****

**Board Meeting Minutes**

|  |  |
| --- | --- |
| Meeting Information | |
| Date:  Time:  Location:  Next Meeting: | Wednesday, March 11, 2020  7:00 pm  Renaissance Academy, 3435 North 1120 East, Lehi, UT.  Wednesday, April 8, 2020 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |
|  | 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 |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | | | |
| # | **Motion made by** | **Motion** | **Vote** |
| 1 | Monica Wonnacott | Approve 2020-21 Middle School Fee Schedule | Crystal seconded. All voted in favor. Motion passed. |
| 2 | Monica Wonnacott | Approve resolution on continuing disclosures | Lance seconded. All voted in favor. Motion passed. |
| 3 | Monica Wonnacott | Approve 20-21 School Land Trust | Lance seconded. All voted in favor. Motion passed. |
| 4 | Monica Wonnacott | Adjourn meeting. | Lance seconded. All voted in favor. Motion passed. |

|  |  |
| --- | --- |
| Time | Topics |
| 7:12 | Ryan opened meeting. Roll call. |
| 7:13 | Postponing approval of February minutes until next month when we have a quorum. |
| 7:14 | **Fee Schedule:** Because we will not be hosting 9th grade next year, the fee schedule remains the same, with the only change/update being to remove the wording including 9th grade. Monica motioned to approve 2020-21 Middle School Fees as presented. Crystal seconded. All voted in favor. Motion passed. |
| 7:15 | **Engagement Survey Policy:** Postponing until next month’s meeting to be sure we are doing it correctly. |
| 7:18 | **Resolution on Continuing Disclosures:** The board chair is to make sure that the documents submitted during the bond process is true and accurate. Once bonds are in place, there is a regular reporting schedule which is monitored & maintained on a website called EMMA that is required. We are currently doing this, but we are to be made aware, hence the need for an acknowledgement vote. |
| 7:20 | Monica motioned to approve this Resolution on Continuing Disclosures. Lance seconded. All voted in favor. Motion passed. |
| 7:21 | **School Land Trust Plan Approval:** To support our Chinese language programs, and other areas, it allows us to put an assessment in place to help monitor student’s progress. It states that we will be bringing on aides/instructional supports to help specifically with our immersion program. Our goal will be to have test scores 5% higher next year than this (2019-20) year. The trust *normally* increases by approximately $2k every year, but we won’t have solid numbers until April. |
| 7:24 | Monica motioned to approve this next year’s 2020-21 School Land Trust Plan. Lance seconded. All voted in favor. Motion passed. |
| 7:26 | **Financial Report:** We are currently on track to have next years’ numbers by the end of this fiscal year. Monica asked why Federal Resources is so low. Mark explained that this number is usually 60 days behind and is always changing.  Lance asked about the Substitutions Budget line. Mark explained that we use our aides as substitutes as often as possible before reaching out to Kelly Services for subs (for full-day). |
| 7:29 | **Operations Report:** Mark received the cost proposal from the architect today. It’s not presented as a fixed amount; There was a flat amount plus expenses and then the separate costs for each member of his team are charted. Because it wasn’t clear what his cost proposal actually is, Mark will clarify with him during their meeting this Friday.  The design development is scheduled to take approx. 6 weeks so it should ideally be done on April 16th.  On the bonds side of things: we had originally been thinking we would have $3.5M to do the construction (phase two), however now we should have $5.5M. Because of the great position we are in, the debt-service coverage ratio will be tiered.  Our bond waterfall accounts, when first put together, was to be added to each month until the accounts hit a specific amount. They continued to take payments well after that threshold was hit, so this time around they are not requiring that we have a Taxes and Insurances account. |
| 7:48 | Lance brought up how high our landscaping & snow removal budget is. Per Mark it was due to the landscaping company. We no longer work with them. Ryan mentioned that this year’s budget for landscaping & snow removal was lowered because we never got close to spending that allotted money. Now we know to increase the budget next year.  The language arts curriculum that we purchased was originally to be reported on last years’ budget, but didn’t land until this years, therefore we are well over budget. At the end of the year when discussing budget analysis with the auditor(s) we will be able to show that it was to be purchased using last year’s budget.  Teacher appreciation budget is at 100% but, per Stephanie and Shelby, we have been making much more of an effort to recognize teachers hard work in ways that each teacher prefers. |
| 7:53 | Monica motioned to close the meeting. Lance seconded. All voted in favor. Meeting adjourned. |
|  |  |
|  |  |