



Board Meeting Minutes

Meeting Information	
Date:	June 17, 2015
Time:	7:00pm
Location:	Renaissance Academy, 3435 North 1120 East, Lehi, UT. 1 st floor, Room 112, Claudio's Studio
Next Meeting:	July 29, 2015

Attendee Information			
Board Members		Invited Guests	
Attended	Name	Attended	Name
x	Carolyn Bayly, Board Chair	x	Jared VanOrden
x	Jared Barfuss, Board Vice Chair	x	Julie Walker
x	Mariah Fralick, Board Member	Public in Attendance	
x	Ryan Hunter, Board Member	Attended	Name
x	Mike Bentley, Board Member		
x	Chris Wareham, Board Member		
Schoolhouse			
Attended	Name		
x	Mark Ursic, Executive Director		
x	Holly Lyons, Executive Assistant		

1			
#	Motion made by	Motion	Vote
1	Jared Barfuss	Jared moved to approve the minutes from the May 15, 2015 Board Meeting.	Mariah Fralick seconded. All voted in favor.
2	Mariah Fralick	Mariah moved to approve the final 2015 forecast as the approved budget.	Ryan Hunter seconded. All voted in favor.
3	Ryan Hunter	Ryan moved to approve the projections for FY 16 as the budget.	Mariah Fralick seconded. All voted in favor.
4	Mariah Fralick	Mariah moved to go into closed session.	Ryan Hunter seconded. All voted in favor by name.
5	Mariah Fralick	Mariah moved to close the meeting.	Ryan Hunter seconded. All voted in favor. The meeting was adjourned at 10:49 pm.

Time	
7:10 pm	Welcome and Call to Order Carolyn thanked Mariah for 3 years of service on the Board. This is her last meeting with the Board.
7: 10 pm	Approval of Minutes Jared moved to approve the minutes from the May 27, 2015 Board Meeting. Mariah seconded. All voted in favor.
7:12 pm	World Language Presentation Julie thanked the Board for their help during the Chinese sister school visit and with the Middle School

California trip. She then presented a PowerPoint to the Board on World Language assessments. Julie said she would be using a listening and reading assessment called the Youth Chinese Test for the dual immersion program in 1st-3rd grades. The 3rd graders take an additional test called the ACTFL Assessment of Performance towards Proficiency in Language (AAPPL). It tests listening and speaking and is scored by certified graders across the country.

The Spanish, Arabic and Chinese classes are given something similar to the ACTFL tests. The WL team has developed IPAs (Internal Proficiency Assessments) which mimic the ACTFL tests and standards in order to administer testing more regularly. Renaissance is requiring teachers to assess on writing and speaking starting in 3rd grade. She explained the way teachers test to assess student speaking skills. There will be training for teachers in August on assessing proficiency levels.

All test results are posted in individual student files using Google, including an .mp4 of the speaking portion. The student file will be added to throughout the year and from year-to-year to track the student progress. Students will also keep stamp sheets relating to the ACTFL Can-do statements. The WL team broke down the proficiency targets (coming from the Can-do statements) into smaller steps to help students reach those goals.

Mark and the Board complemented Julie and the WL team for their work and progress on this assessment program.

Ryan asked about beginning levels for new students coming late to the language programs. Julie explained a split grade-level beginning Spanish class for 4th and 5th, and there will be a beginning level Spanish class starting in 6th grade. If there is a demand for a beginning level Chinese class, Julie indicated she might be able to offer that as well. And depending on teacher input, there may be a split grade-level Chinese class for beginners in 2nd and 3rd grade. Spanish will have 2 full-time instructors and 1 part-time, because of the demand, and Arabic will go down from 1 full-time and 1 part-time instructor to only 1 full-time instructor.

7:29 pm

Red Apple

Jared said the State has a new requirement that actuals stay within +/- 5% of the forecast in the approved budget.

Mark talked about the projections for 2016. He detailed adjustments made in the Revenue section and in the Professional and Technical Services category. Professional development in past years was conducted by hiring trainers to come in for 1-2 days and present to the teachers. This was not ideal for curriculum or PD implementation. Instead, this year, 7 faculty members (including Mark and Stephanie) have been chosen to go to a Kagan strategies workshop in Florida. Kagan provides comprehensive strategies for increasing engagement. Teachers will learn how to facilitate dialogue in the classroom and how to develop hands-on learning curriculum.

Mark said he made a couple adjustments to expenses to match revenue. On the document presented to the Board (included in the Board archive folder) it shows a net income of \$30, 541, but with the changes Mark has made, that puts the final net income at \$63, 821 and brings the debt-to-equity ratio to 1.1.

Next year's projection is based on 704 kids, which was this past year's number. The projection includes some extra revenue, even though they are basing the numbers on the same number of kids. Charter

	school local replacement funds went up by \$60,000 and the state WPU went up by 4%. This means there will be \$132, 000 more in the budget than last year, and the budget for 2016 will meet the bond covenant.
7:35 pm	Motion. Mariah moved to approve the final 2015 forecast as the approved budget. Ryan seconded. All voted in favor.
7:35 pm	Motion. Ryan moved to approve the projections for FY 16 as the budget. Mariah seconded. All voted in favor.
7:36 pm	Jared VanOrden pointed out that the operating margin with next year’s budget would be 1.5%, which is not advisable if Renaissance is planning to refinance in the future. Ryan asked if operating at a 1.1 operating margin would require \$120,000 in excess revenues, and if that might be possible with the 4% WPU increase. Ryan said the ideal student count would be 715 by October 1 st in order to have that excess revenue.
7:50 pm	<p>Enrollment Update</p> <p>Mark presented data on enrollment and re-enrollment. Starting in the end of March, he began collecting the number of active students in Aspire. The number started at 633 on March 26th, and dropped to 602 by June 16th. He said the attrition was a consistent slide downward with no major drop-offs, except the number stopped dropping at the end of school in May. This is not necessarily because everyone who intends to drop from current enrollment has already done so, but more likely because the communication with the school stops once summer starts. Mark and office staff has been trying to keep the number of offers churning. Mark said they had increased the cap for every grade, and they are taking an aggressive approach to getting offers out. Mark or an office staff member calls each family to alert them that they have been sent an offer. This is extra important, because sometimes the offer goes to spam or is not received at all. Families also receive a call about paperwork deadlines.</p> <p>Although the projected budget is for 704, Mark is hoping for an enrollment of 750. If enrollment were to actually hit that target however, the budget would need to be changed to purchase another portable.</p> <p>Mark explained some trends in the enrollment process this year, as shown on the graphs made from this year’s data. He said the approved budget is for 704, but 727 is the current number of re-enrolled students plus the number of new students with all their paperwork turned in.</p>
8:10 pm	<i>Chris Wareham arrived.</i>
	Reaching out to people in the lottery has been really important. Parents who have already decided not to accept the Renaissance offer can be declined so that more offers can go out. Next year the registration tool will be modified to ask why applicants are interested in the school. Also, contact with the public will start earlier while people are still putting their names in the lottery. Using the modified registration tool, it will be possible to say, “We noticed you’re interested in the WL program, we’re going to have a night where we talk specifically about our WL program.” Another plan for next year is to start calls to parents as soon as people put their names in the lottery, especially in order to weed out those who live far from the school.
8:20 pm	<p>State Reporting and Compliance</p> <p>Mark talked about complications resulting from changes to the state website. Carolyn asked if the state has the required documentation and signatures from the current Board. Mark said he wasn’t sure what information the State could see about our Board Members. The State recently came out with a new reporting calendar; this calendar will go into the Board folders next month.</p>
8:30 pm	<p>Space Center Discussion</p> <p>David with space Edventures came in and spoke about the simulator. He said there is not a simulator in the world that can compare to what is being built at Renaissance. He talked about the lighting</p>

	system and controls and about the reporter coming in to do a “full exposé” for a news segment on the simulator.
8:34 pm	<p>HR Update</p> <p>One of the Board’s goals for the Administration this year was to improve teacher retention. Mark and Stephanie started communicating with the faculty in January about who was and wasn’t planning to come back, which helped them to start the interview process much earlier than last year. We have 45 faculty members, including 1 part time. The number of people not coming back next year is 13. When the goal was set, the percentage retention goal was defined as a percentage of “available teachers.” Of the teachers not coming back, 6 were considered available. This results in a retention of 87%, and the goal was 85%. Chris Wareham asked for some explanation on how the goal was determined and stated that he wouldn’t want Mark to have a metric unnecessarily limiting the number of employees he could discharge. Jared said that the overall culture is a better measure of progress, growth and success than a retention percentage.</p> <p>Because of the goal, Mark and Stephanie had deliberated a lot longer on changes. He said there are some key openings he is still excited to fill, and he talked about the improvement in the quality of candidates they had so far interviewed (likely due to starting the interviews earlier in the year).</p> <p>Mark mentioned he had been working to put together a gifted and talented program for the school. Jared asked if more teachers would need to be hired to handle class sizes, if enrollment hits the current projection. Mark responded that many of the classes were not totally full this year, so the classes may fill up, but we would not need to hire more teachers than planned. He said they could easily add 50 students in the middle school with no new teachers or classrooms. Marketing that advertises the small classroom sizes and could help boost numbers for the middle school.</p>
8:56 pm	<p>Space Center Update</p> <p>Mark described some pros and cons of building the space center, mentioning frustrations in working with the contractor. He said the contractor keeps the work moving, but has been making calls that aren’t his to make. Mark has had to keep a close eye on changes and adjustments to the design to keep within budget. Some aspects of the ship will be scaled back to get the budget in line. The approved budget was for \$150k, and about \$113k has been spent.</p>
9:05 pm	<i>Mark gave the Board a tour of the spaceship simulator.</i>
9:47 pm	Motion. Mariah moved to go into a closed session described under Section 52-4-204, held for: <i>(a) discussion of the character, professional competence, or physical or mental health of an individual.</i> Ryan seconded. All voted in favor by name, and the Board took a break before going into closed session.
10:55 pm	Motion. Mariah moved to close the meeting. Ryan seconded. All voted in favor. The Board Meeting was adjourned at 10:55 pm.