

**Advantage Arts Academy
Board of Directors Meeting
Monday, October 2, 2017**



Location: 290 N. Flint Street, Kaysville, UT 84037

In Attendance: Jodi Hart Wilson, Chris Finley, Doug James, Kim Dohrer

Excused: Treion Muller

Others in Attendance: Priscilla Wadman, Kara Finley, Cole Arnold, Rabecca Cisneros

The mission of Advantage Arts Academy, in alignment with the Beverley Taylor Sorenson Arts Learning Program, is to effectively increase our students' performance in every subject, as well as improve students' core academic capacity, emotional well-being, arts awareness, and social skills.

MINUTES

12:07 PM – CALL TO ORDER by Jodi Hart Wilson

CONSENT ITEMS

- **Board Meeting Minutes**

Kim Dohrer made a motion to approve the August 7, 2017 Board Meeting Minutes and the September 5, 2017 Board Meeting Minutes; Chris Finley seconded. Motion passed unanimously.

PUBLIC COMMENT

- No public comment.

DISCUSSION ITEMS

- **Marketing**

Kara Finley reviewed the current status of the outreach plan and the final website review meeting will be held this week, then it will go to the Charter School Office for approval, and then it will go live. Open enrollment begins in January. Informational Meetings will begin in November, and print materials are being created.

- **Pre-Opening Checklist Update**

Rabecca Cisneros from the USBE reviewed the pre-operational checklist with the Board. The first payment has been received from the state for the Revolving Loan and Start Up Grant and now reports will be submitted monthly. Rabecca Cisneros encouraged the Board to consider how to approach handling student data and records. The potential locations of the school site were discussed as well as working with the city to select an optimal location. Rabecca Cisneros reminded the Board of the need to work with the city as well as Jennifer Youngfield as they move through the construction process.

○ **Director Position Posting and Selection Process**

Priscilla Wadman introduced herself to the Board along with the role of the human resources department. The Board reviewed the posting for a Director and the timeline for hiring. Priscilla Wadman led the Board through an exercise to determine the qualifications that are required and preferred for the position as well as desired characteristics. Qualifications included listing that preference will be given to candidates with a master's degree, preference for candidates with an administrative certificate, and experience with the BTSALP and/or art endorsement.

The screening process includes checking the state system for licenses and background checks. An administrator can be hired in January and the timeline for hiring. A hiring committee was constructed of Kim Dohrer and Jodi Hart Wilson and will have ad ready for final review and posting on Friday, October 13, 2017.

Rabecca Cisneros provided her experience in working with new administrators and how critical it is for the administrator to have a true commitment to the mission and vision. After the posting is created then it will be sent to the University of Utah and the BTSALP Coordinator to help network on the position.

Priscilla Wadman left at 12:42 PM.

VOTING ITEMS

○ **Board Policy Manual**

The Board reviewed the changes to the policy manual from the last meeting and all Board Members were in agreement that the manual meets current school needs. *Chris Finley made a motion to approve the Board Policy Manual (inclusive of the following policies); Kim Dohrer seconded. Motion passed unanimously.*

- *Administration of Medication Policy*
- *Arrest Reporting Policy*
- *Articles of Incorporation*
- *Attendance Policy*
- *Background Check Policy*
- *Building Use Policy*
- *Bullying & Hazing Policy*
- *Bylaws*
- *Capitalization and Expense Policy*
- *Cash Handling Policy*
- *Child Abuse and Neglect Reporting Policy*
- *Civil Rights Policy*
- *Concussion and Head Injury Policy*
- *Conflict of Interest Policy*
- *Credit Card Policy*
- *Credit Evaluation Standards and Guidelines Policy*
- *Donation and Fundraising Policy*
- *Dress Code Policy*
- *Dual Enrollment Policy*
- *Electronic Meetings Policy*
- *Electronic Resources Policy*
- *Emergency Response Plan Policy*
- *Employee Handbook Policy*
- *Enrollment and Lottery Policy*
- *Ethics Policy*
- *Family Educational Rights and Privacy Policy*
- *Fee Waiver Policy*
- *Financial Reporting Policy*
- *GRAMA Policy*
- *Health and Safety Policy*
- *Home School Student Participation in U-PASS Policy*
- *Human Sexuality Instruction Policy*

- *Information Technology Security Policy*
- *Parent-School Compact*
- *Parent Grievance Policy*
- *Parental Involvement Policy*
- *Pest Management Policy*
- *Political Signs on School Property Policy*
- *Procurement Policy*
- *Purchasing and Disbursement Policy*
- *Religion and Education Policy*
- *Revenue Recognition Policy*
- *Student Conduct and Discipline Policy*
- *Sexual Abuse and Molestation Prevention Policy*
- *Staff Grievance Policy*
- *Student Data Privacy and Security Policy*
- *Test Administration Policy*
- *Travel Policy*
- *Trust Land Council Policy*

CALENDARING

- **Pre-Operational Trainings**
The next training is on October 10, 2017 and covers best practices and building a Board culture and Kim Dohrer and Chris Finley will be attending. The last hosted training covered finance and there are sample budget pages for the accountant to review.
- **Board Meeting**
The next Board Meeting is scheduled for December 4, 2017 at 12 PM.

ADJOURN

- *Doug James made a motion to adjourn the Board Meeting; Chris Finley seconded. Motion passed unanimously.*
Board Meeting adjourned at 12:47 PM.