



Board Meeting Minutes

Meeting Information	
Date:	June 18, 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:	July 16, 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	Public in Attendance	
x	Ryan Hunter, Treasurer	Attended	Name
Schoolhouse			Angel Holmes
Attended	Name		Tracy Scott
x	Mark Ursic, Executive Director		Gordon Fralick
x	Stephanie McCappin, Dean		Caleb Fralick
x	Holly Lyons, Executive Assistant		

Motions and Approvals			
#	Motion made by	Motion	Vote
1	Ryan Hunter	Ryan Hunter made a motion to table the approval of the May 21 st Board Meeting minutes until the next Board Meeting.	Mariah Fralick seconded the motion. All voted in favor.
2	Ryan Hunter	Ryan Hunter made a motion to table the CEO Annual Evaluation agenda item until the next meeting.	Mariah Fralick seconded the motion. All voted in favor.
3	Mariah Fralick	Mariah Fralick made a motion to approve the Employee, Employer Policy amendment.	Ryan Hunter seconded the motion. All voted in favor.
4	Ryan Hunter	Ryan Hunter made a motion to accept the 2013-2014 Budget.	Mariah Fralick seconded the motion. All voted in favor.
5	Ryan Hunter	Ryan Hunter made a motion to accept the Budget forecast for 2014-2015.	Mariah Fralick seconded the motion. All voted in favor.
6	Mariah Fralick	Mariah Fralick made the motion to go into a closed session.	Ryan Hunter seconded the motion, all voted in favor.
7	Ryan Hunter	Ryan made a motion to close the meeting.	Mariah Fralick seconded the motion. All voted in favor. The meeting was adjourned at 10:03 pm.

Time	Topic/Subject Discussion
7:05pm	Welcome and Call to Order.
7:05pm	Approval of Minutes. Ryan Hunter made a motion to table the approval of the May 21, 2014 Board Meeting minutes until the next Board Meeting. All voted in favor.
7:06pm	<p>Governance Process 8</p> <p>The Board reviewed this policy--which outlines the board's responsibility to invest in maintaining its governance capacity— and responded that, this year the board did not incur expenses in the budget for training, because all current members had been to the conference at least one time each in past years. Mark made the comment that he hadn't been to the conference in the last couple years.</p>
7:08pm	Motion. Ryan made a motion to table the Annual CEO evaluation until the next meeting. Mariah seconded the motion. All voted in favor.
7: 08pm	<p>Executive Director Update</p> <p><i>Head Injury Policy</i></p> <p>In the previous meeting, Cameron suggested modifications to the proposed Head Injury policy. He expressed wariness of the policy including steps to evaluate a concussion, pointing out that that creates greater liability; however, Mark left the evaluation steps in the policy, because he felt that having only one set of information to look for, during an emergency situation procedure and policy in a situation of this nature was more important. Cameron had also mentioned in the last meeting the need for to notify parents, and a central person to rely on for knowledge of policy and procedure at the school. Mariah reiterated the concern from last meeting about clarity in the policy in regards to the need for contacting the parents if possible, and giving them the opportunity to make the call for an ambulance/trip to the hospital. Direction regarding these points had already been included in the policy, and so it was presented again for approval by the Board.</p>
7:12pm	Motion. Mariah made a motion to approve the Head Injury policy. Ryan seconded. All voted in favor.
7:15pm	<p>Employee, Employer Policy</p> <p>To the Employee, Employer Policy, the administration proposed adding the following statement: "Employees shall understand and acknowledge that Renaissance retains its status as an at-will employer at all times. Renaissance shall not have the authority, by virtue of such policies or procedures or other action of the Board, to change the 'at-will' nature of the employment relationship."</p> <p>There are other documents in Renaissance policy that state similarly the nature of Employee, Employer relationship, but the administration felt it should be restated in this specific policy.</p> <p>Mariah asked if this had to do with administration awareness of teacher qualification. Mark responded that there are two dates in the year on which the school is required to declare that their teachers are fully qualified. All licenses expire in June, and the school makes sure to find out from teachers what they are doing about it.</p>
716pm	Motion. Mariah made a motion to approve the amendment to the Employee, Employer Policy. Ryan seconded the motion. All voted in favor.
7:17pm	<p>Expansion/Charter Amendment Update</p> <p>During the recent Board work session, the main topic of discussion was the five-year goals of the school, including the expansion plan. The consensus was to move the expansion of building a middle school back by a year in order to build a better foundation of student and teacher excitement and academic momentum to move forward on. A big source of excitement and momentum will be the simulator, and having that in the school for a year will hopefully have an impact on student engagement and increase the demand for a middle school. If, after this year, an increased demand is apparent, the</p>

process for expansion will resume.

In the work session, another focus was on the need to build a better Renaissance experience. One important check-point on the timeline towards expansion would be making the decision of whether to include ninth grade in the middle school. Will it be a middle school of grades 7-9 or grades 6-8? In the past, the intention for including a 9th grade has been to align with the district, but a study of enrollment numbers showed no impact coming from whether or not a 9th grade was included in the school. If a change in middle school grade level structure were to occur, there may be some logistical things to navigate with the state, but the important issue is providing a set-up that's best for the Renaissance program and students.

The possibility of expansion can come only with incremental achievements ahead, and the administration will communicate to the staff what goals they have in relation to this process.

Mariah took a moment to suggest to the board and public that a platform for engaging students within the Renaissance mission is that through our emphasis on both STEM subjects and World Languages, we provide a practical basis for international career goals. Tying the disciplines of Languages and Sciences together can only benefit the students and give them more ability to contribute in a global economy. Ryan added that Renaissance Academy students should be getting a practical, applicable, usable education (and not saying to themselves in class, "I'm never going to use this in the real world").

Mark showed and explained images of the pending plan for the new Farpoint flagship space simulator. By day, the center will house a computer lab with 26 computer stations, running on a Mac platform. After school hours, the simulator will be used as part of the Renaissance Academy After School Program. Mark explained to the Board and public the layout and orientation of the design plan. He said it has a different feel and layout from other simulators in the area, and it will also be larger.

Mark provided some details on the operation of the afterschool program, such as the division of students into a guild of their choice. These guilds focus on different aspects of the missions, including engineering, programming, and theatrical setup.

The simulator will have many points of flexibility, as a lab, a space ship simulator, and a destination for other educational experiences. The look and feel of the ship is such that manipulating the lighting scheme can change its usage, broadening the opportunities to use the space (i.e., a time machine for history, submarine for biology, etc.). Overall, the simulator will be a great platform on which to expand upon the Renaissance mission.

7:46pm

School Report Card

Teacher Lesson Plans

The administration will continue to report the progress of the teacher lesson plans until school starts. Until then, there won't be a lot of progress on this item as hiring continues, and the new staff gets oriented with the school and their responsibilities here. So far, the plan is such that there will be different requirements for teachers at different levels and of different subjects.

Mariah pointed out that it might be a good idea to have even experienced teachers create differentiated lesson plans as well, periodically.

Quarterly Reports

	<p>The annual Clearinghouse report is due at the end of the month, including an update on Special Education numbers and an immunization report. This year the consequences for lacking immunization records have increased in severity. Prior to last year, there was not a financial consequence to the school. However, this year, we will be shorted the WPU of the entire school year for the number of students not in the records. Because of this, Renaissance will bar any student from school who has not submitted their records, starting on the day they become non-compliant.</p> <p>The Clearinghouse report that is due June 30th also includes the finalization of the 2013-2014 Budget and an approval of the 2014-2015 year budget.</p>
7:57pm	<p>Red Apple Update <i>Change in finances as of May 31st</i></p> <p>If everything holds true for the final F14, then the budget is doing much better than what was originally planned for. The school is on track to receive all funds, but there is a little bit of lingering Title II funds. Mark asked if we could carry those funds forward into the next year. Matt responded that the deadline to spend those funds comes up September 30th, so perhaps they could go towards summer professional development.</p> <p>Expenses—Matt did not adjust or change the salaries and benefits categories too much, and the substitutes line is really low, because that went towards paying out PTO. Matt said he had taken out the Contract Teachers line from the 300s, but Mark pointed out that there is a payout for that category coming up.</p> <p>Most of the 500s, “Other Purchase Services,” are already at 100% because they were front-loaded costs.</p> <p>The Board requested that a board liability insurance policy be budgeted in for this next year.</p> <p>In the 600s, Supplies and Materials, most are close to expensed out, but a book fair bill still needs to be paid.</p> <p>Mark asked Matt to explain about the company Arbitrage. Matt said that Arbitrage holds the school’s bond and manages the bond account. They collect a fee twice a year for monitoring the bond, and they make sure the trustees get paid.</p> <p>Mark brought up the need for parking lot repairs, and suggested that since the expansion is being pushed back, there may be money there for making those fixes.</p> <p>The budget shows that our current debt ration as 1.26, but it will actually come out to about 1.21.</p> <p>This year, the school did not receive a lot of revenue from the FEC (projected at \$25K, only brought in \$12K).</p>
8:23pm	<p>Motion. Ryan moved to accept the 2013-2014 Budget. Mariah seconded. All voted in Favor.</p>
8:40pm	<p>Red Apple Update, Continued <i>2014-2015 Budget</i></p> <p>Mariah asked why—if having budgeted \$25K from the FEC, and only receiving \$12K—the forecast for ’14-’15 is \$18K. Matt said the hope is that the FEC would “meet in the middle.”</p> <p>Carolyn pointed out that the Special Education – Self Contained category went way down. Mark</p>

	<p>responded, explaining that Special Ed money kept getting rolled over every year in the past, adding up to about \$30K, and last fiscal year, the school spent all those reserves. Typically that line item never gets very big.</p> <p>Matt advised to plan on getting federal funds, despite past discussions. All other schools are planning on receiving Title I money, so it has remained in the budget. He also commented that everyone's Title II money has gone down, and he explained that with the changes to come as hiring continues, the forecasted salary lines will change.</p> <p>Matt will need to add in plans in the budget for the new Business Manager.</p> <p>The projected debt coverage is 1.13, and \$85,965 is the forecasted net income.</p>
8:40pm	<p>Motion. Ryan moved to accept the 2014-2015 budget, with changes. Mariah seconded. All voted in favor.</p>
8:46pm	<p><i>Five minute break</i></p>
8:54pm	<p>HR Update</p> <p>New second and third grade teachers have been hired (one of each), and Wendy will move into teaching third grade Chinese immersion, while Chris Brockman will go full time for Chinese in the middle school. All three fourth grade openings have been filled, and there is one fifth grade teaching position still open. Two new middle school teachers have been hired, and so one opening--for Social Studies--still remains.</p> <p>The reading specialist position has been filled by Tracy Scott. She is more qualified than any other potential applicants, and last year she and Joi Lynn Fenton headed the team that reviewed our current reading curriculum. The school has not seen an improvement in reading scores in a while, and the current reading curriculum needs a more attention than teachers have had the opportunity to provide it in the past. Tracy will have the opportunity to dedicate time to planning the necessary improvements to our K-6 reading curriculum. Tracy will also spend half of her time on English Language Learning (Renaissance Academy has an estimated 30 ELL students but with most at the upper levels).</p> <p>The kitchen currently has an open position, with hours of about 9am-1pm and a pay rate of about \$10-\$12.</p> <p>We had one aid say they're not coming back, and that position probably won't get filled until August. Trudy Messick usually does the interviews for that and she won't be back until then.</p>
9:03pm	<p>World Language Program Updates</p> <p>The World Language Department took on the project this year of building more structure into the Language programs. They looked to determine objectives, scope and sequences, and proficiency targets. Proficiency evaluation will operate from two different angles. One standard is "Can-do statements" (can you introduce yourself, talk about your home, etc.) and the other is more abstract and uses a rubric. Julie Walker spent Friday afternoons this semester with the World Language staff developing these standards and a general curriculum. The format the team came up with takes a macro approach, so that a teacher who is over seven different grade levels daily can put a whole week of lessons for a grade level on one page. This planning still requires daily delineation and progress within the week's plan, but not with the unreasonable expectation of seven lesson plans detailed out to a granular level.</p> <p>Some language teams produce these formatted lesson plans with more regularity than others. So far Spanish has produced a lesson plan for every week since January. Arabic is the one language that is</p>

	<p>significantly behind the other two languages. Mark spent a number of discussions with the Arabic team and Julie about the importance of developing these plans.</p> <p>Mark walked through a look at the proficiency rubric with the Board. He explained that it was a grappling process for everybody involved to understand the pacing, to get to the targets for each language, and then to adjust the targets as needed. The effectiveness of this rubric will be trialed throughout the year, and more adjustments will be made as necessary.</p> <p>Carolyn stated a regret that the school has gone this long without such a structure being created for the language program. Mark added that there is also a plan to build up the World Language section of the website, but of course the program itself is the first step and priority.</p> <p>Mark discussed briefly the advantages of having had two trainees this year from the HanBan Trainee Program. Renaissance has one female candidate for this next school year. It is difficult to find host families for the trainees, because of the major commitment it is.</p>
9:18pm	<p>Motion. Mariah made a motion to move into a closed session “to discuss the purposed described under subsection 52-4-205(1)(a) namely, the character/professional competence/health of an individual.” Ryan seconded the motion. All voted in favor by name.</p>
10:02pm	<p><i>Back into Open Session</i></p>
10:02pm	<p>Mark made a statement on the issue of administrative responsibility to the welfare of the students and to the student’s education. He stated that many times the administration becomes aware of staff that are planning a move or looking for jobs elsewhere, but have not yet given notice. Mark pointed out that it is incumbent upon the administration to be diligent in finding appropriate replacements for departing staff. The school cannot let itself slip into the vulnerable position of having vacant positions near the start of school, when options are much more limited and when there is no choice but to staff the school with whatever is available. This year the administration has taken a more direct approach, engaging teachers in a conversation about their intent for the following school year as soon as possible. However, if the administration feels unconvinced that a teacher will return for the following school year, or unconvinced that a teacher has more of a desire to be at Renaissance versus somewhere else, then it may become the responsibility of Renaissance administration to make the decision about whether a teacher stays. It would be irresponsible for a public educational institution to take such a risk.</p> <p>As a side note, Ryan announced that Matt had bumped up the audit to July 14th. Carolyn suggested assembling for the next Board Meeting in August.</p>
10:03pm	<p>Motion. Ryan moved to close the meeting. Mariah seconded. All in favor. The meeting was adjourned at 10:03pm.</p>