

# American Renaissance School

## Meeting of the Board of Directors (BOD)

Open meeting minutes  
Wednesday, November 7th 2018  
5:30 PM

### **ARS Mission:**

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

The meeting was **Called to Order** at 5:30 by Michele Knapp

**Board Members Present:** Jonathan Bell, Michele Knapp, Kameron Brown, Caity Gordon, Tracy Sain

**Board Members Not Present:** Frank DiGangi

**Administrative Staff Present:** Jim Duffey, Jessica Duncan, John Mairs, Andrea Leluika, Kay Johnson

**Administrative Staff Not Present:** Danielle Cusick, Tai McMiller

**1. Call to order** - Michele Knapp, Board Chairman

**2. Adoption of Agenda** - Tracy moved to approve meeting agenda. Motion was seconded by Kameron. Motion passed.

### **3. Recognitions**

- Rob Fowler: ARSYAA Volleyball Team - won 2nd Place Trophy (both Varsity and Junior Varsity teams did well)
- Emily Keith and Sarah Rogers: 4th Grade will host Veteran Breakfast on Friday, November 9 (8:30am-9:30am)
- Thoughts and prayers to the following members of the ARS family: Sarah Rogers, Robin Robins, Sandy Smith, Tai McMiller

**4. Approval of Minutes** Tracy moved to approve October minutes. Kam seconded. Motion passed.

### **5. Public Comment**

- Katy Madison and Miranda Templeton: Concerns about Exceptional Children's Class
  - EC teacher Sandy Smith has been ill for three weeks, and there are concerns that EC students are not receiving the resources they need.
  - While the ARS administration is looking for an EC substitute (temporary or long term), there is a question of whether this qualification is necessary to meet requirements for compensatory services.
  - Due to EC staff shortage, EC Director Kay Johnson is stepping in to teach.
  - Concerns about the student-teacher ratio, and late progress reports (resolved).
  - Additional concerns about hiring an ARS parent (who is also in RAP) to be an EC substitute, primarily with regards to privacy.
  - Commentary Conclusion: ARS needs more EC staff, as well as backup substitute staff.

### **Committee Reports**

### **6. Governance**

- Beginning Teacher Support Plan: Wording changed in sections 4 and 8. Upon receiving signatures of BOD Chair, Head of School, Elementary School Principal, and Middle School Principal, document needs to be faxed in. *Jonathan moved to approve document. Motion was seconded by Caity. Motion passed.*
- BOD Recommendations: After interviewing several candidates, Kam and Tracy recommend Danny Carpenter and Raphael Louis (?). Need to reach out to have them swear in. Will have third recommendation by December BOD meeting.
- Executive Committee / Secretary: *Jonathan moved to vote in Caity as Secretary. Motion was seconded by Kam. Motion passed.*

## 7. Finance

- Audit of ARS Financial Statements 2017-2018 by Petway, Mills, & Pearson, PA
  - Opinion: ARS complied with requirements of its major State program for the year ending June 30, 2018.
  - Note: Statement of Net Position now includes net pension liabilities and OPEB, due to a change in accounting practices. This shows the full effect of future liabilities recording of depreciation expense.
  - Pages of import: 6; 7; 16 (Net Position); 18; 22; 24; 42-44; 53 (deficits, amending budget); 63 (PRC code tracks types of expenditures, opinion is unmodified).
  - *Tracy moved to approve document. Motion was seconded by Kam. Motion passed.*
- Monthly Financials: September 1-30
  - Need to correct financial summary; not completely accurate due to timing and some miscoding.
  - Section 03. Instructional: Approximately \$28k has been miscoded into this section; section will decrease to about \$101k. This section was formerly used to encompass many items, but now there are more detailed categories for such expenses, which will also provide more data.
  - Discussion of \$200 Teacher/Classroom Stipend versus Curriculum-Based Purchases
  - Revenues: 3B revenue, Local Revenue, and Discount Card revenue will be added. Federal Revenue is still pending (Charter has been finished and payment is scheduled, but hasn't dropped yet).
  - Section 07. Technology: Now split into 2 categories. Jim will meet with John to discuss.
  - Section 11. Facilities: Big Bus cost \$800 to repair. It broke down at a ball game, and cost \$500 to tow to Excel. Jim told them not to repair it. Excel repaired it anyway, and tried to bill ARS for \$3,000; when complaint was made by Jim, they lowered the bill to \$1,900. Jim filed complaint with corporate. Jon also advised to file a formal complaint.
  - *Jon moved to approve monthly financials, pending discussed changes. Motion was seconded by Tracy. Motion passed.*

## 8. RAP Report (Committee Reports temporarily suspended)

- Discrepancy between \$11,780/\$11,680 (money is still coming in for Discount Cards)
- Need to schedule dance
- Fall Festival a success. Frank's Backpack Donation Program a success.
- ARS Golf Classic & Spring Gala: Sending out letters for sponsorship and donations before end of year.
- Other school fundraising and support ideas:
  - Butter braid
  - Supply closet
- Great Wolf Lodge fundraiser: Overnight trip to take place on January 10. Raffled one room. \$366 has been made.
- ARS Golf Classic & Spring Gala
  - Appeal for assistance with getting sponsors for the Gala.
  - Would like to have a "Presenting Sponsor" (\$5,000 level and up).
  - Need to finalize sponsorship packet and levels.
  - There should be about 250 dinner attendees -- sold out in 2018

## **Committee Reports resumed:**

### **9. Facilities - Tracy Sain**

- Biweekly meetings with Corey
- Weekly internal/committee meetings taking place
- Financial readiness reviewed by end of October. Will distribute information next week.
- Potential USDA Sponsor: Bruce Pleasant
- Meeting to take place on November 14 with the Deaton's, to review schedule and offer plans for purchasing the building.

### **10. Personnel - Tracy Sain**

- ARS Performance Goals
  - Jim formalized performance goals in relation to the State's School Growth Target, community relations, fundraising, and school operations and environment.
  - Cascaded goals to staff.
  - Without an ARS BOD strategic plan in place, haven't weighted priorities.
  - *Accepted as presented by committee*
- Guidestar: a nonprofit resource, recommends written annual performance review for director

### **11. Development - Caity Gordon**

- Met on October 17 with Kameron Brown. Discussed overarching goals for Development committee as follows:
  - Create long term goals for fundraising.
    - Support RAP in their existing fundraising programs.
    - Choose additional fundraising ideas (\$100 Plan, Local Sponsorship)
    - Create a Capital Campaign goal and strategy.
  - Strategize community outreach and relations, particularly with downtown businesses and individuals.
  - Focus on brand identity and marketing as a means to accomplish these tasks.
- Will advise RAP on sponsorship letter, and will loop in Jim on any further meetings and developments.

### **12. School Report**

- Audiology Contract:
  - Jon advised addition of HIPAA and Privacy Law in Schools, as well as a clause stating that individual is subject to passing a background check (referring to corresponding statute).
  - Individual is already employed, so changes will be retroactive.
  - *Jon moved to approve contract pending proposed revisions. Motion was seconded by Kam.*
- Proposed PT Position for EC:
  - Would cost \$8,000 annually (2.5 hours per day, 5 days per week)
  - This position is need-based
  - Jim proposed starting this position after Thanksgiving
  - *Jon suggested continuing discussion in Closed Session.*
- Charter Renewal
  - Submitted and waiting for approval.
  - Audit was the last piece that needed to be submitted.

**13. Closed Session - Kam motioned to move into closed session. Jim seconded. Motion passed.**

**14. Kam motioned to accept additional EC hours (from closed session). Jon seconded. Motion passed.**

**15. Next Meeting and Adjourn -**

The next meeting is December 5, 2018 @ 5:30

*Kam B made a motion to adjourn. Motion seconded by Jon B. Motion carried.*

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Signature of Officer: Caity Gordon