



## Board Meeting Minutes

### Meeting Information

<b>Date:</b>	November 9, 2022
<b>Time:</b>	7:00 pm
<b>Location:</b>	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	Stephanie Avery, Dean of Students and Families
x	Ryan Hunter, Board Member	Patti Davis, Business Manager
x	Jennifer Lambert, Board Member	Emily Depallens, Executive Assistant (remote)
x	Emily Haleck, Board Member	
x	Jared Barfuss, Board Member (voted on during this meeting)	

### Motions

#	Motion made by	Motion	Vote
1	Emily Haleck	To approve the September 14, 2022 board meeting minutes.	Ryan Hunter seconded the motion. All voted in favor except for Cameron who abstained.
2	Emily Haleck	To approve the October 12, 2022 board meeting minutes.	Ryan Hunter seconded the motion. All voted in favor.
3	Ryan Hunter	To vote on new board members.	Jen seconded the motion. All voted in favor by name. Jared Barfuss was voted on to the board.
4	Ryan Hunter	To table the vote on board roles.	Emily Haleck seconded the motion. All voted in favor by name.

5	Ryan Hunter	To adjourn the board meeting.	Jared Barfuss seconded the motion. All voted in favor by name.
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Time	Topics
7:10 pm	<b>Welcome and Call to Order</b>
7:10 pm	<p><b>Motion</b> Emily made a motion to approve the September 14 board meeting minutes. Ryan seconded the motion. All voted in favor by name. Cam abstained.</p>
7:11 pm	<p><b>Motion</b> Emily made a motion to approve the October 12 board meeting minutes. Ryan seconded the motion. All voted in favor by name.</p>
7:12 pm	<p><b>Financial Update</b></p> <p>On this report Mark added a projected column to monitor changes throughout the year. This will allow you to see how not only what we have to adjust in it's projected column, but it also show what the impact of that is on the bottom line for the net income.</p> <p>A lot of a lot of these initial revenues are what we would expect them to be at this point. Field trips are always something that we are chasing by asking for donations. We only take as many field trips as there's money to take, so this not going to provide any kind of negative balance. We are always aware of how much each grade level is at and adjust accordingly.</p> <p>The most significant contribution in after school activities is Far Point which has currently brought in \$26,000. This is mainly made up of club activities plus some private flights that he did called "Flight-mares." We are almost at the annual budget right now but Mark expects that we'll go over this as they do additional private flights throughout the year. We subsidized the club portion of this program, so anything that exceeds his budgeted number, helps us so that we don't have to subsidize the club as much. Because of that and the fees that people pay for up front, this is at 86% even though we're only about 37% through the through the year.</p> <p>The State Funding block is all 33.33%. That that tells us that our budget numbers on these are accurate because we're currently 33% through the year on the number of monthly allotments we've received. So we're right on target with all of those.</p>

There are a couple funding sources that are at 100% for the year and that's because they're paid out in one lump sum. The total revenues by the end of the year are still projected at the \$6.4 million.

Salaries and benefits are trending a little higher than the 33%. It's closer to 37.5% and that's because we've added in that one extra payroll of November 5<sup>th</sup>. We've only received our allotment letters through last month which would be October, so that's 33%. We are still on target because it has just a little more of those actual expenses in the spreadsheet. We are on target for our year end number for teacher salaries. We have to make a little bit of an adjustment to the counselor and library positions. For the librarian, we've changed how we are staffing the library a couple of different times. Overall, Mark doesn't see it changing by more than 15 or 20%. We, we had somebody in that position that we then put on the front desk and then we backfilled that position with someone who has just recently started. Depending on the number of hours she works, we may have to adjust that a little bit. The aides is another big category. We are about 5% behind the trend and that's partially because we have open positions that we can't fill and so we are spending a little bit less on aide position. We did just hire a new aide who hasn't started yet. There is \$6,000 for special education aides. We typically don't use special education aides however as we got closer to the start of the school year, we had a general ed classroom that didn't have a teacher. We had someone licensed and qualified already working in Special Education and were able to get her moved into this classroom. In order to backfill Special Education, we have put in some people that are classified as aides. This aide is only working until December.

At this point all our benefits look to be on track for the year. We just got our invoice for some of these things (unemployment insurance, workers comp, or our liability, etc.). These get paid all at one time so those should show up by the next meeting.

The professional development number is high. Typically, the professional development number that we have in in a budget is for us to do trainings with teachers on teacher prep days, where would bring in somebody to teach about classroom management or some curriculum related thing. The state has required all the teachers to take a two-year reading literacy program. We're now in the second year of it. Last year, the state coordinated all those trainings, and you signed up directly with them. This year they changed it, unfortunately, and made schools create their own cohorts. The funding would go to schools and one school, or some schools, would be essentially a magnet where they planned the trainings directly with the company and they paid the invoice for everybody in their cohort and then they stay left you to then collect your money from these other participating school. Anna dove in at the beginning of summer because we needed to get our people signed up, and

	<p>nobody was stepping forward to take on that role. So we have this \$28,000 which is the invoice that we owe that we paid the LETRS company for all the trainings and the reason why our actual is less is because we've started to collect some of that money from the other schools. Mark expect that this number will go down. Hopefully we will collect all the money from the other schools and therefore the net cost to us will be zero.</p> <p>The next section is utilities. We have some of our capital maintenance costs next. We typically have two or three large budgets here for things like copiers or supplies. The supplies expenses look good. The textbooks and curriculum is over 73% from the budget and that's driven by two things. One is we had to create new classrooms for grades K-3 to handle the number of kids. In order to get them set up, they needed curriculum. When we did the original budget, we didn't anticipate that. The other big thing is iReady which is an adaptive software that we use to track student progress on core subjects. So as a student takes assessments in there, it customizes the experience for each of the students based on what they can do, but it also gives us some really good reporting on where they're at. It's a good tool for us to get teachers to drive their instructions with data. Last year we got a grant that was nearly twice the size as the one we got this year to pay for that software. When we put this budget together, we thought it was still possible to get the same number of licenses through the grant opportunity. However, they gave out less licenses this year through the grant program. If we wanted to continue to use it, we had to pay for those licenses. We did get a grant but it was just smaller and with fewer licenses that we had gotten last year.</p> <p>Technology, furniture, fixtures, and equipment are some larger items. Right now the technology hardware number is the computers we bought for the computer lab in the middle school building. The furniture and fixtures number is random things that we get for teachers at the beginning of the year such as extra bookshelves, an extra set of cubby holes, things like that. We have a three-year rolling plan for technology devices. As they get to be 5 years old, we try to replace them.</p> <p>With those changes, we're about \$150,000 different than the budget. That would put us at a net operating income of \$328,000. If we are still trending this high at the midpoint in the year, we'll look for other options to bring this number down.</p>
7:50 pm	<p><b>Accreditation</b></p> <p>Surveys are going to be going out for accreditation. The program has changed from five years ago. They used send a team here that would spend three days interviewing different stakeholders (kids, parents, teachers). Now, a lot of the work is done by us. There's only a one-day site visit by just one person who comes to review the material we've put together. This material will consist of us doing surveys for all the stakeholder</p>

	<p>groups. This is a strategic planning opportunity to plan our goals for the next five years. They want to know that we've gone through collected data and analyzed it and then set goals that align with the information.</p> <p>Organizationally, we made some big strides. We have put things into place using data to drive classroom instruction, giving teachers insight into student's abilities and allow for more tailored interventions. We implemented Mastery Connect which allows teachers to track student progress based on standards.</p> <p>The information that is gathered here will help the board have a much richer discussion for the future of the school. The board will have a retreat to go through some of the strategic plans. Mark will send out some options to the board for a day and time for this retreat.</p>
8:06 pm	<p><b>Technology during Fun Fridays</b></p> <p>There have been some concerns by parents about the use of technology during Fun Fridays and monitoring the material that is being accessed. If a device is used on the school's network, there are multiple layers of filtering that are in place. If devices are using their own data plan, it is harder to be able to track what is accessed. An solution that was discussed was having teachers provide all parents with a disclosure document to parents that state that we allow devices to come in for Fun Friday but that these devices should only be used on our network so that they are protected. Each parent would need to sign this disclosure for their student to be permitted to bring in technology for Fun Friday.</p>
8:31 pm	<p><b>Motion</b></p> <p>Ryan made a motion to vote on new board members. Jen seconded the motion. All voted in favor.</p>
8:32 pm	<p><i>Blind vote to add Jared Barfuss to the board.</i></p>
8:33 pm	<p>Jared was voted on as a new board member.</p>
8:34 pm	<p><b>Board Roles</b></p> <p>This will be discussed further at the board retreat in December.</p>
8:49 pm	<p><b>Motion</b></p> <p>Ryan made a motion to table to the vote on board roles. Emily seconded the motion. All voted in favor by name.</p>
8:51 pm	<p><b>Motion</b></p> <p>Ryan made a motion to adjourn the meeting. Jared seconded the motion. All voted in favor by name.</p>