



## Salt Lake School for the Performing Arts Board of Trustees Minutes

August 12, 2017

9:00 A.M. – 1:00 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  
Vice Chair Rob Tudor  
Director Ron Litteral  
Secretary Kerrie Toner

Member Kit Anderton  
Member SueAnn Bodily  
Member John Craigle  
Member Mindy Relyea

### Board Members Excused:

Member Devi Fournier  
Member Kristi Swett  
Member Katie Ieremia  
Member Doug Keefe

### Board Members Not Present:

Member Ana Moses  
Member Heidi Seigel  
Administrative Member Jason Hansen  
Faculty Member Nate Wambolt  
SBO Member Caden Tudor

### Executive Board and Staff Present:

Laura Lee Adams, Business Manager  
Lincoln Fillmore, Charter Solutions

### Others Present:

None

Board Chair Robin Hough opened the Fall Retreat open meeting at 9:00 a.m. and started recorder.

### Introductions:

Board Chair Robin Hough introduced new board members:

- John Craigle ó Board Member
- Mindy Relyea ó Board Member
- Kerrie Toner ó Board Secretary

### Approve Minutes of June meetings:

**Motion** was made by Vice Chair Rob Tudor, seconded by Member Mindy Relyea, and opposed by none to approve the minutes for the June Board Meeting Minutes dated June 13, 2017 and June 20, 2017.

Motion carried.

### **Update Board Roster:**

Member SueAnn Bodily requested all contact and service position updates to official Board Roster. Roster was distributed and updates were made. Updated Roster will be distributed by Member Bodily upon completion.

### **Presentation:**

Lincoln Fillmore from Charter Solutions presented *The Everlasting Board Culture Part 1: Creating Your Culture* (see attached).

Lincoln Fillmore presented *Salt Lake School for the Performing Arts Financial Forecasts* (see attached). The assembled data and forecast included 5 years projection, a 5% wage increase for faculty, and ILP Enrollment Income. Chair Robin Hough suggested to review a 2.5% faculty wage increase instead of 5%. Secretary Kerrie Toner and Member Kit Anderton proposed that Donation and Fundraising target funds not be included in the budgeted Revenue income. It was decided there would be further discussion at a future Finance Committee Meeting for budgeting and projection improvements.

### **SPA Update Report:**

Director Ron Litteral presented and reported the following:

- Current school enrollment is hovering around 300 students. Goal is still 400 students. SLSPA currently has students enrolled from forty-two plus (42+) schools (see *Student Referral Schools* attached). Discussion of feeder schools and programs to boost enrollment will be discussed more in depth at a future date.
- Individual Learning Program (ILP) is currently enrolled to 15 students. Thirty-seven (37) students are needed for program to meet its financial goal for the year. Director Litteral is confident that enrollment will continue through August and into September of this year.
- The 2017-2018 Personnel Report listing SLSPA faculty, position, and phone number has been updated to reflect the hiring of eight (8) new faculty members, two (2) being new positions, six (6) being replacements (see *SLSPA Faculty 2017-2018* attached. Note: personal phone numbers have been omitted from attachment for privacy). There is a concern for faculty and staff retention due to competitive wages, which will be discussed more in depth at a future Financial Committee Meeting.
- Summer Camp data revealed profitable earnings and increased participation in the various camps. Camps were designed to foster a recruiting relationship between participating students and schools. Based on this year's success, increased participation and profits are expected next summer as well. Discussion of feeder schools and programs to boost enrollment will be discussed in more detail at a future date. Plans for the 2018 summer camps will be discussed at the next board meeting.
- SLSPA's Charter is currently being rewritten to remove unneeded items and to make it "evergreen" so that it will not expire. Salt Lake School District (SLSD) approved benchmarks will also be added. Director Litteral met with the SLSD to discuss SLSPA Lease (Lease). It was proposed to SLSD by Director Litteral to renew the Lease and extend it to two (2) years with

an automatic renewal. The SLSD representative was in verbal agreement and will follow-up with Director Litteral upon formality.

**Review 2016-2017 School Improvement Plan and Proposed 2017-2018:**

Director Litteral presented *Counseling Update* dated June 5, 2017 (see attached) reflecting the following statistics:

- 97% graduation rate.
- 3.24 average GPA.
- \$1,766,750 in scholarships offered that have been reported to date.
- In Term 1 ó The percent of students with failing classes dropped 3%.
- In Term 2 ó The percent of students with failing classes dropped 2%.
- In Term 3 ó The percent of students with failing classes increased 4%.
  - This increase appears to be directly related to the Advisory class ending for the year, prior to Term 3.
- As of the end of Term 4, 110 credit recovery packets (valued at .25 credits each) were completed by SLSPA students in the Highland High School (HHS) Alternative Ed class.

Director Litteral presented *Salt Lake School for the Performing Arts Student Achievement and School Improvement Plan 2017-2021* (see attached) for review. All action plan items were completed.

**Review SLSPA Mission Statement:**

Chair Robin Hough opened discussion regarding the length and wording of the current Mission Statement. It is agreed that the Board would like to update and change the Mission Statement to better reflect the vision, mission, and feel of the School. Member Mindy Relyea and Secretary Kerrie Toner collaborated and suggested "To celebrate the individuality of every student, through developing a love and appreciation of the Performing Arts" as an idea in progress. Member Kit Anderton asked it to be added in the record. It was agreed that ideas and suggestions would be addressed at a later date.

**Request for Board volunteers for SLSPA/HHS Breakfast:**

Director Litteral requested for Board volunteers to serve breakfast to the faculty and administration of SLSPA and HHS on Wednesday, August 16, 2017 (error) at 7:00 a.m. to 9:00 a.m. Secretary Kerrie Toner and Member Kit Anderton volunteered. (The actual date was Thursday, August 17, 2017).

**Calendar items for 2017 – 2018:**

Chair Robin Hough opened discussion on the following Board calendar items:

- It was agreed that Board Meetings would continue to be held on the second (2<sup>nd</sup>) Tuesday of every month.
- Chair Robin Hough and Director Litteral agreed that the Department Heads would present to the Board at the November 2017 and January 2018 Board Meetings.
- Chair Robin Hough and Director Litteral agreed that the Counseling Department would present to the Board at the February 2018 and June 2018 Board Meetings.

**Board Survey:**

Chair Robin Hough asked that all Board Members present complete a Board Survey and submit to her.

**Other non-agenda items discussed:**

The following non-agenda items were briefly discussed:

- Director Litteral informed us that the District will be completing \$30,000 in repairs to the building by November 1<sup>st</sup>.
- Chair Robin Hough informed us that we were over budget last year by \$13,000 due to not meeting fundraising goals.
- Laura Lee Adams, Business Manager stated the SLSPA Annual Audit will be held August 24<sup>th</sup> at the school.
- Chair Robin Hough asked that we all familiarize ourselves with *Robert's Rules of Orders*.
- Member Mindy Relyea will be applying for 6 grants in or about September which could grant SLSPA \$60,000+ in funding. She will also be looking for other grants SLSPA could apply for, such as a transportation grant to help fund a UTA pass for every SLSPA student.

Chair Robin Hough closed the meeting at 1:00p.m.