

Advantage Arts Academy Board of Directors Annual Meeting



Date: Monday, June 1, 2020

Location: This meeting of the board of directors was held via teleconference.

[Allowable Under: Executive Order Suspending the Enforcement of Provisions of Utah Code §§ 52-4-202 and 52-4-207, and Related State Agency Orders, Rules, and Regulations, Due to Infectious Disease COVID-19 Novel Coronavirus]

Board Members Present: Jodi Hart Wilson, Doug James, Suzy Mortenson, Chris Finley, Kim Dohrer

Others Present: Lisa Evans, Stacey Phillips, Trent Brown, Kara Finley, Dawn Benke, Kelsey Richardson, Jolinda Carlson

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

CALL TO ORDER

- Jodi Hart Wilson called the annual board meeting to order at 12:02 PM.

CONSENT ITEMS

- **March 31, 2020 Board Meeting Minutes**
Chris Finley made a motion to approve the March 31, 2020 Board Meeting Minutes; Doug James seconded. Motion passed unanimously.

PUBLIC COMMENT

- No public comment.

Suzy Mortenson joined at 12:06 PM.

CLOSED SESSION

- *Chris Finley made a motion to enter a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) to be held via Zoom; Doug James seconded. Motion passed unanimously; the votes were as follows:*
 - *Jodi Hart Wilson – AYE*
 - *Doug James – AYE*
 - *Chris Finley – AYE*
 - *Suzy Mortenson – AYE*
 - *Kim Dohrer – AYE*

Entered closed session at 12:06 PM.

Lisa Evans and Jolinda Carlson were absent from 12:07 to 12:12 PM.

- *Doug James made a motion to adjourn the closed session; Chris Finley seconded. Motion passed unanimously.*

Adjourned closed session at 12:12 PM.

VOTING ITEMS

- **2020-2021 Director Employment Agreement**
Suzy Mortenson made a motion to approve the 2020-2021 Director Employment Agreement as discussed in closed session; Kim Dohrer seconded. Motion passed unanimously.

REPORTS

- **Director Report**
Lisa Evans reviewed the curriculum that has been selected for reading and mathematics and the purchases that have been made to fill the school, including furniture and technology selections. Marketing efforts and the relationship with the selected digital marketing company were discussed. Events have been held in the school parking lot to connect with families and share information about the school. Each grade is staffed with at least one teacher and staffing efforts will continue to match enrollment.
Lisa Evans reviewed the school's plan for returning to education following the COVID school dismissal. Teachers will participate in professional development to promote alignment and assessments will be conducted at the beginning of the year to determine needs. The school is in process of developing a distance learning plan in the event that school cannot be conducted in person in the fall. The potential of hybrid instruction plans was discussed with the board. The pre-operational checklist was reviewed and progress was reported.
- **Finance Update**
Dawn Benke reviewed the year-to-date budget for FY20, discussing the sources of revenue and expenses incurred. The amended budget and proposed budgets were highlighted and will be proposed for approval later in the meeting.
A Fraud Risk Assessment has been requested to be completed by the board to ensure controls are in place. The board will be asked to complete fraud risk training in the future. Part of the assessment includes the Board Member Annual Commitment to Ethical Behavior.
Dawn Benke reviewed the Eide Bailly audit engagement letter from last year and explained that a similar letter will be issued via DocuSign after the board has approved engagement with Eide Bailly.
- **Facility Update**
Building construction is ahead of schedule. A ribbon cutting ceremony has been planned for June 23rd. Occupancy is anticipated as early as next week.

VOTING ITEMS

- **2019-2020 Amended Budget, 2020-2021 Budget, Eide Bailly Audit Engagement**

It was recommended to engage Eide Bailly for the upcoming audits. The focuses of the audits were outlined regarding the scope of services.

Suzy Mortenson made a motion to approve the 2019-2020 Amended Budget, the 2020-2021 Proposed Initial Budget, and engaging Eide Bailly and executing the audit engagement letter; Chris Finley seconded. Motion passed unanimously.

○ **Board Members, Terms, and Elected Officers**

Current officers of the board were reviewed, along with committee membership and board member terms.

Kim Dohrer made a motion to renew Jodi Hart Wilson's term and committee membership as constituted; Suzy Mortenson seconded. Motion passed unanimously.

○ **Founding Members**

The list of founding members was reviewed. All members have contributed significantly to the opening of the school. Children and grandchildren of the founding members will receive lottery preference in the future. Lisa Evans discussed the inclusion of Pam Hayes, Jessica Sellers Henninger and Michelle Floerke, as they have been active in school start-up efforts.

Chris Finley made a motion to approve the founding members as outlined, including the proposed parent members; Doug James seconded. Motion passed unanimously.

○ **Policies**

The Attendance and Truancy Policy, Donation and Fundraising Policy, and Sex Education Instruction Policy were reviewed by the board.

The Electronic Resources Policy was discussed and reviewed to ensure it meets the needs of the school.

Suzy Mortenson made a motion to renew the Electronic Resources Policy; Doug James seconded. Motion passed unanimously.

The Wellness Policy is required for the School Lunch Program and has been reviewed by the school's wellness committee.

Chris Finley made a motion to approve the Wellness Policy and authorize Lisa Evans to form a school wellness committee; Suzy Mortenson seconded. Motion passed unanimously.

The Employee Compensation During School Closure and Other Extraordinary Circumstances Policy was discussed, outlining procedures for continued employment and compensation during school closure as long as the school is receiving funding.

Suzy Mortenson made a motion to approve the Employee Compensation During School Closure and Other Extraordinary Circumstances Policy; Chris Finley seconded. Motion passed unanimously.

The LEA-Specific License Policy gives the LEA the ability to qualify an educator for a license specific to the school and outlines criteria for employment of these educators.

Suzy Mortenson made a motion to approve the LEA-Specific License Policy; Kim Dohrer seconded. Motion passed unanimously.

○ **401K Plan**

This plan allows the school to establish a 401K account to which employees may contribute. Terms of the plan were outlined, including the waiting period and vesting

schedule. A matching contribution is not included at this time but may be added in the future. This plan is standard for a first-year school.

Suzy Mortenson made a motion to approve the 401K Plan and authorize Lisa Evans to execute the 401K agreement; Chris Finley seconded. Motion passed unanimously.

- **Lawncare Provider**

Bids were submitted for lawncare services. It is recommended that the school engage with BrightView, as the pricing is reasonable, and the company has an established track record with other schools.

Suzy Mortenson made a motion to approve BrightView as the lawncare provider; Doug James seconded. Motion passed unanimously.

- **Janitorial RFP**

A committee reviewed proposals submitted for janitorial services. Advanced Building Care had low costs compared to the other offerors and has a great reputation with other schools in the area. The committee recommended that the school engage with Advanced Building Care for janitorial services.

Chris Finley made a motion to approve the contract with Advanced Building Care as the janitorial provider and authorize Lisa Evans to execute the contract; Suzy Mortenson seconded. Motion passed unanimously.

- **Kitchen Purchases**

Commercial kitchen providers were contacted for bids on kitchen equipment. These purchases have been accounted for in the proposed FY20 budget and revolving loans.

Kim Dohrer made a motion to approve kitchen equipment purchases up to \$70,000; Doug James seconded. Motion passed unanimously.

- **Technology Purchasing Plan**

A technology plan has been composed to accommodate all staff that will be working in the building. It is proposed that the board approve the purchase of classroom technology and a phone system up the amount of \$13,000, to be purchased before June 30th; and the purchase of classroom technology, computers, and network equipment, up to \$70,000, to be purchased after July 1st.

Suzy Mortenson made a motion to approve the technology purchasing plan as outlined; Doug James seconded. Motion passed unanimously.

- **Literacy Curriculum Purchase**

Lisa Evans and members of her faculty reviewed several curriculum programs and selected Reach for Reading as the literacy curriculum for the school. This purchase includes curriculum and online program access for six years.

Suzy Mortenson made a motion to approve the Reach for Reading; Chris Finley seconded. Motion passed unanimously.

- **Teacher and Student Success Act (TSSA) Plan and Framework**

The framework and plan were provided. The plan addresses teacher salaries and how reading scores and data will be used.

Kim Dohrer made a motion to approve the Teacher and Student Success Act (TSSA) Plan and Framework; Doug James seconded. Motion passed unanimously.

TRAINING

- **Utah Open Meetings Act**

The board reviewed the purpose and intent of the Utah Open Meeting Act. The need for the board to conduct business in a public forum was discussed along with how meetings are held and noticed. The purposes for holding closed sessions were outlined and board meeting records are maintained as required.

- **Utah Charter Access Point (UCAP)**

The purpose of the UCAP portal and its components were explained. Board members were reminded how to access their account and the documents available on the portal.

CALENDARING

- **2020-2021 Board Meeting Schedule**

The board will determine the schedule going forward.

The ribbon cutting ceremony is tentatively scheduled for June 23rd at 4:00 PM.

ADJOURN

- *Kim Dohrer made a motion to adjourn the annual board meeting; Doug James seconded. Motion passed unanimously.*

The annual board meeting adjourned at 2:02 PM.

**Advantage Arts Academy
Board of Directors Meeting**



Date: Monday, June 1st, 2020

Location: Zoom Meeting, Kaysville, UT 84037

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.

AFFIDAVIT

This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a).

Jodi Hart Wilson

Jodi Hart Wilson (Jun 8, 2020 15:59 MDT)

Jodi Hart Wilson, President

Jun 8, 2020

Date