



RENAISSANCE ACADEMY

Board Meeting Minutes

Meeting Information

Date:	Wednesday, April 12, 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
	Jennifer Lambert, Board Member	Patti Davis, Business Manager
x	Emily Haleck, Board Member	
x	Jared Barfuss, Board Member	

Motions

#	Motion made by	Motion	Vote
1	Emily Haleck	To approve the minutes from the March 8 board meeting.	Jared Barfuss seconded the motion. All voted in favor by name.
2	Emily Haleck	To approve the School Land Trust plan as presented by Mark.	Jared Barfuss seconded the motion. All voted in favor by name.
3	Jared Barfuss	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."	Emily Haleck seconded the motion. All voted in favor by name.
4	Emily Haleck	To close the closed session.	Jared Barfuss seconded the motion. All voted in favor by name.
5	Jared Barfuss	To adjourn the board meeting.	Emily Haleck seconded the motion. All voted in favor by name.

Time	Topics
8:04 pm	Welcome and Call to Order
8:05 pm	Motion Emily made a motion to approve the minutes from the March 8 board meeting. Jared seconded the motion. All voted in favor.
8:06 pm	Executive Director Update <i>Policy Review – Conflict of Interest</i> This policy will be sent to the board to review and sign via DocuSign. As a board member, it prohibits the conflict of interest where you may have a personal or financial interest in a decision that the board makes. If that conflict does exist, there are two ways it needs to be disclosed. The requirements are that you do that in writing as well as on record in an open board meeting. With respect to things beyond a financial interest, a board member can't be an employee of the school. If you're related to a staff member, that should also be disclosed (this may or may not be a conflict). The exchange of money from other associations might also be conflicts of interest. For example, if Renaissance is going to give a grant to another company to perform a service and board member is also on the board of that other company, that would need to be disclosed and they would need to recuse themselves from the meeting. If you want to have a position at the school, to be considered you'd have to resign from your position on the board in an open public meeting. <i>Accreditation Process</i> This has been a good process in helping us realize what we should focus on with our goal setting. We do the goal setting along with the creation of the budget so we can align funding allocations to certain priorities. In the process, there are four different types of analysis that must be done for the accreditation visit. One of those is collecting stakeholder feedback, analyzing it, and coming up with some initial findings. This is also done for student performance. At the end, you set priorities based on the goals that are set. We got information from 12 different tools that have been created by three different groups. There are parent, staff and student surveys created and mandated by the state of Utah which started in 2021. The teacher survey should be done every year. The parent survey is done on odd years so it will be done this year. Prior to 2021, we had a teacher and parent survey that we did every year since 2011. We have transitioned from our previous surveys to the state mandated surveys. Stephanie created a much shorter Renaissance specific teacher survey that is done in the spring to kick off recruiting season. The purpose of it is to ask teachers how the year was for teachers

and to rate their experiences. There were four surveys created by the accrediting agency. All these tools resulted in 1,200 individual surveys across the stakeholder groups.

Mark first discussed the faculty survey that is developed at Renaissance Academy. There is a comparison of three years of information. Teachers are asked to rate their experience on a scale of 1-5. In almost all of the metrics, there is a positive increase. The year that the teachers were put at the highest level of satisfaction was 2021 with a drop in 2022 and another rise in 2023. The question, "do you feel supported by your team lead and department head," went up high (even higher than the 2021 level). The question about admin needs some more clarity as some teachers don't know who it is referring to (it is meant to be Mark, Stephanie, and Anna). In general, the teacher's experiences have been very positive.

Mark has been asked for documentation of certain things as the next step in the accreditation process. On the 27th, someone will come and visit the school who will do interviews and focus groups. They will go back and do a review of all the information and give us a report in May or June which will include perspectives and recommendations on areas for improvement. Once the Cognia team has finished their report, all the schools are presented to their board and then we are given our approval.

Finances

Our money is currently in Bank of American Fork. We have moved a fair some of money into a different bank. That money is not needed for operational funds. One of the things Mark has been looking as a way to diversify is a CD ladder. Cameron mentioned an ICS as well. Mark will put together a model to compare options. Whatever is decided will have to be taken to the State to be approved.

School Land Trust Plan

School Land Trust is a funding stream that has specific requirements such as goals that are tied to specific student improvement metrics. Generally, there is flexibility in how to spend it but it needs to reflect student achievement. What we've done with this money over the number of years has varied greatly. We used to do micro grants for teachers to apply for up to \$250 (which was very challenging from an accounting perspective). Then we started making one or two priorities with the money. In the past we have used it to fund different specialty positions. Last year, Mark tried to get it used for teacher salaries which was initially denied. After some back and forth, it was approved. This year's plan was to supplement teacher salaries by up to \$5,100 per person for experienced teachers that we were at risk of losing. This has been approved. The State gave us a significant bump in funding for teacher pay for next year. There

	<p>will be an increase of \$6,000 that Mark will look at when figuring out the budget for next year.</p> <p>Mark's proposal is that we do the same thing this year: using this money for teacher retention by identifying the at risk teachers based on years of experience and overall performance based on their teacher observation rating and that we would see student increases in RISE test scores by 5%.</p>
9:17 pm	<p>Motion</p> <p>Emily made a motion to approve the School Land Trust plan proposal as presented by Mark. Jared seconded the motion. All voted in favor by name.</p>
9:18 pm	<p>Executive Director Update (cont.)</p> <p><i>Financial Update</i></p> <p>Mark added another column (percent of forecast) to the financial report as we are nearing the end of the year. At this point, revenue should be greater than or equal to 75%, general expenses should be less than or equal to 75% and payroll expenses should be less than or equal to 79%.</p> <p>Revenue: As far as percent of forecast goes, all the revenue numbers are at 100%. Revenues look good this year. Our original revenue budget was for \$6.6 million, and we are ending with \$7.2 million. There were a number of funding streams that gave us an increase from our original budget. A large portion of that is a Special Ed funding. We also recently got around \$34,000 in reallocated money.</p> <p>Expenses: We are in good shape for a lot of these in the forecast column. The salaries for special education teachers is over what we budgeted for so Mark adjusted the forecast to cover that. The reason for this is we had a teacher at the beginning of the year that were moved from Special Education to a general education classroom. We moved another employee to take on this workload. Those changes caused us to drive up the number to accommodate the need to have the general ed classroom filled. The school librarian was another issue because we took that person hired for that and put them in the front office and we had to backfill the librarian job. The other salaries are in line. Kitchen staff is higher, but their program is bringing in the money to cover that. We have two lines for substitutes which are both very high this year. The first is when we contract a substitute from an outside company. The other is an employee who has another job, takes an assignment to substitute. This one is on track. Typically, most of our substitute expenses come from this second category.</p> <p>The technical services category is higher. The company that provides desktop and network support have had significant increases in their billable rate in the last two years.</p>

	<p>Over the last fiscal year, they've raised their hourly rate by 25%. We have a month-to-month agreement with them, so we aren't locked in at a particular price.</p> <p>The cleaning services category also has gone up, in part due to the increase in the square footage of our building. It also is to keep continuity with cleaners who know the building. We are going to need to sit down with them over the summer and talk to them about a contract review.</p> <p>The field trip expense zeros out. The FEC has agreed to help fund the shortfall on fieldtrips that have been planned but we didn't receive enough donations.</p> <p>Mark wanted to provide a list of projects that could be funded with extra money. However, when Mark did the update for this month, there would only be \$16,000. When you look at the net income number, we budgeted for \$185,000 and it looks like we are coming in at \$318,000. However, if you take the additional special ed money and subtract it from the projected \$318,000, you have an unincumbered net number of \$87,000. We have seen fluctuations of \$87,000 in our audits in the summer time. This is a margin we need to have in place for security in case there are adjustments we need to make. The question that comes how to we spend this surplus money in Special Ed because we have to meet "maintenance of effort." This causes a few problems with this huge influx of money. First, in order to meet that metric, you would have to spend even more general money first, before this money can be "unlocked." We don't have enough expenses to do that. That money will sit there until we can find a way to make that happen. Patti has reached out to the people at the State for advice on some options on how to proceed. This can be further discussed at the next board meeting.</p>
9:47 pm	<p>Motion Jared 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." Emily seconded the motion. All voted in favor by name.</p>
10:31 pm	<p>Motion Emily made a motion to close the closed session. Jared seconded the motion. All voted in favor by name.</p>
10:32 pm	<p>Motion Jared made a motion to adjourn the meeting. Emily seconded the motion. All voted in favor by name.</p>