

American Renaissance School
Meeting of the Board of Directors (BOD)
Open meeting minutes
Wednesday, August 3, 2016
6:30 p.m.

Dated Wednesday, August 3, 2016

1. The Meeting was **Called to Order** at 6:30 pm by Sam Kennington

1. **Board Members Present:** Sam Kennington, Harriette Bailey, Sharon Bell, Jonathan Bell, Matt Reyes, Anna Johnson

Board Members Absent: Marc Davis, Michele Knapp

Administrative Staff Present: Jim Duffey, Tony Hall, Betsy Rosenbalm

Administrative Staff Absent: n/a

Others in Attendance: n/a

2. **Call to Order** – Sam Kennington, Board Chairman

- Moment of Silence
- Pledge of Allegiance
- Open Meeting Laws and Freedom of Information Act
- Matt Reyes read the mission of ARS

3. **Public Comment** – Sam Kennington

- No public comments

4. **Approval of minutes:** June 22, July 15 and July 22 Board meetings

- Sharon Bell moved to approve minutes from June 22, July 15 and July 22 with necessary revisions.
- Motion was seconded by Jonathan Bell
- Motion carried – minutes from June 22, July 15 and July 22 were approved with necessary revisions.

5. **Old Business**

- The ARS Strategic Plan will be posted on the school's website – including a brief introduction by Anna Johnson. Please contact Anna Johnson if changes are needed.
- Computer Insurance Coverage – ARS will continue to have the same approach as last year, which is more manageable and cost effective. Parents will have an opportunity to purchase additional coverage, if they so choose. Insurance will be included in the \$50 technology fee. The Technology Policy will be placed on the ARS school website, including family responsibilities.
- Building update (6-8). The two new rooms in the 6-8 building look good and will be complete 8/4/16. This expansion allows for classroom reassignment given the reduction in class sizes.

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6. Committee Reports

- **Development** Committee met 7/19/16 and discussed the following:
 - Assign different projects to each fundraiser for the year
 1. 3b – 6-8 Building classrooms
 2. Annual fund – new campus
 3. Discount cards – ARS playground
 4. Spring Gala – new ARS bus
 - The next meeting is scheduled for 8/19/16 at 8:15 am
 - RAP will provide breakfast for staff 8/9/16
 - Opening staff meeting will be held 8/9/16
 - Mr. Hall was asked to identify dates/meetings that should have representation from the Board of Directors
- **Finance**
 - Board of Directors is committed to the new salary schedule once it is finalized by the NC Department of Public Instruction. Mr. Hall indicates that increase will be within the approved budget, with a projection of 550 student enrollment. The exact enrollment will be provided at the next BOD meeting.
- **Governance**
 - The new BOD member will be recommended at the September BOD meeting
 - Will begin working on Charter, By-Laws, and Board Policy when the committee begins regular meetings
 - Nepotism Policy was presented
 - Anna Johnson moved to approve the policy. The motion was seconded by Jonathan Bell. Motion passed.
 - We do not currently have any personnel that this policy applies to
- **Personnel**
 - Sharon Bell is the new Chair of the Personnel Committee
 - Working on Head of School annual evaluation
 - Will be presented at the next BOD meeting
 - Currently interviewing for the vacant Exceptional Children's position (6-8)
 - Mr. Hall reported the following:
 - Recommend Rob Orrill for 6-8 math teacher
 - Mitsy McClain (3rd grade) resigned
 - Interviewed two strong candidates, and is in the process of checking references.
 - Organizational updates
 - More intentional about being K-8 school
 - Discussed new duties that requires administrators to be in both school buildings
- **Property and Facilities**
 - Lease holder is in the process of replacing both air conditioning units, and should be completed by the weekend

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- Playground –volunteers have handled the new mulch each year, which has led to the mulch being compacted and doesn't allow water to drain. Thus, the bottom level has flooded.
- Excavation of old mulch will cost approximately \$5,000. Mr. Hall will gather information to pursue this repair immediately.
- Dr. Rosenbalm contacted the building maintenance for assistance with ongoing air conditioning leak, including the front lobby and upstairs. This is to be addressed by the lease holder.
- Administrator and staff will continue to monitor for mold due to the leaks. The buildings will be inspected again before the beginning of school.
- New construction
 - Mr. Bryan George will look at the old greenhouse area to see if it is usable. What would be the best use of the space? How can it be made more functional?
- Parking lot has been leveled out by the land lords
- New playground (Bryan George, Greg Armstrong, Amanda McClair, Jenny Conine)
 - Grass has been laid by Cameron Williams
 - 1-yr water maintenance is included
 - Naturalists will help with maintenance
 - Applying for Lowe's and Home Depot grants
 - Green Teacher network has resources for outdoor classrooms
 - Mowing – contacts shared by Cameron Williams
 - Need to use real mower
 - Include mowing of house grounds to be included in plans
- Janitorial contract
 - May be better served with two (2) full-time custodians. ARS spent \$53,600 last year for the janitorial contract
 - Based on the current DPI rate (\$18,500), each position would be less than \$30,000/year, including benefits
 - BOD asked for a plan on how to use potential custodians if they were on staff
 - Mr. Hall will make a recommendation at the next BOD meeting
- **Head of School**
 - Communication Plan – Mr. Hall, Mrs. Duncan, Dr. Rosenbalm and Mr. Mairs will work together on this project. Emails to families will also be posted on the ARS website, with links to the Facebook page, blog and Twitter accounts.
 - ARS will disseminate a weekly newsletter
 - Administrators are in the process of updating the current website, including RAP
 - Upcoming important dates
 - Kindergarten classes will be staggered the first three days of school
 - Parent Pastries/Pizza will be held monthly
 - 8/13 – Parent workday (9-12)

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- 8/9 (8-11) Opening staff meeting. Mr. Hall asked to have BOD representation
- 8/15 – Open houses for both buildings
- There were 17 summer camps this year that were offered to ARS students, as well as students attending other community schools
 - Camps may be extended throughout the school year, particularly during breaks (winter and spring)
 - Mrs. Shaginaw – Cooking with Characters camp
 - Mrs. Reece – Get Ready and Glam camp
- **Board Chair remarks**
 - **Conflict of Interest Statement**
 - Mr. Kennington asked that each BOD member sign the Conflict of Interest and Commitment forms
 - Forms will be stored in the Head of School's office, along with BOD materials and policies
 - BOD should have representation to every event offered by the school
 - Mr. Hall will lead each meeting and introduce the BOD members present
 - BOD information sheet is complete and will be shared via email

Closed Session (if needed) – Closed session

- Matt Reyes moved to go into closed session
- Anna Johnson seconded the motion

- Anna Johnson moved to approve the recommendation to hire Rob Orrill as 6-8 math teacher
- Motion was seconded by Jonathan Bell
- Motion carried

9. Next Meeting and Adjourn –

The next meeting of the board of directors will be on September 7, 2016 at 6:30 pm in the K-5 Building board room.

*Harriette Bailey made a motion to adjourn.
The motion was seconded by Sharon Bell
The motion carried unanimously.*

A motion to approve these board minutes is made, seconded and passed.

Approved on: September 7, 2016 Signature of Officer: Harriette Bailey