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**Board Meeting Minutes**

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| Meeting Information |
| Date:Time:Location:Next Meeting: | Wednesday, January 15, 20207:00 pmRenaissance Academy, 3435 North 1120 East, Lehi, UT. Wednesday, February 12, 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 | Nate Sechrest | Approve November minutes | Crystal seconded. All voted in favor; motion passed.  |
| 2 | Nate Sechrest | Move into closed session as described under Section 52-4-204 held for: (a) discussion of the character, professional competence, or physical or mental health of an individual and (d) strategy session to discuss the purchasing, exchange, lease or sale of real property. | Crystal seconded. All voted in favor by name. Motion passed.  |
| 3 | Monica Wonnacott | End closed session | Nate seconded. All voted in favor. Motion passed.  |
| 4 | Monica Wonnacott | End board meeting | Nate seconded. All voted in favor. Meeting adjourned.  |

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| Time | Topics |
| 7:10 | Ryan Hunter called meeting to order. Roll call.  |
| 7:10 | Nate moved to approve November minutes. Crystal seconded. All voted in favor. Motion passed to approve minutes.  |
| 7:11 | Because notice wasn’t posted until 7:45pm last night, we will not be able to vote on agenda items tonight. Will hold a meeting on Friday, January 17th to vote.  |
| 7:12 | **Financial Review:** Strong FEC revenue this year so far (has already surpassed the projected income for the year). FEC spending is not directly monitored by the school, but they do have their own accounting program/system. Stephanie Avery to ask the treasurer for access to said system. * Farpoint employee pay has increased, but is according to revenue they bring in.
* Retirement plan (line 194) $49,000 was budgeted, however this year we are already at 74% of total budget. This budget is essentially out of our control, as it’s up to employees to decide how much to put towards retirement – Renaissance matches what employees put in.
* Substitute services: On our radar to watch this cost to stay on budget.
* Garbage has already cost more than last year. It was already at 74% as well, but after adjustments we are at approximately 50%.
* Snow removal: $8,000 was originally budgeted, however we are already at approximately $11,000.
* Rentals & Leases: The 5th grade portables rental fees have gone up this year. The up side to having portables is that is does show that we have the students to fill the school after the remodel.
* Curriculum: Language Arts budget was 72146.94% over budget because the new curriculum we purchased went on this year’s books instead of last years like was planned.
* Math Curriculum: New version has been released by company, however we were able to buy a one-year extension to our five-year contract with the 2013 version. Because of the new English curriculum already being implemented this year, Shelby thinks it would be best to wait until next year to look into purchasing a new math program, in order to help teachers not be overwhelmed and to be able to master one at a time.
* The new language arts program being a part of this year’s budget has made the need for juggling the budget more necessary than in past years.
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| 7:31 | Per Mark, we received a letter from the state stating that they choose a select number of LEA’s to audit; This year we have been chosen. Analysis of internal controls will be looked into. They will talk to multiple organizations with which we are involved to get an idea of what they should look into further before the audit. After looking into the audits done at other schools, this audit is meant to find what is wrong, opposed to proving what is strong or correct in an LEA. * Ryan is part of the audit team, and got the chance to talk to another member. This member said they have chosen 15 schools this year to audit. It seems to be meant to provide a baseline for schools/education in the state.
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| 7:41 | Monica Wonnacott joined the meeting.  |
| 7:42 | Ryan suggested having Mark & Patti be our point of contact for audits so that he is able to inform appropriate parties. |
| 7:45 | **Review of Capital Project Plan**: Before remodel can be started, there is a list of things we need done. RFP’s will go out this Friday, January 17th. Approximately 10 days after that, there will be an on-site visit. Contract deadline is February 12th – will need to be voted on by the board. * We are still figuring out how much we can really spend on the remodel to leave enough money for our construction plans. We will adjust accordingly.
* Bidding window will be March 30-April 20.
* Once all the plans have been completed and all the items on the checklist are taken care of, we are able to submit full request to the state. At that point, they will issue a Project Number (takes approximately two weeks).
* Monica voiced concern over having the “cart before the horse”. Mark spoke to this concern saying that this process does feel odd, however it really does depend on in-the-moment circumstances (such as how money we have at that point in time, how much money will be lent, etc.). We currently have approximately $9M in existing bonds. Approximately $3M will (hopefully) be given for the reconstruction/remodel.
* Per Mark, we aim to add eight classrooms. Four will be for our 5th grade, one will be for a Kindergarten class. Number of classes per grade depend each year on (re)enrollment numbers at the end of summer.
* Phase 1 (the renovations) need to be done first so that we know where we are financially before moving on to the new construction. We have a $3M budget now, so it will depend on how much of that is first needed to get our school where it needs to be to compete with neighboring schools (paint, flooring, etc).
* Our Financial Advisor helped put together RFP’s with some feedback on which lawyers to use. Mark presented board with at-a-glance summaries of each proposed person.
* After our Bond Counsel is chosen, they will be able to look at our situation and guide us through this process. They will let us know if we should ask for a fixed rate, a general appraisal, etc etc. Board will need to vote on Bond Counsel based on recommendations from financial advisor.
* Borrowers Counsel: Farnsworth Johnson is a trusted recommendation – especially for the price!
* Mark suggested the board hold a special meeting *before* next month’s scheduled meeting to decide to insure we stay on top of our construction timeline.
* Also will vote on having a policy for an electronic policy. While Ryan feels sure that we are already able to have a board member call in to a meeting if the majority of board members are in one central location, while Mark feels that we do not yet have the proper policy in place for such an event.
* We will have a policy written up for the board meeting in two days time.
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| 8:30 | Lance Anderson joined the meeting.  |
| 8:32 | **School Goals:** After Novembers board meeting, Shelby wanted to focus on the public comments made about teachers feeling underappreciated. She put out a survey to all the teachers asking what makes them feel appreciated as an individual. Using the teachers’ answers, they have put together a spreadsheet to easily see who they’ve reached out to and what that entailed. * Stephanie then talked about student survey brought up in November’s board meeting. She found a 25 question questionnaire that touched on important aspects of a student’s opinion of school. The majority of time a student spends at school is in the classroom, so we want to get a real idea of how our students perceive their experience with our teacher(s), curriculum, etc. Questionnaire will be adjusted to the student’s grade when presented and will not be administered by teachers. Monica suggested adding a few questions to speak of their experiences outside of the classroom as well (namely the cafeteria and playground).
* SAGE TESTING … New test that is being worked on will still be called Rise, like it was called this year, however the team putting it together is the team who originally put together the Sage testing. RA has consistently been far above the state’s average test scores.
* Crystal suggested we put focus on goal(s) for DIBEL’s testing instead of the state tests that continue to change.
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| 8:50 | **20-21 Calendar:** Regarding next year’s calendar, it will align perfectly with Alpine School Districts calendar. Not able to vote on it as it wasn’t on the agenda, but it will be voted on at this Friday’s meeting.  |
| 8:59 | **Operational Update:** There have been changes to the state requirements for fee waivers. Things that were in gray areas before, have now been clarified. Any fees that are related to a class are subject to fee waivers (such as trips, sports teams, lunch, etc). Items that require a fee are now required to be on the agenda for two months before being voted on in April for the following school year.  |
| 9:07 | Nate motioned to move into closed session per Section 52-4-204, held for: (a) discussion of the character, professional competence, or physical or mental health of an individual and (d) strategy session to discuss the purchasing, exchange, lease or sale of real property.” (section 52-4-205). Crystal seconded. All voted in favor by name.  |
| 10:05 | Monica motioned to come out of closed session. Nate seconded. All voted in favor. Motion passed. |
| 10:06 | Monica motioned to close tonight’s board meeting. Nate seconded. All voted in favor. Meeting adjourned.  |