



**Minutes of the Parker Performing Arts Board of Directors Meeting
December 19, 2016**

Board Members Present

Corey Wahl, President
Gail Nguyen, Secretary
Jan Payne, Director
Aaron Adamson, Director

School Leaders Present

None

Call to Order

The meeting was called to order by Director Wahl on December 19, 2016, at 7:10pm MST, in person at Parker Performing Arts School.

Approve Consent Agenda

Upon motion duly made by Director Payne and seconded by Director Adamson, the Board unanimously voted to approve the consent agenda for today's Board meeting.

Upon motion duly made by Director Payne and seconded by Director Nguyen, the Board unanimously voted to approve the meeting minutes from the previous 3 meetings.

Vision and Mission Statements

Upon the meeting being called to order, Director Payne represented the Board of Directors by reading the PPAS vision and mission statements.

Director Wahl asked the Board to take a moment to reflect upon and celebrate the accomplishments of the Board and all that has been accomplished during the first semester. Board members will draft correspondence to the staff and teachers to express their appreciation.

Thrive Church Update

Thrive Church had their first worship service in the school December 18, 2016. It is noted that the church has put a substantial amount of money into the theater approximately equal to a year's rent, and has also donated many things to the school.

President and Principal Updates

Director Wahl will update the Board with notes from his weekly meetings with Principal Burgess. The customized Board training will need to be completed. Director Wahl updated the Board on various issues at the school that are in the process of being resolved, and the Board will work on processes to help communicate expectations with the school. Involving the parent community to assist the school with various tasks at the



school is an option to help unburden the staff and administration. Various committees need to be initiated beginning in January.

Finance Update

A new 501c3 needs to be set up for the Parker Performing Arts Foundation.

Fundraising Update

The spring auction fundraiser is underway and the committee is looking for a new leader for the effort. The Theater Seat Campaign is under way and will continue until all seats are spoken for.

Approved Vendor Policy Update

Director Payne updated the Board regarding policy for selecting school vendors and gave examples of how other schools handle vendor selection. The Board will develop policy for vendor selection.

PPA Project Wrap-up

The Board will discuss and plan for how to spend any surplus funds after gaining some input from the staff and teachers for completing items around the school that have previously been planned for but not yet completed in the school.

Enrollment & Lottery Update

The projected enrollment for the 2017/2018 school year is 920. There is a need to re-boot the marketing committee to work on a marketing plan to ensure continued interest and enrollment in the school. Enrollment for mid-semester of the current year is expected to be 750.

Attrition Update

PPA obtains information from exiting students for their reasons for leaving the school. It is suggested that a clear picture be presented to those who are considering enrollment at PPA so that expectations are clearly defined and set. Once the SAC committee is set up and running, surveys will be done to help provide feedback for the school administration and Board to use to develop procedures for improvement.

Expansion Update

The Town of Parker has accepted the plans for the parking expansion. A discussion was had regarding enforcing compliance to the traffic plan, how information should be delivered to the parents in order to satisfy the Town of Parker's requirements to bring the traffic congestion on public roads to a minimum. This is necessary in order to get the permit for the building expansion. Director Wahl will work on putting together the correspondence.

Director Wahl suggested that we purchase a theater ticket system for all events held in our theater to alleviate overcrowding at such events and to limit the number of guests each family may bring. It is suggested that we live-stream events as well.

Board Handbook Research

Director Adamson provided the Board with a summary of his research into how to put together a Board of Director's Handbook. He also suggested that we have a "policies policy" to give direction and framework to developing policies. The Board handbook and manual will be developed over the coming months.

PPA High School Update

A discussion was had regarding the requirements to get started with plans for a PPA High School, the timing, and financial feasibility of moving forward with the high school. Further discussion is needed to decide if we are moving forward with intent to enroll and public meetings.

Public Comment

None.

Adjournment

Upon motion duly made by Director Wahl and seconded by Director Payne, with all in favor, the meeting adjourned at 10:20pm. MST.

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