

**American Renaissance School**  
**Meeting of the Board of Directors (BOD)**  
**Open meeting minutes**  
**Wednesday, December 7, 2016**  
**6:30 p.m.**

**Dated** Wednesday, December 7, 2016

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

1. **Board Members Present:** Sam Kennington, Harriette Bailey, Anna Johnson, Michele Knapp, Marc Davis

**Board Members Absent:** Jonathan Bell, Sharon Bell, Matt Reyes, Frank DiGangi

**Administrative Staff Present:** Jim Duffey, Betsy Rosenbalm, Jessica Duncan, John Mairs

**Administrative Staff Absent:** n/a

**Others in Attendance:** n/a

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

- Special Performance – ARS 6-8 Choir
- Special Presentation – Sara Johnson, Girls on the Run Coach, received the Girls On the Run Coach of the Season for the Piedmont Award

3. **Public Comment** – N/A

4. **Adoption of Agenda**

Add discussion of Title I and Title II to the agenda

5. **Approval of minutes:**

October 5, November 2, November 11 and November 21 minutes were presented for approval.

- Michele Knapp moved to approve the minutes with necessary revisions. Marc Davis seconded the motion. Minutes were approved.

6. **New Business**

**Committee Reports**

○ **Finance**

- The year to date budget was presented by Michele Knapp. Audit paperwork has been signed. The new finance company provided the required Management Letter regarding Compliance as part of the audit.

○ **Development/Fund raising** (4 main events: Discount cards, 3b, Annual Fund & Spring Gala)

○ **RAP**

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- Butter Braid fund raiser was a huge hit: 22 children participated and \$1305 was raised for the fieldtrip scholarship fund
- RAP purchased a keyboard for the ARS music program
- Will purchase a flag and flagpole for the K-5 building
- Staff luncheon is scheduled for 12/16 at noon
- The BOD Chair offered thanks to RAP for the hard work and continued support of ARS. Donations for the staff luncheon are needed
- Thanks to Ms. Benoit and her family for decorating the window in the K-5 building
- Car magnets and 3b t-shirts are available for sale
  
- **Governance**
  - List of committee members will be sent to the BOD Chair
  - Looking to start meetings for Policy and Procedure Manual update in January
  
- **Personnel**
  - Hiring of FT Kindergarten teacher, Casey Clendenin
    - Will be discussed in closed session
  
- **Property and Facilities**
  - Franko's Cleaning Services agreed to return as the main cleaning service to both buildings at the previous rate. The current PT custodian, Mr. Saunders, will come on board FT in January 2017.
  - Jon Mairs presented the results of his research into a surveillance Camera System for night security and daily monitoring
    - 2 quotes, both between \$5,000-\$10,000
    - Waiting on a third quote
    - All will be submitted to the BOD for a decision
  
- **School Report**
  - Air Quality
    - An Air Quality Specialist will meet with ARS Administrators, ARS Nurse and a Community Physician to make sure the Air Quality is still within normal limits, as it was the last time it was tested, and to see if there is a need to do additional testing, such as for Volatile Organic Compounds.
  - Life Insurance
    - The new life insurance policy that staff will receive as part of their benefit package (ARS pays premium) will become effective 1/1/17. This information will be shared with staff during the all staff meeting next week.
  - Bus Repair
    - \$2600 of work is needed for the bus to be safe to transport students/staff

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- Can purchase a used bus through the government clearing hours for \$2500-\$3500
- We need CDL drivers
- Motion by Michele Knapp to use a charter bus for the upcoming field trips pending a final decision on whether to repair or purchase a new bus. Seconded by Harriette Bailey. Motion carried.
  
- HVAC
  - Boiler needs coolant to be replaced. Waiting on quotes to be presented at next BOD meeting
  
- Angel Tree
  - All names have been taken
  
- Key Agreement
  - All staff have appropriate building keys and have signed the key agreement
  - Working on a key agreement for non-ARS individuals
  
- Volunteers
  - All volunteer background checks and confidentiality agreements have been completed and are up to date
  
- Title I (support of children services) and Title II (professional development)
  - Jessica Duncan needs to be named as the authority on these two grants in order to complete the required paperwork
  - Anna Johnson moved to designate Jessica Duncan as the authority on these items in order to complete the required application process. Motion was seconded by Michele Knapp. Motion carried.
  
- 2017-18 Lottery and Enrollment Application
  - Application will be released 1/2/17
  - Due date 3/3/17
  - Lottery date 3/16/17
  - All paperwork due for those selected 4/14/17
  - The entire process will be electronic for the first time
  - We need to determine how to expand the advertisement of application availability
  - Michele Knapp moved to approve the new lottery and enrollment application process. Motion was seconded by Marc Davis. Motion carried.
  
- Exceptional Children
  - Applied for three (3) grants for specific children, and grants were not funded
  - Finalized 12/1 headcount – (71, which is up from 68)
  - Need some feedback on the time and effort documentation policy

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- We will need something in writing regarding how we document these staff hours (federally funded)
  - We will need to have a weekly time and effort log to document hours worked using federal dollars
  - Will need a Policy and Procedure for all (Title I, II, II and IDEA)
  - Anna Johnson moved to accept the EC report and adopt the Time and Effort Policy. Motion seconded by Marc Davis. Motion carried.
- Boy Scout Eagle Project
    - Mrs. Beverly Brown presented information regarding allowing a Boy Scout to complete his Eagle Award by creating a sensory wall in one of the classrooms frequented by students being served in the Exceptional Children program. Mrs. Brown will take full responsibility for opening and closing the building during the winter break to allow the scout access to the room. The project is projected to be complete prior to school reopening on January 2, 2017.
      - Michele Knapp moved to allow the Eagle Award Project to be completed at ARS. Motion was seconded by Marc Davis. Motion carried.
- **Remarks**
    - Mrs. Lloyd has a new baby. Keep them in your thoughts and prayers.
    - Anna Johnson – thanks to administrative team and staff
  - **Board Chair remarks**
    - Thankful for BOD membership, administrative team, teachers, support staff, parents and students. These relationships are what makes ARS a great school
    - Merry Christmas

**Closed Session (if needed) – Closed session**

- Michele Knapp moved to go into closed session
- Marc Davis seconded the motion
- Motion passed

**9. Other Business**

- a. We will continue to support the leadership team as we develop a plan regarding how to transition into a new academic year, with new leadership.
- b. Extend offer to Casey Clendenin as K-1 teacher.
- Motion to hire Casey Clendenin by Michele Knapp. Seconded by Marc Davis. Motion carried.

**10. Next Meeting and Adjourn –**

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The next meeting of the board of directors will be on January 4, 2017 at 6:30 pm in the K-5 Building board room.

Anna Johnson made a motion to adjourn.  
The motion was seconded by Marc Davis.  
The motion carried.

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

Approved on: January 4, 2017      Signature of Officer: Harriette N. Bailey