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**Board Meeting Minutes**

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| Meeting Information | |
| Date:  Time:  Location:  Next Meeting: | Wednesday, November 20, 2019  7:00 pm  Renaissance Academy, 3435 North 1120 East, Lehi, UT.  Wednesday, December 18, 2019 |

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| Attendee Information | | | |
| **Board Members** | | **Schoolhouse** | **Public** |
|  | 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 | Lance Anderson | Lance motioned that October be passed. | Crystal seconded; Vote unanimous. Motion passed. |
| 2 | Monica Wonnacott | Motioned to 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.” (Section 52-4-205). | Cameron seconded; all voted in favor. Motion passed. |
| 3 | Monica Wonnacott | Motioned to end closed session. | Lance seconded. All voted in favor; Motion passed. |
| 4 | Monica Wonnacott | Motioned to end board meeting. | Cameron seconded. All voted in favor; Motion passed. Meeting adjourned. |

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| Time | Topics |
| 7:05 | Nate Sechrest opened meeting as Ryan Hunter was not in attendance. Roll call. |
|  | Lance motioned to approve October Meeting minutes. Crystal Huang seconded; Vote unanimous. Motion passed. |
| 7:06 | Mark introduced Marcus Besaw (7th grader), who, through a Pancake Breakfast fundraiser was able to purchase a trauma kit for Renaissance Academy. Fundraiser was so successful that he raised more than enough to purchase the kit. He presented a check to the school with the remaining funds. |
| 7:09 | Nate moved meeting over to public for public comments. Melissa Despain came to support some parents in their concern about teacher retention. She proposed to have teacher surveys done by a third-party company, not done within the school. Proposed having teacher retention higher on the schools list to help retain teachers here. Melissa pointed out that the fourth-grade teachers seem to have a good team/bond and would like other teachers to also make an effort to reach that.  Rachel Mitchell also spoke up in support of Melissa’s comments. She knew a Chinese teacher from a few years back who mentioned teachers not having the best relationship with admin and is worried about it moving forward. |
| 7:18 | Tracy Scott, our Reading Specialist, talked about DIBELS testing. Pointed out that it is more useful to look at individual scores, opposed to grade levels. When looking at scores, important to remember that each grade becomes more difficult to pass, so even when score percentages remain the same, it shows progress because they are passing the same percentage at a higher skill level. Last year kindergarteners ended the year at 73% proficiency and this year first grade started out at 73%. First grade students last year ended with 70% proficiency, and this year our second grade started the year at 86%! Summer prep at home is a big factor in this.  To show an example of the testing process (each test being harder than the previous), Tracy walked us through the three tests used to track progress throughout the year.  While the state’s goal is to have 60% of students on grade level, Renaissance Academy is routinely in the **80% range**. Tracy discussed two separate cases with real students (names changed) to show how this program/test sequence works and helps children learn to read more efficiently.  DIBELS procedure has been changed to better target our needs here (easier for new teachers to pick up/understand). ‘Intensive students’ will be progress monitored twice monthly. ‘Strategic students’ will be progress monitored monthly. ‘Benchmark students’ will be progress monitored once a quarter for practice purposes. Teachers are expected to teach more phonics and reading with their whole class on a daily basis to support student’s reading skills. The next test will be done in January. Tracy will come to the following board meeting to share the results of this new process/implementation.  Crystal suggested putting together a video to explain this for our parents to better understand the testing being done and results we’re seeing. Monica brought up the discussion had at a previous board meeting about letting parents coming into Renaissance Academy (future kindergarten students specifically) know what is expected before students begin. |
| 7:47 | Mark went over state audit that was done this year. The group who conducted our audit (Squire) wrote a letter addressed to our Board of Directors saying that no discrepancies or issues were found during their audit.  Moved on to the *Financial Statements and Other Reports* and discussed important points by page number.   * Our cash flow increased $128,000 this year. On page 3 of report, compared to last year, our cash increased by $128,000. Under Net Assets Without Donor Restrictions we increased $238,000 from last year. That includes any program that does not have restrictions. On page 4, our total revenue increased by $263,000 which was majority state funding. * On page 5, Monica inquired why our net assets decreased by almost $100,000. Mark wasn’t able to answer to it on the spot, as the text description is listed as “General” and “Expenses” on the audit report. Will need to look at our ledger to see what is included in “General”. * On page 10, it lists ‘cash on hand’ which is to calculate how long the school would be able to remain open/functional per usual (same bills, etc.) without receiving any additional income. The goal is 45 days – Renaissance would last 135 days. * On page 11, the audit reports that we have little to no risk with the institutions in which we deposit our money. * On page 13, it lists enrollment. 2019 had 38 fewer students than prior years, but is explained by having one less Kindergarten class as well as smaller class sizes across the board. Hoping to have more/higher enrollment this coming school year with our new marketing focus. Have discussed summer activities to target new and potential families to introduce them to other students and our school as a whole. Email marketing, through iHeart Media, will help us target the audience we want to attract.   Monica and Crystal suggested we do a spotlight (on social media) on Patti to showcase how great she’s been with handling the financials at our school. Because she has indeed been great. |
| 8:10 | Mark moved on to our Bond Refinance Review. Currently working with Financial Advisor to draft some RFP’s. Discussed what we really would like to do once bonds are refinanced; Most of the money will go to remodeling existing building as it stands. Focusing on remodeling instead of expanding will allow us to keep us focused on doing 6-8 grades for middle school for at least a few more years.  We’ve been talking with Skyridge High School admin and their Chinese teacher about their Chinese program. They are wondering how many students we project going to Skyridge next year for 9th grade. If Skyridge High stops teaching 9th grade, and instead teaches only 10th -12th, we will then look into opening up 9th grade here in order to avoid students having to change schools twice in two years.  Discussed briefly other schools in the vicinity who also teach Chinese because they also are feeder schools to Skyridge. According to people who have seen and/or experienced the Chinese teaching at neighboring schools, the program we host here at Renaissance is much more advanced. One big reason for this is our native speaking teachers.  Nate brought conversation back to the Bond Refinance. According to Mark, remodel of school could be done by the time next school year starts if remodel is started this summer. The expansion will take a bit longer, but the remodel will be quick (i.e. carpet, paint, etc.). |
| 8:20 | Patti came up to present a potential conflict of interest. Her husband has been working with a Christmas program (previously sponsored by his place of work) for a Children-in-Crisis center for several years. The company who sponsored this yearly event (presenting gifts with Santa) has decided to no longer contribute. Patti is working with a bank (CC Bank) to take over the sponsorship. CC Bank is one of the financial institutions Renaissance uses. Wanted to present this to the board to see if anyone would have issue with her pursuing this (completely separate from Renaissance). No one had any objections or concerns. |
| 8:26 | Cameron asked about Financial Update. Mark summarized by saying our net income is projected to be $120,000. |
| 8:27 | Monica motioned to move into closed session “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.” (Section 52-4-205). Cameron seconded. All voted in favor. Motion passed. Moved into closed session. |
| 8:54 | Monica motioned to end closed session. Lance seconded. All voted in favor. |
| 8:55 | Monica motioned to close the board meeting. Cameron seconded. All voted in favor. Meeting adjourned. |