SALT LAKE ARTS ACADEMY

Governing Board Meeting<u>Approved</u> Minutes

January 21, 2022 at 3:00 p.m.

Join Zoom Meeting - https://us06web.zoom.us/j/82608114013

Board Members Present Anneliese Booher
Greg Ostrander
John Bakken
Joy Pierce
Julie Bartel
Julie Livers
Kelly Goff
Lon Huntsman
Matt Nelson
Rob Scott
Suyin Chong

Board Members Excused Leanne Hawken
Tatiana Mixco

Staff Present
Deborah Candler
Jen Burrow-Sanchez
Jen Guillory
Katy Andrews
Markell McCubbin
Moni Schwaerzler

Parents Present
Colonae Christensen

Guests Present
CPA Sheila Sawka of Squire & Company, PC

Note
Attendance of participants joining during the Zoom meeting may not be recorded above.

1. Welcome

Board Chair Lon Huntsman welcomed all to the meeting.

2. Approval of Minutes

Lon noted there are three sets of minutes to approve. The first set is from November 19, 2021. Lon noted there is an apparent typo on page 3, where the last paragraph has an errant additional "not" that should be deleted. Lon and Deb also briefly engaged in discussion regarding the engagement survey and the fact the students took the same survey again recently. Joy Pierce moved to approve the minutes with the proposed correction on page 3. Julie Livers seconded that motion, and it passed unanimously.

The next minutes are from November 29, 2021—a short meeting held specifically regarding stock donations. John Bakken moved to approve them. Matt Nelson seconded that motion, which passed unanimously.

Finally, there were minutes from an emergency meeting held January 14, 2022 regarding a temporary return to remote learning. Kelly Goff moved to approve them. Julie Livers seconded that motion. The motion passed unanimously.

3. Finance Report

Moni Schwaerzler introduced Sheila Sawka of Squire & Company, who reported on the school's state-required audit. Some highlights included:

- The new building.
- State-required (for all charter schools) conversion from non-profit accounting standards to governmental accounting standards.
- An increase in assets this year.
- PPP loan forgiveness resulting in a gain.
- Testing under state compliance guidelines: 1) budgetary compliance (budgets prepared correctly and reviewed properly, and the reasons for any deficit), 2) fraud-risk assessment, 3) cash management, and 4) special education program. On cash management, there was a balance slightly off, which was quickly fixed. It was also unclear if deposits coming into the school were being deposited within 3 days as required. But it was a very clean audit overall.

Lon engaged in some discussion regarding selection of auditors, inquiring whether we must change them every year. Moni and John Bakken explained there is a bidding process.

Moni presented on changes to the budget, largely resulting from an increase in state funding, the ESSR funds, increased reliance on substitute teachers, changes to special education and related hiring. There is also an increase in some insurance payments.

Other issues Moni is working on include: 1) an unresolved water leak that needs to be repaired, and hopefully paid by property insurance; 2) a policy in investments prepared by Greg Ostrander that the Board will review later; 3) W2's that have been sent; 4) a Fire Marshal inspection report; and 5) proof of liability insurance for vendors.

Moni reviewed the budget numbers, sharing spreadsheets showing about $104,000 in increased income. And among other notable items, SLARTS also received a grant to buy additional Chromebooks.

Deb and Lon thanked Moni for her work and the work of the entire Finance Committee.

Matt Nelson suggested a motion is needed to approve the revisions to the budget. John Bakken moved to approve the revisions to the budget, and Julie Livers seconded that motion. The motion passed unanimously.

Joy inquired regarding what happens to outdated computers. Moni responded that so long as they work, SLARTS keeps and uses them. Deb offered they may be used in Mr. T's tinker room.

Moni then shared the balance sheet, comparing as of December 2020 and 2021

4. In-Person Learning/COVID Safety at School

Deb offered background on using 2 of our 4 state-allowed days for remote learning on January 18 and January 19, 2022. The school has 2 more reserved days to use if needed.

Katy Andrews reported a notable slowdown in new COVID infections since returning to in-person learning again, and Jen Guillory concurred as far as persons calling in sick.

Deb reported on practices other schools are using, including not eating inside unless necessary. Our students will be eating outside. There is also cleaning throughout the day.

Katy reported that as of today, all government mask mandates ended. But SLARTS may message that we as a community value each other's safety and encourage mask wearing.

Deb noted we are running low on masks. Kelly Goff asked if donations can be accepted. Katy replied yes, and she will include that school email communications.

Lon commented on broader issues surrounding masks and the current spike in COVID infections. He complimented Greg Ostrander on the letter he wrote to the Board.

Deb noted there are adults on staff who have serious health concerns, and the issues that arise when we are missing a percentage of both the students and the teachers when we are trying to stay in school during spikes.

Lon, Deb, and Katy commented on the help that volunteers can and have offered, including volunteering to substitute teach.

Greg Ostrander commented that he understands there are genuine staffing issues in staying open during these times.

5. Committee Updates

a. Academic Achievement Committee

Deb reported that the committee has discussed:

- The SLARTS school report card available on Utah State Board of Education website. Our largest gap is proficiency levels in students with disabilities vs. the school. The biggest deficiencies were in math and language arts. SLARTS is addressing the math issues with a big increase in math support. The school has also considered the assessment tools it is using. In math, the school uses Sumdog. SLARTS is looking at using Acadience data management for reading assessments, and is evaluating additional professional development for humanities teachers.

- That parents have communicated concern for the teachers. And the students have been through so much, impacted socially and emotionally. And they can sense the stress of the adults around them.

- How to address and discuss problematic or inappropriate comments made in class—to have teachers both end the comment and explain why it is hurtful.

- The amount and quality of homework in view of outside activities or time with family.

- A plan for professional development addressing Title IX.

b. Development and Community Outreach Committee

Katy reported on several issues:

- The school has raised about $64,000 from parents and has received funding from the Catalyst Foundation grant to apply to the campaign. Over half the donations are from new donors.

- SLARTS is not planning any special events at the moment—but parent committee members are ready to help when that decision is made.

- There is a grant request pending to the Sorenson Legacy Foundation and one about to be submitted to Rocky Mountain.

- A fundraising success story. Joy helped to obtain a $1,000 gift from a friend of hers on Rotary, who is generously giving $1,000.

- There is a challenge grant waiting for SLARTS 24, a 24-hour giving day, which happens on April 28.

- On admissions, there have been a total of 205 applications: 1) 93 for 5th, 2) 54 for 6th, 3) 45 for 7th, and 4) 13 for 8th.

Jen Guillory commented that we were at a lower number in our lottery last year, but there is now a waiting list in all the grades now.

Deb commented that many of the public schools are down in

admissions. c. **Governance Committee**

New nominations. Lon reminded the Board it is still accepting nominations. We are seeking a CPA, but also any other great candidates. We will lose Matt Nelson soon. Katy reminded the Board that members can be from the community (not just parents) so long as parent-members outnumber community-members on the Board.

Gender inclusion policy. Anneliese Booher is working on preparing a policy. The Utah State Board of Education is still considering, but should soon publish on February 3, a proposed gender inclusion policy that may be helpful to review as we prepare ours. Deb also offered to help as needed.

Other policies in process. Lon noted that Greg Ostrander drafted a policy concerning securities, but Greg noted he may need to revise it in view of some parts of the audit. Moni noted that the current financial policies already reflect the requirement to deposit funds within three days of receipt. Lon and Katy suggested the revised policy and the gender inclusion policy can be put on the next Board Meeting agenda.

Required Trainings. Katy explained that there are trainings in the Governance Committee shared drive. Deb offered that we may want to have a meeting to complete the trainings. Lon asked whether we should gather in person to do that during these COVID times. Greg noted he has completed the trainings, and they do generate certificates that can be forwarded to school administration. Deb will be the recipient.

6. **Requests to Speak**

Lon noted there were no requests to speak.

7. Upcoming Meetings.

Katy noted though the Board previously discussed hosting a winter social, that event will be tabled that to a Spring Social.

8. Closing/Adjournment

Anneliese moved to adjourn the meeting. Julie Bartel seconded the motion. The motion passed unanimously.

The meeting adjourned.