



Board Meeting Minutes

Meeting Information
Date: Jun 28, 2023 Time: 7:30 pm Location: Renaissance Academy, 3435 North 1120 East, Lehi, UT.

Attendee Information		
	Board Members	Schoolhouse
x	Cameron Hughes, Board President	Mark Ursic, Executive Director
x	Jennifer Lambert, Board Member	Patti Davis, Business Manager
x	Emily Haleck, Board Member	
x	Jared Barfuss, Board Member	

Motions			
#	Motion made by	Motion	Vote
1	Jen Lambert	FY 23 Year End Budget Amendment #2	Seconded by Jared Barfuss all voted in favor by name.
2	Emily Haleck	Approve the proposed FY 24 budget	Seconded by Jared Barfuss all voted in favor by name
3	Jared Barfuss	Approval of new (required) policies	Emily Haleck seconded. All voted in favor by name.
	Emily Haleck	Approve the Fraud Risk Assessment	Jen Lambert seconds all voted in favor by name

Time	Topics
7:57 pm	Welcome and Call to Order
7:59	<p>Mark stated that USBE has produced a required policy list. In reviewing the list, he determined that we were missing the following.</p> <ul style="list-style-type: none"> ● Public Education Materials Developed with Public Education Funds Policy ● Educator Licensing Policy ● Professional Standards and Training for Non-licensed Employees and Volunteers ● Engagement Survey Access Policy ● Requirements for Assessments of Student Achievement Policy ● Prohibition of Enrollment Incentives ● Reuse or disposal of textbooks Policy ● Selection and purchase of instructional materials Policy ● Effective Educator Standards Policy ● Supervision of students in school-sponsored activities ● Drop Out Prevention Policy ● Prohibition of Corporeal Punishment ● Student Search Policy ● Youth Protection Policy- Suicide prevention ● Elementary and Secondary School General Core Policy ● Alternative Language Services for Utah Students Policy ● Policy supporting students learning English, parents, and families ● School Safety Policy ● Time and Effort Policy <p>He explained that we had not developed these policies before because nearly all the requirements are already in state code or administrative rule. Previously, we had incorporated those requirements by reference in other school policies. The purpose and requirements of each policy were reviewed.</p>
8:35	Motion made by Jared Barfuss to approve the policies presented. Seconded by Emily Haleck. All voted in favor by name.
8:38	<p>Mark presented the second amendment to the FY 23 amended budget. He explained that the year-end amendment requires an estimation of expenses; however, since we had a second June meeting scheduled, he pulled more recent actuals to present a second amendment with more recent actuals. He also deducted \$130,000 in curriculum expenses from the first amended FY23 budget and moved them into FY24. While the board approved the curriculum for FY23, Director Lambert had raised some questions regarding the efficacy of the approved Math curriculum at the June 14th meeting. Mark delayed the purchase of the material while he investigated the concern that the curriculum was reportedly not inquiry-based, as is the district curriculum. Mark reported that both curricula 1) utilized an inquiry-based approach and 2) had sufficient teacher resources and training to prepare teachers for that type of instruction. He said his main concern</p>

	<p>with respect to either curriculum is that teachers would disregard the inquiry-based activities to save time or simplify their instruction. He said he would work with Anna Felton to ensure that the importance of the inquiry-based activities was communicated to faculty during training.</p>
8:47	<p>Motion made by Jen Lambert to approve the FY23 budget amendment #2. Jared Barfuss seconded. All voted in favor by name.</p>
9:00	<p>Mark presents the proposed FY 24 budget. Reviews three revenue streams in the budget: local, state, and federal funding. Local revenues are conservative estimates updated with actual data after the school year starts. Total actual local revenue in FY 23 was 273k. Projecting 169K for FY24. State revenues explained the source of the numbers from the legislative estimates provided in the spring. Projected a 7.6% increase in state revenues from FY23 to FY24. Due to a mid-year increase in SpEd funding, we were unable to spend approximately 45K in FY23, which will be rolled over to FY24. Total federal revenues are projected to be \$136,500. Total projected FY24 revenues are 7.716M, an increase of approximately 450K from FY23. Reviews projected FY24 expenses. The largest increase is in teacher salaries. Each licensed teacher will receive a \$4200 legislative appropriation and a 2% cost of living adjustment. The total projected expense for teacher salaries is 3.6M, approximately \$400K more than FY23. Non-instructional positions are budgeted to receive an average increase of 4%. Health insurance renewal had no increase for next year. However, the budget was raised in the event that the legislature does provide the 1,800 per teacher benefit funding, which will be used to improve our benefit package. While expenses for contracted services show an increase for IT and Janitorial support, Mark intends to re-negotiate agreements with them to manage those costs better. The proposed budget shows a net income in FY24 of \$128,009.</p>
9:05	<p>Emily Haleck makes a motion to approve the FY 24 budget as presented. Jared Barfuss seconds the motion. All in favor vote by name</p>
9:07	<p><i>Risk Assessment Presented</i></p> <p>Mark presented The Fraud Risk Assessment tool. The tool is comprised of two assessments. The first is a 12-question document of yes or no questions regarding the Separation of Duties. Any "no" answers require a mitigation control, or the school fails the assessment. Renaissance can answer "yes" to all 12 questions.</p> <p>The second assessment is the actual Risk Assessment, It contains 19 questions regarding board training, staff knowledge, entity policy structure, and audit functions. The first question is worth 200 if the school has adequate separation of duties. All other questions are worth either 5 or 20 points. Aggregate scores determine the entity's level of risk: very low, low, moderate, high, very high. Renaissance is deemed "low-risk."</p>
9:21	<p>Emily Haleck made a motion to approve the fraud risk assessment. Seconded by Jen Lambert. All voted in favor vote by name.</p>

9:24	Discussion regarding board office designations and the calendar for an officer election and the need for a July meeting. There will be no July meeting.
9:27	Emily Haleck motions to close the meeting. Seconded by Jared Barfuss. All voted in favor by name.