



Board Meeting Minutes

Meeting Information	
Date:	Wednesday, October 20, 2021
Time:	7:00 pm
Location:	Renaissance Academy, 3435 North 1120 East, Lehi, UT.

Attendee Information			
Board Members		Schoolhouse	Public
x	Ryan Hunter, Board President	Mark Ursic, Executive Director	Emily Haleck
x	Cameron Hughes, Board Treasurer	Patti Davis, Office Manager	
x	Monica Wonnacott, Board Member	Emily Depallens	
x	Jennifer Lambert, Board Member		
x	Lance Anderson, Board Member		

Motions			
#	Motion made by	Motion	Vote
1	Monica Wonnacott	To approve the June 15 th , August 11 th , and September 15 th board meeting minutes.	Cameron Hughes seconded the motion. All voted in favor by name.
2	Jennifer Lambert	To move to closed session as described in state code section 52-4-204 and 52-4-205.	Monica Wonnacott seconded the motion. All voted in favor by name.
3	Monica Wonnacott	To close the board meeting.	Jennifer Lambert seconded the motion. All voted in favor by name.

Time	Topics
7:05 pm	Welcome and Call to Order
7:07 pm	Public Comment Emily Haleck, who is interested in joining the board, introduced herself.
7:12 pm	Financial Report We budgeted to get \$25,000 for all of the grades for field trips. So far, we have \$7,530. As field trips come up, teachers will start asking parents for donations. <i>Student fees</i> The definition of a school fee has evolved over time. It has become more and more inclusive of the types of activities that we have. Many years ago, the State was ordered to make certain changes with regards to school fees to ensure that public education K-6 was free. In the last three years or

	<p>so, in addition to a number of other financial reports that we have to provide the State, there are yearly audits. The audit requires reporting for each fee, how many students paid, how many students waived the fee. It has to be an updated plan every year for how it will be spent and there can't be any more money taken in that the plan states. This year we decided not to charge any fees. In the past we have charged fees for after school activities. The extended day kindergarten also no longer charges fees. We didn't charge any Middle School fees this year for classes.</p> <p>We are on target for year to date for state revenues. Our total employee benefits is a little behind because in the retirement plan, we make a big contribution at the beginning of the year. That will trend a little behind due to this contribution. Professional services are trending under budget. Our purchased property services are a little high. Some of that is because of early construction before the bond took hold. This line (161) will need to be reevaluated.</p>
7:35 pm	<p>Operational & Enrollment Update Things have slowed down for COVID. We did have a significant increase in the number of people quarantining for testing positive than last year. That number is the lowest it has been since school started. There are currently six people as open cases. Two of those are negative cases but live in a house with someone who is positive. This is about half of what we've trended so far this school year. So far, we have had 70 reports of possible exposure. 53 of those were positive. Last year we had a total of 130 possible exposures. Operationally, it is causing challenges at the school. When teachers are out, we pull aides to cover those classes which takes away support to other teachers. This is a high priority to solve this issue.</p> <p>Board Meetings We had a problem with the State website which resulted in this meeting having to be postponed for a week. Mark scheduled all the meetings for the next year on the public notice website. It requires an agenda so Mark created a generic agenda to include that will have to be edited if needed. They are scheduled for the second Wednesday of every month except for July or December when meetings typically aren't held.</p> <p>Enrollment This year we started at 780. On October 1 we had 741. Today, we are back up to 765. With our number today, that is a high number for the last five years.</p> <p>Construction The building is close to being done inside. The main thing that has to be finished is the hard-surface flooring and some critical inspections coming up (elevator and occupancy inspections). We are hoping to have these scheduled for the first week of next month. Something to consider would be some kind of open house for families to come and see the new building.</p>
8:07 pm	<p>Global Ends Policy Our Board governance framework is laid out by three board level policies, the global ends being one of them. This policy seeks to set out a broad idea of the purpose of the board's efforts and what is trying to be accomplished. This policy says that Renaissance Academy will be an academically rigorous center of world language, arts, math and sciences, which was stated in the charter. It also references using both traditional and innovative experiential learning methods in achieving a lifelong love of learning. The policy goes on to say that we will accomplish this by doing the following: achieve excellence in academic outcomes monitored through the goal in the</p>

charter, we'll have a model world language program and that we will provide an individualized learning environment. Renaissance Academy will set annual goals for school improvement. We will establish and maintain a strong Special Education environment. We also send out student surveys each year to make sure that we are providing a safe environment for all of the students. One thing that Mark thinks we could work on is engaging families in their students' education. However, teachers do a very good job of maintain contact with their student's families whether that is through SEPs or daily contact.

In the broadest sense, these global ends are what set the foundation for the other policies and annual goals that we make.

8:18 pm **Financial Management Policies**

Many of these policies were established when the school first started. Some of them are just statements of things that are requirements.

- We establish where our money is kept and where the board has approved money to be.
- We will prepare an annual operating budget.
- We have to maintain certain levels of coverage: general liability, business & personal property, computer equipment, workers' compensation, personal injury liability, unemployment, fidelity bond, board insurance.
- It requires that we have an employee retirement program.
- It outlines our record and retention disposal
- Keeping our financial records in chronological order based on year
- The business manager maintains supporting records in sufficient detail to provide the financial reports
- Tax returns are prepared by the same CPA firm that does our accounting support
- We contract with someone every year for the audit.
- The internal control policy requires us to provide documentation that we've followed the prescription an audit of our internal controls. These controls are reviewed every year in audit done by SQUIRE.
- We don't provide political contributions.
- We have to keep an auditable record for all financial transactions, the school's books, records and accounts. This is primarily done through Quick Book.
- The Board has to sign off on significant things like the annual budget, investment policies, etc.
- We have to segregate duties and have multiple people looking at things such as money coming in, deposits, etc.
- We do have automatic back up of financial data. Money is secured in safe places.
- All school documents are saved in shared drives on our network which is backed up to a cloud.
- School credit cards have to be approved by the Board of Directors. There are currently four: Mark, Stephanie, Patti and the kitchen manager all have one.
- Renaissance Academy purchase are made consistent with the Utah Procurement code. Procurement decisions are evaluated using a best value contracting philosophy which determines value by considering quality, performance and price for purchases of less than \$5,000. The school will also select the best value by obtaining three written quotes for items greater than \$5,000 and less than \$20,000. An "emergency purchase" is the purchase of goods or services that are so urgently needed that the school will suffer financial or

	<p>operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Treasurer or Executive Director.</p> <p>These policies are reviewed every year.</p>
8:38 pm	<p>Motion Monica made a motion to approve the June 15th, August 11th and September 15th board meeting minutes. Cameron seconded the motion. All voted in favor by name. Board meeting minutes were approved.</p>
8:43 pm	<p>Motion Jen made a motion to move to closed session as described in state code section 52-4-204 and 52-4-205. Monica seconded the motion. All voted in favor by name. The meeting moved to closed session.</p>
8:44 pm	<p><i>Closed session</i></p>
10:17 pm	<p>Motion Monica made a motion to close the board meeting. Jen seconded the motion. All voted in favor. Meeting was adjourned.</p>