

**American Renaissance School
Meeting of the Board of Directors**

Open meeting minutes

July 22, 2015

6:30 p.m.

APPROVED August 26, 2015

Dated July 22, 2015

1. The Meeting was **Called to Order** at 6:30pm by Sharon Bell.
2. **Members Present:** Michele Knapp, Sharon Bell, Sam Kennington, Matt Reyes, Harriette Bailey, Anna Johnson

Members Absent: Marc Davis, Kameron Brown

Staff Present: Tony Hall, Jessica Duncan

Others in Attendance: Beverly Brown, Kim Smyth, Parent/Grandparent of Student

3. Review and Approval of Previous Open Meeting Minutes and Agenda

Matt Reyes made a motion to approve the open meeting minutes from June 16, 2015.

Michele Knapp seconded the motion.

The motion carried unanimously.

Matt Reyes made a motion to approve the open meeting minutes from June 24, 2015.

Harriette Bailey seconded the motion.

The motion carried unanimously.

Harriette Bailey made a motion to approve the open meeting minutes from July 14, 2015, with the correction that the date be changed to July 14.

Michele Knapp seconded the motion.

The motion carried unanimously.

Michele Knapp made motion to approve the agenda.

Matt Reyes seconded the motion.

The motion carried unanimously.

4. June Financial Report - Michele Knapp

- This report will change, it is not final. Some line items were combined. It does show a loss of \$107,000. Another payment came in so there will be an adjustment made of +\$149,000. This puts us at a surplus of about \$40,000. Once we add in the sale of computers, this will put us at a net loss of \$10,000. That also includes the purchase of the buses and all the networking equipment done over the past. Taxes on the Tradd St. house/property were filed incorrectly last year, and we will get this reimbursed, which adds another \$5,000 to the final number. There will also be some

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savings in payroll this year compared to last. The board will approve the final June numbers when the final report comes in.

5. Head of School Report - Tony Hall

a. New Hires

- The Board approved at the July meeting to hire Jennifer Lloyd for 6-8 Spanish.
- Mr. Hall has offered positions to Cara Bailey for 6-8 Art. She is from Catawba County and currently teaches in the Montessori School in Mooresville.
- Mr. Hall offered the Exceptional Children's (EC) Self-Contained position to Megan Cummings. She has 5 years of experience in Wilkes county
- Mr. Hall recommends that the Board to approve both of these hires.

Michele Knapp made a motion to approve Jennifer Lloyd for 6-8 Spanish and Cara Bailey for 6-8 Art.

Harriette Bailey seconded the motion.

The motion carried unanimously.

- Mr. Hall shared that a meeting will be held for the new EC positions as early as next week.

b. Mac Book Sales

- We have sold all white Mac books and all Mac book Pros. There are about 20 Mac book Airs left.
- Current cash in hand: \$53,565.
- Some have reserved but not picked up their computers. We will wait until end of next week and take remaining to salvage company and will have them all sold.
- His projection at last meeting was that we need at least \$69,000 and will be a bit short.

c. Middle School Roof

- Mr. Hall shared the bids that he has received so far. He spoke with a person from TQM and they are prepared to start. The latest email says it would not be completed before August 12; The third week of August would be best they could do.
- Question from Ms. Knapp: Will a partial replacement be adequate? Wasn't it discussed last time that it would not work? Partial does not include ripping up the entire deck but replacing only what needs to be. If we replace entire roof we would have to update to code. This was the difference in cost. Seems the question is the partial vs full replacement of the roof.
- The board does not feel it has the right, or complete, information to approve the quotes. Board Recommendation: Go back and ask the companies to quote a

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full replacement, to quote both materials TPO and EDPM and explain the difference, as well as difference with taped and welding.

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6. Committee Report - Personnel – Tony Hall and Michele Knapp

a. Strategic Plan

- The board agreed to break each priority area into a focus group and then meet with those groups and bring those back to the board for adjustments and final presentation to all stakeholders.
- Ms. Bell asked: Is it necessary that all groups meet on the same day or can there be a deadline and they meet as able? Deadline for having your section completed: August 19th. At that time, share with the board and review electronically. We will review each section for approval on the 26th.
- Mr. Hall shared the vision: “To be the best choice for education in North Carolina” and the Mission: “To ensure a standard of academic excellence by providing nurturing environment that allows each child to reach their fullest potential as citizens” as well as the Core Beliefs.

Sam Kennington made a motion to approve the mission and vision as stated by Mr. Hall and presented in the document shared at the board meeting.

Kameron Brown seconded the motion.

The motion carried unanimously.

b. Head of School Evaluation

- Ms. Knapp reported that the head of school evaluation committee has given the survey results to Mr. Hall for his comments. That will come back and the board will do their personal evaluation and meet with Mr. Hall. Ms. Knapp will email the evaluation tool to board members.

7. Committee Report – Development – Tony Hall and Matt Reyes

a. The first fundraiser is the Discount Cards with a kickoff date of August 3.

b. Mr. Reyes shared the fundraising calendar with the Board.

- There was discussion on the Renaissance Association of Parents (RAP) events and other extra-curricular activities and how to improve communication of those and tying them all into one with the same goal.
- Mr. Kennington posed the question: How do we keep everyone from being confused on difference between RAP funding and Development fundraising? Development fundraising is going toward regular-operating costs. RAP Fundraising doesn't typically go toward daily operations.
- Mr. Hall shared that he had to respond to a letter from the State addressing our use of funds and how we mis-forecasted our budget. (Mr. Kennington asked that Mr. Hall share a copy of this letter with board members.) This illustrates why it is hard to put development in as an operating line item. At one time it was discussed to separate this so fundraising would go to reserve fund. The hope was that by 2020 there

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would be 3 months of operating expense in that reserve (approximately 1.1 million.) As we move forward, all stakeholders need to know the money that is needed to go toward operations, salaries, utilities, new roof... and we need to specify in each fundraising project what that money is going toward. It is committed to the line items and anything that is in those line items.

- Ms. Bell suggested that the amount that is there for development is projected out to each fundraising event. Mr. Kennington suggested that we share this with parents so they can tie the money to a specific cost. Tie each event to something tangible (e.g. 3b to Macbooks.) Mr. Hall suggested that iPads would be good for this.

Anna Johnson made a motion to approve the fundraising calendar of events.

Harriette Bailey seconded the motion.

The motion carried unanimously.

8. Committee Report – Governance – Sharon Bell

- Two new applications for board members were shared with Ms. Bailey. Those from last year were asked if they'd still be interested in the upcoming round. Would we like for her to contact them? If so, we would have 5 applicants for the current open board position, knowing that we'll have one rotating off next year, as well. Ms. Bailey will share these with board members again since we are looking for specific skill sets. There was one applicant that was an alternate. We will look at the ones applications that we have, look at ones we may want to invite in to meet with the committee, and see if the previous 3 are still interested. We will move forward from there.

9. Personnel Issues/Updates – Closed Session may be necessary

Kameron Brown made a motion to go into closed session to discuss personnel matters.

Matt Reyes seconded the motion.

The motion carried unanimously.

Kameron Brown made a motion to leave closed session.

The motion was seconded by Anna Johnson.

The motion passed unanimously.

6. Next Meeting and Adjourn –

**American Renaissance School
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The next meeting of the board of directors will be on August 26th at 6:30 p.m. in the Elementary Building Board room.

Kameron Brown made a motion to adjourn.

The motion was seconded by Matt Reyes.

The motion passed unanimously.

A motion to approve these board minutes is made, seconded and passed.
(Item 4 on next meeting's agenda.)

Approved on: 8/26/15 Signature of Officer: _____