

**American Renaissance School  
Board of Directors Meeting  
January 9, 2019 6:00pm**

***Mission:***

***To ensure a standard of academic excellence by providing a nurturing environment that allows each child to reach their fullest potential as students and citizens.***

Board Members Present: Michele Knapp, Kameron Brown, Caity Gordon, Tracy Sain, Frank DiGangi, Danny Carpenter, Raphael Weeks

Board Members Not Present: Jonathan Bell

Administrative Staff Present: Jim Duffey, Jessica Duncan, John Mairs, Andrea Leluika, Kay Johnson, Danielle Cusick, Tai McMiller

Administrative Staff Not Present:

Call to Order at 6:05pm

Michele Knapp

Approval of Agenda

Michele Knapp

*Motion to approve by Kam. Seconded by Frank.*

Recognitions

Administration

- Kathy B, Doug Griffith, Sarah Rogers - Teacher Leadership Program
  - Once a month - streamlining as much as possible
  - Coaching teachers on arts across the curriculum
  - Taking on leadership projects with a whole / broader school perspective
- Other recognitions will be done at our next meeting

Approval of Minutes

Michele Knapp

*Motion to approve by Frank. Seconded by Raphael.*

Recommendation of new Board Member

Governance Committee

Establishing new committee assignments - Governance

Public Comments

- Question: Allboard email goes to new board members? Confirmed, yes it does.

Committee Reports

- Finance Monthly
  - Financial statements
    - Surplus \$455k in November
    - YTD surplus \$285k
    - 56% State revenue has come in

**NEXT BOARD MEETING Feb 6, 2019 5:30**

- 30% Local
  - Federal and local dragging behind
  - Projections are based on annual expenses
  - Trending on track for annual fund
  - Recoup about \$11k in voided items (already occurred)
  - Sal/Bonuses trending high / Benefits trending low → Jim and Frank to check
  - Inst \$19k higher than budgeted
  - Clubs/Act, Tech, Facilities trending higher
    - Per Jim, expenses may be reallocated to different categories
  - Current balance \$600k op, (\$56k) surplus
- Motion to accept financial report Kam, Tracy
- No further news on the audit. Audit was approved, waiting on second round of review by the State (corrections were made by the auditor).
- (\$46k)
- Fundraising
  - RAP Report
    - GOLF & GALA - March 22 at Statesville Country Club
      - One paid sponsor
      - Toshiba committed to a 3 year sponsorship - John to follow up
      - Meeting next week TBD
      - Goal: \$35k in sales/fundraising, 250 attendees
      - (Unofficial BOD Challenge: sell 6 tickets per BOD member)
      - Could use BOD support for volunteers
    - Great Wolf Lodge
- Facilities
  - Negotiation status
    - Still on track with final candidates in the lending process. Set to finalize next week.
    - Need resumes from BOD members
    - Working on 5 year plan (Tracy, Jim) - hope to complete by end of next week
    - Will tie into Strategic Plan (SP will have academic focus; 5YP will focus more on what bank needs to know--financials, growth, enrollment, facilities).
- Governance
  - Need to update committees. Michele to send email to BOD asking which committee the new members would like to join (with committee description). New members will rank top 3.
  - New board members:
    - Raphael Weeks - optometrist; daughters in 3rd grade and college
    - Danny Carpenter - facility management, capital planning (Lowe's corporate office); daughter in 5th grade;
    - Tori Cearlock - YMCA senior engagement director (formerly ran Barium facility); two children
  - MEET THE BOARD - Before next meeting 5-5:30pm; meeting at 5:30pm

- MEET THE BOARD (Teachers) - February 13 at 3:15/3:30 (or stop by any time during the day)
- Personnel - No news for open session
  - Closed Session

## School Report

- Charter Renewal
  - January 13, Charter School Advisory Board is supposed to meet and announce charter school renewals. Can stream online. ARS should be on list for 10 year renewal.
- Budget Calendar
  - Document is in drive for BOD review
  - Revenue projections won't happen until info comes in from the state. Will likely base off of this year's revenues.
  - Biggest piece is reflecting on how [much] we've spent of this year's budget, conducting needs assessments with staff, board members. (FT maintenance person and counselor emerged from previous assessment.)
- Policies Changes
  - Mod to Grievance- Jim
    - Charter school performance framework - policy documents due
    - Staff Grievance Policy and Parent Grievance Policy
      - While it met state requirements, would be better to have consistency between final step for teachers and parents (separate but equal policies)
    - Motion to approve policy - Frank, Tracy
  - Tweak to Enrollment Policy- Jim
    - Cutoff
      - "20th Day" - state funding cutoff, but county funding continues
      - Funding for additional students could fund additional staff/admin
      - Other charter schools don't have an official cutoff (it's "at their discretion"), but once cutoff is implemented, it's final. Exception is 8th grade (1st semester cutoff) since it's a terminal grade.
    - Amount of time to respond
      - Formerly 14 days regardless of notification date
      - Now "a reasonable amount of time," for example
        - Initially - 14 days
        - Summer vacation - 48 hours
        - Closer to school starting - 24 hours
        - BOD will advise consistency in communication with parents
      - Additional change: first paragraph of Lottery Process section
        - Removing final sentence of first paragraph
      - Motion to approve policy with changes Frank, Kam
- Technology & Communications
  - 2019-2020 School Calendar- John/Jim
    - Collaborative effort by parents, teachers, admin
    - Jim - Recognize Gretchen and Kathy Shipman -- did the research and came up with multiple options
    - 3 different options

- Similar to past
- Follows ISS
- Modified year-round schedule
- In the end, unanimous vote for format similar to past years. Notable changes:
  - 
  - Teacher workday is clearly delineated vs. Required Professional Development (PD) Day
  - Any day designated a workday or pd day is a potential snow/weather/makeup day
  -
- 1,298 Hours based on this calendar (over by 273 hours or 37 days). This year we're over by about 40 days.
- "180 days" is traditional school length, but now based on instructional hours.
- ARS encourages experiential learning and field trips as part of a well-rounded education. This affects the hours somewhat.
- Instructional minutes is also condensed into one number. We use highest of the three groups (K-2, 3-5, 6-8)
- ISS is modeling after more of a year-round format. ISS starting a week before ARS next year. Also a different spring break (ISS 3/9-3/13). Half PD days all align.
- *Motion to accept calendar - Frank, Tory*
- Enrollment Applications Update- John
  - Open enrollment started January 2 online
  - Y2Y 133 vs. 105 applicants
  - SVL Free News press release has been published
- Uniform Question
  - Jim and Jon to discuss Epluno contract. Will likely terminate contract.
  - Will shift to a Troutman company, sorted by Shannon (RAP)
- **CLOSED SESSION** - *Kam moved to enter closed session. Frank seconded.*
- **Next Meeting and Adjourn**
  - The next meeting is February , 2019 @ 6:00pm
  - *Tracy made a motion to adjourn. Motion seconded by Kam B. Motion carried.*

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CLOSED SESSION - Personnel

## AGENDA ITEM REQUEST

**SPECIFIC ACTION REQUESTED:** Modification to school enrollment policy- 2

**AGENDA MEETING DATE REQUESTED:** 12/5/18

**FROM:**

1. **Current and future budget implications:** This will help us fill all of our seats and ensure full funding
2. **Potential cost savings:** NA
3. **Non-monetary value:** Full seats, active waiting list
4. **Mandate or plan recommendation:** Change the 15 day response time allotted to families to accept or decline a spot to 48 hours
5. **Funding origin:** NA
6. **Consequences for not acting:** During a two week period, many people further down the list chose alternatives. This year we have 10 open seats, largely as a result of this. The cost is near 15,000.

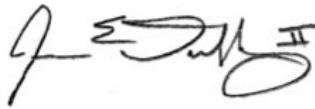
7. **Downside:** None

8. **Department Recommendation:** I recommend the change to a 48 waiting period.

**Director's Comments:** Below are two possible modified enrollment policies. Both take the acceptance period from 15 days to a more standard 48 hrs. This is what most schools I have talked to use and what OCS has said is a good model. This will allow us to fill seats more rapidly and allow those on the waiting list adequate time to make a choice without slowing the process and putting us up against the 20th day timeline. I feel this is an extremely important change to make as this year, waiting so long caused some seats to remain unfilled after the 20th day. I believe with this in place we can be at capacity in June rather than searching for folks in August.

The second policy also eliminates a deadline for accepting new students. We currently do not accept students after the 20th day. After the 20th day the school will no longer receive the state funding for that student. This is why we originally established the deadline. We do continue to receive county funding for students after the 20th day. This funding is significantly less, but adds up with multiple students. I am less sure about this change and would like to discuss.

Signature:

A handwritten signature in black ink, appearing to be "J. [unclear] II".

Date: 12/3/18