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**Board Meeting Minutes**

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| Meeting Information | |
| Date:  Time:  Location:  Next Meeting: | Wednesday, February 19, 2020  7:00 pm  Renaissance Academy, 3435 North 1120 East, Lehi, UT.  Wednesday, March 11, 2020 |

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| Attendee Information | | | |
| **Board Members** | | **Schoolhouse** | **Public** |
| X | Ryan Hunter, Board Chair | Mark Ursic, Executive Director |  |
| X | Nate Sechrest, Vice-President | Stephanie Avery, Dean of Students and Families |  |
| X | Cameron Hughes, Treasurer | Patti Davis, Office Manager |  |
| X | Lance Anderson, Secretary | Ashley Doyle, Executive Assistant |  |
| X | Monica Wonnacott, Board Member | Shelby Dieters, Dean of Instruction |  |
| X | Crystal Huang, Board Member |  |  |
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| Motions | | | |
| # | **Motion made by** | **Motion** | **Vote** |
| 1 | Monica Wonnacott | Approve the Immunity Waiver/Code of Conduct as presented after changing the wording on Item 4B3 to state “subject to immunity pursuant to Utah code annotated 62A-4A-403. | Crystal seconded. All voted in favor. Motion passed. |
| 2 | Monica Wonnacott | Approve Januarys’ minutes | Crystal seconded. All voted in favor. Motion passed. |
| 3 | Monica Wonnacott | Adjourn meeting. | Seconded by Nate. All voted in favor. Motion passed. |
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| Time | Topics |
| 7:14 | Roll call. Ryan will join later. Nate will conduct meeting in the meantime. |
|  | **Approval of Minutes**: Will be discussed later after board can review. |
| 7:15 | **Immunity Waiver Policy:** We call it the Code of Conduct. It discusses appropriate interaction/relationships between staff members and students. We recently had a staff meeting to review the new state policy. Board is to vote to make this waiver part of our required policies.  It was clarified that while a staff member needs to let administrators know if a student falls victim to harassment by another staff member, they also are obligated to contact DCFS themselves to report.  Nate mentioned that it is not on the school to tell staff members that if they report to DCFS, they will receive civil immunity (4B3). While it is true that they will receive immunity, we cannot put it in our policy – we do not have that authority. Need to change the wording to say that they will receive civil immunity pursuant to Utah code annotated 62A-4A-403. |
| 7:20 | Monica motioned to approve the Immunity Waiver/Code of Conduct as presented after changing the wording on Item 4B3 to state “subject to immunity pursuant to Utah code annotated 62A-4A-403. Crystal seconded. All voted in favor. Motion passed. |
| 7:22 | **Contractor Review:** One of the companies proposed is a company that Ryan Hunter works for. Which of the proposed companies he works for was not disclosed to help eliminate any bias.  Walked through different RFP’s and their strengths/weaknesses. Not every project team in the RFP binders was thorough or seemingly applicable. Mark mentioned it may be wise to lean toward a company who has worked with charter schools specifically in the past, as the process (approval, etc) is very different and are on a crunched timeline.  (Cameron reminded the board that Mark’s background lies in Construction Management, so he is savvy with what they’re looking at/for.)  Although each company gave an estimated timeframe, we have to really trust that the company we choose will stick that timeframe, as we don’t have any budge room (needs to be completed over the summer).  Cameron suggested calling the schools that the companies we’re choosing did, to ask about their experiences.  Board went through each company that sent RFP’s and assigned points for each section/criteria accordingly. They graded each company on a scale of 1-100 (100 being the most points attainable). When “grading” was done, those that had been keeping track turned in their score sheets to Mark. |
| 8:22 | Crystal asked about clarification on the budget. Per Mark, there is no budget yet. We are still to wait on our bonds to finalize – they are independent processes. |
| 8:25 | Monica motioned to approve both of January’s minutes. Crystal seconded. All voted in favor. Minutes approved. |
| 8:28 | **Architectural Contract:** With selecting architects, you are not able to select one based on pricing. You are to choose the one you feel fits your vision/project best and then negotiate pricing. Only two architects submitted portfolios. Past experience held a lot of weight in the decision-making process. Went through with the same process used for choosing our Contractor. Used a point system for each category to compare the two companies. |
| 8:40 | When asked about the amount of participation needed from the board members moving forward with this process, Mark would like the board to have a say in color schemes and other such details, but the board will not need to go through any other lengthy voting processes regarding the remodel/contruction. |
| 8:45 | **Fee Schedule:** Any fees the school intends in enforcing will need to be brought to the board’s attention two months prior to rolling out. |
| 8:46 | **Self-Evaluation:** Will push to next month’s meeting to give Mark more time to present. |
| 9:48 | Discussed having telephone meeting on Friday at 9am. The school will be the central location, and board members can call in to join. Ryan will not be voting because of his employment with one of the contractor companies. |
| 9:57 | Monica motioned to adjourn meeting. Nate seconded. All voted in favor. Meeting adjourned. |