



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.**

December 18, 2025

Syracuse Arts Academy Board of Directors Meeting Agenda Thursday, December 18, 2025

Location: North Campus, 357 S 1550 W, 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.*

SAA Mission Statement

The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.

Agenda

2025-2026 Board Vision Plan

CTE/CCA Pathway Funding Access Policy Project
Lunch & SpEd Budget Management
Close Specific Curriculum & Learning Gaps
Build a Business Case for Phased-In Campus Expansions
Engaging Externally

5:30 PM – INTRODUCTORY ITEMS (5 minutes)

- Welcome & Roll Call – Mary Johnston
 - Board Mission – Rene Dreiling
 - School Mission – Neil Garner

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

5:35 PM – REPORTS

- Academica West
 - Introduction to Human Resources – Katie Valentin (10 minutes)
- Board of Directors
 - Update on School Bonding – David Robertson/Brad Taylor (10 minutes)
 - [Financial Update](#) – Rene Dreiling/Jon McQueary (2 minutes)
- Administration
 - State of the School – Kellie Mudrow (20 minutes)
 - [Current Enrollment](#)
 - Celebrations!
 - [Toilet Training 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.

6:17 PM – CONSENT ITEMS

- [October 9, 2025, Board Meeting Minutes](#)

6:18 PM – VOTING ITEMS

- [Award Underwriters](#) – David Robertson/Brad Taylor (2 minutes)
- [Finance Authority Application and Deposit](#) – David Robertson/Brad Taylor (2 minutes)
- [2026-2027 School Calendar](#) – Kellie Mudrow (2 minutes)
- [Amended Instructional Materials Policy](#) – Kellie Mudrow (2 minutes)
- [Amended Paid Parental & Postpartum Recovery Leave Policy](#) – Kellie Mudrow (2 minutes)

6:28 PM – DISCUSSION ITEMS

- Calendaring Items – ALL (5 minutes)
 - Next Pre-Board Meeting on January 22nd
 - Next Board Meeting on February 5th
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

6:33 PM – CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) (30 minutes)

7:03 PM – ADJOURN

SAA UPCOMING CALENDAR ITEMS

February

Audit Review
2025-2026 School Fees [1st Public Comment Period]
Schedule A
Ratify New Hires
Board Vacancies
Landscaping Quotes
SLT Training Assurance
Annual Open Meetings Act Training
RFP for IT services [3 yrs Exp. 4-25-26]
SpEd Contracted Services Agreements (RFP – if needed)
NEW Curriculum Purchases [2 Public Comment Periods Required]
Amended Fee Waiver Policy

April

Prepare Parent Survey
2025-2026 School Fees [2nd Public Comment Period]
School LAND Trust Plans [Due May 1]
Positive Behavior Plan [*if changing*]
Director Evaluation
Director Bonus/Salary
Title IX Athletics Reporting [if you have athletics in your Jr. High]

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

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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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[Back to Agenda](#)

Syracuse Arts Academy Statement of Activities

Created on December 10, 2025
For Prior Month

	Annual June 30, 2026 Budget	Year-to-Date November 30, 2025 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	1,186,000	510,926	43.1 %
Revenue From State Sources	24,460,000	10,779,607	44.1 %
Revenue From Federal Sources	676,500	70,105	10.4 %
Revenue from Other Sources	1,200,000	542	0.0 %
Total Income	27,522,500	11,361,180	41.3 %
Expenses			
Instruction/Salaries	13,350,000	4,287,457	32.1 %
Employee Benefits	4,250,000	1,216,286	28.6 %
Purchased Prof & Tech Serv	1,345,000	586,044	43.6 %
Purchased Property Services	2,787,700	1,163,506	41.7 %
Other Purchased Services	476,000	183,706	38.6 %
Supplies & Materials	2,225,000	1,493,095	67.1 %
Property	713,000	1,718,433	241.0 %
Debt Services & Miscellaneous	2,374,999	760,700	32.0 %
Total Expenses	27,521,699	11,409,227	41.5 %
Total Net Income	801	(48,047)	(6,001.6) %

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**Syracuse Arts Academy
Statement of Financial Position
Created on December 10, 2025
For Prior Month**

	Period Ending 11/30/2025	Period Ending 11/30/2024
	Actual	Actual
Assets & Other Debits		
Current Assets		
Operating Cash	8,138,770	8,884,928
Accounts Receivables	52,758	54,412
Other Current Assets	103,571	131,457
Total Current Assets	8,295,099	9,070,797
Restricted Cash	3,635,980	3,544,588
Net Assets		
Fixed Assets	44,210,431	42,878,979
Depreciation	(10,629,518)	(9,130,421)
Total Net Assets	33,580,914	33,748,558
Total Assets & Other Debits	45,511,993	46,363,943
Liabilities & Fund Equity		
Current Liabilities	657,474	408,524
Long-Term Liabilities	33,763,464	34,658,758
Fund Balance	11,139,102	9,571,817
Net Income	(48,048)	1,724,844
Total Liabilities & Fund Equity	45,511,993	46,363,943

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[Back to Agenda](#)

Syracuse Arts Academy LEA

2025 2026 2027

Groups

Reports Dashboard

Setup

Codes

Enrollment		Schools	Status	Race	Sex								
Active Students	Grade:	K	1	2	3	4	5	6	7	8	9	Total	
Syracuse Arts Academy - Antelope		54	71	73	71	66	81	71				487	
Syracuse Arts Academy - North		85	98	106	107	102	105	103				706	
Syracuse Arts Academy - South		118	65	53	42	29	48	29				384	
Antelope Jr High									159	150	139	448	
Effective 12/16/2025		257	234	232	220	197	234	203	159	150	139	2025	

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Toilet Training Administrative Procedures

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

Students Who are not Toilet Trained

In the event a student seeking to enroll in the School is not toilet trained, or if a student who is already enrolled in the School is found to not be toilet trained, the School shall:

- (a) consider whether the student's lack of toilet toileting may be a sign of a disability that could impact the student's education, including by conducting an initial evaluation consistent with the School's child find obligations, if appropriate; and
- (b) determine whether the student is not able to be toilet trained because of a disability that is described in the student's IEP or Section 504 plan.

The School may, consistent with its lottery and enrollment policies, enroll a new student or maintain the enrollment of an existing student who is found to not be toilet trained if the School determines that the student is not able to be toilet trained because of a suspected disability that is subject to federal child find requirements or that is described in an IEP or Section 504 plan.

However, if the School determines that neither of these exceptions apply with respect to the student, the School shall:

- (a) in the case of a student seeking to enroll in the School, not enroll the student in the School; and
- (b) in the case of a student who is already enrolled in the School, unenroll the student from the School.

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[Back to Agenda](#)

Syracuse Arts Academy Board of Directors Meeting Minutes Thursday, October 9, 2025

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



In Attendance: Art Hansen, Neil Garner, Mary Johnston, Nate Schow, Rene Dreiling,

Others in Attendance: Kellie Mudrow, Dawn Kawaguchi, Brad Taylor, David Robertson,

SAA Mission Statement

The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.

Minutes

2025-2026 Board Vision Plan

CTE/CCA Pathway Funding Access Policy Project
Lunch & SpEd Budget Management
Close Specific Curriculum & Learning Gaps
Build a Business Case for Phased-In Campus Expansions
Engaging Externally

5:30 PM – INTRODUCTORY ITEMS

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

There was no PUBLIC COMMENT.

CONSENT ITEMS

- October 2, 2025, Board Meeting Minutes – There was no further discussion. **Nate Schow made a motion to approve the consent items. Rene Dreiling seconded the motion. The votes were as follows:**
 - Mary Johnston – Aye**
 - Neil Garner – Aye**
 - Rene Dreiling – Aye**
 - Art Hansen – Aye**
 - Nate Schow – Aye****Motion passed unanimously.**

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VOTING ITEMS

- Award Borrowers Counsel – David Robertson provided an overview of the two legal counsel roles involved in the bond transaction, outlining their respective responsibilities and the necessity of their participation in the process. The borrowers counsel will represent SAA. He explained that Dorsey & Whitney was selected for their expertise in Utah market transactions and experience from the previous school transaction.
- Award Bond & Disclosure Counsel – David Robertson stated that the bond counsel will represent the finance authority who will be issuing the bonds for the School. He is recommending Gilmore & Bell who is one of four firms that are approved by the state. David outlined a plan for refinancing existing bonds, purchasing the South Campus, and expanding facilities over the next 8 months. The school will pay for immediate classroom expansion out of its fund balance, with reimbursement expected by June to align with the annual audit. A large financing package combining existing bonds, new building purchase, and expansion is being considered, with underwriter selection to be discussed at the December board meeting, aiming for a single transaction next year to maximize cost efficiency. David outlined a timeline for refinancing bonds, which includes selecting an underwriter in December, drafting documents in January-February, meeting with rating agencies in March, and submitting the financing application in March or April. The team aims to close the bond sale in June, with a guaranteed maximum price contract for facility expansion needed by April or May. David explained that the current BBB- rating is actually favorable for the school, as it places them in the top 10% of rated schools nationally, and noted that the credit enhancement program has been expanded to include schools with lower ratings. David discussed the upcoming finance authority meeting and bond pricing, emphasizing that while these tasks would require significant attention, they would be well-prepared. He clarified that Brad would be the point person for certain tasks, and they reviewed past experiences with school projects, including refinances and expansions. The board discussed the possibility of future expansion requests, but agreed to address them later when needed.
- Award RFP for General Contractor for Antelope Campus – Mary Johnston reported that only one proposal was received, submitted by OneWest Construction. She, along with Neil and Kellie, served on the evaluation committee and independently scored the submission. Based on their assessments, the committee recommends awarding the contract to OneWest. Mary also reviewed the three project phases previously outlined in last week's meeting, along with the associated costs for each phase. She highlighted an additional option for installing turf at the Antelope campus. The board engaged in a discussion regarding the benefits of turf as a valuable enhancement to the school environment, as well as potential drawbacks and strategies for proper maintenance to ensure long-term durability. Kellie explained that the turf field would improve maintenance efficiency and support student participation in extracurricular activities, as students involved in sports tend to be more connected to the school. *David Robertson and Brad Taylor were excused at 6:30 p.m.*
- 2025-2026 School LAND Trust Plan for the South Campus – Kellie Mudrow reminded the board that the South Campus is the new school and we split the Jr. high and elementary at the Antelope campus so the jr. high is a new school. She reviewed the South campus goal for reading with kinders and what the funds will be spent on to help reach the goal. There was a discussion on the funds going to salaries and sustaining the employees hired.

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- 2025-2026 School LAND Trust Plan for the Jr. High – Kellie Mudrow reviewed land trust plans for South Campus and Antelope Junior High, with specific academic goals focused on reading and science respectively.
- Amended Positive Behavior Plan – Kellie Mudrow presented the revised Positive Behavior Plans for both the junior high and elementary schools. She noted that the only item removed from the junior high plan was Reality Town, as the program is no longer being implemented. The elementary principals collaborated and reached consensus on a unified plan. Additionally, Kellie shared that the administrative team is now engaging in monthly collaborative meetings to support alignment and continuous improvement.

Rene Dreiling made a motion to approve the following:

- **Approve the engagement of Dorsey & Whitney LLP for Borrower’s Counsel services;**
- **Approve the engagement of Gilmore & Bell for Bond Counsel services;**
- **Approve the 2025-2026 School LAND Trust Plan for the South Campus;**
- **Approve the 2025-2026 School LAND Trust Plan for the Antelope Jr. High;**
- **Award the contract for design-build construction services to One West Construction and authorize Mary Johnston to negotiate and sign, on behalf of SAA, the contract with One West Construction for the project up to \$14.5 million; and**
- **Approve the amended Jr. High Positive Behavior Plan and Elementary Positive Behavior Plan.**

Neil Garner seconded the motion. The votes were as follows:

Mary Johnston – Aye

Neil Garner – Aye

Rene Dreiling – Aye

Art Hansen – Aye

Nate Schow – Aye

Motion passed unanimously.

DISCUSSION ITEMS

- Calendaring Items – ALL
 - Holiday Social on November 6th @ Timbermine. Dawn will be sending out an email for preselected entrees.
 - Next Pre-Board Meeting on November 20th
 - Next Board Meeting on December 18th
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

There was no CLOSED SESSION.

6:48 PM – Neil Garner made a motion to ADJOURN. Art Hansen seconded the motion. The votes were as follows:

Mary Johnston – Aye

Neil Garner – Aye

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**Rene Dreiling – Aye
Art Hansen – Aye
Nate Schow – Aye
Motion passed unanimously.**

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SAA Board of Director's Meeting Thursday, December 18, 2025

Action Item: *Approval of Underwriter(s)*

Issue:

As previously discussed, SAA has begun putting the pieces in place to issue a new series of bonds in the next 6 months that will accomplish the following: purchase the South Campus after one year of occupancy; refund the Series 2017 Bonds; and additional square footage to the Antelope Campus. One of the key players in any bond transaction is the selection of a qualified underwriting firm(s) that must be voted on and approved by the Board of Directors.

Background:

As part of the process of issuing a new series of bonds, the School's approved municipal advisor, LRB Public Finance Advisors, conducted an RFP process for underwriting services. They received 6 proposals from different underwriting firms, all of whom have varying levels of experience and expertise in the Utah market. Each proposal was considered for the firm's experience, marketing approach, constructive ideas, proposed pricing of the bonds themselves, proposed fees, need for legal counsel, and other related items.

Upon review of the proposals, due to the size of the transaction, it is recommended that the School engage two underwriters to work together in selling the bonds. DA Davidson would be the lead manager with Raymond James as the co-manager. The Academy will only pay a single fee that will be split between the 2 firms.

The selection was based upon recent experience with each firm, with DA Davidson's aggressive pricing and past experience with SAA placing them as the lead underwriter and Raymond James' distribution placing them second.

Upon approval, we will notify the parties and coordinate a kick-off call right after the holidays.

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

Recommendation:

It is recommended that the Board approve DA Davidson as the lead underwriter on the upcoming bond transaction and Raymond James as co-manager and authorize the Board President to sign the agreements when they are reviewed and ready.

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SAA Board of Director's Meeting Thursday, December 18, 2025

Action Item: *Finance Authority Application and Deposit*

Issue:

As previously discussed, SAA has begun putting the pieces in place to issue a new series of bonds in the next 6 months that will accomplish the following: purchase the South Campus after one year of occupancy; refund the Series 2017 Bonds; and additional square footage to the Antelope Campus. Among other voting items, it is requested that the Board approve the submission of financing application to the Utah Charter School Finance Authority (UCSFA) when ready in the next 60-90 days, approve the required \$30,000 deposit, and authorize the Board President to sign such application when the financing team and attorneys deem it ready to submit.

Background:

As part of the process and procedures established by the UCSFA, a charter school is required to submit a standard financing application and a deposit check in the amount of \$30,000 in order for the Authority to serve as the conduit issuer of tax-exempt bonds.

This application is standard practice for all charter schools seeking tax-exempt bonds through the conduit established by the state of Utah via the UCSFA. Having this authorization now, will ensure that the application is submitted timely for any UCSFA board meetings that may occur prior to the next SAA board meeting.

The \$30,000 deposit is credited back to the school upon the closing of the tax-exempt bonds. And while this amount is under the limit that requires full board approval, it is best practice to make the full Board aware of the process and this requirement beforehand.

In addition to this application, the School's Borrower's Counsel will draft a financing and board resolution that the full Board of Directors will most likely approve at its next board meeting.

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

Recommendation:

It is recommended that the Board approve the submission of the financing application to the UCSFA when ready, authorize the Board President to sign the application, and authorize the \$30,000 deposit to be submitted at the same time as the application.

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SAA Board of Directors Meeting Thursday, December 18, 2025

Action Item: *2026-2027 School Calendar*

Issue:

The Board must approve the annual school calendar that meets the state requirements of 180 days and 990 hours of instruction. (A school day must have a minimum of 4 instructional hours.)

Background:

This calendar is similar to the calendar of the current year and aligns very close to DSD's 2026-2027 preliminary approved calendar. Below are some of the key dates.

- First Day of Attendance (1-9) is Tuesday, August 18th. DSD starts on Thursday, August 20th. (Kinder starts on Friday, August 21st)
- Fall Recess is October 15-16. DSD is October 14-16.
- Thanksgiving Recess is November 25-27. DSD is the same.
- Winter Recess is December 21st through January 4th. DSD is December 21st through January 5th.
- Spring Break is April 5-9. DSD is the same.
- Last Day of Attendance is Thursday, May 27th. DSD is Friday, May 28th.

This calendar meets the required 180 days and meets the required 990 hours.

Recommendation:

It is recommended that the board approve the 2026-2027 school calendar.

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Syracuse
ARTS ACADEMY

School Year 2026 - 2027

www.SyracuseArtsAcademy.org

****EARLY OUT EVERY FRIDAY****



Syracuse
ARTS ACADEMY

Antelope Campus (K-9)

K-6 Bldg. 2893 W 1700 S, Syracuse, UT 84075
7-9 Bldg. 2965 W 1700 S, Syracuse, UT84075
(801) 779-2066 *K-6 Office* • (801) 784-5211 *7-9 Office*
(844) 550-1573 *K-9 Fax*

South Campus (K-6)

2211 West 3060 South
Syracuse, Utah 84075
(801) 827-0544 *Office*
(844) 550-1573 *Fax*

North Campus (K-6)

357 South 1550 West
Syracuse, Utah 84075
801-827-0540 *Office*
801-774-9270 *Fax*

Grade ***FDK**-6 Schedule: 8:15 AM - 3:15 PM (*Early Out 8:15 AM -12:45 PM)

Jr. High Schedule: 8:00 AM - 3:00 PM (*Early Out 8:00 AM-12:30 PM)

Grade ***FDK**-6 Schedule: 8:30 AM - 3:30 PM (*Early Out 8:30 AM- 1:00 PM)

AM Kinder Schedule: 8:30 AM -11:30 AM (*Early Out 8:30 AM -10:30 AM)

PM Kinder Schedule: 12:30 PM-3:30 PM (*Early Out 11:00 AM-1:00 PM)

Grade ***FDK**-6 Schedule: 8:30 AM - 3:30 PM (*Early Out 8:30 AM- 1:00 PM)

AM Kinder Schedule: 8:30 AM -11:30 AM (*Early Out 8:30 AM -10:30 AM)

PM Kinder Schedule: 12:30 PM-3:30 PM (*Early Out 11:00 AM-1:00 PM)

2026-2027 SCHOOL YEAR CALENDAR

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SCHOOL YEAR AT A GLANCE

August 12 - 17	No School for Students	Teacher Prep/PL Days
August 13	Information	Back to School Night - All Campuses
August 18	Early Out	1st Day of School/Term 1 Begins for Grades 1-9
August 18 - 21	Early Out	Early Out First Week of School
August 18 - 20	Kinder Only	Kindergarten Assessments
August 21	Kinder Only	1st Day of Kindergarten - Early Out
September 7	No School	Labor Day
September 23 - 24	Early Out	Parent-Teacher Conference
September 25	No School	Teacher Comp Day
October 14	Early Out	Early Release - Fall Break
October 15 - 16	No School	Fall Break
October 22	Information	Term 1 Ends
October 23	No School for Students	Professional Development (Legislative Day)
October 26	Information	Term 2 Begins
November 24	Early Out	Early Release - Thanksgiving Recess
November 25 - 27	No School	Thanksgiving Recess
Dec 21 - Jan 1	No School	Winter Recess
January 4	No School for Students	Professional Development (Legislative Day)
January 14	Information	Term 2 Ends
January 15	No School for Students	Professional Development (Legislative Day)
January 18	No School	Martin Luther King Jr. Day
January 19	Information	Term 3 Begins
February 10 - 11	Early Out	Parent-Teacher Conference
February 12	No School	Teacher Comp Day
February 15	No School	Presidents' Day
March 18	Information	Term 3 Ends
March 19	No School for Students	Professional Development (Legislative Day)
March 22	Information	Term 4 Begins
April 5 - 9	No School	Spring Break
May 3	No School	Teacher Comp Day
May 27	Early Out	Last Day of School / Term 4 Ends
May 28	No School for Students	Teacher Work Day

***FDK** = Full Day Kindergarten

**Number of Days per Term include Teacher Comp Days and Teacher Professional Learning Days

Board Approval Date:

**TOTAL TERM / SCHOOL DAYS		Days
Term 1:	August 18 - October 23	46
Term 2:	October 26 - January 14	46
Term 3:	January 15 - March 19	44
Term 4:	March 22 - May 27	44
Total School Days		180

[Back to Agenda](#)



SAA Board of Directors Meeting Thursday, December 18, 2025

Action Item: *Amending Instructional Materials Policy*

Issue:

Amending the School's Instructional Materials Policy.

Background:

HB 21 from the 2025 legislative session renumbered various parts of the criminal code, including the definitions of "objective sensitive material" and "subjective sensitive material." Those definitions are included in the school's Instructional Materials Policy and the USBE has asked schools to update their policies with the correct/updated code citations. The proposed revisions to the policy include only the updated code citations. No other changes have been made to the policy.

Recommendation:

It is recommended that the Board approve the Amended Instructional Materials 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

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~~76-5c-208, under the non-discretionary standards described in Utah Code § ~~76-10-1227~~76-5c-207(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~~76-5c-208, under the following factor-balancing standards:

- (a) material that is harmful to minors under Utah Code § ~~76-10-1201~~76-5c-101;
- (b) material that is pornographic under Utah Code § ~~76-10-1203~~76-5c-101; or
- (c) material that includes certain fondling or other erotic touching under Utah Code § ~~76-10-1227(a)(iv)~~76-5c-207(1)(a)(i)(C)-(D).

“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, 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, 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.

Criteria for Instructional Materials

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

- (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.

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 may review the 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 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(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(13) refers to as “learning material”). In addition, 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.

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.



Sensitive Material Review Administrative Procedures

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 remove the instructional material.

Disposal of Instructional Material

When 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.

[Back to Agenda](#)



SAA Board of Director's Meeting Thursday, December 18, 2025

Action Item: *Amend Paid Parental & Postpartum Recovery Leave Policy*

Issue:

Amending the School's Paid Parental & Postpartum Recovery Leave Policy.

Background:

This policy is being revised to clarify that the two paid leave periods are each up to 15 contract days as opposed to 3 calendar weeks. The revisions also clarify that the maximum amount of leave under each paid leave period is 15 contract days and that any non-contract days occurring during a leave period will not count toward the three-calendar week leave period.

Recommendation:

It is recommended that the Board approve the Amended Paid Parental & Postpartum Recovery Leave 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

Paid Parental & Postpartum Recovery Leave



In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental and postpartum recovery leave to enable employees to care for and bond with their new child and to recover from childbirth. This policy is effective July 1, 2025.

Definitions

For purposes of this policy:

“Parental leave” means leave hours the School provides to a parental leave eligible employee.

“Parental leave eligible employee” means a School employee who receives regular paid personal time off (PTO) benefits from the School and is:

- (a) a birth parent as defined in Utah Code § 78B-6-103;
- (b) legally adopting a minor child, unless the individual is the spouse of the pre-existing parent;
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement;
- (d) appointed the legal guardian of a minor child or incapacitated adult; or
- (e) a foster parent of a minor child.

“Postpartum recovery leave” means leave hours the School provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

“Postpartum recovery leave eligible employee” means an employee:

- (a) who receives regular paid personal time off (PTO) benefits from the School; and
- (b) who gives birth to a child.

“Qualified employee” means:

- (a) a parental leave eligible employee; or
- (b) a postpartum recovery leave eligible employee.

“Retaliatory action” means to do any of the following regarding an employee:

- (a) dismiss the employee;
- (b) reduce the employee’s compensation;
- (c) fail to increase the employee’s compensation by an amount to which the employee is otherwise entitled to or was promised;
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

Paid Parental Leave

The School allows a parental leave eligible employee to use up to ~~three work weeks~~ (15 contracted workdays) of paid parental leave for:

- (a) the birth of the parental leave eligible employee's child;
- (b) the adoption of a child;
- (c) the appointment of legal guardianship of a child or incapacitated adult; or
- (d) the placement of a foster child in the parental leave eligible employee's care.

Parental leave as described above:

- (a) may not be used before the day on which:
 - (1) the parental leave eligible employee's child is born;
 - (2) the parental leave eligible employee adopts a child;
 - (3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; or
 - (4) a foster child is placed in the parental leave eligible employee's care;
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period ~~may not be used intermittently~~, unless:
 - (1) by mutual written agreement between the School and the parental leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

A parental leave eligible employee's paid parental leave does not increase if the parental leave eligible employee:

- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

A parental leave eligible employee may not use more than ~~three work weeks~~ (15 contracted workdays) of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (a) becomes the parent of more than one child;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

Paid Postpartum Recovery Leave

The School allows a postpartum recovery leave eligible employee to use up to ~~three work weeks~~ (15 contracted workdays) of paid postpartum recovery leave for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by the Lead Director;
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee; and
- (d) runs consecutively to parental leave.

A postpartum recovery leave eligible employee's paid postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

Leave Period

The maximum amount of paid postpartum recovery leave available to qualified employees under this policy is 15 contracted workdays.

The maximum amount of paid parental leave available to qualified employees under this policy is 15 contracted workdays.

Any non-contracted workdays (such as holidays, days during summer break, etc.) that occur during a qualified employee's paid parental leave or paid postpartum recovery leave do not count toward the applicable 15-contracted workday leave period.

Notice of Plan to Take Leave

Qualified employees shall give the Campus Director or Lead Director notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using parental leave or postpartum recovery leave; and
- (b) stop using postpartum recovery leave.

If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by the Campus Director and Lead Director. If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to paid parental or postpartum recovery leave), the Campus Director or Lead Director shall inform the employee. Employees may be required to provide documentation supporting the need for parental or postpartum recovery leave.

Other Leave

Except with respect to FMLA leave, the School may not charge parental leave or postpartum recovery leave against a qualified employee's regular paid personal time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

Employee Benefits During Leave

During the time a qualified employee uses parental leave or postpartum recovery leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum recovery leave, provided that the qualified employee pays any required employee contributions.

Employee Position after Leave

Following the expiration of a qualified employee's parental leave or postpartum recovery leave, the School shall ensure that the qualified employee may return to:

- (a) the position that the qualified employee held before using parental leave or postpartum recovery leave; or
- (b) a position within the School that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using parental leave or postpartum recovery leave.

Despite the foregoing, if during the time a qualified employee uses parental leave or postpartum recovery leave the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the parental leave or postpartum recovery leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the parental leave or postpartum recovery leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused parental leave or postpartum recovery leave.

Retaliatory Action

The School may not interfere with or otherwise restrain a qualified employee from using parental leave or postpartum recovery leave in accordance with this policy. In addition, the School may not take retaliatory action against a qualified employee for using parental leave or postpartum recovery leave in accordance with Utah Code § 53G-11-209.

Part-Time Qualified Employees

In the event a qualified employee of the School is also a part-time employee, the employee shall be allowed to use the amount of parental leave or postpartum recovery leave available to the qualified employee under this policy on a pro rata basis.