



BOARD OF TRUSTEES MINUTES 05/02/2011

In attendance: Mary Lee Anderton, Charles Brainerd, Robyn Campbell, Erin Cooper, Robin Hough, Jim Lipscomb, Scott Richard Nelson, Liz Smith, Kristi Swett, Shawn Turner, Debbie Peterson,

Meeting commenced at 7:35 pm.

- Review of bylaws sections 4.1 and 4.2
- Review of Charter organization flow chart and section 2.0
- Review of Teacher's Salary Schedule and discussed evolution of schedule from inception to 2010 revision
 - Teacher salaries: charters average 34,000/yr; SPA averages 38,000/yr; public schools average 47,000/yr (information obtained from USOE)
 - Benefits are provided at Section 6 level
- Review of Salary Schedule
 - It is noted that this page would have been discussed with the idea that a meritorious pay amount of \$4,380 would have been added to her salary. However, Missy sent an email today at 4:53 respectfully declining the Dean of Students position and confirmed she would work out the end of her contract.
- Discussion of how the Dean of Students position existed previously. It was discontinued but not eliminated with Missy became principal and John Newman became artistic director.
- Discussion about moving forward.
 - Good cop / bad cop need to be two different people. In the past, Missy was the authority figure and Beth had a more supportive/nurturing role.
 - Have an AD/teacher position? John Newman found this difficult.
 - Principal and marketing position.
 - Continuity between SPA and Highland is essential, particularly as dealing with "out of class" time such as lunch, passing time, etc.
 - Possibly revamp job description
 - Need a leader at the physical Spa location full time.

- Discussion of AD responsibilities (in general). AD directs the three departments and is the face of SPA. Keeps coherency between the programs; works well with the teachers, assists in curriculum development.
- Full time principal who administers and handles dean of student responsibilities and works closely with the school counselor.
- Full time AD/development position. Part of this position would be to bring more students to SPA and bring in a certain amount of money (\$15/20,000) in order to keep the position.
- Counselor – 5 days a week; 6 hours every day. Consistency is imperative.
- Have Quarterly or bi-monthly reviews of all three positions providing feedback, ways to improve, etc. Constant, direct communication is essential.

MOTION: Shawn; Mary Lee seconded

Hire a full time principal and artistic director/development officer. Principal must have an administration certificate. Board develops solid job descriptions for these positions and then advertises. These are co-equal positions on the SPA organizational flow chart. The job descriptions and salaries/benefits must be approved by the board before used for advertising.

Resources:

- Scot to help craft admin end of principal job description.
- Liz to talk to Amy Wadsworth.
- Michael Williams in development – Kristi will contact
- Rosanne Henderson in arts – Kristi will contact
- Liz will research job descriptions for Orange County School for the Arts, New World school in Florida; New York performing arts school; Tuachan; and High School for the Performing Arts in DC.
- Robin to start a draft of what she has previously researched.
- Discussion about being able to realistically cover these increased administrative salaries and about co-equal positions but one position making less pay than the other.

Next Meeting: May 10, 2011