

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

Open meeting minutes

March 23, 2016

6:30 p.m.

APPROVED April 27, 2016

Dated March 23, 2016

1. The Meeting was **Called to Order** at 6:30pm by Michelle Knapp
2. **Board Members Present:** Kam Brown, Michelle Knapp, Matt Reyes, Marc Davis, Anna Johnson, Sam Kennington

Board Members Absent: Debra Connolly, Harriette Bailey, Sharon Bell

Administrative Staff Present: Tony Hall, Jim Duffey, Kathleen Gay, Betsy Rosenbalm, John Mairs

Administrative Staff Absent: Jessica Duncan

Others in Attendance: Anita Waugh, kindergarten parents and students, middle school Beta club students and parents, Kim Smyth, Jenni Conine

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

*Kameron Brown made a motion to approve the open meeting minutes from 2/24/16.
Marc Davis seconded the motion.
The motion carried unanimously*

*Kameron Brown made a motion to approve the agenda.
Marc Davis seconded the motion.
The motion carried unanimously.*

4. **Student Recognition – Beta Club**

- Kindergarten students and Ms. Torrealba – Spanish presentation
- Jenn Lloyd presented the Beta Club inductees: Eva George, Riley Fowler, Thaillee Yang, Kaid Mitchell, Deacon Petree, Chloe Owens, Sarah Conine, Autumn Quesenberry, Jamie Woodard, Grant Miller, De'Liza Overcash, Andrew Welborn, Maggie Abbott (President), Kennedy Totherow, Isabelle Irwin, Triniti Austin, Connie Miller, Jackie Craver, Cadence Murphy, Kayla Guy, Cayden.

5. **Public Comments—** Michelle Knapp

- None.

6. **Renaissance Association of Parents (RAP) Updates—** Nicole Kershner

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- Spring Gala more info to follow, Recap March Great Wolf Lodge community building day over 97 families in attendance, Request that next year consideration regarding GWL day being a snow makeup day so staff and students can be together outside of school, next year's dates are March 16-17, snow makeup is March 17th 2017. Book fair going on now. Lindsey put together packet with Mr. Hall's help for Spring Gala.

7. Facility Report (Air Quality Report, Long-term facility needs, etc.)

- Amy Miller from Terry-Lynn reporting – federally mandated program called AHERRA (asbestos plan) – none in either building, Air quality question about mold – area in spanish room that had been cleaned up. Bldg constructed 1901, Brick exterior wall and foundations, retrofitted for modern HVAC, older bldg allows for more air exchange so less energy efficient but more outdoor air, Parental concern, confirmation by teacher, checked then cleaned. Water intrusion issue in 2 ares, found problem, and fixed problem. There was a localized area of fungal activity, only happens when there is above average rainfall. Air samples were pulled both upstairs and down inside and outside, also pull a control, there were higher than outside readings but below standard levels of contaminants of 25% higher than outside, Aerospore and cladosporium were found but are completely normal in this environment. It is in the norm so no issues at this time. Meeting with all the teachers on April 6th. It has been fixed.
- Ms. Knapp suggested that the board forms a committee for current and future needs for facility needs.
- Mr. Hall met with the building owner, and he came and did some additional treatments. The owners have the responsibility to maintain building.

8. March Financial Report and Updates (Monthly Financials, Proposal on Financial Services, etc.) – Michele Knapp

- Ms. Knapp spoke with Linda at Acadia about the current budget. Acadia adjusted it based on what has been done this year (e.g., she included roof at the middle school and the computer purchases).

Anna Johnson made a motion to approve the specified alterations to the budget.

Kameron Brown seconded the motion.

Mr. Reyes requested clarification about the difference regarding student allocations.

Ms. Knapp explained that extra exceptional children (EC) students transferred in and out of the school over that period, so when the final counts came in there was an increase according to actual enrollments.

The motion carried unanimously.

- Ms. Knapp presented the February financial report. Highlighted in yellow are the changes.

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Kameron Brown made a motion to approve the February financial Report

Marc Davis seconded the motion.

The motion carried unanimously

- Mr. Kennigton asked for clarification about the \$87,000 excess in expenses over revenues in the budget. Mr. Kennigton shared his hope that “Development” is not a line item in the budget in the future, as it makes budgeting challenging. Ms. Knapp noted that this has been discussed in the past and requested additional discussion from the board on this topic.

Sam Kennigton made a motion to exclude Development from the budget in 2016-17 year.

Further discussion ensued about the \$110,000 development being in the budget. Mr. Reyes agrees with not having it in now, but the benefit has been that it has forced the school to do some extra work to raise those funds.

Mr. Reyes seconded the motion, with the caveat that we discuss how to do it next year.

Sam Kennigton moved to table until next month if Matt Reyes concurs.

Matt Reyes agreed.

The motion will be tabled until next month.

9. Head of School Report (Lottery, Enrollment, Policy Approval, etc.) - Tony Hall

- Kathleen Gay gave a report regarding the lottery. The lottery went well, with 217 applicants. We filled Kindergarten with 59 spots (holding one for retention). The waiting list includes 49 kindergarten, 21 first, 10 second, 13 third, 17 fourth, 11 fifth, 25 sixth, 6 seventh, 0 eighth. Twelve siblings are waiting to get in. Siblings have a priority on waiting list. 5 siblings are waiting for first grade,
- Mr. Hall stated that we need to consider options for increasing enrollment. It is too late this year due to space. Ms. Gay stated that in the past all siblings have been accepted before the 20th day of school. Mr. Hall’s concern is that if siblings don’t get in parents will pull currently enrolled students also.

Matt Reyes made a motion to offer admission to all siblings currently on the waiting list.

Sam Kennigton seconded the motion.

The motion carried unanimously.

Further discussion followed. Mr. Kennigton asked for clarification on how the sibling lottery worked. Mr. Hall explained. Mr. Kennigton shared that adding 5 first grade students would mean we will have 65 students in first grade, and this might set a precedent for next year in terms of having to accept all siblings. Mr. Kennigton also questioned if this has been brought up to first grade teachers.

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Mr. Reyes clarified that we look into the situation each year, and that this year's decision was NOT to create a precedent for future years.

The motion carried unanimously.

- Ms. Gay shared information on the Read to Achieve legislation. We use Beginning of Grade (BOG) scores, End of Grade (EOG) scores, Measures of Academic Progress, (MAP) data, Read to Achieve portfolios, and Read to Achieve assessments to get our proficiency numbers. Third grade students are provided a transition class if they are not demonstrating proficiency. *They are moved on to fourth grade but are getting extra time to work on proficiency. Mr. Hall suggested that we move forward with a summer reading program. Mr. Kennington questioned whether this would require additional personnel. Mr. Hall responded no, that we have been doing this in years past as well.*

Sam Kennington made a motion to promote third grade students that did not demonstrate Read to Achieve proficiency on to fourth grade, to provide them with extra time to work on proficiency, and to provide them with a summer reading program.

Matt Reyes seconded the motion.

The motion carried unanimously.

- Mr. Hall discussed the donation of stocks for the annual fund, sharing that we probably don't need a policy, but we may need to discuss a process. Mr. Kennington explained that it also provides a benefit to the giver in capital gains tax and provides another option for people to donate to the school. Ms. Knapp stated that we would need to open an account, but that it would not cost anything. The board has to approve and 5 board members sign.

Sam Kennington made a motion to open the account with the stipulation that there is a sell order the next business day.

Kameron Brown seconded the motion.

The motion carried unanimously.

- John Mairs discussed the Time Warner Cable (TWC) bill. To bring the account current we owe \$19,706.32. Ms. Gay asked how we can pay a bill that comes out of the previous year's budget. We have not lost out on funding due to late bills that were TWC's error, not ours. We did lose out on that last year, but TWC says they cannot be responsible for loss of funding etc. Due to continued billing issues with TWC, we will switch to AT&T next year. Mr. Kennington suggested that Mr. Hall and Mr. Mairs write letter thanking them for their donation to the school. We will keep TWC for phones because they are considerably cheaper than AT&T, and federal funding will be going away for phones in the future, so we will receive a regular bill for it.

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- Mr. Hall met with Charter Financial Services based in Wake Forest, north of Raleigh. They work with 4 charter schools currently. They discussed the importance of accuracy and responsiveness, which has been an issue with Acadia. The contract with Acadia is up for renewal. Charter Financial Services functions with a one-year contract. References checked out as outstanding. This company quoted at \$39,900 savings of almost \$24,000, with a contract year of July 1 to June 30th. Mr. Hall recommends that we shift to Charter Financial Services.

Mr. Kennigton asked if Mr. Hall had heard of LBA Strands financial services in Matthews, Greensboro and Winston Salem. Given our commitment to getting at least 3 bids for large expenses (>\$5,000), we may want to contact them to get another quote and put it out for bid to other companies as well. Mr. Kennigton suggested waiting a month and getting a third quote as well. Since we have Acadia, that would be 3.

10. Personnel Committee Report and Updates – Michele Knapp

- No updates.

11. Governance Committee Report (2016-17 Board Membership and Officers, Meetings, Agenda, etc.)

- Ms. Knapp stated if the committee has meeting times for next year, then let Ms. Bailey or Ms. Bell know.

12. Closed session, if needed

Sam Kennigton made a motion to go into closed session to discuss a specific student situation to maintain confidentiality.

Matt Reyes seconded the motion.

The motion carried unanimously.

13. Next Meeting and Adjourn – Michele Knapp

The next meeting of the board of directors will be on **Wednesday, April 27, 2016** at **6:30pm** in the Elementary Building Board room.

The April meeting will include updates from each strategic planning work group.

Sam Kennigton made a motion to adjourn.

The motion was seconded by Matt Reyes.

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The motion carried unanimously.

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

Approved on: _____ Signature of Officer: _____