.

Any student, parent, or legal guardian who desires a waiver of participation or substitution of another activity as provided in Utah State Board Administrative Rules (R277-105-5) will put that request in writing and direct it to the Campus Principal.

Once a student, parent, or legal guardian has requested a waiver of participation, the student will not be compelled to participate in any curriculum or activity pending resolution of the request, unless the Campus Principal has determined that requiring the participation of that particular student in that particular activity is the least restrictive means necessary to achieve a specifically identified educational objective in furtherance of a compelling governmental interest. (R277-105-5.F)

The Campus Principal, student, the student's parent or legal guardian, and the teacher or employee responsible for the program in question will meet to discuss the request. The Campus Principal will arrive at a decision, swiftly and in a manner consistent with state law, whether to waive participation, alter the curriculum or activity, substitute another activity, or require the student's participation. The Campus Principal will encourage the student and student's parent or guardian to suggest a reasonable alternative. In making a decision, the Campus Principal will give proper consideration to any suggestions made by the student and the student's parent or guardian.

The Campus Principal will keep a written record of every request for a waiver of participation or substitution of activity based on religious freedom or right of conscience and any decisions made regarding each request.

## **Complaints Alleging Violation of Law**

If a complaint is made by a minor student, the Campus Principal will give written notice to the student's parent or legal guardian by letter addressed to the parent or legal guardian's last known address.

The Campus Principal, student, the student's parent or legal guardian, and the teacher or employee responsible for the program in question will meet to discuss the complaint, and the Campus Principal will arrive at a decision, consistent with state and federal law, whether to alter the curriculum or activity, substitute another activity, or deny that the curriculum or activity is in violation of law. The Campus Principal will give a written decision as soon as practical under the circumstances.

**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.

The Campus Principal will keep a written record of every complaint and any decisions made regarding each complaint.

The Board President will personally, or by a committee of his or her choosing, evaluate the curriculum or activity in question. If the Board President is concerned that any curriculum or activity may violate state or federal law, he or she may determine whether the educational objectives could be achieved by less restrictive means and may request that the Campus Principal alter or substitute another curriculum or activity.

### **Appeals Process**

A student, parent, or legal guardian who is dissatisfied with a Campus Principal's decision regarding either requests for waiver of participation or complaints about curricula and activities perceived to be in violation of law, may appeal that decision within ten (10) days to the Lead Director.

The Lead Director will review the complaint of the student, parent, or legal guardian and the decision of the Campus Principal and may modify the Campus Principal's decision.

The Lead Director will keep a written record of every appeal and any decisions made regarding each appeal.

The decision of the Lead Director will be final.

**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.