



Board of Director's

Meeting Minutes

Friday, September 11, 2009

BOARD MEMBERS PRESENT: Jim Harris, Tamara Prince, Tiffini Adams, Lisa Jensen, Katy Andrews

STAFF MEMBERS PRESENT: Amy Wadsworth, Shellee Getts, Daphne Williams, Michelle Roper

EXCUSED: Deborah Feder, Greta deJong, Catherine Cargill

Harris called the regularly scheduled meeting of the Board of Directors of the Salt Lake Arts Academy to order.

Wadsworth introduced, Michelle Roper, the new Administrative Assistant for the school.

APPROVAL OF BOARD MEETING MINUTES FOR JUNE 2009

Harris requested a motion for the approval of the June meeting minutes.

Harris asked if the Monitoring CAO Performance, CAO Evaluation Tool still needed to be moved to the next meeting? Andrews stated that it wasn't that there was any evaluations that needed to be done but to look at the evaluation tool and found there was too much to review and haven't brought it back. Harris stated that a time will be scheduled to review. Wadsworth stated that it may be something that the Governance Committee could put together and review with the Board as a recommendation. Andrews recommended approving the June meeting minutes with the note that the CAO Evaluation tool will be put back on the agenda once the sub-committee has time to review and then present.

Harris stated if there was no further discussion in the matter; let's continue with the approval of approval of the June 2009 meeting minutes. Adams motioned and Andrews seconded. All Approved.

STATE OF THE SCHOOL

Wadsworth stated that school is currently in the fourth week and things are going well. There are four student openings that need to be filled by October 5th. Wadsworth stated that notification was received that the school met AYP, which is the Annual Yearly Progress and will present and review it at the next Board meeting. Wadsworth stated that the auditors from Squire said that the government requires is a Policy for Administrators vacation and also a Whistle Blower Policy. A handout was presented to each Board Member for language to address both of those requirements. Wadsworth stated that QuickBooks currently accrues vacation on paystubs which will be going away and the new policy will state when the beginning & end of the administrative calendar will be. Wadsworth stated that if overtime is worked during the school year that time off would be granted but no overtime would be paid out. Wadsworth presented a rough draft of a Whistleblower policy for non-profit organizations for review. If both are approved they would be included in the employee policy manual. Board recommended adding the following, "If an employee feels he/she can't go to the CAO, they may file a complaint directly with the Board or Board President". Wadsworth reviewed the Whistleblower Policy with the changes as requested and requested approval. Adams motioned and Andrews seconded. All Approved.

Wadsworth was happy to announce that the drainage system has finally been installed thanks to Williams. Williams stated that she met with key people from Big D Construction and they had it completed within 3 days. Wadsworth stated that a lot of the supplies and labor was donated which saved a lot of money.

Wadsworth stated that the financials were under by \$60,000 for before school class fee's based on the numbers given at the Board Retreat. The good news is that carry forward number from last year which is \$30,000 and the year started ahead by \$240,000 in reserves. Adams asked if the before school classes would pay for themselves. Wadsworth stated that they are paying for themselves and bringing in supplementary money because Bauer and Bayles are contract workers and the support of the SOAR program helps underwrite the cost of their salaries. Wadsworth stated that the Finance Committee will review the Year To Date budgets at the next meeting on October 7, 2009. Adams asked how many students of the 270 were attending the early morning classes. Roper stated at least one third if not more is attending early morning classes. Williams stated that it was calculated that more students are taking foreign language now than before because it's not up against other classes that the students would rather take during the school day.

DEVELOPMENT

Andrews introduced the new "Step IT Up" campaign video that was produced by Michael Schoenfeld, a parent of two students at the Salt Lake Arts Academy and a member of the Development Committee. He is a very well known commercial photographer. The video was shown at the Back to School nights and kicked off the Annual Campaign. Andrews handed out letters for each Board Member with pledge cards. Andrews stated that it is critical that every Board Member make a pledge towards the campaign. Video was played for the Board. Williams stated that she has extra copies of the video for anyone that would like to send them out to potential donors. Roper stated that she has a connection to Starfish Television that shows non-profit videos on the Dish Network for free.

Wadsworth stated that letters are going out to every family about the Annual Campaign. Cargill asked if the letters stated that the money raised would specifically go towards the new technology. Williams stated that it would specifically be used to purchase new technology unless a donor asks for it to be used in another way.

GOVERNANCE

Harris stated that the Board is currently at 8 active members and in need of 7 more. Four new members would need to be recommended by the next Board meeting. Harris stated that of the new potential 7 Board Members it is hopeful that they have expertise in one of the following areas; School District/Public Education, Arts Community, Real Estate, University/College, Marketing/Public Relations, Downtown Development. Cargill asked if the sub-committees had the ability to have someone who's not on the Board not on their sub-committee. If so, are we

cultivating those people to be on the Board? Getts stated yes. Harris handed out a letter that was drafted to go out to the Parent community for opportunities to join the Board. Harris asked for the Board to review and approve or provide comments for revision. Adams asked if there was a ratio to be met for Parents vs. Community Members for the Board? Andrews stated that in the bi-laws it is stated that it should be equally weighted but with a little bit more Community Members. Roper stated that the letter could be included in a schedule mailing to the parents the following week. Prince commented that with regards to the bi-laws it states that 25% of the Governing Board has to be comprised of parents with children that attend the school. Andrews stated that a time commitment should be included in the letter. Williams stated that you want Board Members that can open doors for you, especially from the Corporate environment. Harris & Andrews recommended creating a Board pool for Charter Schools or finding out if this has already been set up. Cargill asked if approval was needed or if the changes can be made and send it out. Harris stated that an electronic copy will be sent to the Board for any final changes and then emailed to Roper for the mailing next week.

Andrews stated that the Bylaws state that a vote is supposed to take place on Back to School Night and the parent body of the school cast vote for approval of the Board at back to school night. Harris asked if a ballot could be sent out to the parents. Wadsworth stated that the Board Members have been voted in. Harris stated this would be reviewed at the next meeting.

MISCELLANEOUS

Prince handed out a list of future proposed Board meeting dates for review. Wadsworth stated that the December 18th date would be a social luncheon as it is the last day of the school week before the winter break. Prince stated that it was suggested that each sub-committee create a calendar for their meetings. Harris stated that meetings be stacked rather than spread out. Future meeting dates for sub-committee's were reviewed. Wadsworth asked who was interested in joining the Academic Excellence Committee? Harris asked who was chairing that committee? Wadsworth stated that Adams would be an excellent facilitator of the Committee and asked her to take on that role. Adams stated that with guidance she would accept that role. Wadsworth stated that that committee could meet bi-monthly rather than monthly.

Meeting Adjourned by Jim Harris

GOOGLE DOCS & CALENDAR

Training conducted by Getts. No notes taken for meeting minutes.

NEXT BOARD MEETING:

Friday, October 16, 2009 at 3:00pm

Secretary's

Signature
