



Board Meeting Minutes

Meeting Information	
Date:	February 19, 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:	March 19, 2014

Attendee Information			
Board Members		Invited Guests	
Attended	Name	Attended	Name
x	Carolyn Bayly – Board Chair	x	Matt Lovell
x	Mariah Fralick – Board Vice Chair	x	Julie Walker
x	Ryan Hunter – Board Treasurer	Public in Attendance	
x	Heather Miller – Board Secretary	Attended	Name
x	Cameron Sabin – Board Member	x	Jen Taylor
x	Chris Wareham – Board Member		
x	Jennifer Orten – Board Member		
Schoolhouse			
Attended	Name		
x	Mark Ursic – Executive Director		
x	Stephanie McCappin – Dean		
x	Emily Simons – Executive Assistant		

Motions and Approvals			
#	Motion made by	Motion	Vote
1	Cameron Sabin	Cameron Sabin made a motion to approve the minutes from the January 15 th Board Meeting.	Mariah Fralick seconded the motion. All voted in favor. The minutes were approved.
2	Jennifer Orten	Jennifer Orten made a motion to approve the Extended Day Collections policy.	Heather Miller seconded the motion. All voted in favor. The policy was approved.
3	Mariah Fralick	Mariah Fralick made a motion to approve the School Land Trust Plan.	Jennifer Orten seconded the motion. All voted in favor. The plan was approved.
4	Mariah Fralick	Mariah Fralick made a motion to table agenda items of business E, G, and H.	Heather Miller seconded the motion. All voted in favor. The items were tabled.
5	Chris Wareham	Chris Wareham made a motion to approve the Grievance Policy.	Jennifer Orten seconded the motion. All voted in favor. The policy was approved.

6	Mariah Fralick	Mariah Fralick made a motion to move to “A closed meeting described under Section 52-4-204 will be held for: (a) a discussion of the character, professional competence, or physical or mental health of an individual and (d) strategy sessions to discuss the purchasing, exchange, lease or sale of real property.”	Heather Miller seconded the motion. All voted in favor.
7	Ryan Hunter	Ryan Hunter made a motion to authorize Mark to make an offer on the land within the range that was discussed in closed session.	Chris Wareham seconded the motion. All voted in favor.
8	Jennifer Orten	Jennifer Orten made a motion to close the Board Meeting.	Mariah Fralick seconded the motion. All voted in favor by name. The meeting was adjourned at 12:11am.

Time	Topic/Subject Discussion
7:07pm	Welcome and Call to Order.
	Approval of Minutes There was only one fix to the Minutes which was to include the grievance and response that was brought to the Board at the last Board Meeting. These will be included in the Minutes on the school website.
7:10pm	Motion. Cameron made a motion to approve the minutes from the January 15, 2014 Board Meeting. Mariah seconded the motion. All voted in favor.
7:11pm	Red Apple Update <ul style="list-style-type: none"> - Matt gave an update on the Finance Committee Meeting that he, Mark and Ryan had. - They made a couple of changes to the forecast, which was highlighted in the handout for the Board. - Lowered the forecast for the parent organization - Lowered the forecast for Special Education - Added a little to the postage and shipping - The Board had a few questions about specific line items.
7:28pm	Review of IRS 990 Filing <ul style="list-style-type: none"> - Every non-profit organization has to fill out an IRS 990 in order to fulfill state requirements. - The board discusses who signs or approves the form. - Mariah had a specific question about interest in bond accounts. Interest on money in bond accounts does not get counted as investment.
7:34pm	Review of Annual Audit Report <ul style="list-style-type: none"> - They test all the different programs, and make sure they are allocated correctly and in compliance with the laws. - “In our opinion, Renaissance Academy complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each general compliance requirement tested and on each of its major state programs of the year ended June 30, 2013.” - There were no findings.
7:41pm	Accreditation Goals <ul style="list-style-type: none"> - Done training this year, mainly for Language Arts and reading.

	<ul style="list-style-type: none"> - There is still more that needs to be done – centered around the student portfolio. - Administration met together and discussed what they want to include in these student portfolios. They came up with a pretty lengthy list. The question now they have to address is, what is the platform now for managing it all? - The timeline needs to be updated. We have started to train them on what we do have. - The second goal is also related to the collecting and analyzing of data from a range of sources. - We should make SEPs more efficient and meaningful. As we get more of a handle of this stuff, we should be more specific about what should be covered in SEPs. - Cameron wondered if we had the capability to track students year by year and have it in one place to look over at SEPs. Mark said that where we have that capability is with DIBELS scores. It is laid out in a really easy way to use. - Cameron suggested we even just have a folder with all of the student’s progress and work so that it can be passed on to teachers year by year. This would help teachers to know how the student did last year. In the meantime we will use the student system Aspire. - There are to goals that came with the recommendation to have mentors for students. There was a discussion to have homeroom teachers be the mentors rather than assigning a separate teacher to be a mentor. If we wanted to do that, we would have to go to the outside team and tell them we wanted to amend this goal. - Mariah asked if we have a timeline for a Math Committee presentation on curriculum. That will be done at the next Board Meeting.
8:23pm	<p>Charter Amendment/Expansion Application Review</p> <ul style="list-style-type: none"> - Mark has assigned all the information out to people. The request form has a lot of questions that we have to answer. You have to address your contractual agreement goals. On the form, they give best practice for each of the metrics they ask for. - We are still waiting for some information to be added in.
8:47pm	<p>Global Ends Policy 2 Review</p> <ul style="list-style-type: none"> - Mark and the Board went through each of the subsections of Global ends Policy 2. The Policy reads: <i>Renaissance Academy will:</i> <ol style="list-style-type: none"> a. <i>Meet academic progress and school improvement goals as decided by the Board.</i> → This was discussed earlier in the Board Meeting when talking about academic progress and student portfolios. b. <i>Establish and maintain a strong special education department with aims of integration and individual success.</i> → The department is running really well right now. We have some good teachers right now and Kim does a good job on the administration end of it. We have an RTI (Response to Intervention) process. c. <i>Maintain a safe and conducive environment for learning.</i> → The Phoenix 200 Club program, that Stephanie has put together, has been very successful so far. Kids are very excited about it and wanting to be a part of the program. Jen Taylor said that it has also been a very positive experience for teacher-student relationship. It has allowed teachers the opportunity to highlight students who normally don’t excel. d. <i>Engage families in their students’ education.</i> → They had a meeting a few weeks about Common Core specifically for parents to come and learn a little more about it and have the opportunity to ask questions. We can continue to make these types of outreaches to parents. We will have an open house before the Board Meeting next month for parents to come and view different options for Math Curriculum (which will be presented at that Board Meeting).

	<p>e. <i>Actively pursue relationships with individuals and groups to further its mission and fiscal sustainability.</i> → We still have an ongoing relationship with HanBan Confucius classroom. We have applied for guest trainees for next year. TCLP asked Mark to be on their selection committee for next year.</p>
9:16pm	<p>World Language Update Julie gave an update on how the World Language program is going.</p> <ul style="list-style-type: none"> - The first thing they needed to do was to plan a time for staff meetings. They are now doing weekly meetings (unless it is wonder days). It is almost every week. - The second goal was lessons with clear objectives. Julie showed some sample lesson plans. The teachers email lesson plans to Julie every Monday morning. - The next thing is the teacher development initiative. Each teacher is being observed once a week, which they've been doing for about two months. Each observation is followed by a coaching session. They've also been observing each other so that they can get ideas. In their weekly meetings, they go through instructional strategies. - All languages are doing a self-assessment. Students have to rate themselves on a scale of 1-4. The teacher also does an assessment. There was a parent letter that was sent home.
9:50pm	<p>Discussion on Classical Education Heather would like to see more of an incorporation of classical literature in the classroom.</p> <ul style="list-style-type: none"> - Mark and Stephanie said they could put it in as a suggestion to teachers in Elementary School to use classical literature more.
10:06pm	<p><i>Ryan Hunter arrived</i></p>
	<p>Middle School Update</p> <ul style="list-style-type: none"> - There is a high percentage of Middle Schoolers that received a D or an F in at least one core class for term 2. - Stephanie has met with the Middle School teachers and has come up with a plan to deal with this issue. Middle School field trips will now be used as an incentive to encourage students to achieve and maintain satisfactory grades. Students who achieve / maintain A, B and C grades will be eligible for participation in Middle School field trips and activities. Students with D and F grades will remain at school and receive additional remediation instruction from the Middle School Faculty as well as have 'catch-up' homework and study time. - This new plan will be put into action starting Friday, February 28th.
10: 39pm	<p>DIBELS – Middle of Year Data</p> <ul style="list-style-type: none"> - The Board looked through the data and didn't see any red flags. - They would like to see individual teacher data (comparing beginning of the year with mid-year).
10:48pm	<p>Extended Day Collections Policy The Board reviewed this policy earlier in the week and had no questions or concerns.</p>
10:51pm	<p>Motion. Jennifer made a motion to approve the Extended Day Collections Policy. Heather seconded the motion. All voted in favor.</p>
10:51pm	<p>School Land Trust Plan</p> <ul style="list-style-type: none"> - Mark explained to the Board that the School Land Trust Plan last year, was to buy all teachers new laptops. Instead, we purchased iPads for all of the teachers. - Mark proposed to the Board that we use the same Land Trust Plan from last year to get new laptops for all of the teachers. Even though all the teachers have iPads, there are still things that they need to do on a computer than an iPad cannot do.
10:58pm	<p>Motion. Mariah made a motion to approve the School Land Trust Plan. Jennifer seconded the motion. All voted in favor.</p>
10:59pm	<p>Motion. Mariah made a motion to table Approving the 2014-2015 School Year Calendar and Board</p>

	Management Delegations 4 and 5 (agenda items of business E, G, and H). Heather seconded the motion. All voted in favor.
11:00pm	<p>Prospective Board Member Applications</p> <ul style="list-style-type: none"> - Carolyn, Mariah, Ryan, Chris and Heather’s terms are ending in the next few months. Carolyn, Mariah and Ryan have expressed their desire to stay on the Board for another term. - There will not be any Board Member applicants at this time.
11:09pm	<p>Grievance Policy</p> <ul style="list-style-type: none"> - Prior to the Board Meeting, Mark had sent out an email with the Grievance Policy that he had drafted to the Board for them to preview beforehand. - There was a discussion on different situations and whether or not they would qualify as a grievance. As it states in the policy, a “grievance’ is a dispute concerning the terms and conditions of ones employment at Renaissance Academy resultant of any administrative decision which the employee claims violates a specified state law, federal law, administrative rule or Renaissance Academy personnel policies or practices.”
11:19pm	Motion. Chris made a motion to approve the Grievance Policy. Jennifer seconded the motion. All voted in favor.
11:20pm	<p>UCA Report Update</p> <ul style="list-style-type: none"> - On two occasions, we attempted to submit the UCA report online to the state. Emails from the state indicated that certain details in the plan had been altered and some even deleted. The needs assessment was gone, and despite two attempts at resubmission, a stream of funding had been re-allocated to another school. - Mark has looked into alternate finance companies.
11:37pm	Motion. Mariah made a motion to move to “A closed meeting described under Section 52-4-204 will be held for: (a) a discussion of the character, professional competence, or physical or mental health of an individual and (d) strategy sessions to discuss the purchasing, exchange, lease or sale of real property.” Heather seconded the motion. All voted in favor.
12:10am	<i>Back into open session.</i>
12:11am	Motion. Ryan made a motion to authorize Mark to make an offer on the land within the range that was discussed in closed session.
12:11am	Motion. Jennifer made a motion to close the Board Meeting. Mariah seconded the motion. All voted in favor. Meeting adjourned.