

# **Renaissance Academy**

## **BOARD OF DIRECTORS**

### **Board Meeting Minutes**

January 25, 2012

7:12 pm

**Location:** Renaissance Academy; 3435 North 1120 East, Lehi; 1 floor in the Rousseau Room (southwest corner classroom). Public Welcome.

**Board Members in Attendance:** Ryan Hunter, Mariah Fralick, Heather Miller, and Carolyn Bayly.

**Welcome and Call to Order:** Carolyn Bayly, Vice Chair

**Advisory Board:** Mark Ursic, Executive Director

**Public in Attendance:** Shera Hawkes, Paul Stokes, Jennifer Barron, Drew Wright, Jen Taylor, Adrienne Donnor and Thomas Barton from RedApple.

**Public Comment: No**

**Approval of Minutes:** Ryan Hunter motioned to approved November 30, 2011 and Mariah Fralick seconded the motion. All voted in favor of approving the November 30 board minutes. Ryan Hunter made a motion to approve the December 20, 2011 board minutes. Heather Miller seconded the motion. All voted in favor of approving the December 20, 2011 board minutes.

**Executive Update:**

#### **Red Apple:**

Thomas handed out a Financial Report Card Budget vs Actual Summary. Mark and Thomas have gone over the financial report. Net income this year for Renaissance Academy is the highest in comparison to all the other Red Apple Schools. Mark is managing the school well. Federal funds are still low but those funds should come in between March and April. Ryan asked me to color code the things that would be cautious for Renaissance. Office Supplies are fairly normal although it is raised. Mariah had a question about the curriculum budget which Mark answered. He explained that a curriculum review needed to be done to show what areas were lacking in the school's current curriculum. The Language Arts Department is currently being reviewed. Carolyn brought up the question regarding Hourly Employees so their budget item seems a bit high. Depends upon the month and what is going on with the teachers and if Aids are needed. Heather asked how the scanning "clock in" is working . Both paper and scanning are being used but hopefully this next month will be just scanning.

**Chinese Dual Immersion Program Update:**

The state's immersion training which Mark has attended has been so beneficial. Renaissance is the only Chinese Immersion program in the state using the State's program. This is good for increasing the school's identity. Two other Alpine Schools will be starting a Chinese Immersion Program in this area but they are not charter schools. Sandy is a great resource to the 1st grade teachers and she answered many of their questions and concerns. Renaissance is creating a list of possible Chinese teachers which is very beneficial for the school. Training comes after the teacher is hired.

**HR Update:**

These are the positions open: 5 positions open: 2 aide position open, 2 extended substitutes, Spanish Teacher needed for  $\frac{3}{4}$  time. Kathryn Tucker took a position with BYU and so there is an Enrollment Specialist position available. Thanks to the Bayly family for their help in the re-enrollment process. It literally takes 5 seconds to re-enroll.

**Other School House and Administrative Update Items:**

Parent Meeting tomorrow night will discuss the Enrollment Policy and official School House Policies. World Language Policy, Enrollment Policy, Lottery Policy, Classroom Placement Policy will be discussed as well as operational procedures which impact the school. Our neighbors are concerned with some of our problems and we need to solve those issues as well as improve relations with our business neighbors.

Volunteer Tracking Hours for Renaissance: Parents at the school have given of their time to help track volunteer hours as well as use the talent resource of our parents. A database is being built to track hours and many other tools which will prove helpful in the near future.

Middle School Math: Extended medical leave from one of our math teachers. Mr. Hinkson has been teaching lower level of math but will now be teaching upper grade math. He has been tutoring math students and Brenda will evaluate items regarding math proficiency. The Land Trust Committee has put a lot of attention on math – earmark afterschool tutors, math programs, etc. How are things going with the investment in math to prepare students for their upcoming testing? The goal is to stabilize the middle school math program and bring it up to state standards.

**Other School House and Administrative Update Items:****Lottery/Re-enrollment Update:**

Current 322 students accept re-enrollment. Approximately  $\frac{1}{2}$  the students have re-enrolled. December enrollment was 666. Awaiting to hear from 314 people. Students in 1<sup>st</sup> grade or 6<sup>th</sup> grade may choose their language preference. Carolyn announced 197

prospective kindergarteners. 1<sup>st</sup> graders 52 reenrolled. 31 want the Chinese immersion program. 21 requested Arabic (2) or Spanish (19).

### **Items of Discussion:**

**Charter and Bylaws training minute:** In April the board will need to vote on new board members. On page 8 of the Charter Application Article 5 Officers must be interviewed for the upcoming Board Elections in April. So as a board we need to decide when and how possible members are interviewed and selected. There is a whole process to follow. Elections will be held in April so we need to accept applications & interview possible candidates in March. Last year they had a board development committee that interviewed possible candidates and then made recommendations to the board. Carolyn has asked the board to prepare a plan according to the by-laws on how new board members will be chosen to serve. New Board Members will come to the April Board Meeting but they will begin to vote in June. Mariah brought up that the June Board meeting will be the budget review.

**2012 Yearly Calendar Items:** Mariah presented a tentative 2012 calendar of meetings, policy reviews & approvals, schoolhouse policies, state meetings and training. She reviewed each month and discussed meetings and explained how we as a board need to complete the Board Level Policies before new board members come in by April. Mariah wrote the tentative calendar helping the board members and Mark to know which policies and trainings would be happening when. It is great to have this information available for parents and administration to know what policy is going to be discussed at the next meeting.

Global Ends Policy – Why the board exists, how it supports the charter, bylaws and how the board upholds the mission and vision of the school. Heather Miller will write this document. This is to be written by Feb. 8, 2012.

Management Delegation – The positive side of the Executive Limitations Policy. These are the things that you should do. There is a template from Sol Garcia. Carolyn Bayly will write this policy since she works with Mark Ursic.

Governance Process: How we govern as a board. This needs to be written and Mariah will work on this policy.

### **2012 Board Meetings**

Feb. 7 Regional Board Training with Brian Carpenter at our school 5:30 – 9 pm.

February 8- Global Ends Policy

February 29? –Board Process

March 7 - Governance Process & Management Delegation Policy

March 21

April 11 – Board Elections

May 9 - Board Orientation & Budget Approval  
May 23 – Budget Finalized  
June 6 & 20 – Vote On Budget  
July 11  
August 8  
September 12  
October 10  
November 14  
December – No meeting

Mariah made a suggestion to meet with the Lands Trust Committee and listen to their plans for improving education in the school. The board can meet with them on Friday, February 3 at 2:15. Mark will get CRTs of last year as well as Dibel Scores.

### **USOE Online Training Reminder – Get it done!**

#### **Items of Business:**

**Enrollment Policy:** Outlines the process for enrollment. States order of events. Families will be notified by the 31 of March. Exceptions will be made under many factors, sibling preference or employees hired in the middle of the year. See bullet point 7.

**Lottery Policy:** By March 31 families will be notified of enrollment. It does reference preference of the Utah Code for running a lottery. Those are in order: Children of Founders, Children of Employees and Siblings of full time students.

**Classroom Placement Policy:** Consideration of assigning students to a specific teacher. Creating a balance of boys and girls, IEP students and manage the class and students throughout the year.

**World Language Policy:** Participation in a World language is absolute at Renaissance Academy. There has not been a policy for placement – written in the policy. Students in 1<sup>st</sup> and 6<sup>th</sup> grades can choose what language they want to learn. Once the assignment is made that student will stay in that language class throughout his years at Renaissance until 6<sup>th</sup> grade. The word “minimal” will be deleted in the verbage.

Ryan Hunter made a motion to approve the Enrollment, Lottery, Classroom Placement and World Language Policies as was described with the deletion of the word “minimal”.

**Closed Session:** Mariah Fralick moved to go into closed session pursuant to Utah code 52-4-205. (a) discussion of the character, professional competence, or physical or mental health of an individual. Ryan seconded that motion.

The board voted by name to go into Closed Session.

Time at end of Board Meeting before going in to Closed Session is 9:03 pm.

**Back to Open Session:** 10:50 pm finish the closed session. Mariah will put Charter and Bylaws on the Renaissance website. Ryan Hunter made a motion to adjourn the meeting at 10:50 pm.

Next Board Meeting will be held on Wednesday, February 8 at 7 pm in the Rousseau Room.