



## Board Meeting Minutes

Meeting Information	
<b>Date:</b>	February 25, 2014
<b>Time:</b>	7:00pm
<b>Location:</b>	Renaissance Academy, 3435 North 1120 East, Lehi, UT. 1 <sup>st</sup> floor in the Rousseau room (southwest corner classroom)
<b>Next Meeting:</b>	March 18, 2014

Attendee Information			
Board Members		Invited Guests	
<b>Attended</b>	<b>Name</b>	<b>Attended</b>	<b>Name</b>
x	Carolyn Bayly, Board Chair	x	Jared VanOrden
x	Mariah Fralick, Board Vice Chair	<b>Public in Attendance</b>	
x	Jennifer Orten, Board Member	<b>Attended</b>	<b>Name</b>
x	Ryan Hunter, Board Member	x	Patti Davis
x	Mike Bentley, Board Member		
x	Jared Barfuss, Board Member		
x	Monica Wonnacott, Board Member		
<b>Schoolhouse</b>			
<b>Attended</b>	<b>Name</b>		
x	Mark Ursic, Executive Director		
x	Stephanie McCappin, Dean		
x	Holly Lyons, Executive Assistant		

Motions, Votes and Approvals			
#	Motion made by	Motion	Vote
1	Ryan Hunter	Ryan moved to approve the minutes from the November 5, 2014 Board Meeting.	Jennifer Orten seconded. All voted in favor.
2	Jennifer Orten	Jennifer moved to approve the minutes from the January 21, 2014 Board Meeting.	Jared Barfuss seconded. All voted in favor.
3	Monica Wonnacott	Monica motioned to table the bylaw discussion.	Ryan Hunter seconded. All voted in favor.
4	Mariah Fralick	Mariah made a motion to go into a closed session.	All voted in favor by name.
5	Ryan Hunter	Ryan moved to close the meeting.	Jared Barfuss seconded the motion. All voted in favor. The meeting was adjourned at 10:30pm.
Time			
7:09pm	<b>Welcome and Call to Order</b>		
7:12pm	<b>Approval of Minutes</b> Ryan moved to approve the minutes from the November 5, 2014 Board Meeting. Jennifer seconded. All voted in favor.		

	Jennifer moved to approve the minutes from the January 21, 2015 Board Meeting. Jared seconded. Ryan abstained (he was absent from the meeting). All else voted in favor.
7:16pm	<p><b>Red Apple Update</b></p> <p>Jared started by saying that the “key thing” for the school’s bond covenants is to keep the debt service coverage at 1.10, and they were able to make the budget cuts to accomplish that. He then presented a budget comparison document (included in the meeting archive folder). It overviews the history of school funding in Utah, shows the national outlook--in which Utah is the lowest (least funded)--and goes into detail comparing the Renaissance Academy budget with other schools of similar revenue like Entheos Academy- Magna Campus and Mountainville Academy in Alpine.</p>
7:20pm	<p><b>Budget Amendment Discussion</b></p> <p>Mark passed out a document (included in the meeting archive folder) to show proposed budget adjustments. These proposals come from Mark, Ryan and Jared and would allow the school to keep its bond covenants. Because the school missed the initial enrollment target, which was planned for in the original budget, some cuts had to be made. Thanks to Patti and Mark, many charges were corrected, and with expenses itemized correctly, they were able to analyze budget cuts with a more accurate snapshot of mid-year actuals. Mark summarized the handout, described the meaning of each budget cut, and gave specific, anecdotal examples of what the cuts would mean for operations in the school. He also pointed out that these changes result in a new year-end forecast.</p> <p>Jennifer asked whether these changes account for any of the money that was getting overpaid into the bond accounts (as discussed in the January 21<sup>st</sup> meeting). Mark replied that those overpayments would not help the school at all in this fiscal year. The funds have already been credited to an interest account. They just do not operate as revenue in the budget for the current fiscal year.</p> <p>Ryan and Mark discussed with Jared whether the overpayments in our bond accounts could help offset the upcoming space center expenditure. An auditor that Mark talked to said that schools go upside-down on their state budget reports all the time, and that it would not be irregular to spend savings. Jared explained that maintaining an accurate snapshot of financials for current and future bond holders is best if a refinance is on the horizon.</p>
7:45pm	<p><b>Space Center Update</b></p> <p>Mark has been attempting to hire one person who could work directly for the school and who could do multiple trades - someone who could do framing would be a good start. Temp labor would be used to supplement when necessary. A few weeks ago, Mark held interviews with 2 candidates. He chose one to start the job, but after running a background check and talking with him about it, Mark realized that the candidate was not what the school needs. Mark said he has 3 more interviews lined up so far for this position. The job will be broken up in order to avoid a formal open bid process. When they conducted an open bid previously the bids came in higher than what was approved for the project. The timeline for the project is about 2.5 months. Some of the trades will have to be done at night. An exit/entrance separate from the school has been added to keep workers from having to go through the school as often.</p>
7:59pm	<p><b>Middle School Trip Update</b></p> <p>Stephanie talked a little about the California Adventure. After Middle School sign-ups, there were a few slots open, which were offered to 6<sup>th</sup> grade. There were then more people wanting to go on the trip than the planned activity could accommodate, so there is another activity being added for those who can’t fit on the ship. Currently 6-7 chaperones are planned to accompany the group. Approximately 30 middle school students will be on the trip, and 22-23 6<sup>th</sup> graders. All have signed waivers and liability documents. There are no kids on the trip with behavior issues.</p>

	<p>The D.C./NYC trip will need to be planned soon so that kids can save money for it.</p>
<p>8:05pm</p>	<p><b>Communication Plan</b>  In the fall, the Board contracted with consultant Ben Horsely to spend time with Mark and Stephanie. They have put together a plan that categorizes what types of communication comes out through the various outlets used by the school (website, Facebook, RAPP, etc.).</p> <p>Mark presented an outline for communication that he and Ben had developed together. The biggest change in communication style will be the RAPP. Ben explained that the RAPP has diluted information coming from the Administration which could have had more impact. The RAPP will eventually transition to come out once a month, and will change to reflect more of what is really unique about the school. There will be a bi-monthly Dean’s letter sent out through email, mainly focused on current or upcoming events for the school as well as issues such as dress code or SAGE. Facebook will contain more dynamic, up-to-date information and pictures. The website contains static information for the most part, but Mark has been working with the website company to make the website timelier with a content management system that the school could update on its own.</p> <p>Ben also suggested an annual meeting with external representatives/stakeholders of the school, to make an effort to get them familiar with and aware of the school, and to eventually invite them to the school. Ben told Mark that he consults another school that has monthly meetings with the mayor. He also suggested being more frequent with Instagram posts (linked to Facebook) as a way to create a sense of community and belonging with stakeholders when they are not present at the school. Mark commented on the public Facebook page, saying that he feels it has a pretty good rhythm and does a good job of reflecting what happens at the school. But he said there could be more consideration of, “How do we push that out further? What is the point? If the point is to solidify enrollment, is it effective in doing that?” Jared talked about an app that could conjoin and streamline all social media content.</p> <p>Using Chimpmail (or something similar) to email out the RAPP and other links could help produce feedback or analytics about what online platforms and content get the most traffic. Knowing what gets looked at regularly would help with tailoring communication efforts to the RA audience.</p> <p>Jennifer suggested some consistency of content and location for individual teacher blogs. She explained how it is confusing to have several different teachers updating their own sites and not always getting notification when they do. Mark said he’d like a summary coming out for his students in one email, of all the student’s teachers’ updates. Mark said the web developer is working on a template for teacher websites that goes with the school branding and links in to the website. Hopefully the website developers will add a component that would aggregate an email by family, extracting the weekly updates that each family needs. Monica asked if we have parents who could volunteer to develop a program like this. Mark responded that they’ve tried before, but that there have been several parents who seemed initially gung-ho about web projects, but nothing has ever materialized from it. The only tech development the school has had consistently is from Treg Bayly, who does the software for the lottery.</p> <p>Carolyn asked whether any internal communications would change with the new plan in place. Mark said there would be some additions, but not much change. The Monday Minutes from Stephanie that go out to the staff are already quite thorough.</p> <p>The plan for communication in Emergency Procedures will also have some additions. Emergency</p>

	<p>closure of the school will only happen for the most catastrophic events, because in most cases, kids will still show up for school.</p> <p>Plans for organizing the marketing end of communication are not complete.</p> <p>There was more discussion on the RAPP. Mariah was concerned that the FEC might not agree with changing the purpose and timing of the RAPP, since it currently holds many of the FEC announcements. Mark and Stephanie said, having met with next year's FEC president, they are not worried about conflict over the issue.</p>
8:50pm	<p><b>Climate Survey Results</b></p> <p>The climate survey is for all Renaissance employees, except the aids and janitorial staff. The school has data from many past surveys. Three years ago, it was more of a "popularity contest." Mark said this and last year they'd really tried to get down to questions that would reflect the general atmosphere and attitude of employees, especially their satisfaction level with their job at Renaissance. This year the results were very positive. Seven people did not complete the survey, though 4 of those 7 did open and start the survey. Mark explained the purpose for the questions. He said that despite the great improvement in results on this survey in comparison to last year, there is still much to work on.</p> <p>Mark brought in last year's survey to break down the comparison, especially for the new members of the board to get an understanding of the change from last year to now. This year's comments have more substance when it comes to what teachers like about working at Renaissance, and there are themes. For example, one is the appreciation of teacher recognitions at staff meetings on Fridays. Mark said it is important to note that the teachers are now getting motivation from each other. Mark and Stephanie both said "we've hired the right people," and they attributed the improved culture to that. Mark said his hope is that the teachers now at Renaissance will take ownership of their own destiny at the school.</p> <p>With the results from the survey, the next step will be to work on addressing the issues and concerns expressed by the teachers. Currently the anonymity of the questionnaire is a bit of a barrier to helping those few individuals who are not having a good experience or who seem to have specific needs. Mark and Stephanie both expressed their hope that faculty who need help or have complaints would come to them and voice those in person without fear.</p> <p>There is definitely a need for support in IT. The school owns the necessary hardware/technology, but there is just not enough IT assistance to go around and keep it all working.</p> <p>Another area for improvement is organization. Communication is part of that. Sometimes the timing of events seems abrupt, hectic or last minute. Many events should have a cut-off date, and some should be approved ahead of time by Stephanie for educational purposes and by Mark for finances. More guidelines in that area would alleviate some confusion and stress for teachers and parents. This led to a discussion on this year's fieldtrips, similar to the field trip discussion in last month's meeting. Mark said one of the major obstacles for teachers planning fieldtrips this year is that grade levels have only had access to accurate budgets in the last few weeks.</p>
9:29pm	<p><b>Motion.</b> Carolyn proposed moving the bylaw discussion to next month. Monica motioned to table the bylaw discussion. Ryan seconded. All voted in favor.</p>
9:31pm	<p><b>Motion.</b> Mariah made a motion to go into a closed session described under Section 53-4-204 "(a) a discussion of the character, professional competence, or physical or mental health of an individual." All voted in favor by name.</p>

9:35pm	<i>After a 4 minute break, the Board moved into closed session.</i>
10:30pm	<i>Back into open session.</i>
10:30pm	<b>Motion.</b> Ryan moved to close the meeting. Jared seconded the motion. All voted in favor. The meeting was adjourned at 10:30pm.

DRAFT