



## **Board of Trustees Minutes October 15, 2013**

### **In Attendance:**

Sheldon Worthington, Shawn Turner, Robin Hough, Liz Smith, Debbie Peterson, Stan Funicelli, Tawni Anderson, Marylee Anderton, Jan Hunsaker, Adele Williams, MJ Gregoire

### **Past Minutes**

Postponed. To be reviewed at 11/12/13 meeting.

### **PTO Report**

Liz Smith reported that the PTO has already exceeded revenue goals for the year through the sale of spirit wear and Ren Feast items. The PTO will be selling concessions for Pippin. The PTO sent snack bags for the Shakespeare competition with PTO funds because it was an event that included all 3 departments at SLSPA.

A PTO parent, Stacy Conologue, who has previous experience in fundraising, is offering to help organize an ongoing fundraiser. A motion was made to form a sub-committee for a school gala with at least one board member on the committee and Stacy Conologue to be the chair of the committee. The motion was passed unanimously and Stacy will be invited to come to the next meeting to present her ideas.

### **Financial/Facilities Report**

Debbie presented the Purchases report which was unanimously approved.

The Board unanimously voted to approve renewing SLSPA's membership in the Utah Association of Public Charter Schools. The cost for this was \$1,770 (\$6 per student x 295 students).

The Board unanimously voted to approve additional hours for office support up to a maximum of 10 hours per week.

There was a discussion about the new online ticketing payment system and the ability to track online payments. There was clarification about who has the ability to sign contracts for SLSPA. The Board of Trustees needs to approve the signing of any contracts and any major purchases. For any purchase over \$1000, 3 competing bids are required.

The facilities update includes the following: boilers are function and maintenance can wait until spring. A new internet filter is in place. We are scheduled to have fiber and a new T1 line run to the school next year. Debbie is still looking for another bus.

### **SBO Report**

Adele Williams, the Student Body President, submitted notes from students. One of the items submitted by students was a concern about blackout dates (dates when there are no performances/rehearsals so students can study for finals.) Sheldon will follow up on timing to ensure the appropriate dates are enforced.

### **Faculty Reports**

Carrie Morgan presented plans for 2014-2015 theater conservatories in Musical Theater, Technical Theater, and Acting. The plans included classes that will be taken each year as well as grades that are required to progress to the next level. Carrie also presented the current information on the Actors' conservatory which included the current scoring sheet for conservatory auditions, the contract students sign, course requirements, the conservatory audition application packet, and summer reading assignments.

Carrie also presented a survey that was done via survey monkey that was sent to past and current students and included 10 questions about the theater department at SLSPA. Students responded to questions including what some of their favorite/most useful classes were, what additional classes they would like to see, and what changes could improve the department.

Carrie discussed transition plans as she will be leaving SLSPA after the 2013-2014 year. She suggested starting the department head search early and that part of the interview should include a master class with the students so the students can give some input to the selection. As the school grows to 400-500 students 2 more faculty members will need to be hired for theater and 1 additional teacher for technical theater. A cap will need to be added for the number of students in each conservatory.

### **Committee Report**

None

### **Administration Report**

#### Artistic Director Report:

Jan reported that 77 students went to the Shakespeare competition. SLSPA received 10 awards. Theater, dance, and technical theater all won awards.

The student musical, Pippin, is in production. Performances are 11/13 thru 11/16 and 11/18-19.

TUNA, a faculty fundraiser is December 11, 12, 13, 14, and 16.

Jan presented a plan for Teacher professional development. She distributed the Salt Lake City and Granite school districts teacher salary schedules. These schedules show increased pay based on levels of education and teacher certifications.

Stan commented that historically the teachers don't want to go through the teacher certification route because they are involved in so many other areas of professional development. Staff is concerned that the preference will be towards teachers with education degrees versus working professionals with other types of training. Staff is also concerned that the part-time teachers will be adversely affected by this system.

Discussion of teacher professional development will be set as a calendar item for further discussion.

Principal Report:

Sheldon reported that Meg, the new school counselor, is doing an excellent job working with the students.

Meg and Sheldon are involved with Highland High School's Student Service council where counselors and administrators are working together to address the needs of at-risk students.

Meg presented a very informative college prep night. The power point presentation will be posted on the website for parents and students who missed the presentation.

Sheldon has been holding Parents and Pastries meetings – a forum for him to meet with parents to get community feedback.

Sheldon is planning to send SLSPA members to a Professional Learning Community Workshop. The cost of this is \$7000. Sheldon, Jan, 2 staff from each department, and 1 board member will attend. The Board of Trustees had previously approved this expenditure.

As of October student enrollment is 295. The budget was prepared for 300 and will be adjusted. Enrollment includes 90 boys, 205 girls. Enrollment grew 16% last year and 26% this year. Growth projected at 26% for next year would bring us to an enrollment of 380. People are already calling the school to get on the list for next year.

Sheldon presented a report that Meg prepared using PowerSchool to show the status of seniors' readiness for graduation.

Parent-Teacher conference attendance was 15%.

The Department Head Job Description was distributed and will be reviewed at next month's meeting.

Sheldon distributed the Highland High School Improvement Plan that was written by Highland's Community Council and noted that this is a district template. Sheldon has asked each department to create goals following a similar template. Some of the goals will be based on accreditation goals. Rubrics and assessment will be established to help improve student performance.

UCA report is not ready yet.

Student recognition plan is not done yet – it will be discussed with department chairs.

### **Other Items**

Bob Eaton has expressed a desire to resign from the Board of Trustees but would be interested in being on the Advisory Board. A new spot will be open and an email will be sent to the community to post the open position.

### **Items to be Scheduled for Further Discussion**

Teacher Professional Development Plan (10.15.2013)

UCA report from Sheldon. (10.15.2013)

Student recognition plan (10.15.2013)

SLSPA school improvement plan (10.15.2013)

Accreditation committee recommendation for Board (10.15.2013)

Board of Trustees meeting was adjourned at 10:00 p.m.

**Next Meeting:** November 12, 2013 at 6:00 p.m.