



Salt Lake School for the Performing Arts Board of Trustees Minutes

September 12, 2017

6:30 p.m. – 8:30 p.m.

at

Salt Lake School for the Performing Arts (SLSPA)
2291 S. 2000 E., Salt Lake City, UT 84106

Board Members Present:

Board Chair Robin Hough
Board Treasurer Doug Keefe
Director Ron Litteral
Vice Principal Jason Hansen
Board Secretary Kerrie Toner
PTO Member Heidi Siegel
Faculty Member Nate Wambolt
SBO Member Caden Tudor

Member Devi Fournier
Member Kristi Swett
Member Kit Anderton
Member Sue Ann Bodily
Member John Craigle
Member Mindy Relyea

Board Members Not Present:

Vice Chair Rob Tudor
Member Ana Moses

Executive Board and Staff Present:

Irina Madison, Business Manager
Lincoln Fillmore, Charter Solutions

Others Present:

None

Materials Presented:

Board Binder ó Assembled by R. Litteral: Organized by month and includes:
Mission Statement, SPA Time, Power School Reports, SAGE Testing Results,
School Improvement Plan 2017-2021, SLSD Data Governance Plan, 2017-2018
SLSPA Fee Schedule, ACT Report, Charter School Map, Digital Marketing Plan,
SPA Counseling Center Outline, SLSPA Technology Security Policy, School
Calendar ó September & October, Charter Solutions Finance Report ó July 2017,
and Charter Solutions S.M.M.A.R.R.T. Goals with supporting learning materials.

Board Chair Robin Hough opened the Meeting open meeting at 6:30 p.m. and started recorder.

Introductions:

Board Chair Robin Hough introduced new board members and guests:

- Irina Madison ó Business Manager at Charter Solutions
- Lincoln Fillmore ó Charter Solutions

Faculty Report: Nate Wombolt – Substitute/Previous Year's Faculty Representative:

- Announces Katelin Knight is the new Faculty Representative to the Board.
- Shakespeare Festival - all department rehearsals are underway. The 24th is the first day of the Festival. Sixty-six (66) students are performing this year.
- There will be two (2) Musical Performances this year.
- Renaissance Festival is October 7, 2017.

Student Report: Cade Tudor – SBO President:

- Dance Ice Cream Social Sept 15, 2017
- Class Reports ó nothing to report
- Student Council is implementing new strategy to include new students, participation, and other class involvement by:
 - Games at lunches.
 - “Spoons” An introduction game to encourage students to meet each other.
 - Promoting dances and activities more and addressing issues:
 - Competing with HHS activities.
 - Lack of intermingling of the classes.
 - Introducing Conservatory and Student Council “Buddies”

Preliminary PTO Report Robin Hough:

- Has filled all positions and creating a fundraising committee within the PTO.
- Having high rate of engagement this year.

Approve August 12, 2017 Retreat Minutes:

- Secretary Kerrie Toner is the “outward face” and contact of the school on the Public Notices website.
- Secretary Kerrie Toner updated “Board of Directors” page on SPA website.

No Motion was made.

Finance Report – July 2017 – Treasurer Doug Keefe:

- July is beginning of the year. Everything looks “as usual.”
- Budget presented is what was approved. We will continue to adjust according to trends and new factors, such as ILP program.
- Ron Litteral will address the ILP program and impacts later
- Financial goals are slightly behind due to enrollment. Will impact the final budget if does not pick up.
- Over time will see more detailed program reporting (i.e. ILP, summer programs, etc.).

Board Retreat Survey Results – Chair Robin Hough:

- Will probably implement once quarter in the future.
- Evaluations were consistent except for negative feedback on the following two questions under “Process”:
 - “Are we confident that parents, teachers, and other stake holders appropriately involved in informing school decisions.”

- R. Hough notes: We want stakeholders are involved and invited to meetings. Be sure as a board that we are doing what we need to do to have the input of our stakeholders.
- Are we confident that the school is communicating clearly to parents, students about events, changes, actions, policies,...etc.ö
 - R. Hough notes: We need to be sure that we are communicating the decisions that have been made in Board Meetings.
- K. Swett notes that we are the Governing Board and that we set the policies. How the policies are communicated out is up to the school.
 - R. Litteral reports that SPA completed an Open House, Ice-Cream Social, and Power School Training prior to the beginning of school to communicate school policies, etc.
 - He also emphasizes that the school is not allowed to send any information via email regarding or including student data, per SLSD policy.

Training – Lincoln Fillmore, Charter Solutions:

Board Goal Setting ó S.M.M.A.R.R.T. Goalsö

PTO Report – Heidi Siegel – PTO President:

- Shakespeare Festival coming up
- Watch Parent *Facebook* Page
- Renaissance Fest Planning
 - Have a lot of volunteers
 - Planning Meetings Every Tuesday 9:00 a.m.
- Working on cleaning/organizing the downstairs basement

Administration Report – Director Ron Litteral and Vice President Jason Hansen:

- SPA Times ó Weekly newsletter from the School to communicate with parents and others. All department heads will report weekly on Mondays. Will use *MailChimp* to ensure proper formatting and easy reading. Will also be able to track reading volume.
- Principal Challenges to encourage communication and socializing with and between students. Freshmen are still struggling this year.
- PowerSchool Report: Goal is to have all 279 parents online. Report shows how many students and parents login and participation details. 173 Parents signed up to receive progress reports by email.
- SAGE Reporting: There was a drop in the SAGE testing results due to an overall reduced participation. Highest percentage of students who took the test, completed the test. Mathematics scores increased verses statewide decrease. SPA is in an average position.
- School Improvement Plan: Due to time, Director Ron Litteral asks all to review at home and discuss at next meeting.
 - Chair Robin Hough calls a motion to öempower the leadership to go back and give us more detail and more specifics around the measures and outcomes in the School Improvement Plan.ö

- **Discussion:** Jason notes that the Current School Improvement Plan is in paralleled and structured according to the SLSD Improvement Plan. Ron Litteral states that although Motion is not needed, the leadership will clarify.
 - **Motion** made by Chair Robin Hough, no second was requested, none opposed.
- **SPA Technology Security Plan:** Director Litteral provided the SLSD Data Governance Plan for a basis and reference for the Board to approve the SPA Technology Security Policy, which is needed by October 1, 2017.
 - **Discussion:** SLSD Policy dictates construction of specific SLSPA Policy. Adheres to *Student Data Protection Act*. All SPA Teachers have completed the full training and we have signatures reflecting such.
 - **Motion** made by Treasurer Doug Keefe, seconded by John Craigle, none opposed. **Motion** passed.
- **School Fees:**
 - **Discussion:** Added Fee to help with Apparel Design to cover costs of needles. ILP \$35 fee to cover cost of software. Dance Conservatory includes the Summer Fee that was previously not included in error. Parking Pass is for SPA. HHS Fees currently are located on HHS Website. Kristie Swett encourages a SPA Board Member to attend the HHS Board Meeting so that we have a voice regarding policies that affect SPA.
 - **Motion** made by Kristie Swett, seconded by Secretary Kerrie Toner, none opposed. **Motion** passed.
- **Charter School Recruiting Nights:** Director Litteral asks Board Members to volunteer to contact Charter Schools in Salt Lake City to receive contact information or an invite to their Recruiting Night.
 - Board Member Volunteers:
 - Kit Anderton ó Salt Lake City area
 - Sue Ann Bodily ó South West of I-15 area
 - Kerrie Toner ó East of I-15 area
- **Counselor Newsletter:** Director Litteral presents the Counseling Center Newsletter.
- **Mission Statement:** Director Litteral and team has reworded the current Mission Statement. The proposed Mission Statement is "Salt Lake School for the Performing Arts cultivates artistic and academic excellence in a diverse environment. We build character and confidence required for an accomplished artistic future."
 - Chair Robin Hough will table for the next Board Meeting due to time.
- **Digital Marketing Campaign:** Director Litteral will use the Marketing budget to employ experienced assistance to create and manage a Brand for our school.
 - Mindy Relyea is developing a Marketing, Communication, and Branding strategy for SPA. She proposes to resign from the Board and apply for the Marketing position that Director Litteral will oversee.
 - Chair Robin Hough offers Board support to move forward and hire for the position.

- Kristie Swett would like to see costs and proposed plan associated with costs as we move forward.

Chair Robin Hough closed the meeting at 9:17 p.m.