



Learning through the Arts

Board Meeting Materials

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.**

August 15, 2024

Syracuse Arts Academy

Board Meeting Agenda

Thursday, August 15, 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

2024-2025 School Priorities

Data Equivalent
Development of Teachers
Alignment of Curriculum
Building Expansion Vision

5:30 PM – INTRODUCTORY ITEMS (5 minutes)

- Welcome & Roll Call – Mary Johnston
 - Board Mission – Rene Dreiling
 - School Vision – Nate Schow

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

5:35 PM – REPORTS

- Board of Directors
 - [Financial Update](#) – Rene Dreiling (5 minutes)
- Academica West
 - [Introduction to Facilities](#) – Kirk Blake (10 minutes)
 - Review Title I Monitoring Visit – Jon McQueary/Janey Stoddard (2 minutes)
- Administration
 - State of the School – Reid Newey (10 minutes)
 - [Current Enrollment](#)
 - Construction Priority List
 - New Building Update
 - [Amended Attendance Administrative Procedures](#)

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.

6:02 PM – CONSENT ITEMS

- [New Hires](#)
- [June 27, 2024 Board Meeting Minutes](#)
- [Ratify Amended 2024-2025 School Calendar](#)

6:05 PM – VOTING ITEMS

- [Amend Andersen Asphalt Invoice](#) – Jon McQueary (2 minutes)
- [OneWest Change Order for North Campus Storage Addition](#) – Jon McQueary (2 minutes)
- [Amend Arrest Reporting Policy](#) – Reid Newey (2 minutes)
- [Amend Selection, Approval & Purchase of Instructional Materials Policy](#) – Reid Newey (2 minutes)

6:13 PM – DISCUSSION ITEMS

- Calendaring Items – ALL (5 minutes)
 - Schedule September Electronic Board Meeting – LEA Specific Licenses
 - Next Pre-Board Meeting – September 19th
 - Next Board Meeting – October 3rd
 - NCSC25 Orlando, FL June 29-July 2

6:18 PM – ADJOURN

UPCOMING CALENDAR ITEMS

September

LEA-Specific Educator Licenses

October

Update on SpEd Programming

SLT Committee Membership [Due Oct 20]

S&P Annual Fee [Due November]

Sex Ed/Maturation Curriculum [If Changing]

November

Bond Investor Call Notice (Jon)

December

Audit Review

2025-2026 School Calendar

2025-2026 School Fees [1st Public Comment Period]

Update on Safety Assessment

Prepare Teacher Survey

February

Board Vacancies

Mid-Year SpEd Budget Review

Report on “Grow Your Own” program (incl. salary structure)

Review Maintenance Plan with Board by June

SLT Training Assurance

Annual Open Meetings Act Training

2025-2026 School Fees [2nd Public Comment Period]

Review Building Evaluation Budget [Every Odd Year]

SpEd Contracted Services Agreements (RFP – if needed)

NEW Curriculum Purchases [2 Public Comment Periods Required]

April

Prepare Parent Survey

School LAND Trust Plans [Due May 1]

Positive Behavior Plan *(if changing)*

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Director Evaluation
Director Bonus/Salary
Disney Leadership Trip Approval for following Spring [Every Odd Year]
May
2025-2026 TSSA Plan
Audit Engagement Letters
Property & Liability Insurance Renewal
June
2024-2025 Final Amended Budget
2025-2026 Annual Budget
Ratify Board Members & Terms
Ratify Board Officers
2025-2026 Board Meeting Schedule
Mental Health Screening Determination (*if changing*)
Annual PPP Training & Review
Fraud Risk Assessment/Ethical Behavior
Review Board Communication Guidelines
Review Board Member Expectations/Board Member Agreement
Ratify Lead Director & Employment Agreement
Sex Education Instruction Committee [Due Aug 1]

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Syracuse Arts Academy Statement of Activities

Created on August 10, 2024

For Prior Month

	Annual June 30, 2025 Budget	Year-to-Date July 31, 2024 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	917,509	56,722	6.2 %
Revenue From State Sources	19,943,854	2,221,619	11.1 %
Revenue From Federal Sources	640,114	8,540	1.3 %
Total Income	21,501,477	2,286,881	10.6 %
Expenses			
Instruction/Salaries	11,051,726	730,594	6.6 %
Employee Benefits	3,531,911	257,145	7.3 %
Purchased Prof & Tech Serv	1,445,988	73,650	5.1 %
Purchased Property Services	310,252	135,776	43.8 %
Other Purchased Services	195,694	86,767	44.3 %
Supplies & Materials	2,224,392	67,238	3.0 %
Property	35,000	34,213	97.8 %
Debt Services & Miscellaneous	2,453,073	1,939	0.1 %
Total Expenses	21,248,036	1,387,322	6.5 %
Total Net Income	253,441	899,559	354.9 %

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

	Period Ending 07/31/2024 <u>Actual</u>	Period Ending 07/31/2023 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	9,287,391	9,687,740
Accounts Receivables	145,934	248,365
Other Current Assets	159,344	159,343
Total Current Assets	<u>9,592,669</u>	<u>10,095,448</u>
Restricted Cash	<u>3,514,214</u>	<u>4,165,029</u>
Net Assets		
Fixed Assets	41,058,040	41,058,040
Depreciation	(8,946,349)	(8,946,349)
Total Net Assets	<u>32,111,691</u>	<u>32,111,691</u>
Total Assets & Other Debits	<u>45,218,574</u>	<u>46,372,168</u>
Liabilities & Fund Equity		
Current Liabilities	<u>435,638</u>	<u>898,591</u>
Long-Term Liabilities	<u>35,526,305</u>	<u>35,526,305</u>
Fund Balance	<u>8,357,071</u>	<u>9,070,398</u>
Net Income	<u>899,560</u>	<u>876,874</u>
Total Liabilities & Fund Equity	<u>45,218,574</u>	<u>46,372,168</u>

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Facility Management and Maintenance

Our facilities services typically fall into four general categories, including:

1. Long term facility maintenance planning

Your building is one of your largest expenses. Caring for it and planning long term are crucial to the school's success. Upon reaching the third year of operation, each building is reviewed annually in the fall. The building's major systems and parts are evaluated, and recommendations are made for planning and budgeting purposes. Recommendations are provided in a written report.

Examples of areas that are reviewed include:

- Building Exterior/Landscape
- Parking Lot
- Playground
- Roof
- HVAC
- Electrical
- Fire & Security
- Building Interior
- Flooring
- Plumbing/Restroom
- Kitchen and equipment
- Painting

2. Ongoing maintenance

- a. This is comprised of those things that go on in the background to keep things running smoothly.

Area – Item	Description/Frequency
○ Electrical	
○ Electrical Rooms	Inspect for Compliance/Quarterly
○ HVAC	
○ AC Units	Clean Coils/Quarterly
○ Thermostats	Program/By Request
○ Filter	Coordinate Change/Quarterly
○ Plumbing/Bathrooms	
○ Exhaust Fans	Inspect and clean/Annually
○ Faucets	Inspect or Repair/As Needed
○ Partitions	Inspect or Repair/Quarterly
○ Int. Drinking Fountains	Inspect or Repair/Quarterly
○ Ext. Drinking Fountains	Winterize or Repair/Biannually
○ Auto Flush/Faucets	Replace Batteries/As Needed
○ Toilets	Inspect or Repair/As Needed
○ Sinks	Inspect or Repair/ As Needed
○ Backflow Devices	Schedule Inspection/Annually
○ Water Heater	Flush/Annually

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

○ Grease Traps	Schedule Cleanout/Annually
○ Ref/Freezer Coil	Clean Coils/Quarterly
○ Roof Membrane	Inspect or Clean/Biannually
○ Fire System	
○ System Inspection	Schedule Required Inspection/Annually
○ Playground	
○ Big Toy	Schedule Inspection/Annually
○ Big Toy	Check Bark Level/Biannually
○ Carpet	Check for Snags/As Needed
○ VCT/VCP	Check for Problems/As Needed
○ Lights Needing a Lift	Change /Biannually
○ Lights Other	Change /As Needed
○ Doors & Hardware	Inspect/Oil/Adjust/Repair/Biannually
○ Ceiling Tiles	Change or Repair/As Needed
○ Parking Lot	Inspect/Annually
○ Building Exterior	Inspect/Annually
○ Windows, Caulking, Seals	Inspect or Repair/Annually

b. Patch and Paint

Our goal with patch and paint services is to maintain your school building and reduce the visual wear and tear from a year's worth of use by students, faculty, and staff.

Covered:

- Patch the damaged areas where gypsum is showing through.

Not covered:

- dents
- scuffs
- marks on walls
- staple holes
- thumbtack holes

Each school will be responsible for materials and labor hours outside what can be accomplished by the maintenance staff in a reasonable amount of time (e.g., 10-20 hours per building per school year).

3. Emergency situations

- a. When there's something seriously wrong with your facility, operation is interrupted, and you don't know who to call or what to do, call us.

Examples of emergencies include:

- Natural gas smelled in classrooms
- Sewage rising from floor drains
- Power outages in parts of the building

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- Smoke where it's not supposed to be
- Water pouring into the building from the ceiling

4. Special projects and handyman services

- a. When you need a little something on the building done but you are not quite sure how to tackle it, we may be able to help with project planning. These projects typically require a great deal of time, planning, budgeting, procurement, approvals (including board approval), and cost (which the school will cover).

Examples of these projects include:

- Building alterations and remodels
- Room additions or alterations
- Playground equipment installations
- Facility expenditures requiring board approval

- b. Handyman services outside the ongoing maintenance realm may include tasks that require skill, knowledge, and tools that typically do not reside in a school. The AW crew is happy to help tackle these tasks as time permits.

Examples of handyman tasks include:

- Installing coat hooks
- Hanging an occasional white board, tack board/strip
- Installing a shelf
- Coordinating visits of subcontractors
- Fixing a leaky faucet
- General repair

- c. When requesting service, the following questions may be helpful as a guide to determine if it is something the AW maintenance crew should handle.

- Does the task require *specialized service or is it general labor*?
If the task is general labor and requires no special skill, we ask that you find a parent volunteer or school employee to perform the task.

Example:

A request is entered to move cans of peaches received through the commodity program from one side of the room's shelving to the other. This task requires no special skill and can be considered general labor. Perhaps a parent volunteer, a staff member or kitchen employee is a better choice to move the peaches. Use the skill and expertise of the maintenance crew for its specialty area rather than general labor.

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Other examples of the types of work that AW Maintenance should not be doing include:

- Staff the front office and telephones
- Substitute for playground duty
- Perform lunchroom duty
- Vomit cleanup
- Bathroom clean up
- Snow removal or shoveling snow
- Order pickup and delivery service
- Student discipline
- Student restraint
- Student supervision
- Detention supervision
- Classroom supervision
- Stocking ice melt at school
- Lawncare/Sprinkler Repair

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Syracuse Arts Academy LEA

▼ 2024 2025

Groups

Setup

Codes

Enrollment														Schools	Status	Race	Sex
Active Students		Grade:	K	1	2	3	4	5	6	7	8	9	Total				
Syracuse Arts Academy - North			93	105	102	106	105	108	104				723				
Syracuse Arts Academy - Antelope			63	76	74	77	79	81	80	174	160	142	1006				
Effective 8/14/2024			156	181	176	183	184	189	184	174	160	142	1729				

Updated Attendance Administrative Procedures Summary

Most changes stem from HB 362 that passed during the 2024 legislative session. You may remember some of the changes that were included on the Student Conduct & Discipline Policy regarding habitual truancy which is carried over to the Attendance Admin. Procedures.

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Attendance Administrative Procedures

These procedures are established in accordance with the Attendance Policy established by the School's Board of Directors.

Definitions

"Absence" or "absent" means the failure of a school-age child assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.

"Chronic absenteeism" or "chronically absent" means a student misses 10% or more of days enrolled, for any reason, and makes a school aware that a beginning of tiered supports may be needed.

"Valid excuse" or "excused absence" means an absence resulting from:

- (a) an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- (b) mental or behavioral health of the school-age child;
- (c) a death of a family member or close friend;
- (d) a scheduled family event or a scheduled proactive visit to a health care provider in accordance with Section 53G-6-803(5);
- (e) a family emergency;
- (f) an approved School activity;
- (g) a preapproved extended absence for a family activity or travel, consistent with School policy; or
- (h) an absence permitted by an individualized education program or Section 504 accommodation plan.

The Campus Principal has the discretion to consider other absences as "valid excuses."

"Valid excuse" or "excused absence" does not mean a parent acknowledgement of an absence for a reason other than those described above.

"Habitual truant" means a school-age child who:

- (1) is in grade 7 or above and at least 12 years old;
- (2) is subject to the requirements of Section 53G-6-202; and
- (3) (a) is truant at least ~~ten times~~ 20 days during one school year; or (b) fails to cooperate with efforts on the part of School authorities to resolve the school-age child's attendance problem as required under Section 53G-6-206.

"School-age child" means a minor who is at least six years old but younger than 18 years old and who is not emancipated.

"School day" means the portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.

"Truant" means a condition by which a school-age child, without a valid excuse, is absent for at least half of the school day. A school-age child may not be considered truant under this policy more than one time during one day.

Attendance Requirements: Students are expected to have no more than five (5) unexcused absences per year.

Excused Absences: An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school.

In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

Preapproved Extended Absence: A parent/guardian may request approval from the Campus Principal prior to a student's extended absence of up to ten (10) days per school year. The Campus Principal will approve the absence if the Campus Principal determines that the extended absence will not adversely impact the student's education.

Medical Documentation: The School may not require documentation from a medical professional to substantiate a valid excuse that is a mental or physical illness.

Make-up Work: Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable timeframe as determined by the teacher.

Tardiness: A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration.

Notification of Absences and Tardies: In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents may be notified when their student reaches the 4th unexcused absence of the year or if their student is excessively tardy. If a student reaches five (5) or more unexcused absences, the Campus Principal will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

Notice of Compulsory Education Violation (For Students in Grades 1-6)

The School may issue a "notice of compulsory education violation" to a parent/guardian of a school-age child who is in grades 1 through 6 if the student is truant at least five (5) times during the school year.

This notice shall:

1. Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the Campus Principal and Lead Director to secure regular attendance by the student;
2. Designate the School authorities with whom the parent/guardian is required to meet;

3. State that it is a class B misdemeanor for the student's parent/guardian to intentionally or without good cause fail to meet with the designated School authorities to discuss the student's attendance problems, or fail to prevent the student from being truant an additional five (5) or more times during the remainder of the school year; and
4. Be served on the parent/guardian by personal service or certified mail.

If School personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent or guardian has failed to make a good faith effort to ensure that the school-age child receives an appropriate education, the issuer of the compulsory education violation shall report to the Division of Child and Family Services the information required by Utah Code § 53G-6-202(8) (also in accordance with the School's Child Abuse and Neglect Reporting Policy).

Chronic Absenteeism Prevention and Intervention Program

The School's Chronic Absenteeism Prevention and Intervention Program is established to encourage good attendance, improve academic outcomes, and reduce negative behaviors. Through this program, the School hopes to create a trusting relationship between teachers, students, and parents/guardians.

The School's efforts to prevent chronic absenteeism include, but are not limited to:

- Serving students breakfast and lunch at the School each school day.
- Providing classroom and/or schoolwide rewards and/or incentives to students for good attendance.
- Notifying parents/guardians by phone each time a student is absent, and making such notification on the day of the absence.
- Contacting parents/guardians of students who reach four (4) and/or five (5) unexcused absences to try to resolve the students' attendance problems.
- Providing parents/guardians with notices of compulsory education violations or notices of truancy, as appropriate and as outlined herein.
- Making habitual truancy referrals, as appropriate and as outlined herein.
- Providing parents/guardians with the School's attendance policies and procedures each year at the time of registration.

The School will seek to help students struggling with absenteeism (including chronically absent students) through implementing research or evidence-based absenteeism and dropout prevention interventions. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems through the following interventions:

- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent/guardian of the concern. The teacher will set up a conference with the student and/or the student's parent/guardian to identify and resolve any problems that prevent the student from attending school. The student's progress will be monitored.
- If meeting with the student and parent/guardian does not adequately address the problems and the student's learning continues to suffer, then the School counselor or Campus Principal will work with the teacher and parent/guardian in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to

resolve the problems may include, but are not limited to, the following: making adjustments to the curriculum or the schedule; counseling of the student by School authorities; mentoring the student; providing the student with increased academic support; teaching the student executive function skills such as planning, goal setting, understanding and following multi-step directions, and self-regulation; considering alternatives proposed by the parent/guardian; or providing the parent/guardian with a list of community resources to help the family.

- The Campus Principal may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, the Campus Principal will contact the parent/guardian and request a formal meeting to discuss and resolve the attendance problems. A copy of the communication (letter, email, etc.) will be kept by the School.
- The Campus Principal will notify the student and a parent/guardian of the actions the School may take should the student be truant in the future.

Notice of Truancy (For Students in Grade 7 or Above)

Consistent with Section 53G-6-203, the School may issue a notice of truancy to a school-age child who is in grade 7 or above, at least 12 years old, and is truant at least five (5) times during the school year.

A notice of truancy will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

A notice of truancy will:

1. Direct the school-age child who receives the notice of truancy, and the parent/guardian of the school-age child, to meet with School authorities to discuss the student's attendance problem and cooperate with the Campus Principal and Lead Director to secure regular attendance by the student;
2. Designate the School authorities with whom the school-age child and parent/guardian is required to meet.

A notice of truancy will be served on the parent/guardian by personal service or regular mail. The parent/guardian will have the right to appeal a notice of truancy in writing to the Campus Principal within ten (10) days of being issued.

Referrals for Habitual Truancy (For Students in Grade 7 or Above)

In accordance with Utah Code § 53G-8-211, the School shall refer a student who is a habitual truant to an evidence-based alternative intervention described in Utah Code § 53G-8-211(3), including:

- a mobile crisis outreach team;
- a youth services center, as defined in Section 80-6-901;
- a certified youth court, as defined in Section 80-6-901, or comparable restorative justice program;

- an evidence-based intervention created and developed by the School or other governmental entities as set forth in Section 53G-8-211(a); or
- truancy mediation.

If the student who is a habitual truant refuses to participate in an evidence-based alternative intervention described above, the School shall refer the student for prevention and early intervention youth services, as described in Section 80-5-201, by the Division of Juvenile Justice and Youth Services.

The School may only refer a student who is a habitual truant to a law enforcement officer or agency or a court if:

- The student was previously alleged of being a habitual truant at least twice during the same school year; and
- The student was referred to an evidence-based alternative intervention, or for prevention and early intervention youth services, as described above for at least two of the previous habitual trancies.

If the School refers a student who is a habitual truant to a law enforcement officer or agency or a court, the School shall appoint a School representative to continue to engage with the student and the student's family through the court process. The School shall include the following in its referral to a law enforcement officer or agency or a court:

- Attendance records for the student;
- A report of evidence-based alternative interventions used by the School before the referral, including outcomes;
- The name and contact information of the School representative assigned to actively participate in the court process with the student and the student's family;
- If the student was referred to prevention or early intervention youth services, a report from the Division of Juvenile Justice and Youth Services that demonstrates the student's failure to complete or participate in prevention and early intervention youth services; and
- Any other information that the School considers relevant.

Appeals Process

Parents/guardians who believe that all or part of their student's absences and/or tardies should be considered excused, or if they want to contest a notice of truancy, notice of compulsory education, habitual truancy referral, or any disciplinary action taken against their student pursuant to the School's Attendance Policy or these procedures, shall follow the School's Parent Grievance Policy.

Students with Qualified Disabilities

If students with disabilities under the Individuals with Disabilities Education Act, or students protected under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, have excessive absences, including but not limited to absences for mental or behavioral health reasons, and fall within the criteria of these procedures, the School will ensure that these procedures are applied in a manner consistent with all applicable state and federal laws and

regulations. Excused absences for known mental or behavioral health reasons do not absolve the School of FAPE responsibilities.

Annual Report

The School shall annually report the following data separately to the State Board of Education:

1. absences with a valid excuse; and
2. absences without a valid excuse.



SAA Board of Director's Meeting Thursday, August 15, 2024

Consent Item: *New Hires*

Issue

The Board approves the hiring of all employees.

Background

The following people have been hired as of July 1st:

- Spangler, Abigail – Junior Tech (SAA-JH)
- Sarvello, Traelynn – Kitchen Assistant (SAA-JH)
- Gailey, Riker – Summer Tech Intern (SAA-JH)
- Galloway, Ryker – Summer Tech Intern (SAA-JH)
- Atkin, Kristy – School Nurse (SAA-N)
- Johnson, Melissa – 2nd Grade Teacher (SAA-N)
- Brown, Emma – 4th Grade Teacher (SAA-N)
- Houston, Sarah – 6th Grade Teacher (SAA-ANT ELEM)
- Long, Dalan – Summer Tech Intern (SAA-JH)
- Jones, Tonya – SPED TA (SAA-JH)
- Hernandez, Amanda – 2nd Grade Teacher (SAA-JH)
- Richards, Brooke – 4th Grade Teacher (SAA-ANT ELEM)
- Forsyth, Brielle – 1st Grade Teacher (SAA ANT ELEM)
- Van Pelt, Marc – SPED Teacher (SAA ANT ELEM)
- Clifford, Craig – CTE Teacher (SAA-JH)
- Bennion, Monica – JH SPED TA
- Hellewell, Cindy – JH SPED TA
- Granquist, Barbara – North Campus Sub
- Heiniger, Shayna – North Campus
- Long, Kylin – North Campus
- Hawkes, Erin – North Campus
- Rogers, Melanie – North Campus Sub
- Allred, Kelsi – ANT ELEM sub

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

- Carbine, Caden – JH Sub
- Rodriguez, Yesenisa – JH Office Aide
- Sage Montoya – ANT Elem TA
- Jaimie Douglas – ANT Elem TA
- McCoy Ferry – JH Sub

As always, each employee meets the minimum qualifications required by the state, and/or they have passed a background check.

Recommendation

It is recommended that the Board ratify the new hires.

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Syracuse Arts Academy Board Meeting Minutes Thursday, June 27, 2024

Location: Antelope Elementary Campus, 2893 W 1700 S, Syracuse, UT 84075

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

Excused: Nate Schow

Others in Attendance: Dawn Kawaguchi, Jon McQueary, Janey Stoddard, Reid Newey, Michele Parry, Becky Okey, Judy Nixon, Wendy Long, Nic Jackson



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

5:32 PM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Mary Johnston
 - Board Mission – Neil Garner
 - School Vision – Jerrad Pullum

There was no PUBLIC COMMENT.

REPORTS

- **Lead Director**
 - State of the School – Reid Newey reported an increase in enrollment from the previous year, but noted a concerning rise in attrition, suggesting a target number to maintain adequate funding. As of June 26th, we are currently at 1,821.
 - ✓ **2024 Testing Results Preview** – Reid expressed his appreciation of the campus principals work on the assessment results. The data isn't final but the board has expressed their interest in the results. He discussed the recent academic results, highlighting exceptional growth in science and elementary grades, but lower than previous year's results in junior high grades. He emphasized the need to investigate the decline in scores observed in Junior High and encouraged the team to provide feedback on

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the analysis of academic data. Collaboratively the administration discussed the proactive measures taken to support students, particularly those requiring special education services. The role of the professional learning teams in meeting biweekly to discuss individual student needs and implement interventions. The teamwork among learning coaches, teachers, and support staff, which she attributed to the low teacher turnover rate. Reid added the challenge of maintaining student numbers in district schools due to constant in and out movements.

- **Antelope Elementary** – Becky reported on the team's growth, highlighting the impressive results of new teachers and the significant improvement in reading skills, particularly in kindergarten and first grade.
- **North Campus** – Judy discussed the successful implementation of the split half-day kindergarten program and praised a 6th-grade math teacher's dedication. She also shared that despite challenges with the science test due to changing standards, the school performed well in math and language arts.
- **Antelope Jr. High** – Wendy met with Emily at AW to go through the scores. There are some incomplete data for the jr. high. The trend of the scores are phenomenal but there are opportunities to move forward with growth.

There was a discussion on the on-going change with the science test and the recent change in the science standards, state data trends and opt outs. Reid ended with appreciation of the team's hard work.

- ✓ **Facilities Update** – Reid gave an update on the new campus. Reid reported that he met with Sheldon (OneWest), along with Dale and Michele. They discussed the facility and the estimated timelines. Contingency plans were discussed.

➤ **Board of Directors**

- **Discuss the School Priorities** – Mary Johnston put together a document that were notes from the retreat. She reviewed the board's top priorities from the retreat. Mary asked the board if these are the 2024-2025 (26) priorities. We are not forgetting safety or technology along with all the other.

- ✓ Data equivalent
- ✓ Development of teachers and alignment of curriculum
- ✓ Building expansion vision

There was a discussion on possible changes in the priorities. Mary also reviewed the goals/priorities for 2030. On Kim's recommendation, we will be reviewing these priorities every year.

- **Review Lead Director Evaluation** – Mary Johnston stated that she talked with Reid to see if he was okay with the evaluation.

CONSENT ITEMS

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- June 14, 2024 Board Meeting Minutes – There was no further discussion. **Jerrad Pullum made a motion to approve the consent items. 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.**

VOTING ITEMS

- 2024-2025 Early Learning Plan – Reid Newey stated that he would ask that Becky and Judy jump in with their perspective. This plan has been preapproved by the state and now it needs to be approved by the board. Becky gave a brief history of this plan due to the changes it has gone through over the years. Judy stated that these goals were collaboratively made with input by the entire team. Becky discussed the goals. One is a maintenance goal and an increase goal. She also discussed the assurances. There was a discussion on the curriculum being used.
- Technology Purchase – Reid Newey explained the School’s technology replacement plan which was put together by Nic Jackson. There was a discussion on the timing of purchasing technology with the lead time in mind.
- Amend Board Member Performance Expectations – Mary Johnston stated that this came up at the last meeting. There is one change on number six to add the word “may”.

Jerrad Pullum made motion to approve the following:

- **Approve the 2024-2025 Early Learning Plan;**
- **Approve the Technology Purchase not to exceed \$375,000; and**
- **Approve the amended Board Member Performance Expectations.**

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.

DISCUSSION ITEMS

- Calendaring Items – ALL
- Next Pre-Board Meeting is July 18th.
 - Next Board Meeting is August 15th – Mary stated that she had a conflict so she would like to change the August meeting to the 15th.

6:45 PM – Neil Garner made a motion to ADJOURN. Mary Johnston seconded the motion. The votes were as follows:

Mary Johnston – Aye
Nate Schow – Aye
Rene Dreiling – Aye
Neil Garner – Aye

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Jerrad Pullum – Aye
Motion passed unanimously.

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[Back to Agenda](#)



SAA Board of Directors Meeting Thursday, August 15, 2024

Consent Item: *Amended 2024-2025 School Calendar*

Issue:

The SAA school calendar policy states that the executive board is required to approve the upcoming school calendar on an annual basis.

Background:

The 2024-2025 school calendar was approved at the December board meeting, amended to align with DSD on February 8th and amended again to change the JH Kickoff date to August 7th. The administration is proposing another change to the calendar.

- Removing the kindergarten testing period and later start date. Kindergarteners will start the same day at grades 1-9.


This doesn't change the number of days or the hours.

Recommendation:

It is recommended that the board approve the 2024-2025 amended school calendar.

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*FDK= Full Day Kindergarten *Number of Days per Term include Teacher Comp Days and Teacher Professional Learning Days SAA Board Approved: 12-07-23; AMENDED: 2-08-24; 2nd AMENDED: 6-14-24; 3rd AMENDED:							*TOTAL TERM/SCHOOL DAYS <table><tr><td>Term 1: August 14 - October 16</td><td>46</td></tr><tr><td>Term 2: October 21 - December 20</td><td>42</td></tr><tr><td>Term 3: January 6 - March 7</td><td>43</td></tr><tr><td>Term 4: March 11 - May 22</td><td>49</td></tr><tr><td>Total School Days</td><td>180</td></tr></table>							Term 1: August 14 - October 16	46	Term 2: October 21 - December 20	42	Term 3: January 6 - March 7	43	Term 4: March 11 - May 22	49	Total School Days	180																																																																																																																																		
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SAA Board of Director's Meeting Thursday, August 15, 2024

Action Item: *Amend Andersen Asphalt Purchase*

Issue:

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:

On June 14, 2024, the SAA Board of Directors amended the Andersen Asphalt bid not to exceed \$45,000, with work to take place after July 1, 2024, using next fiscal year's funding. This work was for the Antelope and North campus.

When the school was billed for the services, the invoice for the North campus also included striping in the amount of \$6,005.28 which was not on the original bid that was approved. Because this work has been completed, we are requesting to ratify the total amount.

Recommendation:

It is recommended that the Board approve to amend Andersen Asphalt purchase from to not to exceed \$45,000 to the total amount of \$47,906.05.

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.



Andersen Asphalt LLC
1710 South 2050 West
West Haven, Utah 84401
Ph: 801-675-1555
admin@andersenam.com
www.andersenam.com

INVOICE 5664

BILL TO: Syracuse Arts Academy - North 357 South 1550 West Syracuse, Utah 84075	JOB SITE Syracuse Arts Academy - North 357 South 1550 West Syracuse, Utah 84075	INVOICE NO. 5664 DATE 07/19/2024 DUE DATE 08/03/2024 Terms Net 15
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ACTIVITY	QTY	RATE	AMOUNT
Crack Seal Remove vegetation with wire wheel Blow out cracks to remove dirt and debris with heat lance Install NUVO CS Series hot rubberized crack sealant to cracks >1/4" Double fill any settled cracks to flush	1	4,763.36	4,763.36
Line Striping Job ID: 3102, Job Phase ID: 5450, Job Name: Syracuse Arts Academy - North Campus Striping	1	4,155.39	4,155.39
Line Striping Job ID: 3102, Job Phase ID: 5451, Job Name: Syracuse Arts Academy - North Campus Striping	1	1,849.89	1,849.89

TOTAL DUE 10,768.64

THANK YOU

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SAA Board of Directors Meeting Thursday, August 15, 2024

Action Item: *OneWest Change Order for SAA-N Storage Addition*

Issue:

The School's administration is requesting that the Board approve One West Construction change order for the North campus storage addition.

Background:

SAA issued an RFP for an 800 square foot storage addition at North Campus adjacent to the west side of the amphitheater. On February 8, the board awarded the RFP to construct the storage addition at North Campus to One West Construction with a cost not to exceed \$218,511.

As the project was being completed, Dale saw a need for a couple of gates so he requested this addition which put the cost of the project \$219,941. This put the project exceeding the approved amount by \$1,430 which is the cost of the gates. You can see this change order on line 2 of the attached Contractor's Application for Payment along with the new total for the project on line 6. Also attached is additional documentation of the change order. The project is now complete.

Recommendation:

It is recommended that the Board approve the One West change order in the amount of \$1,430.

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.



AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER: SYRACUSE ARTS ACADEMY PROJECT: SAA AMP STORAGE ADD SYRACUSE, UT

SYRACUSE, UT

FROM ONE WEST CONSTRUCTION

VIA ARCHITECT:

Silver Peak Eng.

APPLICATION NO: 002
PERIOD TO: July 23, 2024
CONTRACT FOR: General Construction
CONTRACT DATE: November 28, 2023
PROJECT NOS: Silverpeak Engineering /
One West Construction / Syracuse Arts
Academy

Distribution to:
OWNER: ☒

ARCHITECT: ☐

CONTRACTOR: ☐

FIELD: ☐

OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$218,511.00
2. NET CHANGE BY CHANGE ORDERS \$1,430.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$219,941.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$219,941.00
5. RETAINAGE:
 - a. 0.00 % of Completed Work (Column D + E on G703) \$0.00
 - b. 0 % of Stored Material (Column F on G703) \$0.00Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Date: July 23, 2024

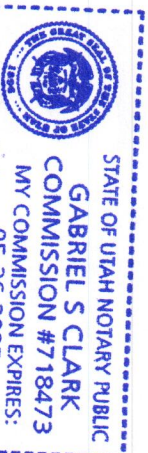
County of: DAVIS

Subscribed and sworn to before

me this 33rd day of July 2024

Notary Public: GABE S CLARK

My Commission expires: May 26, 2025



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$86,116.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date:

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$1,430.00	\$0.00
TOTALS	\$1,430.00	\$0.00
NET CHANGES by Change Order		\$1,430.00

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



APPLICATION NO:
APPLICATION DATE:

PERIOD TO:

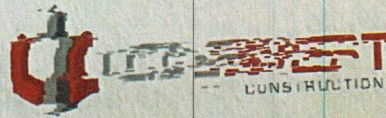
ARCHITECT'S PROJECT NO:

002
July 23, 2024
July 23, 2024
Silverpeak Engineering

G		H		I	
TOTAL COMPLETED AND STORED TO DATE (D + E + F)		% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)	
	35,246.00	100.00%	0.00		0.00
	23,690.00	100.00%	0.00		0.00
	22,158.00	100.00%	0.00		0.00
	34,400.00	100.00%	0.00		0.00
	46,409.00	100.00%	0.00		0.00
	22,756.00	100.00%	0.00		0.00
	11,380.00	100.00%	0.00		0.00
	5,826.00	100.00%	0.00		0.00
	16,646.00	100.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	1,430.00	100.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	0.00	0.00%	0.00		0.00
	\$219,941.00	100.00%	\$0.00		\$0.00

(3B9ADABE)

Syracuse Arts Academy Ampitheater Addition



Dale Pfister

SAA
Project Address
City, State

Change Order Request

Date: 6.27.2024

COR #1

Related Information

Description of Issue or Concern
Add 2 man gates on south side of building

Cost & Schedule Impacts	Time	One West	Subcontractor	Cost
Description			\$	\$
General Conditions			\$ -	\$ -
2 man gates			\$ 1,300.00	\$ 1,300.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Sub Total			0	\$ 1,300.00

Builders Fee and Overhead 10%	10%	\$ 130.00
Total		\$ 1,430.00

This represents changes associated with the project. Should you have additional questions or require further clarification please let me know.

Sincerely,
Tanner Spencer
Project Manager

Accepted by:

Dale Pfister, Director

Print Name and Title

Dale Pfister

Signature

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SAA Board of Director's Meeting Thursday, August 15, 2024

Action Item: *Amend Arrest Reporting Policy*

Issue:

SAA needs to amend its Arrest Reporting Policy to update the administrative code references and requirements.

Background:

SAA's Arrest Reporting Policy was originally adopted in 2015 and contains some outdated Administrative Code References related to arrest reporting. The proposed revisions to the policy include the updated code references as well as add some detail regarding the arrest and other offense reporting requirements for employees, volunteers, and board members.

The administrative procedures for this policy have also been updated to reflect current law and rule. The timeline for reporting by non-licensed employees, volunteers, and board members has been changed in the procedures to reflect the same timeline imposed on licensed employees. With these revisions, all employees (licensed and non-licensed) must make the required reports within 48 hours.

Recommendation:

It is recommended that the Board approve the amended Arrest Reporting 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 Arrest Reporting Policy



POLICY

The Board of Directors of ~~the School~~ Syracuse Arts Academy (the “School”) recognizes the importance of receiving information regarding arrests, convictions, and other offenses of employees ~~that are not licensed by the Utah State Office of Education~~, Board Members, and volunteers in order to assist the School in adequately safeguarding the safety of students.

Employees who are licensed by the Utah State Board of Education shall report arrests, citations, charges, and convictions as set forth in Utah Administrative Code Rule R277-217-4.

The Lead Director of the School will ~~therefore~~ establish administrative procedures that comply with the requirements of Utah Administrative Code R277-~~5~~316-4 with respect to the required reporting of arrests and convictions of the following individuals: employees that are not licensed by the Utah State Board of Education, volunteers who have significant unsupervised access to students in connection with their volunteer assignment, Board Members, and any other employee who drives a motor vehicle as part of his or her employment responsibilities at the School.

The Board acknowledges the requirement that Board Members report arrests and convictions as set forth in R277-~~5~~316-~~54~~C.



Arrest Reporting Administrative Procedures

These procedures are established in order to comply with the Arrest Reporting Policy adopted by the School's Board of Directors.

Required Reports

(a) Non-US~~OE~~BE-licensed employees of the School, (b) School volunteers who are given significant unsupervised access to children in connection with their volunteer assignment, (c) Board Members, and (d) any School employees who drive a motor vehicle as part of their employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5, Offenses Against the Individual (i.e.g., assault, ~~battery~~child abuse, sexual offenses, etc.).

Timeline for Reports

Current employees of the School must provide the required reports to the Lead Director and Campus Principal within ~~seven (7) days~~48 hours (or as soon as possible thereafter) of receiving notification of this policy. Thereafter, employees of the School must submit required reports to the Lead Director and Campus Principal within ~~seven (7) days~~48 hours (or as soon as possible thereafter) of the event necessitating the report. New employees of the School must report this information prior to commencing work for the School.

Procedure for Review of Reports

The Lead Director and Campus Principal will review and investigate all reports received pursuant to the policy and determine whether any employment action is necessary to protect the safety of students.

The Lead Director and Campus Principal will maintain the confidentiality of the information submitted and only share such information with individuals who have a legitimate need to know. Information regarding the reports, the results of any investigation, the determination, and any action taken will be maintained in a separate, confidential employment file. These records will only be kept as long as the Lead Director determines it is necessary to protect the safety of students.

Required Action

Any individual who reports a matter involving alleged sex offenses or other alleged offenses which may endanger students shall be immediately suspended from all student supervision responsibilities during the period of investigation.

Any individual who reports a matter involving alcohol or drugs shall be immediately suspended from transporting students, operating motor vehicles on school business, or operating or maintaining school vehicles during the period of investigation.

Due Process

An employee or volunteer dismissed or suspended from employment or appointment shall receive adequate due process consistent with Utah Code § 53G-11-405, including written notice of the reasons for dismissal or suspension and have an opportunity to respond to the reasons.

Training

The Lead Director will ensure that individuals subject to this policy receive appropriate training regarding their arrest reporting obligations.



**SAA Board of Director's Meeting
Thursday, August 15, 2024**

Action Item: *Amend Selection, Approval & Purchase of Instructional Materials Policy*

Issue:

Syracuse Arts Academy (the School) needs to amend its Selection, Approval, & Purchase of Instructional Materials Policy.

Background:

HB 29 from the 2024 legislative session established a review process that schools must follow when stakeholders (i.e., school employees, students enrolled in the school, parents of students enrolled in the school, and board members of the school) allege that instructional materials used by the school constitute “sensitive material.” HB 29 also modified the definition of “sensitive material,” creating an objective and subjective sensitive material standard. Under the bill, schools must remove instructional materials that it finds through its review process to be sensitive material. In addition, schools must remove instructional material from student access upon being notified by the USBE that the following number of LEAs in the state have determined that the instructional material constitutes objective sensitive material: at least three (3) school districts or at least two (2) school districts and five (5) charter schools. In response to HB 29, the USBE amended R277-628, which formerly contained requirements with respect only to the selection and review of library materials. The USBE’s amendments to R277-628 now make the rule apply to the selection and review of all instructional materials, not just library materials. The amendments also require all LEAs to have, by September 1, 2024, a policy and procedures for the selection and review/reconsideration of instructional materials.

The proposed revisions to the school’s Selection, Approval, and Purchase of Instructional Materials Policy and the new administrative procedures to go with it are intended to comply with HB 29 and the newly amended R277-628. With the changes to R277-628, the school should soon review its library materials selection and review policy and procedures to see if they should be amended or rescinded to avoid any overlap with this policy.

Recommendation:

It is recommended that the Board approve the amended Selection, Approval, & Purchase of Instructional Materials Policy including the name change to Instructional Materials Policy and rescind the Library Materials Policy and Administrative Procedures.

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

Syracuse Arts Academy

~~Selection, Approval, & Purchase of Instructional Materials Policy~~



PURPOSE

The purpose of this policy is to establish the parameters by which Syracuse Arts Academy (the “School”) will select, approve, and purchase instructional materials. The purpose of this policy and accompanying procedures is to also set forth the School’s process for reviewing challenges to instructional materials.

DEFINITIONS

”Instructional materials” are the resources used by educators to deliver curriculum or support student learning. These materials may be commercially available or School-created and include such materials as textbooks, reading materials, videos, digital materials, websites, online applications, and live presentations. “Instructional materials” do not include learning material used in a concurrent enrollment, advanced placement, or international baccalaureate program or class, or another class with required instructional material that is not subject to selection by the School.

“Sensitive material” means an instructional material that constitutes objective sensitive material or subjective sensitive material. “Sensitive material” does not include the instructional material outlined in Utah Code § 53G-10-103(1)(h)(ii).

“Objective sensitive material” means an instructional material that constitutes pornographic or indecent material, as that term is defined in Utah Code § 76-10-1235, under the non-discretionary standards described in Utah Code § 76-10-1227(1)(a)(i), or (ii), or (iii).

“Subjective sensitive material” means an instructional material that constitutes pornographic or indecent material, as that term is defined in Utah Code § 76-10-1235, under the following factor-balancing standards:

- (a) material that is harmful to minors under Utah Code § 76-10-1201;
- (b) material that is pornographic under Utah Code § 76-10-1203; or
- (c) material that includes certain fondling or other erotic touching under Utah Code § 76-10-1227(a)(iv).

“School community parent” means a parent who has a student currently attending the School, or will have a student enrolled in the School within one year, where the challenged instructional material is being reviewed in accordance with this policy and Utah Code § 53G-10-103(4).

“School setting” means the School’s classrooms, library, and property. “School setting” also includes School-sponsored or required activities, including assemblies, guest lectures, live presentations, or other events.

“Stakeholder” for purposes of this policy means:

- (a) an employee of the School;
- (b) a student who is enrolled in the School;
- (c) a parent of a child who is enrolled in the School; or
- (d) a member of the School’s Board of Directors.

POLICY

The School shall comply with the requirements of Utah law and Utah State Board of Education (“USBE”) rule regarding the selection, approval, ~~and purchase,~~ and review of instructional materials, including but not limited to Utah Administrative Code R277-468 and R277-469, Utah Code § 53G-10-103 and, when applicable, Utah Code § 53G-5-404.

The School’s purpose in managing the selection, approval, ~~and purchase,~~ and review of instructional materials is to implement, enrich, and support the School’s educational program. It is also to prioritize protecting students from the harmful effects of illicit pornography over other considerations in evaluating instructional materials. ~~For purposes of this policy, instructional materials are the resources used by educators to deliver or support student learning. These materials may be commercially available or School-created and include such materials as textbooks, workbooks, digital resources, online courses, and multiple forms of communication media.~~

Criteria for Instructional Materials

Instructional materials should contribute to the intellectual development and positive character of students. ~~These~~ Instructional materials used by the School shall ~~should be:~~

- (a) be consistent with the Utah Core standards;
 - (b) be consistent with the principles of individual freedom as defined in Utah Code § 53G-10-206;
 - (c) not constitute sensitive material as defined in Utah Code § 53G-10-103;
 - (d) not be prohibited discriminatory practice as described in Utah Code § 53B-1-118;
and
 - (e) comply with all other applicable state laws and USBE rules.
-
- ~~(a) in alignment with the School’s educational mission and philosophy and Utah Core standards;~~
 - ~~(b) of high quality, research-based, and proven to be effective in supporting student learning;~~
 - ~~(c) objective and provide balanced viewpoint of issues;~~
 - ~~(d) accurate and factual;~~
 - ~~(e) reflective of the pluralistic character and culture of the American people and accurate in the representation of diverse ethnic groups;~~

- ~~(f) — consistent with the principles of individual freedom as defined in Utah Code § 53G-10-206;~~
- ~~(g) — appropriate to varying levels of learning;~~
- ~~(h) — age appropriate; and~~
- ~~(i) — compatible with School technology systems, of high technical quality, and easy to use.~~

~~Instructional materials should not be “sensitive materials” as that term is defined in Utah Code § 53G-10-103.~~Selection and Approval of Instructional Materials by the Lead Director

The Board of Directors (the “Board”) delegates to the School Lead Director the authority and responsibility to select and approve instructional materials for the School, except under circumstances where the Board is specifically required by law or a different School policy to approve instructional materials.

The Lead Director shall select and approve instructional materials that meet the criteria set forth in this policy. When considering instructional materials, the Lead Director ~~shall~~may review the ~~Utah State Board of Education~~USBE’s recommended instructional materials (RIMs), but the Lead Director is not required to select RIMs if there are other instructional materials available that meet the criteria set forth in this policy.

The Lead Director shall involve School community parents ~~reflective of the School’s community (those who have a student who attends the School)~~ and instructional staff in the consideration of instructional materials. The Lead Director has discretion as to how to involve such parents and instructional staff in this process.

Selection and Approval of Instructional Materials by the Board

If the Board is required by law or School policy to approve instructional materials for use in the classroom, the Board shall do the following (in order) prior to approving the instructional materials:

- (a) post the recommended instructional materials online to allow for public review or, for copyrighted material, make the instructional materials available at the School for public review; and
- (b) hold at least two Board meetings where the recommended instructional materials is on the agenda and allow an opportunity at those Board meetings for School educators and parents of students enrolled in the School to express views and opinions on the recommended instructional material.

The Board may approve the recommended instructional materials in an open and regular Board meeting after the requirements above have been satisfied. The vote to approve the recommended instructional materials may occur at the second of the two Board meetings described in subsection (b) above.

In accordance with Utah Code § 53G-5-404(~~14~~13), the requirements in this section apply only if the Board is approving instructional materials. The requirements do not apply if the Board is not approving instructional materials and instead only the Lead Director is selecting and approving instructional materials (which Utah Code § 53G-5-404(~~14~~13) refers to as “learning material”). In addition, ~~nor do~~ the requirements in this section do not apply to educators’ selection of supplemental materials or resources.

Any instructional materials approved by the Board shall meet the criteria set forth in this policy.

Purchase of Instructional Materials

The School shall follow its Purchasing and Disbursement Policy in connection with the purchase of any instructional materials, regardless of whether the instructional materials are selected and approved by the Lead Director or by the Board. The School shall identify all costs associated with instructional materials prior to purchasing the instructional materials, including any implementation and professional development costs.

Educator Selection of Additional Supplemental Materials or Resources

Despite the foregoing, educators at the School may select and use supplemental materials or resources in their classroom to augment instructional materials already selected and approved by the Lead Director or the Board so long as each of the following are satisfied:

- (a) the educator has reviewed the supplemental materials or resources in their entirety prior to using them in the classroom;
- (b) the supplemental materials or resources meet the criteria set forth in this policy; and
- (c) the supplemental materials or resources have not previously been prohibited by the Lead Director or the Board.

Contract Requirements

If the School contracts with a third party to provide online or digital materials, the School shall include in the contract a requirement that the provider give notice to the School any time that the provider makes a material change to the content of the online or digital materials, excluding regular informational updates on current events. The School shall also comply with applicable requirements in R277-469 related to School contracts with publishers for instructional materials.

~~Complaints About Instructional Materials~~

~~If a School employee or parent has a complaint about instructional materials, they shall follow the School's applicable grievance policy (i.e., Staff Grievance Policy or Parent Grievance Policy). If a complaint about instructional materials rises to the level of the Lead Director or the Board, the School shall include parents reflective of the School's community (those who have a student who attends the School) in reviewing the complaint. The Lead Director or the Board, as applicable, has discretion as to how to include such parents in this process.~~

Sensitive Material Review Procedures

Sensitive materials are prohibited in the School setting. In accordance with Utah law, USBE rule, and the School's administrative procedures, stakeholders may initiate a sensitive material review by the School if they feel an instructional material used by the School constitutes sensitive material.

The Lead Director shall establish administrative procedures that set forth how stakeholders may initiate a sensitive material review by the School and the review process the School will follow. The administrative procedures shall comply with applicable Utah law and USBE rule.

Administrative Procedures Sensitive Material Review

These procedures are established in accordance with the Instructional Materials Policy adopted by the School's Board of Directors.

SENSITIVE MATERIAL REVIEW PROCESS

Stakeholders may initiate a sensitive material review by the School if they feel an instructional material used by the School constitutes sensitive material.

However, notwithstanding the foregoing, if a stakeholder makes three unsuccessful challenges during a given academic year, that individual may not trigger a sensitive material review during the remainder of the given school year. An "unsuccessful challenge" means an allegation that a given instructional material constitutes sensitive material that the School concludes to be erroneous, either on direct review or on appeal to the Board, resulting in the retention of the given instructional material.

Stakeholders may allege that an instructional material used by the School constitutes sensitive material by submitting the Sensitive Material Review Request Form accompanying these procedures. Upon receipt of the completed form by a stakeholder, the School shall:

Step One – Initial Review

- (a)(i) Make an initial determination as to whether the allegation presents a plausible claim that the challenged instructional material constitutes sensitive material, including whether the allegation includes excerpts and other evidence to support the allegation. The Lead Director or Campus Principal shall designate two or more School employees to make this initial determination for the School (the Lead Director or Campus Principal can be one of the two employees if he/she desires); and
- (ii) If the School's initial determination is that that the allegation presents a plausible claim that the challenged instructional material constitutes sensitive material as described above, the School shall immediately remove the challenged material until the School completes the School's full review of the challenged material as set forth below;

Step Two – Objective Sensitive Material Standards Review (if necessary)

- (b)(i) If the School's initial determination is that the allegation presents a plausible claim that the challenged instructional material constitutes sensitive material, engage in a review of the allegations and the challenged instructional material using the objective sensitive material standards. The Lead Director or Campus Principal shall designate three or more individuals to conduct this review, one of which must

- be a School community parent (the School employees who conducted the initial review may also be designated to conduct this review); and
- (ii) If the School determines that the challenged instructional material constitutes objective sensitive material, the School shall ensure that the material remains inaccessible to students in any School setting;

Step Three - Subjective Sensitive Material Standards Review (if necessary)

- (c) If, and only if, the School determines that the challenged instructional material does not constitute objective sensitive material, the School shall:
- (i) Review the allegations and the challenged instructional material under the subjective material standards to determine if an instructional material is subjective sensitive material. The Lead Director or Campus Principal shall designate three or more individuals to conduct this review, but at least two of the individuals must be School community parents (the individuals who conducted the objective sensitive material standards review may also be designated to conduct this review, but at least two of the individuals must be School community parents);
- (ii) Allow student access to the challenged instructional material during the School's subjective sensitive material review if the student's parent gives consent regarding the specific challenged instructional material; and
- (iii) If the School determines that the challenged instructional material constitutes subjective sensitive material, ensure that the material is inaccessible to students in any School setting, including the termination of the parent consent option described above.

Miscellaneous Review Rules

Neither the individuals responsible for procurement of the challenged instructional materials nor the stakeholder who is challenging the instructional materials may serve on any of the review committees described in the steps above.

If the School requires a School employee to participate on a sensitive materials review committee requiring engagement outside of contract hours, the School shall compensate the employee for the employee's time participating on the committee.

Communication

Soon after the completion of a sensitive material review, the School shall communicate its final determination (regardless of in which step the final determination comes) in writing to the stakeholder who requested the review.

The School shall also communicate to the USBE each stakeholder sensitive material review request, the final determination by the School on each request, and the School's rationale for its

final determination on each request. The Lead Director or Campus Principal shall communicate this information to the USBE on behalf of the School using the form provided by the USBE:

- (a) within 30 school days of the final determination; or
- (b) if an appeal is in process, at the conclusion of the appeal.

Appeal

A stakeholder may appeal the School's decision to the Board regarding a sensitive material review by submitting to the Board President the Sensitive Material Appeal Request Form within fourteen days of receiving the School's decision. A stakeholder may file such an appeal regardless of whether the School removed or retained the challenged instructional material. The Board shall vote in a public board meeting to decide the outcome of a sensitive material review appeal. In the board meeting, the Board shall clearly identify:

- (a) the Board's rationale for its decision; and
- (b) the Board's determination on each component of the statutory and any additional policy standards used by the Board to reach the Board's conclusion.

REMOVING INSTRUCTIONAL MATERIALS THAT CONSTITUTE SENSITIVE MATERIAL

Removing Instructional Material if State Threshold is Met

In accordance with Utah Code § 53G-10-103(7), the School shall remove instructional material from student access upon being notified by the USBE that the following number of LEAs in the state have determined that the instructional material constitutes objective sensitive material:

- (a) at least three school districts; or
- (b) at least two school districts and five charter schools.

However, removal from student access under these circumstances is subject to the USBE voting to overturn the application of the statewide removal requirement with respect to the instructional material. If the USBE votes to overturn the application of the statewide removal requirement with respect to the instructional material, the statewide removal requirement no longer applies and the School may choose to return access to the instructional material to its students.

Removing Instructional Material After Sensitive Material Review

The School shall follow the applicable removal requirements described in Steps One through Three of the School's sensitive material review process. In addition, if at the completion of the sensitive material review process the School makes a final determination that an instructional material constitutes sensitive material, the School shall permanently remove the instructional material.

Disposal of Instructional Material

When permanently removing instructional material because it constitutes sensitive material, the School shall:

- (a) physically remove the sensitive material from the School;
- (b) remove all access by students to the sensitive material;
- (c) communicate with the relevant vendors and publishers regarding the School's decision;
- (d) legally dispose of the sensitive material; and
- (e) not sell or distribute the sensitive material.

Sensitive Material Review Request Form

Information about Instructional Material Requested to be Reviewed:

- 1) Title:
- 2) Author:
- 3) Publisher:
- 4) School campus where this instructional material is used or can be accessed:
- 5) Do you believe this instructional material constitutes sensitive material as that term is defined in Utah Code § 53G-10-103? Yes No

Information about Requestor:

- 1) Name:
- 2) Phone:
- 3) Address:
- 4) Email:
- 5) Are you a student of Syracuse Arts Academy? Yes No
- 6) Are you a parent of a student of Syracuse Arts Academy? Yes No
- 7) Are you an employee of Syracuse Arts Academy? Yes No
- 8) Are you a board member of Syracuse Arts Academy? Yes No

Information about Review Request:

- 1) Was this instructional material recommended, assigned, used, or made available through the school? If so, please explain.

- 2) In your opinion, how does this instructional material constitute sensitive material? Please provide examples, page numbers, links, or other information to help in locating or identifying the content you believe qualifies as sensitive material. Please attach any images or other corroborating evidence. You may attach additional pages as needed.

Requestor's Signature: _____ Date: _____

After you submit this Form, you will receive an acknowledgment of receipt and an estimated timeline for when a decision will be made by the School. The School generally completes its review and makes its final decision between thirty to sixty (30-60) days after its receipt of a request for review.

Sensitive Material Appeal Request Form

Instructions:

A requestor must submit this Form along with a copy of the School's written decision on the sensitive material review request within fourteen (14) days of receiving the School's written decision.

Information about Requestor:

1) Name:

2) Phone:

3) Address:

4) Email:

5) Date you received the School's written decision on your sensitive material review request:

6) Are you a student of Syracuse Arts Academy? Yes No

7) Are you a parent of a student of Syracuse Arts Academy? Yes No

8) Are you an employee of Syracuse Arts Academy? Yes No

9) Are you a board member of Syracuse Arts Academy? Yes No

Information about Challenged Instructional Material:

1) Title:

2) Author:

3) Publisher:

4) School campus where this instructional material is used or can be accessed:

5) Please provide a written statement setting forth your rationale for appealing the School's decision regarding the challenged instructional material (attach additional pages as needed).

Requestor's Signature: _____ Date: _____

After you submit this Form, you will receive an acknowledgment of receipt and an estimated timeline for when a decision will be made by the Board in a public board meeting. The Board generally tries to make its decision at a public board meeting between thirty to sixty (30-60) days after its receipt of an appeal.