

Syracuse Arts Academy

Annual Board Meeting Minutes

Friday, June 14, 2024

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037

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

Others in Attendance: Kim Dohrer, Reid Newey, Dawn Kawaguchi, Janey Stoddard, Brad Taylor, Sheldon Killpack (2:12 p.m.), Platte Nielson (2:43 p.m.), Jon McQueary (2:43 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

10:45 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Mary Johnston
 - School Vision – Reid Newey
 - Board Vision – Rene Dreiling

There was no PUBLIC COMMENT.

10:46 AM – Nate Schow made a motion to enter a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual and to discuss strategy sessions to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(1)(a)&(d) at Academica West. Rene Dreiling seconded the motion. The roll call votes were as follows:

Neil Garner – Yes
Mary Johnston – Yes
Jerrad Pullum – Yes
Rene Dreiling – Yes
Nate Schow – Yes

Motion passed unanimously.

11:10 AM – Neil Garner made a motion to exit the CLOSED SESSION. Nate Schow 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.

REPORTS

➤ **Administration**

- *“State of School”* – Reid Newey
 - ✓ Administration Update – The introductions were covered at the breakfast. Wendy and Jay start on July 1st. Michele doesn't start until August 1. There was discussion on leadership in the new building.
 - ✓ Enrollment Update – Reid reviewed the ending enrollment and the current enrollment. We are currently at 1,768 and will continue to work on this.
 - ✓ Special Education Program Updates – Reid gave a historical timeline on the SpEd program. He has been working with Dale and Sarah to reduce costs in SpEd. Reid has cut over \$300k. Sarah has a great plan and will continue to provide quality service. Jerrad requested to review the SpEd budget in February. Reid added that a large amount of SpEd funds are spent on contracted services. Next year, we will have a full-time social worker (received a grant to subsidize much of the cost) and a part time school nurse which may reduce our contracted services.
 - ✓ Board of Directors Campus Visits – Reid would like to have campus visits for the board for the upcoming year. He passed a sign-up sheet around and Dawn will send out calendar invites.
 - ✓ There was a discussion on the administration salary budget and succession plan.

➤ **Academica West**

- *School Charter vs. Exhibit A* – Janey Stoddard gave an overview of a School Charter vs. Exhibit A. Exhibit A has been on hold for about two years. They have a template now and we hope that they will be available by August.

STRATEGIC PLANNING

- *Retreat Expectations/Parking Lot* – Kim stated that if there is something that comes up and it hasn't been discussed, please let her know and we will put that in the parking lot and address them at the end of the meeting which may be addressed at another meeting.
 - Legislative changes with safety and a guardian or resource officer
 - Salary Structure – What are we? What do we want to be?
 - Maintenance Plan – Make sure SAA is getting and that the board sees
- *Vision for the School* – Reid wanted to mention that SAA did receive an award and recognition as a Purple Star School and it included a picture. Reid went into his vision for the school starting with the School's mission and vision. He addressed three areas of emphasis to achieve the mission and vision with and for our students.
 - Proficiency of our students, Literacy (read and write), Math
 - ✓ Alignment of Programming
 - ✓ Analysis of Data
 - ★ Drive Decision Making
 - Meaningful integration of the Arts in everything we do

- ✓ Training/Professional Development
- ✓ Tune up our Vehicle for Training and Analysis of what our students need PLC process and effectiveness
- ✓ Partnership Development/Investment
- Progressively create more opportunity for our students
 - ✓ Socially (We HOLD our kids!, because they love the culture)
 - ✓ Artistically (Expose and Develop)
 - ✓ Academically (every student leaves on track and credit rich)
 - ★ ACT Preparation, Recognition
 - ★ Online Opportunities
 - ★ Acceleration/Personalization/Mastery Movement
 - ★ Facilities plan
- Reflection of 2018 – Kim reviewed the 5-year timeline that the Board set back in 2018. Jerrad, Nate, Mary and Rene were able to discuss their respective years from 2018. The board gave their opinion on what things they felt were actually accomplished.
- Priorities 2030 – Kim split the people in groups of two and come up with a couple of priorities for 2024-2026 and 2030.
 - 2024-2026
 - ✓ Mary & Neil:
 - ★ Personnel Balance (tenured & mentors)
 - ★ Data Equivalence – even scores across the campuses (not a competition)
 - ★ Tenured teachers to new campus
 - ★ Project Lead the Way (PLTW)
 - ✓ Rene & Nate:
 - ★ Alignment of Programming (same as Personnel Balance)
 - ★ Building more than we think we need – What's going to make this new campus unique (Magnate)
 - ★ Safety
 - ★ One Team – Three Buildings
 - ✓ Reid & Jerrad
 - ★ Marketing for the new elementary
 - ★ Too many students for the Jr. High
 - ★ Post Secondary Training
 - **TOP THREE**
 - ✓ **8-Data Equivalent/Tenure teachers to new campus**
 - ✓ **6-Personnel Balance/Alignment of Programming**
 - ✓ **6-Building more than we think we need – What's going to make this new campus unique (Magnate School)**
 - ✓ 5-PLTW
 - ✓ 2-Too many students for the Jr. high
 - 2030
 - ✓ Mary & Neil:
 - ★ Increase Enrollment Numbers
 - ★ Retain students & teachers
 - ★ Another Elementary (2028)

- ♣ 2025-2026 Reduce Antelope elementary from 2 sections to make room for Jr. high
- ♣ 2028 Antelope full Jr. high
- ✓ Rene & Nate:
 - ★ Tech & Programming up to date
 - ★ Prepare for aging buildings
 - ★ Safety
- ✓ Reid & Jerrad:
 - ★ Fully developed Jr. High – CTE program (see Another Elementary)
 - ♣ Post Secondary CTE Facility
 - ★ 2026-2030 SAA the 1st choice desired

Kim asked if the board could live with the items in 2030. She also recommended that the Board review this list annually to see if this is what they still want to do by 2030. It's not written in stone. It's just so that the board and Reid can have a common vision. Jerrad shared his concerns about financing in the next few years and sustainability. Multi-generational equity was discussed LOL.

- Board and Director Roles – Kim asked the group to write down a couple of items that they think the board role is and the lead director role is. She reminded the group that the board is the “how well” and the lead director is the “how will”. There was discussion on parent/teacher complaints.

- Board Roles (in a word or two)
 - ✓ Ensure
 - ✓ What's Next?
 - ✓ **Support**
 - ✓ Metrics/Trends (info from Director)
 - ✓ Encourage
 - ✓ Finances (Money)
 - ✓ Policies
- Lead Director
 - ✓ **Partnership**
 - ✓ Reports
 - ✓ Budget (have a handle on the budget)
 - ✓ Marketing/Branding (Logo)
 - ✓ Execute
 - ✓ School/workplace culture
 - ✓ Inspire/Leadership

- What Do You Want Reid to Know? – Kim asked the board to write down something that they want Reid to know. It could be a possible sacred cow or a situation that you think he needs to know. We never want to Reid to be caught off guard with a situation. Kim wants the board to comfortable monitoring each other when the board is out of their lane as well as being comfortable hearing Reid telling a board member they are out of their lane. Kim asked Reid to think of three things he wants the board to know.

- Construction list of Priorities (get from Dale)
- Student Trips (maybe re-evaluate)
- Logo (marketing plan/branding)
- Capital expenditures priorities

- Kim went back to the parking lot to discuss and make assignments for future meetings.
 - Legislative changes with safety and a guardian or resource officer – Reid will have to do a Risk assessment (due in December). Janey gave an update on this bill. Please keep the board informed.
 - Salary Structure – What are we? What do we want to be? – Reid wants to grow his own by developing a strong program and will report on this mid-year (include salary structure).
 - Maintenance Plan – Make sure SAA is getting and that the board sees – Reid will update the board on this next year by June at the very latest.
- Sheldon came to the meeting to answer any questions on the Letter of Intent. He will talk with the facilities committee at the break, so the board won't need to go back into closed session. Reid informed the board that to implement Project Lead the Way, you must have a University partnership and Utah doesn't currently have a University partnership.

2:16 PM – Neil Garner made a motion to take a BREAK. Rene Dreiling 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.

2:43 PM –Nate Schow made a motion to RECONVENE the meeting. Mary Johnston 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.

Kim Dohrer asked if there were any other things that the board would like Reid to know. There were no further questions. Mary thanked Kim for her time here today.

BOARD TRAINING

- Annual Policies, Plans, Procedures & Training Review – Platte Nielson reviewed the following policies, plans, procedures and trainings that are required for the board to review or re-approve.
 - Sex Education Instruction Policy/Procedures – Platte stated that the board is required to review data including review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School. This information is included in the board's meeting materials.

- Out of School Suspension and Expulsion – This data is required for the board to review annually.
 - Arrest Reporting Policy/Procedures – Platte reviewed the Arrest Reporting Policy and procedures. Platte stated that there are a few items to update in this policy. The board is included in this policy of reporting arrests within 7 days.
- Review Board Member Expectations and Agreement* – Mary Johnston asked the board to review the board member expectations and signed the agreement. There was a discussion on board members attending events and how do you ensure that some of these things are being attended. There was a minor change on the Board Member Expectations and will be brought to the next board meeting for approval.
- Review Ethics Policy & Sign Annual Commitment to Ethical Behavior* – Jon McQueary reviewed the Ethics Policy. Dawn sent around the Annual Commitment to Ethical Behavior for the board to sign. There was a discussion on whether Neil would have to sign a conflict of interest with him being on the Syracuse City Planning Commission.
- Annual Fraud Risk Assessment* Review – Jon McQueary reviewed the fraud risk assessment. The board received all the points except for the internal audit control which is not required unless you have 10,000 student or more. The total score is 375/395 which is a low risk. Jon also reviewed the Basic Separation of Duties and the mitigating controls that the school has in place.

VOTING ITEMS

- 2023-2024 Final Amended Budget – Jon McQueary reviewed the final amended budget which includes FY23, the original 2024 budget, the current P&L through May 31st, the final amended FY24 budget and the proposed FY25 budget. The final FY24 budget has funds budgeted from surplus which is the bond proceeds for the construction. There was a discussion on where the local sources revenue comes from.
- 2024-2025 Annual School Budget – Jon McQueary reviewed the FY25 budget. The determined amount for raises for next year is 3% which doesn't include the ESA money. Jon stated that the percentage increase does not include the ESA. That is listed separately on employees' agreements. There was a discussion on how Reid feels with this budget. Jon gave an update on the recent S&P call in which the school maintained their investment grade rating with a stable outlook. Jon mentioned that some of the areas are lower due to one-time funding for the current year that does not reflect this budget.
- PTIF Resolution – Jon McQueary stated that this is the investment account for the school. As we have leadership changes, we need to make updates to the PTIF account. Jon reviewed the controls and the Investment Policy. There was a discussion on a conflict of interest having the board president as one of the authorizers.
- Re-Approve Parent & Family Engagement Policy – Platte Nielson reviewed the Parent and Family Engagement Policy. This is required if the School receives Title I funding. There are currently no recommended changes. Janey added that SAA had their Title I audit this year and they passed with flying colors. There was a discussion on the audit and what they review.
- Kindergarten Toilet Training Policy – Platte Nielson reviewed the Kindergarten Toilet Training Policy. It guides the school on how to address kindergarten students who are not toilet trained and do not have a 504 or IEP. There was a discussion on why this policy only applies to kindergarten students.

- Amend Background Check Policy – There was no further discussion on the policy itself but Jerrad asked about the administrative procedures and why this was the only policy that included those.
- Amend Electronic Meetings Policy – Platte stated that if all your board members are participating electronically, you don't need to have an anchor location. If a member of the public would like to participate at an anchor location, they must notify the School within 12 hours of the meeting.
- Amend Student Conduct & Discipline Policy – There was a discussion on sections 4.1.1 (a) and (f). Otherwise, the board had no further questions.
- Amend Anderson Asphalt Purchase – There was no further discussion.
- 2024-2025 Sex Education Instruction Committee Membership – There was no further discussion.
- Letter of Intent – Mary Johnston asked if Jerrad and Neil got their questions answered with the Letter of Intent. Jerrad stated that Sheldon added “*These costs are included in the total cost of the building and not additional”. The committee feels good about this.
- Charter School Board Building Official (CSBBO) – Mary Johnston stated that it is easiest to have the Lead Director but for now since Dale will be over the new building construction. Jerrad is currently the CSBBO, but it makes sense for Dale to be that person. There was a discussion on the extent of Dale's position.
- Ratify Board Members and their Terms – Mary stated that her term is up this year, but she would like to stay on the board for another term. There was one correction on the cover letter and Dawn will make that correction.
- Ratify Lead Director and Agreement – There was no further discussion.
- Appoint Board Member Officers – Mary Johnston asked if everyone is okay with everyone staying in the same positions. There was no objections.

Jerrad Pullum made a motion to approve the following:

- **Approve the final amended budget for the 2023-2024 school year;**
- **Approve the proposed annual operating budget for the 2024-2025 school year;**
- **Approve the PTIF Resolution;**
- **Re-approve the Parent & Family Engagement Policy;**
- **Approve Kindergarten Toilet Training Policy;**
- **Approve the amended Background Check Policy;**
- **Approve the amended Electronic Meetings Policy;**
- **Approve the amended Student Conduct & Discipline Policy;**
- **Amend the Andersen Asphalt purchase from \$37,137.41 to not to exceed \$45,000;**
- **Approve the 2024-2025 Sex Education Instruction Committee Membership as follows: (1) administrator; (2) teachers, (1) School Nurse and (4) parents;**
- **Approve the Letter of Intent and allow the Board President to sign on behalf of the School with the written changes;**
- **Appoint Dale Pfister as the Charter School Board Building Official;**
- **Approve Mary Johnston with a new 4-year term to expire June 2028 and ratify Neil Garner with a term to expire June 2027, Rene Dreiling with a term to expire June 2026, Jerrad Pullum with a term to expire June 2025, and Nate Schow with a term to expire June 2025;**

- Approve the board officers as currently constituted; and
- Approve Reid Newey as the Lead Director for the 2024-2025 school year and his employment agreement as discussed in a previous closed session.

Neil Garner 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.

Mary Johnston thanked Neil and Jerrad for their service on the Facilities committee but now that the Letter of Intent has been approved and Dale is officially the Facilities manager and will report to the board as often as we would like him to. Neil thanked Jerrad for all of his expertise with this.

CONSENT ITEMS

- Ratify New Hires – There was no further discussion.
 - Michele Parry – South campus Principal
- May 9, 2024 Board Meeting Minutes – There was no further discussion.
- School-Based Mental Health Qualified Grant – There was a discussion on the timing of this item. Jerrad asked that if something like this comes up again, he would like a courtesy email sent out to inform the board.
- Amended 2024-2025 School Calendar – There was no further discussion.

Nate Schow made a motion to approve the consent items. 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.

DISCUSSION ITEMS

- 2024-2025 Board Meeting Schedule – Dawn Kawaguchi reviewed the proposed schedule for next year. It's following the same schedule as this year. There was discussion on date changes, adding meetings and the winter retreat. Dawn will send out calendar invites.
- Calendaring Items – ALL
 - Electronic Board Meeting – June 27th – we will need this meeting to approve the Early Learning Plan and a tech purchase.
 - Next Pre-Board Meeting – July 20th PROPOSED
 - Next Board Meeting – August 1st PROPOSED

4:14 PM – Neil Garner made a motion to ADJOURN. Nate Schow 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.

**Syracuse Arts Academy
Board of Directors
Closed Session Statement
Friday, June 14, 2024**

Location: Academica West, 290 N Flint Street, Kaysville, UT 84037

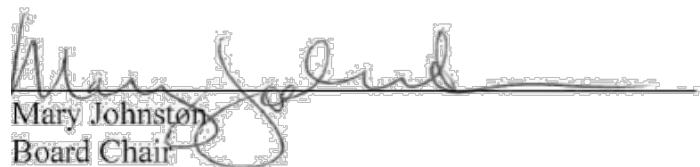


CLOSED SESSION SWEARN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for SYRACUSE ARTS ACADEMY entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-205(1)(a)

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 14 day of June, 2024, at Kaysville, Utah.


Mary Johnston
Board Chair