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**Board Meeting Minutes**

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| Meeting Information | |
| Date:  Time:  Location:  Next Meeting: | Wednesday, September 18, 2019  7:00 pm  Renaissance Academy, 3435 North 1120 East, Lehi, UT.  Wednesday, September 18, 2019 |

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| Attendee Information | | | |
| **Board Members** | | **Schoolhouse** | **Public** |
| X | Ryan Hunter, Board Chair | Mark Ursic, Executive Director |  |
| X | Ryan Hunter, Board Treasurer | Stephanie McCappin, Dean of Students and Families |  |
| X | Monica Wonnacott, Board Member | Patti Davis, Office Manager |  |
| X | Nate Sechrest | Ashley Doyle, Executive Assistant |  |
| X | Lance Anderson, Board Member | Shelby Dieters, Dean of Instruction |  |
| X | Cameron Hughes, Board Member |  |  |
| X | Crystal Huang, Board Member |  |  |
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| Motions | | | |
| # | **Motion made by** | **Motion** | **Vote** |
| 1 | Monica Wonnacott | Approve school emergency plan in accordance with the Alpine School Districts plan. | Nate seconded; all agreed. Motion passed. |
| 2 | Monica Wonnacott | Approve the 2019-20 School Goals with these exceptions: 1.1 changes date from October 16 to October 23, under Academic 2 remove line stating we’ll improve state scores by 1%, 2.1.1 says math facts/critical facts per grade, same thing for 2.1.2 per grade level, 3.1 pathways to promotion/professional development. | Nate seconded; all agreed. Motion passed. |
| 3 | Monica Wonnacott | Approve August minutes with these changes discussed. | Cameron seconded; all agreed. Motion passed. |
| 4 | Monica Wonnacott | Keep Ryan Hunter in Board Chair position | Cameron seconded; all agreed. Motion passed. |
| 5 | Monica Wonnacott | Monica motioned to fill the following positions: Nate Sechrest as Vice-Chair, Cameron Hughes as Treasurer, Lance Anderson as Secretary. | Cameron seconded; all agreed. Motion passed. |
| 6 | Monica Wonnacott | Monica motioned to move into closed session | Nate seconded; all agreed by name. Motion passed. |

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| Time | Topics |
| 7:10 | **Welcome and roll call.** |
| 7:11 | Table approval of minutes as Ashley. |
| 7:13 | **School Emergency Plans:** Mark discussed emergency plans and that we will be implementing a new procedure which will make it easier for teachers in emergencies to recall plan. It has more images/color opposed to text exclusively. New plan also is kid-friendly and poster-ready.  -Shelby discussed new program more. Every other month we have a fire drill (we’ve already had two), lockdown / lockout / shelter-in-place / earthquake drills will happen between the scheduled fire drills throughout the year.  -Mark clarified difference between lock-out and lock-down. Lock-out is when there is a local incident outside of school grounds (for example if a nearby bank or store gets held up). Outside doors will be locked, no recess will take place, but business/class will continue. Lockdown is when the threat is inside the school so classroom doors will be locked and children will be hid as best they can. Most classroom have already held classroom drills for this; School-wide shooter drill has not yet happened. Nate suggested talking with Chinese immersion teachers about speaking *English* to the children if a real emergency takes place.  -Monica suggested we brainstorm new & more thorough ways to screen people coming into the school after school starts. Mark asked that it be brought up again in closed session to discuss further. |
| 7:29 | **Open Meeting Training:** Mark went through open meeting training PowerPoint. All public bodies (Charter Schools are public bodies) are required to hold open meetings.  -Closed portion of meetings need to be recorded, although maintained separate and not available to public. Only required to be turned over with a court order. Will implement starting with today’s meeting.  -Went over topics allowed to be discussed in closed session and requirements during closed sessions. Among other reasons, you may go into closed session to discuss the health or competency of individuals, security measures to be implemented, or purchasing property.  -If there is a conflict of interest, the correct procedure needs to be followed. The board needs to vote whether or not the conflict was properly disclosed and addressed. If you’re the person with the conflict, you need to disclose the issue in writing for everyone in the meeting. If there is a discussion, the person with the conflict needs to leave the room. That person can then be let back in to establish a quorum (if necessary) but cannot vote on the matter.  -Discussed possibility of having electronic participation. It’s never been an issue, and we’ve never had the proper procedure, but it is something to think about. We will address if it becomes an issue.  -24 hour notice for board meetings is required. Public can subscribe to receive notices and minutes from previous meetings.  -Written minutes have a set of requirements as well. Need to include names of members proposing motions as well as subsequent voting.  -Need to use proper wording to close board meetings.  -Board members can text and email each other regarding board meeting items, but cannot make any decisions.  -Because of questions last board meeting regarding the onboarding of new board members, Mark researched and found an online program for training videos.  -Mark will create accounts for all board members. Board members will then be able to see a copy of our charter, enrollment numbers, etc. Will then also be able to, as a board, decide on which trainings to require for upcoming members of the board. There are quizzes included after each module. |
| 7:50 | 5-minute break to print schoolhouse goals. |
| 7:55 | **2019-20 School Goals:**  *School Culture*  -Renaissance Academy has done student surveys the past 5 years. Never been a consistent survey. This year we will be doing a baseline survey that will be given to each grade by September 27th. We’ll then choose (based on results) two strategies to help teachers increase student’s classroom experiences. \*Wanting to add “do you feel comfortable taking risks in the classroom?” to survey, but need to be aware of wording so that children will understand and be able to answer.  -Monica suggested having surveys administered **not** by the teachers, in hopes of making students feel comfortable answering honestly.  *Teacher Engagement*  -Mark stressed importance of making sure employees feel valued, heard, and wanted. Want to implement employee survey to see how and where help is needed. We want to make sure teachers feel supported.  -Crystal mentioned that in her outside experience with employee surveys she found it helpful to make it a requirement to give at least one suggestion/constructive criticism.  *Academic*  -Mark suggested striking goal of “improving by 1% from 2018-19 school year” due to state tests changing so frequently.  -Wanting to implement focus drills – for older grades: math fact fluency, for younger grades: reading and writing fluency.  -Nate asked to define ‘math facts’. Math facts are mental math formulas.  -Mark recounted that this past summer 3 of his kids went to ‘Multiplication Camp’ and loved it. They became more confident in their math skills and learned a lot. The tutor from said camp is our full-time math teacher this year.  -Monica suggested hiring her (or another) as a math tutor for after school program to give parents an easy option for kids who are struggling with math.  *Organizational Goals*  -Mark would like to make refinancing our bonds a high priority, because now is a good time to do so. In order to do that, we do need to develop a School Administration Succession Plan.  -In regard to employee growth/promotion, not every teacher can be promoted, but we can provide opportunities for professional development. School would like to look at all options to help employees continue to grow.  -Shelby has been handling the teacher evaluations for the past 6 years, so we are working on training two other people to help her.  -Will plan to have the results of student surveys by next month’s board meeting. Results from teacher surveys will be ready by November’s board meeting. |
| 8:30 | Monica proposed moving Octobers’ board meeting from the 16th to the 23rd to avoid having it during Fall Break.  Monica motioned to approve the 2019-20 School Goals with these exceptions: 1.1 changes date from October 16 to October 23, under Academic 2 remove line stating we’ll improve state scores by 1%, 2.1.1 says math facts/critical facts per grade, same thing for 2.1.2 per grade level, 3.1 pathways to promotion/professional development. |
| 8:35 | **Kindergarten Readiness:**Will forego Kindergarten Readiness results because the state’s website was down all day. |
| 8:38 | **Financial Review:**Need to forego Financial Review because changes made last month are not showing correctly this month yet. This is due to program and statewide audits happening.  -Talked about Financial Review becoming the treasurers’ responsibilities to review and summarize every month. Discussion has to be had every month, but may not need to print and present to all board members every month. RA has been using QuickBooks to record finances, but now needs to look into transferring to a new software because state is now requiring that finances are entered *in detail* every time an invoice is processed. Will talk to auditor when he is here to discuss better program options. Squire is in the middle of audits, therefore unable to schedule a time to help us.  -Financial Review will be ready for next months’ meeting. |
| 8:45 | Ryan informed board that Mike Bentley is no longer a board member, effective September 7, 2019. |
| 8:50 | **Minutes:** Went over changes that need to be made to wording in August minutes. Ashley wasn’t aware that board chairs aren’t able to make a motion. Need to change verbiage from making motions to suggested. Also need to add a conflict of interest from last month’s meeting that was brought up after board came out of closed session. Lance’s company had been chosen to provide the t-shirts for the school’s carnival. Lance informed board that he marked up clothing items by $1. That will be added to August’s minutes. Adding ‘approx’ before $130,000 purchase for the language art curriculum discussed last month.  -Voting on approval of July minutes will be placed on October’s agenda. |
| 8:54 | **Board Officers:** Monica motioned to keep Ryan Hunter as Board Chair. Cameron seconded. All agreed. |
| 8:55 | Description of roles laid out. The Board Chair conducts meetings. If Board Chair is not present, Vice Chair conducts. Treasurer works closely with Mark and Patti and is a signer on the account. Signs checks & bank statements. Secretary will be the communications liaison between public and the school. Will present response to board before responding. |
| 9:00 | Cameron stated he feels he would be a good fit for the position of treasurer. Nate states he feels he would be a good fit for the position of Vice Chair. Lance stated he feels he would be a good fit for Secretary. |
| 9:05 | Ashley will update school website with new board member roles and put the general board member email for all communication.  Board member vacancy will be published in the October’s RAPP as well as placed on our website. |
| 9:07 | Monica motioned they move into closed session as described under section 52-4-205(1) (f) discussion regarding deployment of security personnel, devices, or systems and 52-4-205(1)(a) namely, the character/professional competence//health of an individual. Nate seconded. All agreed in favor by name. |
| 9:08 | Enter into open session. |
| 10:14 | End of closed session. |
| 10:14 | Monica Wonnacott motioned to close the board meeting. Nate seconded. All voted in favor. Meeting adjourned. |