



Board Meeting Minutes

Meeting Information	
Date:	Wednesday, January 11, 2023
Time:	7:00 pm
Location:	Renaissance Academy, 3435 North 1120 East, Lehi, UT.

Attendee Information	
Board Members	Schoolhouse
x Cameron Hughes, Board President	Mark Ursic, Executive Director
Lance Anderson, Board Secretary	Patti Davis, Business Manager
Ryan Hunter, Board Member	Kim Bevan, Special Education Teacher
x Jennifer Lambert, Board Member	
x Emily Haleck, Board Member	
x Jared Barfuss, Board Member	

Motions			
#	Motion made by	Motion	Vote
1	Emily Haleck	To approve the November 9, 2022 board meeting minutes.	Jared Barfuss seconded the motion. All voted in favor by name. The minutes were approved.
2	Jared Barfuss	To adjourn the board meeting.	Emily Haleck seconded the motion. All voted in favor by name. The meeting was adjourned.

Time	Topics
7:16 pm	Welcome and Call to Order
7:17 pm	Motion Emily made a motion to approve the November 9, 2022 board meeting minutes. Jared seconded the motion. All voted in favor by name.
7:18 pm	Executive Director Update

Accreditation Review

We are preparing for an accreditation review. We've sent out surveys and gathered assessment data from various tools that we use at the school to get a better picture of what student performance looks like. We are looking at four different domains: student performance, environment, relationship with parents and relationship with students as well as an analysis of student performance. The information must be submitted to Cognia, who is doing the review, by the end of the month for review. It takes them until June to give us a report back. It used to involve a site visit to the school where they gathered most of this information. Now, one person comes out and we prepare most of the information that is sent to them in advance. Part of that is for us to look at teacher observations. The system they want use to use shifts how these observations are done. Previously, observations were done watching the teacher. With this new tool, the observation focuses on the students and how they are responding and interacting in the classroom. Currently, it looks like our teachers perform a little better than average according to Cognia.

Financial Report

Mark went through the budget in great detail for this report. In November and December there were some minor adjustments made to our funding streams based on our October 1 count. Mark has added a forecast column on the right. The middle column is the budget that the board approved in June, the actuals is the column on the left and the forecast is the column on the right.

For the field trips category, the actual is about \$8,000 less than the projection. After school events are going very well and bringing a lot in so that revenue is a little bit higher than our original budget. The FEC made about \$10,000 more than budgeted with the carnival.

When we are given funding based on our October 1 count, we are given an allotment letter that tells us where each of the funds goes. On that, there is a number for a special ed add-on that seems incorrect at \$459,000. On this report, Mark included what we budgeted for. He will do further research into why we were told this number, then he will add it into the report.

There are a few "one-time allocation" funds for \$100,000 and \$63,000. One is a professional development fund for teachers to work on their own pedagogy outside of contract hours. It will pay teachers up to 23 hours per person at their hourly rate.

The SR3 money was part of COVID funding. We worked with the State for weeks to try to get that allocated to us by the end of June so that it was included in the last fiscal year. Unfortunately, it was not applied to last year. When Patti spoke with the auditor,

she told them all the expenses occurred last year. This is something Mark will follow up on.

Our forecasted total income is \$6.9 million.

Our biggest expense are payroll related costs. It is about \$160,000 in total salaries more than the original budget. All the benefits were impacted by the salary increases.

We budgeted \$375,000 for special education teachers. We are about \$30,000 up from that due to how we staffed special ed this year. At the beginning of the year, we took some teachers from this department to fill general ed teaching positions and then had to backfill these positions with various part time positions to fulfill the needs.

Almost everybody's salary (non-teaching) is a little bit higher than originally planned for because they weren't finalized until after June. We have moved everyone up to at least a minimum of \$15 per hour.

This year we had an increase in the amount of benefits that people selected. We pay a percentage of everyone's benefits.

Our original budget for garbage was \$16,500. We are currently at \$13,600 which is much higher than we usually are. Because of this, Patti went back and looked at what they're charging us. In March 2022, the management company doubled our bill. Patti went out and found another vendor that will charge us 30% of what the other company was charging us. Based on the new price, we will see these costs level out between now and the end of the school year.

Another significant increase is the add-on that we have for this building. We sat down in the summer with the cleaning vendor because the services weren't up to standards between the two building.

The last expense has to do with our copier, maintenance expense and copies. We typically send out large projects to Office Depot. Before Christmas, Mark met with the copier people. We exchanged out some machines and signed an agreement to put in faster machines. Teachers shouldn't have to send out large projects anymore.

Training of Internal Audit Committee

We will need at least two or three board members to be on the Internal Audit Committee. There should also be someone on the committee who has some kind of expertise (CPA for example). The committee should meet regularly. The first step is to

	get this committee together. Mark will reach out to parents for someone to volunteer to join this committee.
8:30 pm	2023-24 School Calendar Mark presented the proposed calendar for the 2023-24 school year. It is based off the Alpine school district calendar. The only changes we made from Alpine's calendar are when the terms start and end.
8:38 pm	Motion Jared made a motion to close the board meeting. Emily seconded the motion. All voted in favor by name.