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**Board Meeting Minutes**

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| Meeting Information | |
| Date:  Time:  Location:  Next Meeting: | Wednesday, May 13, 2020  7:00 pm  Renaissance Academy, 3435 North 1120 East, Lehi, UT.  Wednesday, May 27, 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 | Move approval of March meeting minutes to next month. | Crystal seconded. All voted in favor by name. Motion passed. |
| 2 | Nate Sechrest | Approve TSSA Framework Policy. | Monica seconded. All voted in favor by name. Motion passed. |
| 3 | Monica Wonnacott | Adjourn meeting. | Nate seconded. All voted in favor. Meeting adjourned. |
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| Time | Topics |
| 7:11 | Ryan opened meeting. Roll call. |
| 7:13 | **Online School Update:** Distance learning has been difficult for both faculty and families, especially as it continues. Stephanie has sent out two surveys since switching to online schooling. Summarizing the results, a lot of families were hesitant at first but felt excited to do online learning. After the first survey, we found that a lot of families were spending 6-7 hours a day working online with each of their children, which was too long. We were then able to give a better timeframe/idea for families and how much time is expected for our students on a daily basis. The second survey showed that families were spending an appropriate amount of time online.  There are a few students who have not yet logged on at all, but we will take that in stride when next year’s school year starts. As the last few weeks of school hit, we are anticipating fewer families logging on. No new work will be taught after this coming Friday; the following two weeks will be for catch-up and review.  We were told to not give any failing grades. While we weren’t planning on making that public information, families did find out.  Crystal chimed in saying that from her perspective as a parent, she has been really impressed by the work teachers have put into the online learning platform. She mentioned that it allows parents to see how well their kids are doing respectively, and what areas they’re struggling in. Per Crystal, it is refreshing to see how successful and doable online schooling is for students who aren’t able to attend school for medical reasons or any other number of reasons.  Monica asked about percentage of children who have not yet logged onto their online learning platforms. Stephanie guessed that approximately 5-10 students in each grade have not. While Mark guessed that 10-20% are not keeping up on assignments, Stephanie guesses it may be closer to 30-50% from her experience in online classrooms.  Per Mark we are working to make this easier/less convoluted. Monica pointed out that for younger grades, it is tricky to get into the different programs required. The Chinese classrooms were using certain programs/workbooks that ended up adding a bit of confusion, but the other (English) classrooms should all be using the same programs (notably Mastery Connect).  In week two of distance learning, we did talk with teachers about making their classrooms and work as uniform as possible.  Parents have been very impressed with all the one-on-one tutoring and extra help we have been offering. We have all our aides and reading specialists taking as many appointments as parents will take them up on.  Monica mentioned the opportunity we have to give clear-cut guidelines for what each grade should have learned and retained during this school year. During the summer it could prove really useful to let parents know concepts on which to work with their kids.  As summer gets closer, we will look into asking teachers and families about in-person tutoring over the summer, but right now it doesn’t seem plausible.  --------------------------------------------------------------------------------------------------------------------  **COVID Plans for Fall/Winter:** Some schools have been talking about radical changes to scheduling in order to accommodate the potential of social distancing requirements still in place when next (school) year starts. We may need to look into offering online classes as well as physical, but we would then need to hire more teachers. If the need is great enough we would look into it more seriously. One of the questions/concerns we have is staff members who fall into the high-risk category.  Another concern is the support/level of cooperation from families if the need to continue online schooling is present come fall. We will need additional support staff members to help get all children on track with their respective grade. |
| 7:56 | **Budget Draft Presentation:** Mark is starting to work on budget now, and is doing so with a “flat revenue” mindset. The USBE will let education know whether we will be receiving any more money or need to make cuts the beginning on June. Our budget is due June 21st. Per Mark, we feel our first priority is to insure that our teachers feel needed and receive their raises (in order to stay competitive with other school districts). |
| 8:00 | **Finance Report**: Bank reconciliation fees are through the last payroll. In revenues, TSSA $94,000 – we haven’t received that money yet. The TSSA Framework will be voted on later in this meeting. After it is voted on, we will receive that money. Fortunately, we haven’t been hit negatively (to a major extent). We are still paying all our staff, regardless of whether they are still working (such as our lunch staff). We are currently working on figuring out how to use the money for student lunches and field trips for example. Crystal mentioned she feels that a lot of parents would feel inclined to donate their portion of said funds to the school. |
| 8:15 | **Enrollment/Lottery Report:** In order to plan staffing more effectively, we track lottery/enrollment numbers. We don’t have many data points yet for this coming year, but some noteworthy points are that this year we have the fewest amount of new potential families in the last few years. Each year (for the past four years) our lottery numbers have decreased. The most kids we’ve had enrolled is 755. However, with increased charter school competition, our numbers have suffered.  Crystal asked about our full-day Kindergarten program. Per Mark we are not offering the extended day kindergarten due to space restraints. Once our remodel is done (for the 20-21 school year) we will offer it again.  Crystal also asked about our advertising/marketing. This year we spent about $4,000 more than we ever have before on marketing, and we didn’t see a big enough difference in lottery numbers to justify it. As this coming school year gets closer, we may ask our returning families to spread the word, letting them know specifically which grades have openings and how many. |
| 8:28 | **Conflict of Interest Policy:** Each year we are to have each board member read, understand, and sign our policy on conflicts of interests. They are to be disclosed publicly in a board meeting *and* in writing.  3 months ago we were told we would be undergoing an Internal Controls Audit. We were asked whether we did risk assessments for different programs. After reading into it, Mark feels that we were able to provide sufficient evidence that we’ve done enough given the size of our school. When we know more about the results, he will let the board know! |
| 8:42 | **Bond Refinancing:** There is now a second version of our bond terms being finalized after being reviewed by our attorney. We will have more flexibility in our waterfall accounts and debt-coverage, which works in our favor. The COVID situation has changed the strategy of our bond financing. At first we were told we may need to postpone moving forward to see how the economy reacts, but it’s been leveling out and should not be an issue. The amount of money we receive may change (currently thought to be $5M) due to possibility of higher rates.  Certain fees that have incurred recently that were not approved in the original 2020 budget will be reimbursed once we receive the bonds. |
|  | **Remodel/Expansion Project Update:** Because school is out for the rest of the year (on campus), we are trying to get started earlier than previously planned. The Phase II portion hasn’t yet been designed, though important aspects and necessities have been discussed. We hope to receive the majority of the approvals needed within the next week. |
|  | TSSA (Teacher-Student Scenario Act) Framework that’s to be voted on by board members is so that board members are aware that Renaissance Academy is adopting this policy and approves this program. The framework states the guidelines of this program. Mark is proposing that we use this money to support the positions that we’ve put in place to help our teachers such as our 504 Specialist. |
| 9:09 | Nate motioned to approve the TSSA Framework Policy. Monica seconded. All voted in favor by name. Motion passed. |
| 9:11 | **Discussion re: board member applications:** Jennifer Lambert sent in an impressive resume. The board is optimistic about her, but would like to talk to her before making a decision. Lance is in communication with her, as board secretary, and will set up a time for an interview. |
|  | Per Ryan, we should be starting to receive bids for school construction next Wednesday. Before giving Mark the green light to proceed, board will be informed of price tag.  Because there are a lot of items needed to be discussed before the school year officially starts on July 1st, board will convene on Wednesday, May 27th. At this board meeting, members will vote on construction bids, and discuss Mark’s performance review. |
| 9:33 | The School Land Trust Committee (which is the school board) needs to approve the Land Trust Policy with their signatures. Ryan reminded members to prioritize signing online. |
| 9:36 | Monica motioned to adjourn meeting. Nate seconded. All voted in favor. Meeting adjourned. |