

Salt Lake Arts Academy
Board Meeting Agenda
March 14, 2008
Slarts Rm 315
11:45

11:45 Call to Order
Attendance

11:50 Consent Agenda
Minutes from February meeting (see meeting documents, attached)

11:55 Monitoring Reports
Treatment of Staff (Amy will send)

12:10 Monitoring affirmation – next month’s report
April reports: Financial Planning/Budgeting quarterly internal report &
Financial Condition and Activities quarterly internal report (see meeting
documents, attached)

12:15 Bylaws Resolutions (see meeting documents addendum, to be sent before 3/14)
#1 Regular meeting schedule
#2 Registered Agent
#3 Attendance policy
#4 Check signing policy

12:30 List of items in Board file

12:35 Maturation Approval

12:40 Adjournment

12:40-12:45 School Status
CAO’s report

Next meeting: April 11, 2008 11:45 at SLARTS facility 844 S. 200 E.

The board shall have a structured agenda, including but not limited to call to order, attendance, minutes, monitoring affirmation, ends, governance process, consent agenda, self-evaluation, next meeting and adjournment.

Meeting Documents

AGENDA ITEM

11:50 Consent Agenda Item

Minutes from February's meeting

SLArts Board Meeting Minutes

February 15, 2008

11:45 am

844 S. 200 E.

Board members in Attendance: Katy Andrews, Catherine Cargill, Sol Garcia, Jim Harris, Diane Hill, Yvonne Jenkin, Karen McLeese, Tamara Prince, Deeda Seed
Staff in Attendance: Karin Beers, Amy Wadsworth, Daphne Williams

Minutes: Catherine opened the meeting and asked to move the monitoring report off the consent agenda to take a further look at it. Diane motioned to approve the minutes, it was seconded. All in favor.

Monitoring report/Compensation and Benefits: Amy attached a SL School district teacher's salary schedule and a Salt Lake Arts Academy teacher's salary schedule to compare and stated they are very close. There's also a bonus range to reward excellence in teaching. Other benefits are the Utah Retirement Systems and health insurance through Educator's Mutual. Catherine stated that the Board should be looking at each point in the monitoring report separately and discussing it. Amy stated that she is looking at the different points as she's writing her report in an essay style. Diane asked about contract for 'at will' employees and Amy stated that there are no contracts for such employees, but there could be one developed. This could be an employment agreement with a job description and description of benefits instead of a contract.

Deeda moved to approve the monitoring report, Tamara seconded. All in favor.

Monitoring schedule:

Page 4 of the meeting documents: Katy asked to move the 'Review of Ends Policy' to June- at the end of the year and review 'Treatment of Students & Families' in August. Diane moved to approve, all in favor.

Page 5: Catherine suggested switching the reviews of 'Ends Focus of Grants' with 'Treatment of Staff' including the nepotism policy (was in July, change it to March) because there was a question of nepotism and she felt it needed to be monitored sooner rather than later. Katy suggested #3 should read: "Fail to provide regular performance evaluations, a formal job description for each position, and clarification of expectations" and made a motion to insert it in the limitations policy before it gets monitored. It was

seconded. All in favor. Katy also moved that the ‘Treatment of Staff’ be monitored in March, and the ‘Ends Focus of Grants’ be monitored in July. All in favor.

Catherine asked for a subcommittee to convene to draft the bylaws resolutions that are needed. Diane and Catherine both volunteered to be on this committee.

Next meeting: March 14, 2008

Amy reported on leadership days, what it meant for every grade and the common goal to improve the quality of good citizenship in SLArts students. She also talked about having added on two more grades for each subject on the report cards which reflect those citizenship grades and encourage improvement: CAP would be for attitude and behavior; Pepper for participation, effort and risk taking.

Meeting adjourned.

AGENDA ITEM

Monitoring Reports

IV. ADMINISTRATIVE LIMITATIONS

C. Treatment of Staff

With respect to the treatment of paid and volunteer staff, the CAO may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

The CAO may not:

1. Operate without written personnel policies and procedures that (a) clarify rules for staff, (b) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons, and (c) provide a means of addressing grievances.
2. Retaliate against any staff member for nondisruptive expressions of dissent.
3. Fail to provide regular performance evaluations, a formal job description for each, and clarification of expectations.
4. Fail to acquaint staff with CAO’s interpretation of their protections under this policy.
5. Allow staff to be unprepared to deal with emergency situations.
6. Fail to hold staff accountable for meeting the CAO’s clarified expectations.

AGENDA ITEM

Monitoring affirmation – next month’s report

IV. ADMINISTRATIVE LIMITATIONS

D. Financial Planning and Budgeting

The CAO shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends priorities or risk financial jeopardy.

The CAO will not allow budgeting to:

1. Risk incurring those situations or conditions described as unacceptable in the board policy "Financial Conditions and Activities".
2. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
3. Provide less for board prerogatives during the year than is set forth in the "Cost of Governance" policy.

E. Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the CAO shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in Ends policies.

The CAO shall not:

1. Expend more funds than have been received in the fiscal year to date unless the board's debt guideline is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain and otherwise unencumbered revenues within thirty days.
5. Fail to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Make a single discretionary purchase or commitment of greater than the amount approved by the Board as Discretionary Funds in the current year's Budget. Splitting orders to avoid this limit is not acceptable.
8. Fail to provide the following quarterly reports to the board in a concise, updated and accurate manner: (a) Balance Sheet, (b) Income/Expense (c) Cash Flow Statement, (d) Budget vs. Actual, and to include any other financial reports requested by the board.
9. Acquire, encumber, or dispose of real estate.

***** **End of Meeting Documents**