



Board Meeting Minutes

Meeting Information	
Date:	October 18, 2016
Time:	7:00pm
Location:	Renaissance Academy, 3435 North 1120 East, Lehi, UT.
Next Meeting:	November 16, 2016

Attendee Information			
Board Members		Schoolhouse	Public
	Carolyn Bayly, Board Chair	x Mark Ursic, Executive Director	Scott Hale
x	Jared Barfuss, Board Vice Chair	x Stephanie McCappin, Dean of Students	
x	Ryan Hunter, Board Treasurer	x Shelby Dieters, Dean of Instruction	
	Jennifer Orten, Board Member	x Patti Davis, Office Manager	
x	Monica Wonnacott, Board Member	x Emily Simons, Executive Assistant	
x	Chris Wareham, Board Member		
x	Mike Bentley, Board Member		

Motions			
#	Motion made by	Motion	Vote
1	Ryan Hunter	To approve the amended School Land Trust plan.	Monica Wonnacott seconded the motion. All voted in favor. The amended School Land Trust plan was approved.
2	Monica Wonnacott	To table the Utah Consolidated Application review and approval.	Ryan Hunter seconded the motion. All voted in favor. This agenda item was tabled.
3	Ryan Hunter	To move to closed session “described under Section 52-4-204 will be 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.” Monica seconded the motion. All voted in favor by name.	Monica Wonnacott seconded the motion. All voted in favor by name. Meeting was moved to closed session.
4	Chris Wareham	To close the Board Meeting.	Ryan Hunter seconded the motion. All voted in favor.

			The Board Meeting was closed.
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Time	Topics
7:13pm	Welcome and Call to Order
7:13pm	<p>Monthly Finance Report</p> <p>Mark and Patti have been working to make a report that is the clearest to present to the Board. Patti has worked with Squire to be able to export what we need out of QuickBooks. There are a few things that need to be adjusted before the budget is presented to the Board. The report prints more details and is laid out by every line item (not grouped together). We need to keep in mind we are 25% through the school year. A lot of costs are paid in the summer which is why some of the numbers are a lot higher. Throughout the year, though we started with a higher number of students in chairs last year, if this year we have less kids that leave during the school year, we could end up with as much or more membership.</p> <p>The Board had some specific questions about different line items. Mark went through a few line items that would need some editing and adjusting. Some of those may be just going through and checking formulas. There will be editions and updates made to this report for the Board Meeting next month. We are going to have to go back into QuickBooks and make sure formulas and calculations are correct.</p>
7:46pm	<p>Public Comment</p> <p>Scott Hale, a parent, was in attendance and had a public comment. His first question was regarding the safety and security of the school. He had some concerns about pick up and drop off times especially with all of the new offices and communities growing around. He had another concern about doors and gate being unlocked.</p> <p>Mark responded that it has been an ongoing community discussion for the last while.</p> <ul style="list-style-type: none"> - Pick up and drop off is a challenge because the protocol is people sit in line and pick up their kids at the curb but not all of the parents do that. Recently, the FEC has tried to talk to neighbors to see if we could use their parking lots. Last Friday the property manager from next door came over and said that we can no longer use their parking lot. This is in large part due to safety issues because cars are speeding through the parking lot and students are running through it. We will be clearer in informing people they should pull up to the curb and wait for their kids to come to the car rather than having their kids meet them in other parking lots. - The physical security of things is also an ongoing discussion. There is a discussion of what perimeter security should be like. The gates are kept locked during the day. We have tried to make incremental improvements constantly. We have improved the check in and check out system. We now have a new system in the office that anyone who comes in to the school must use. They scan their ID's into the computer which runs their names through a sex offender registry. It then prints a bright yellow badge for them that they can wear for the day while they are here which has their picture and the date. Then once they are done, they come into the office and check out. Anyone who is in the building should have some kind of badge on. If they are a member of the faculty, they have badges that they are required to wear every day and if you are a volunteer or visitor you must now wear the yellow badge sticker while in the building. We need to have the staff be

	<p>more aware of this and if they notice someone who does not have a badge on, they should be directed to the office.</p> <p>Another question was regarding the hump coming out of the parking lot and if that could somehow be lowered. However, when getting approval for the building, one of the requirements was to make it so if there was water, we would be able to contain it on our property which is done so with that hump.</p>
8:10pm	<p>Retirement Plan Audit Review</p> <p>We want to get that number down so we aren't required to do an audit. That has bridged two calendar years. We have to do an audit next year so we are trying to get it down for the next year. The threshold is 120 – if you go over that number you have to do that audit. Once you go over 120, you have to get under 100 to not do the audit. We just completed the audit. They said everything was fine and there were no findings. They are focusing on one year's time not a bigger picture. At the next board meeting we will follow up by answering some of the questions we have from this audit to see if they have been resolved.</p>
8:23pm	<p>School Land Trust Plan Amendment</p> <p>The plan that was approved was to get two Chinese speaking teachers that would support the dual immersion program. For the last couple of years we have had guest teachers through an exchange program that were subsidized. However, they discontinued that exchange program so the proposal was to have money set aside to try and hire people. School has started and we haven't been able to find qualified people to take those jobs so we need to reallocate that money to something else. With our existing resources, Stephanie has put together a schedule that provides ongoing support for dual immersion teachers. We are just supporting them in a different way. We had the GATE teacher position open since the beginning of the school year. Mark's proposal is to reallocate that money to fund that position. They have already found someone qualified that they want to hire for it. Mark is trying to find a way to bring that person on board. The way the Land Trust plan described the change is that this person would be, in an indirect way, supporting the dual immersion program because a lot of the students in the GATE program, are in the dual immersion program. We currently have 25-30 kids that qualify for the programs.</p>
8:51pm	<p>Motion</p> <p>Ryan made a motion to approve the amended School Land Trust Plan. Monica seconded the motion. All voted in favor. The School Land Trust Plan Amendment was approved.</p>
8:52pm	<p>Standards Based Grading Presentation</p> <p>This year, Shelby Dieters is not in the classroom but is the Dean of Instruction. She is working with teachers full time. She is doing a great job of working with teachers throughout the school. She is working with individual grade levels. This gives us insight to what is going on in classrooms. She has worked a lot of our school-wide goal. Some of the past goals haven't necessarily applied to all grades. The goal this year is to encourage and improve in teachers planning and assessment of students. We wanted to have a greater insight from an administrative level of what is going on any given day in a classroom. We chose two software programs that help with this school-wide goal.</p> <p>Shelby gave a presentation on this how this goal is working. Shelby felt that one of the things that makes a good teacher is you need to be organized and planned for every single day. The best way to start was with lesson planning. We are using an online program called Planbook. There are four requirements...</p> <ol style="list-style-type: none"> 1. Write down their standards. Planbook has the standards already uploaded. (Standards – at the State level there are standards for every grade level for each subject.)

	<p>2. The procedure 3. The objective 4. Kagan - common vocabulary among all teachers</p> <p>What's nice about Planbook is it allows you to put in attachments that they are using that go with the standard. You can upload worksheets, PowerPoint's, etc. It also saves from year to year so it is a lot of upfront work but from year to year teachers can just make tweaks. Teachers have to have their lesson plans for their whole week done by 7:30 on Monday morning. Shelby checks those every Monday morning and can leave feedback. It is open communication throughout the year. Another positive aspect to this is emergency substitutes because Shelby can just go in and print the plans for the day. The whole goal is for teachers to realize at the end of the year that this school-wide goal helps them to be better teachers. We should have high expectations for our teachers because it will help them be better teachers.</p> <p>Standards help to see where students are excelling and struggling. It breaks it down much more. We are assessing by standards however, we didn't really have a tool to track how the students were doing. Mastery Connect is a program we are using this year that is for assessments. This program allows teachers to be able to grade and give assessments by standards. You can see quickly which students have done well and need to be enriched and those students who haven't mastered it yet and may need extra help. This is where we are able to differentiate among students. It tracks the standards along with the grade book. It also tells the teachers how many times they have assessed that standard. Formative and Summative assessments. The bonus for the teachers. They can complete the assessment on the bubble sheet. There is a camera that scans the bubble sheet and grades the assessment for them which allows for immediate feedback. It also provides a Test ID number that students can type in and access the test, take it and then submit it and it is graded right then. This program then exports to Aspire which is where their grades are kept.</p> <p>Shelby's vision is for teachers to have common assessments among grade levels. They can look and see how the students have done on each question as a grade level. This can show the teachers if they need to go back and reteach a standard.</p> <p>These programs are a lot of work. However, the Admin believed it was necessary to make sure there was oversight. It also is helping teachers be more thorough and setting expectations of what is being tracked. What the Admin has been able to do is change the expectations they have of teachers and clarify those with them, and get them to put in the extra work to make sure these tools are being effective. They have been able to do this already. This is giving us red flags earlier in the school year to help students.</p>
9:45pm	<p>Motion Monica made a motion to table the Utah Consolidated Application review and approval. Ryan seconded the motion. All voted in favor. That agenda item was tabled.</p>
9:45pm	<p>Motion Ryan made a motion to move to closed session "described under Section 52-4-204 will be 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." Monica seconded the motion. All voted in favor by name.</p>
10:44pm	<p>Motion</p>

	Chris made a motion to close the Board Meeting. Ryan seconded the motion. All voted in favor. Meeting was adjourned at 10:44pm.
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