



Board Meeting Minutes

Meeting Information	
Date:	January 21, 2014
Time:	7:00pm
Location:	Renaissance Academy, 3435 North 1120 East, Lehi, UT. 1 st floor in the Rousseau room (southwest corner classroom)
Next Meeting:	February 25, 2014

Attendee Information			
Board Members		Invited Guests	
Attended	Name	Attended	Name
x	Carolyn Bayly, Board Chair	x	Jared VanOrden
x	Mariah Fralick, Board Vice Chair	Public in Attendance	
x	Jennifer Orten, Board Member	Attended	Name
x	Chris Wareham, Board Member	x	Janalee Goebel
x	Mike Bentley, Board Member	x	Donna Enslin
x	Jared Barfuss, Board Member		
Schoolhouse			
Attended	Name		
x	Mark Ursic, Executive Director		
x	Stephanie McCappin, Dean		
x	Holly Lyons, Executive Assistant		

Motions, Votes and Approvals			
#	Motion made by	Motion	Vote
	[Vote by] Carolyn Bayly Mariah Fralick Jennifer Orten	Each current Board Member participated in a ballot vote. The ballots will go in the public folder from this month's Board Meeting. Ryan Hunter submitted an absentee ballot via email which will also be in the folder.	The candidates who received a majority vote: Jared Barfuss, Mike Bentley (both present) and Monica Wonicott (not present).
1	Jennifer Orten	Jennifer moved to delay the approval of bylaws until February.	Jared Barfuss seconded. All voted in favor.
2	Mariah Fralick	Mariah moved to go into a closed session.	Jennifer Orten seconded. All voted in favor by name.
3	Chris Wareham	Chris moved to close the meeting.	Jared Barfuss seconded. All voted in favor. The meeting was adjourned at 10:07pm.
Time	Topic/Subject Discussion		
7:08pm	Welcome and Call to Order		
7:08pm	Red Apple Update Jared stated that the fiscal year is almost halfway over. There was discussion over a line item in question, and Jared pointed out that highlights on the Red Apple summary reflect their suggested budget cuts.		

	<p>Jared asked if the Board had a goal for the operating margin. Mark said the goal is to reach the bond covenants, which would mean getting the operating margin to 3% and the debt service coverage to 1.14%. Currently the school is at a .92% debt service coverage rate. And to get to a 3% operating margin, expenses would have to be reduced by \$175k. Mark pointed out that there are two funds- the repair and replacements fund and the bond interest fund- in the overall bond account that need adjustments. Correcting the overages in these accounts will help with reducing expenses.</p>
7:20pm	<p>Approval of Minutes Minutes not approved. Approval of November 5, 2015 Meeting Minutes was tabled until the next Board meeting.</p>
7:21pm	<p>Discussion on Enrollment Mark commented that like most charter schools, the cut-off for enrollment at Renaissance has been October 1st. Throughout the year, it is typical for schools to lose some students due to moves, transfers, and other various factors. This year the approach to enrollment was changed to keep the seats filled, upping re-enrollment rates and ensuring more students plan to return in the Fall. After the lottery, seats can no longer be backfilled.</p>
7:30pm	<p>Prospective Middle School Trips Mark turned time over to Stephanie to talk about middle school trips. Stephanie explained that so far, she and Julie had set up a three year cycle: this year the California trip, next year a trip to New York and Washington, DC, and the next year a trip relating to the World Language curriculum, possibly to a foreign country. The California trip is in motion, with 35 student slots, and 26 slots filled already. Mark mentioned that next year's trip will be more expensive. Jennifer Orten offered to help find deals with touring companies for the third trip in the cycle.</p> <p>Mariah asked what the protocol would be for chaperoning and sick kids. Stephanie replied that there would be a ratio of at least one parent to seven students. Most chaperones will be teachers, but some parents may come along if there are openings. The ratio of male and female chaperones to male and female students will match as closely as possible.</p> <p>Mark explained that the size of the group will be largely driven by the boat activity. He said that if less than 35 students sign up there would be room for more parents to join.</p> <p>Mariah asked about plans for general safety. She asked how a student would get home if they were too sick or need to be disciplined and if there would be paperwork for pre-existing conditions. Stephanie assured that parents would sign a permission form and contract, stating that they would pay the cost if their child should need to be sent home. Safety policy and procedure on the trip will be conducted as closely as possible to procedure at school.</p> <p>Donna Enslin asked a few questions about the trip, including whether parents will be offered spots on the trip before opening up the trip to 6th grade students. She said some parents may not be allowing their middle school student to go on the trip, because they can't be there with them.</p>
7:40pm	<p>Enrollment update (Continued) Mark talked about re-enrollment. He said the school would send out pesky reminder emails about re-enrollment to make sure as many seats as possible are filled for next year. The administration started planning for this time period of lottery enrollment about 1.5 months ago. They have looked at what could be done pre-emptively to maximize enrollment. One strategy they will employ this year will be to shorten the response time for offers to 3 days (previously candidates have had 7 days).</p>

Some of the significant WL events on the horizon will turn into open house opportunities (these are set for both before and after the lottery). The Chinese New Year event in February will be promoted to outsiders to have them come to the school.

Tours will be done differently this year. People want to come in at all times, but this is difficult to accommodate. The plan is to offer one tour during school and one after school hours, twice a week. The maintenance staff will be notified about tours to help prepare the school to look its best. Also, more intense reminders will go out to ask teachers to make a concerted effort in keeping the hallways presentable. Mariah suggested offering a free dress day to the cleanest classroom, because it would be good to encourage the students to take pride in the school. Jennifer suggested a “secret shopper” to check up on classroom cleanliness as well as to help enforce the dress code.

Mark described a plan to approach post-lottery communication differently from past years. Independent efforts in the past, such as surveys for parents, staff and students, could be leveraged as opportunities to build relationships with current stakeholders and to communicate with new families.

Mark also talked about the mailers in progress that will be sent out to areas such as Traverse Mountain or Suncrest, in order to boost awareness of the school. Mark and Carolyn discussed why those areas hold the best potential for bringing in new students. Jennifer pointed out that the area behind Smith’s in Highland should be made more aware of the school. She said that although that area is very nearby, many people are not currently aware of the proximity.

Mark described how 9th grade currently forms an important part of the middle school scheduling puzzle. Mariah posed the idea of offering more electives taught by content teachers. Donna Enslin expressed concern about present and future elective offerings. Currently there is a want for more options. Mariah pointed out that the schedule was reorganized to increase instruction time, which has decreased homework. Mark contributed, saying the block schedule last year meant only 180 minutes of instruction time per week in each subject- 80 minutes less than other schools. Greater frequency of student contact with their teachers and increased time in each class was the goal in creating the schedule for this school year. In the coming years, more electives will be added on.

Mark said one motivation for the focus on after school programs this year was to provide students with more choice. There are additional programs the administration would consider, such as coding classes and drill team, and there are changes to current programs that will be made in the next school year. A parent survey will present some of these possibilities for discussion and gage interest.

Mark, the Board and the public continued in a discussion of activities and classes that could potentially be added to the school’s offerings. The discussion primarily centered on middle school options. Mark concluded by saying that “the middle school question” would be a yearly question- whether the school can best fulfil its charter with the costs of a middle school- will continue to be evaluated in the years to come.

8:15pm

Space Center Update

Mariah asked if building plans were still in the process of being approved by the Fire Marshall, and Mark answered affirmatively. The plans must be approved before moving forward on some aspects of building, but not all. Bids from contractors will be coming on Friday (February 20th). There will be a Saturday meeting with Farpoint to go over estimates. Mark said that if certain line items on the bids appear too high, they could potentially outsource certain materials for cheaper. Mark and the Board

	<p>continued to discuss the possibilities of acquiring low-cost materials.</p> <p>From the day that construction starts, the estimate for building time is 2 months. It would be ideal to have the ship done in April, and then conduct a tour for newly enrolled people.</p> <p>Donna Enslin asked whether the simulator would bring in revenue for the school. Mark replied that there would be some opportunity for revenue, though limited. It could be used on weekends and in the summer for private events.</p>
	<p>Fieldtrips Jennifer brought up fieldtrips. She said she'd noticed that some grades are doing really well at making fieldtrips happen, and others have not heard about plans for a fieldtrip at all. The FEC give-back this year went to the fieldtrip fees, providing one fieldtrip per grade. Jennifer also commented on the lack of Wonder Days in 6th grade and shared her opinion that this in addition to not having a fieldtrip could be bad for 6th grade retention.</p> <p>Mark described some complications with guaranteeing fieldtrips, and admitted that it is an unfortunate source of frustration for parents, but that there is no way to guarantee each grade affords a fieldtrip every year. He did assure that the money currently in place for fieldtrips would be spent on fieldtrips or disbursed back to parents at the end of the year. Mariah suggested a "flag" for each grade to make sure fieldtrips are happening. Stephanie said she would email teachers to ensure that all classes have a fieldtrip in the works.</p>
8:36pm	<p>New Board Member Vote Each current Board Member participated in a ballot vote. The ballots will go in the public folder from this month's Board Meeting. Ryan Hunter submitted an absentee ballot via email which will also be in the folder.</p> <p>The candidates who received a majority vote moved to sit at the tables with the rest of the Board for the remainder of the meeting. These new members are: Jared Barfuss, Mike Bentley (both present) and Monica Wonicott (not present).</p>
8:39pm	<p>Approval of Bylaws Because of the addition of new Board Members and in order to prepare for discussion, the Board decided to delay discussion and approval of bylaws until February.</p>
8:39pm	<p>Motion. Jennifer made a motion to delay the approval of bylaws until February. Jared seconded. All voted in favor.</p>
8:39pm	<p>Discussion on Bylaw Approval Procedure Mariah said she would like to look at policies on a rotating schedule, laid out in the calendar that was developed this year, as proofs that the Board is holding Mark responsible for issues that directly relate to the school mission and vision. Carolyn said that at least Global Ends should be reviewed multiple times a year.</p> <p>Mariah explained to the new Board Members the role of Executive Director. One of the roles of the Board is to monitor CEO performance. Next month the Board would like to hold a closed session to conduct a mid-year review of Mark's performance. Also, in preparation for the next meeting, Mariah and Holly will look over the calendar to see how to apply the agenda for reviewing CEO performance and Board policy in the future.</p>
8:54pm	<p>Motion. Mariah moved to go into a closed session as described under Section 52-4-204 for "<i>(a) discussion of the character, professional competence, or physical or mental health of an individual.</i>" Jennifer seconded. All voted</p>

	in favor by name. The Board agreed to take a short recess before beginning the closed session.
9:06pm	<i>Chris arrived</i>
9:07pm	<i>Closed session</i>
10:07pm	<i>Back into open session.</i>
10:07pm	Motion. Chris moved to close the meeting. Jared seconded. All voted in favor. The meeting was adjourned at 10:07pm.

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