

American Renaissance School

Meeting of the Board of Directors (BOD)

Open Meeting Minutes
Wednesday, December 5, 2018
5:30pm

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.

The meeting was **Called to Order** at 5:35 by Michele Knapp

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

Board Members Not Present:

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

Administrative Staff Not Present:

1. **Call to order** - Michele Knapp, Board Chairman
2. **Adoption of Agenda** - *Kam moved to approve meeting agenda. Motion was seconded by Frank. Motion passed.*
3. **Recognitions**
 - Tai McMiller: Operation Achieve Student Leadership Council
 - A program for 1st and 2nd graders to learn more about history, science, and math through experiential education, under the leadership of high school program, Operation Achieve Student Leadership Council (8th grade through high school). President is currently Taylor Marshall.
 - Jessica Duncan: JV and Varsity Football Teams
 - JV Football: 24 kids. 18 were ARS. Undefeated season (8-0). Trophy for the elementary school.
 - Varsity: 6 players. Combo team sharing with elementary. 193-24 points, including Mooresville and LKN teams. SIYAA 143-6. Undefeated 9-0 trophy for elementary AND middle school. End of year celebration at Fiddler's Grove.
 - Tracy: thank you to Tim for managing JV and V football.
 - U10 Soccer Team
 - Three U10 teams, all did well. Combined, teams finished 12th, 4th, and 2nd place. This team finished 2nd. Outscored opponents 47-14. (2nd, 3rd, and 4th graders were youngest players in the league)
 - U12 won 2 games.
 - U8 won 4 out of 6 games.
 - Great year for ARS sports. Attendance at practices and games was solid.
 - Tracy: thank you to Jason Green for growing the program. Up to \$3,800 in financial aid so kids can participate in group sports.
 - Flag team went undefeated until final game (coached by Tracy Sain).
 - Marshall Steam Station Team - Backpack Donation
 - Jason [Mehue] - Just donated \$500 to the Backpack Program (Competition shooting team)
 - "Before You Hire" - talking about adding in a recurring background check as a rotation. Will provide us with a voucher to do this each year.

NEXT BOARD MEETING January 9, 2019 5:30pm (changed to 6:00pm)

4. Approval of Minutes *Tracy moved to approve November minutes. Jon seconded. Motion passed.*

5. Governance

- As presented by Kam, Jon, and Tracy: Each candidate met and exceeded expectations in the interview process. Tory needs to be voted on and approved. *Committee has made recommendation to board. Went to a vote. Approved unanimously.*

6. Public Comment - NONE

7. Committee Reports

8. Finance

- Monthly Financial Report - October
 - Frank, Corey, and Jim meet monthly to discuss budget.
 - Bell curve as the year goes on: starts low, goes up as federal funding comes in, then goes back down towards the end of the year.
 - Federal and local were a little light in Oct. But checking the balance of the account right now, it's looking healthy.
 - Summer Reading Bonuses came in from state revenue.
 - Rev 223000 (-119k) → projected surplus is just shy of \$15,900. Projections are at the current rate that we're going (right now, instructional supply spending is high). So the actual surplus may be more. Original projection was closer to \$40,000 / 34,000, went down to \$24,000, now at \$16,000.
 - Using new budget process, we're using historical data more than ever before. All are looking good from a yearly perspective (Elementary, Middle, Tech).
 - Voided items are items that were never cashed (ranging from years ago to weeks ago). We are still accounting for them in case they are indeed cashed. Corey from Charter approached about this.
 - Tutoring Program: Cancelled at the beginning of the year.
 - October/November will start to show surplus, which will last through April/May.
 - Additional items will be part of 036 later based on EC numbers. 66 students as of November 1.
 - *Jon moved to approve report. Kam seconded.*
- AUDIT: Nothing major came out, but in a waiting period until Secretary of State approves. Secretary of State sent it back with some details that the auditor needed to fix, but nothing on the part of ARS.

9. Fundraising / Development

- RAP
 - Butter Braid Fundraiser - Turned in today. Will take order forms in the morning as well. Funds will go towards instructional supplies.
 - Letter for the Gala is ready. Fundraising guru is working on the Gala now. Received \$500 donation, which covers ballroom fee. Flipcalls Website is ready now, and will launch in January. Can purchase golf and/or gala tickets.
 - Winter uniform website - already got 20 orders. Have to pay for artwork and screens for the shirts. Taking orders for next two weeks, will have items by second week of January. RAP will handle distribution.
 - December Teacher Lunch - Bristol Cafe
 - After the holidays, will be hitting hard for Gala fundraising and sponsors. Goal is to have 250 attendees so entire country club is filled (16 more than last year). Will have handouts at January meeting. Next Gala meeting will be in early January.

- Per Shannon / Sandy, 3B should already be in. Discount card money should be in as well.
 - Should be able to give shirt and butter braid money to Sandy before Christmas.
- Jim: Uniforms
 - Complaints about uniforms (Tracy). Need to fix that problem. RAP has volunteered to resolve. VP of [ARS YA] giving quote.

10. Facilities

- Tracy/Jim - November meeting with Deaton family trust. Conveyed timeline of events. Deaton's were very receptive. 15 minutes on details, an hour on family history and building. Plan to move forward has been approved.
- Meeting with Corey - Financial Readiness Assessment has been completed and distributed to multiple parties. 1. DA Davidson; 2. BB&T Capital; 3. Schoolhouse; 4. USDA Sponsor / Bruce.
- Jim - Bruce had a couple follow up questions and will get back to us.
- Overall - Good amount of feedback. Balance sheet is close, but within the range of acceptability. Debt to service ratio in range. USDA is copacetic.
- Frank will advise on financial impact standpoint.
- Jim - waiting for clarity:
 - This purchase would include second building which potentially includes tenants under lease. Question of whether eligible for tax exempt bonds if part of a for-profit business. Corey was looking into this as of Monday 12/3. *Tracy, Jim, Jon and Frank to follow up with Corey and advise.*
- Epluno Uniforms
 - May utilize 90 day clause. Quality of service is insufficient for ARS needs. Jim would like to recommend terminating contract. Sent out survey asking if students/parents haven't received order (167 responses). Parents effectively signed agreement upon making purchase, separate from the ARS contract. *Jon to review contract and advise.*
 - Can also consider a for-cause termination.
 - RAP can send another email to parents on how to order winter uniforms.
 - Administration will communicate separately with Epluno.
 - *Frank motion to terminate contract with Epluno. Jon seconded.*

11. Executive Committee

- *Create Strategic Plan → try to meet in December*

12. Governance

- *Policy Book - Jim and Governance Committee → set up meeting to go over*
- Frank to track tasks
- Calendar

13. Personnel

- Jim - Background checks and increasing frequency
 - Courtney advises doing background checks on employees every 2-3 years on rotation from date of employment. License is every 5 years, so may make sense to rotate on that basis. Non-licensed personnel? About \$1500 per annum for entire staff. Could do all staff every two years (e.g. rotating first half of alphabet, then second half of alphabet).
 - Update policy and employment contracts to indicate that there will be background checks every 2 years and upon renewal of licensure.
 - Will institute this beginning next school year (2019-2020).
 - Courtney kept offer competitive to use them instead of big box company (like what YAA uses). Includes bg checks on parent volunteers, but need to define what

“volunteer” means. Many schools require volunteers to pay for own bg check. Set aside special fund to pay for volunteer bg check in event of financial need? *Jim/Jon to review contract for verbiage related to background checks. Michele to email contract to Jim and Jon. Will review policy and contract, and bring back next week. Discuss with GOVERNANCE committee to clarify guidelines for bg checks, determine policy and definitions for bg volunteer, (and situations with volunteers who haven't had bg check).*

- Transferring hiring responsibility to staff
 - Statute states that BOD has to approve all new hires (Jim will advise exact statute). BOD places trust in Jim to vet all new hires.
 - BOD will receive resume(s) of new hire(s), but not candidates. Employment offers are always made “pending board approval.”
 - Discuss further in closed session.

14. School Report

- EVAAS
 - Based on score projection to determine growth.
 - Standard deviation is around 2; students who place in this range are meeting growth. Those below = not meeting growth. Above = Exceeding growth.
 - Breaks down based on teacher and student
 - Year to Year
 1. 2017: 14% did not meet; 29% below threshold; 29% met; 21% above threshold; 7% exceeded.
 2. 2018: 7% below threshold; 57% met; 21% above; 14% exceeded.
 - Teachers
 1. Left in 2017 - 33 below; 33 met; 33 above
 2. Entered in 2018 (or moved to diff grade/subject) - 100% met
 - Changes implemented
 1. Teacher placement meetings (changes in grade levels)
 2. Professional development
 3. PLC's twice a week
 4. Check Ins
 5. AIG
 - Continuing
 1. Weekly PLC's
 - New
 1. School counselor
 2. Heterogeneous classes in middle school
 3. Longer ELA/math blocks in middle school
 4. New ELA/math standards K-8
 5. Professional development with new standards
 6. Digital Literacy
 7. Data Day
 8. Interventionists for K-5
 9. Research-based reading program - LLI
 10. Reading 3D for K-3
 11. Math NC ENSI for K-4
 12. Check ins: 3rd Grade Math, 4th Grade ELA, 7th Grade ELA, 7th Grade ELA/Math

- 13. New laptops for Grades 6-8
 - Check In I - 2018-2019
 1. Monitors progress - “Check In” tests are shortened versions of the EOG.
 2. Helps to identify gaps in curriculum and pulls students into differentiated groups. Teachers can pace and place curriculum standards based on testing.
 3. ARS students are generally placing above state statistics.
 4. Check Ins may eventually replace EOG.
 - Calendar
 - Calendar Committee will take ISS into account.
 - Evaluating pie chart vs. balance calendar (two versions: July start and August start).
 - Will bring calendar proposal to next meeting.
 - *Frank will be BOD rep on calendar committee.*
 - EC - Headcount
 - 10 new EC students came into ARS. Current number is 66 (as of November 30).
 - As some students exit, and new students/recommendations come in.
 - Currently at 12% for EC. Amounts may differ if we’re over 12.5%.
 - Budgeting/Funding is based on number of students, not extent of need for each student.
 - Charter Renewal - CSAB Dec 10 vote
 - ARS is likely on the 10-year renewal list
 - Will be at January meeting of State board
 - SIT - NCStar
 - [Rob couldn’t attend tonight. Rob has taken on coaching both basketball teams.]
 - Progress monitoring tool for school improvement plans.
 - Had first meeting and got started on self-assessment. Taking principles and applying into system.
 - Jan Meeting → JANUARY 9, 2019 at 6:00PM
 - *Jon moved to change BOD meeting date from Jan 2. Frank seconded.*
 - Meet the Board Social
 - Suggested by Danielle
 - Before next BOD meeting (January 9 5pm-6pm)
 - Christmas party
 - December 14th 5pm-9pm at Women’s Club (\$100 to rent space)
 - Pot luck and donation-based
 - AT Home Benefits - realtor and moving company
 - Informational brochure for employees and prospective hires.

15. CLOSED SESSION - *Frank moved to enter closed session. Kam seconded.*

16. Next Meeting and Adjourn

- The next meeting is January 9, 2018 @ 6:00pm
- *Kam B made a motion to adjourn. Motion seconded by Jon B. Motion carried.*

Signature of Officer: Caity Gordon