



## **Board of Trustees Minutes January 8, 2013**

### **In Attendance:**

Sheldon Worthington, Debbie Petersen, Russell Schmidt, Shawn Turner, Robin Hough, Marylee Anderton, Liz Smith, Jan Hunsaker, Jim Lipscomb, Bob Eaton, Charles Brainerd, Ana Gregoire, MJ Gregoire

### **Past Minutes**

Minutes from December 11, 2012 were reviewed and approved.

### **Follow up items from previous minutes include:**

- Sheldon will discuss with faculty how concession revenue should be distributed to the various departments.
- Bob asked for an update on the formation of the Arts Advisory Board. Robin and Bob were going to follow up on this.
- The Land Trust video was watched by the Board of Trustees.
- Agenda item for the next meeting to discuss increased enrollment and scheduling.
- In May/June the Board of Trustees should plan major agenda items for the next school year and establish a working calendar for the 2013-2014 school year.

### **Guests**

Anna Bodily, a student, presented information on the formation of the Improv Club which included elected officers, rules, and its contract. The formation of the Improv Club was reviewed and approved unanimously.

### **PTO Report**

- Liz reported that there is a PTO meeting on Tuesday, 1.15.2013.
- It was noted that the Board is still not receiving parent newsletter information.

### **Financial/Facilities Report**

- The Purchase Report for December was reviewed and approved unanimously.

- During the fire safety inspection the fire marshal noted there needs to be an outlet installed outside for charging the buses. An outlet also needs to be installed in the library.

### **Faculty/Committee Reports**

- There were no faculty or committee reports.

### **Administration Report**

Jan Hunsaker delivered this report:

- The alumni event was successful, 38 alumni attended and there was a good turnout of current students.
- The Board suggested the event would be scheduled for the same Saturday next year. Ana Gregoire, SLSPA Student Body President, suggested a review of the calendar. The students had to prepare for a Friday morning assembly, a Friday night dance, and a Saturday day-long event. Ana suggested that scheduling these three events at the same time is overwhelming for the students and the events should be staggered.
- Jim Lipscomb gathered the alumni's name, school, and email information so they would be available to help undergraduates interested in the school the alumni attend.
- Jan submitted a proposal for a theater trip to the International Thespian Festival in Lincoln, Nebraska from June 24-June 30, 2013. The cost is approximately \$950 per student to attend. Over 20 students have made a deposit.
- Jan is working on marketing and recruiting students. She is receiving a lot of phone calls. She has a trade show booth and video. She will be recruiting at the following venues: UTA (Utah Theatre Association) at Westminster College, Utah Music Educators Association, Highland High, Winter Palooza at South Towne Expo, What Women Want at South Towne Expo, and school visits.
- There will be an open house on February 7 and recruiting events before the dance recital on 3/21 and the musical theater showcase on 4/25. Board members are encouraged to be present at these events.
- Robin noted that with aggressive recruiting we will want to make sure we give a good estimate to Highland High. Sheldon noted that plans for controlled growth are in place that includes enrollment and attrition rates. It was agreed to table this discussion and include an agenda item for the February 2013 meeting to discuss increased enrollment and scheduling.

Sheldon delivered the following information:

- Hollie has resigned. Sheldon has advertised her position and is reviewing resumes.

- Accreditation is moving forward; Sheldon will work with the committee for move forward in the following weeks.

**Other Items:**

Robin noted that she spoke with the Salt Lake City School District about the process for evaluating the principal and learning about best practices to establish this process at SLSPA. A representative from the district will be scheduled to speak for 30 minutes at the March board meeting.

**Next Meeting:** February 12, 2013