****

**Board Meeting Minutes**

|  |  |
| --- | --- |
| Meeting Information | |
| Date:  Time:  Location:  Next Meeting: | March 20, 2019  7:00 pm  Renaissance Academy, 3435 North 1120 East, Lehi, UT.  April 17, 2019 |

|  |  |  |  |
| --- | --- | --- | --- |
| Attendee Information | | |  |
| **Board Members** | | **Schoolhouse** | **Public** |
| X | Ryan Hunter, Board Chair | Mark Ursic, Executive Director | Jon Tingey |
| X | Ryan Hunter, Board Treasurer | Stephanie McCappin, Dean of Students and Families | Melinda Lynch |
| X | Monica Wonnacott, Board Member | Shelby Dieters, Dean of Instruction |  |
| X | Mike Bentley, Board Member | Rachel Hasson, Executive Assistant |  |
| X | Lance Anderson, Board Member |  |  |
| X | Cameron Hughes, Board Member |  |  |
| X | Crystal Huang, Board Member |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Motions | | | |
| # | **Motion made by** | **Motion** | **Vote** |
| 1 | Monica Wonnacott | Approval of Minutes | Lance seconded the motion. All voted in favor. Motion passed. |
| 2 | Monica Wonnacott | Use Land Trust Funds to support the Chinese teachers and aides in the Chinese immersion program | Crystal seconded the motion. All voted in favor. Motion passed. |
| 3 | Monica Wonnacott | Move into closed session “described under Section 52-4-24 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.” | Cameron seconded the motion. All board members voted in favor by name. Motion passed |
| 4 | Monica Wonnacott | Go back into open session | Cameron seconded the motion. All voted in favor. Motion passed. |
| 5 | Monica Wonnacott | Have a semi-annual bonus review for the Executive Director | Mike seconded the motion. All voted in favor. Motion passed. |
| 6 | Monica Wonnacott | Close the Board Meeting | Lance seconded the motion. All voted in favor. The meeting was adjourned |

|  |  |
| --- | --- |
| Time | Topics |
| 7:06 | **Welcome and Call to Order** |
| 7:08 | **Approval of Minutes**   * Board members reviewed last month’s minutes |
| 7:08 | **Motion**  Monica motioned to approve the minutes from February’s Board Meeting. Lance seconded. All voted in favor. Motion passed. |
| 7:09 | **Presentation by Jon Tingey**   * Jon is the advisor on the 401K plan. * Safe Harbor Plan: Everyone gets a 3% contribution. RA will match dollar for dollar up to 4% * Jon handed out last year’s minutes and reviewed the numbers * The plan is 404C compliant. You are not responsible for the return on funds. * Can a person withdraw from a Roth account without penalty? No, not without a qualifying purpose. * All matched contributions go in as traditional, not Roth. * Currently there are 77 participants with a balance. There are only 36 participants with a deposit. And the deferral rate is only 4.3%. * Generally, this is a low risk plan. * Jon explained the different options available with the different funds. Investors choose how aggressive to be with their funds and how involved they would like to be. * There are 43 funds available. It is normal to have 26 funds. Our options are more broad than most. * Everyone receives several notices in the 4th quarter of every year. These include the QDIA Notice, Summary Plan Description, 404A5 Document, Safe Harbor Notice. * This portion of the meeting was concluded with a question and answer session. Suggestions were made as to how RA can maximize the benefit for employees. * Monica introduced the idea of automatically enrolling employees upon employment and showing them how much more money they could have in a given period of time. |
| 7:50 | **Progress Update on School Goals**   * Balance Literacy Program: The Reading Specialist and her aides support younger children in reading. Setting reading progress goals can be tricky due to uncontrollable circumstances (student has an off day, summer slows students reading progress, etc.). Scores and percentages constantly fluctuate. * Writing Program: Teachers have been using the Treasures program. Treasures is very weak in the writing section. Shelby has been training teachers and teaching students in a more effective way that students can understand. Once writing is broken down into a process, students pick it up quickly and it makes sense to them. The consistency of this new program is key to its success as students move up in grade levels. * Improve Math Instruction for Middle School: Plan books are being used by teachers and assessments are happening on a regular basis to monitor progress. There was a staffing change a few months ago to help accomplish these goals. Teachers are fitting in as much instruction time as possible while in the classroom; homework is simply a tool to understand concepts better. * Common Grade Level Assessments: Teachers will standardize the tests that they are giving by grade level. This will allow teachers in every grade level to be able to help each other and work together for the benefit of the students. * Succession Plan: The succession plan is in the works. The goal is to have this finalized by May. It will give a clear vision as to what the next 5 years look like. There will be someone ready to step into a role with short notice. * Student Recognition Program: The purpose is to recognize student’s good behavior on a regular basis. It creates a connection between staff and students and sets a tone for what is expected of the kids. * Physical Safety: The rocks out back have been replaced with grass; this has reduced the number of injuries. We are working on writing positive playground safety rules and hiring aides to monitor recess and lunch time. |
| 9:05 | **Present 2019-20 School Land Trust Plan**   * Mark suggested to keep this year’s plan and implement it next year as well. * The Land Trust money has been used to hire more Chinese teachers in years past. * There will be left over money at the end of this school year that can carry over into next year. * Mark proposed to take the funds and use it to support the Chinese teachers and aides in the Chinese immersion program |
| 9:15 | **Motion**  Monica motioned to use Land Trust funds to support the Chinese teachers and aides in the Chinese immersion program. Crystal seconded the motion. All voted in favor. Motion passed. |
| 9:23 | **General Update of School Operations**   * There has been an issue with insurance premiums that date back to when the company, Red Apple, was in charge of financials. * There were at least 5 years that RA was charged twice as much as it should have been. Risk Management refused to refund the money or credit future years of insurance. * Mark and Patti are still working to resolve the issue. |
| 9:35 | **Compensation**   * There was a change in year-end bonuses. We are behind. |
| 9:37 | **Motion**  Monica motioned to move into closed session “described under Section 52-4-24 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.” Cameron seconded the motion. All board members voted in favor by name. Motion passed. |
| 10:08 | **Motion**  Monica made a motion to go back into Open Session. Cameron seconded the motion. All voted in favor. Motion passed. |
| 10:10 | **Motion**  Monica made a motion to have a semi-annual bonus review for the Executive Director. Mike seconded the motion. All voted in favor. Motion passed |
| 10:11 | **Motion**  Monica made a motion to close the board meeting. Lance seconded the motion. All board members voted in favor. The meeting was adjourned. |