

**American Renaissance School**  
**Meeting of the Board of Directors (BOD)**  
**Approved Open meeting minutes**  
**Wednesday, October 5, 2016**  
**6:30 p.m.**

**Dated** Wednesday, October 5, 2016

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

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

**Board Members Absent:** Marc Davis

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

**Administrative Staff Absent:** n/a

**Others in Attendance:** Rob Orrill, Todd Fowler

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

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

3. **Public Comment** – Sam Kennington

- Tonya Fowler
  - Has children in grades 2, 4 & 8; the kids are having a great year
  - Wanted to show appreciation and thank the administrators and staff

4. **Adoption of Agenda**

- Sharon Bell moved to adopt the agenda with additions, seconded by Michele Knapp
- Agenda was adopted

5. **Approval of minutes:**

- Matt Reyes made a motion to approve Open session minutes from September 7, 2016. Motion was seconded by Jonathan Bell. Minutes were approved. Approved minutes will be posted on ARS website.

6. **Installation of BOD members by Michele Knapp (notary)**

- Matt Reyes
- Frank DiGandi

7. **Special Recognition**

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- The Financial Services providers and Chief Barone were unable to attend the meeting
- Parent Volunteers were recognized
  - i. 125 volunteers during the first 6 weeks of school
  - ii. We must rely on volunteers to be successful
  - iii. Thanks was offered by BOD Chair to volunteers
  - iv. Thanks to BOD for funding of additional staff

**8. New Business**

**Committee Reports**

- **Development** (4 main events: Discount cards, 3b, Annual Fund & Spring Gala)
  - **RAP**
    - Discount cards – raised \$24,660. ARS will get 50% of proceeds. These funds will go toward sod fee and maintenance on Tradd St. property
    - Children’s area at 3b, Book Fair, Curriculum night and Great Wolf Lodge events are in the planning phase
    - Butter Braids fundraiser is to go toward arts, flag & flag pole, and organ for the music department. These funds can also be used to assist with field trip scholarships (6-8)
      - Time frame is 10/25-11/9
      - This fundraiser will be discussed further at the next Development committee meeting (10/28)
    - The proposed Beer Garden for the 3b Festival has been canceled.
  - **3b**
    - Ticket sales are 100 more than last year at this time
    - At least a \$1,000 profit anticipated at this time
    - Statesville Jewelry and Loan has donated a guitar to raffle at \$5 per ticket
    - \$2500 Highland Canine Training
    - Grounds were mowed by parent volunteers
    - Casey Steed’s family is donating food
    - Rob Orrill will sell hamburgers/hot dogs
  - **Grant application update**
    - See attached document
- **Finance**
  - July and August reports received
  - Treasurer worked with the new Financial Services to move correct line items
  - Fundraising dollars will go toward repairs and maintenance
  - Worked with Wells Fargo to process payroll correctly. August payroll was not able to be direct deposited

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- Sharon Bell moved to approve August Financial report. Jonathan Bell seconded. Motion passed.

- **Governance**

- Installation of Frank DiGandi and Matt Reyes as BOD members

- **Personnel**

- Looking at process for formalized exit survey
- Updated salary scale for 2 support positions
- Budget amendment was a result of personnel changes
  - Contracts were issued and approved based on approved budget prior to DPI rates being increased.
  - Total annual allotment increased to \$1.3M.
- 4 part-time TAs (25 h/w); increased substitution line item; extended FMLA to up to 20 days; increased supplemental pay by \$10,000

Jonathan Bell made a motion to approve the new technology pay scale. The motion was seconded by Sharon Bell. Motion passed.

Jonathan Bell made a motion to approve the revised budget reflecting the new DPI rates and change of life insurance. The motion was seconded by Sharon Bell. Motion passed.

The Executive Committee approved the following Personnel Committee recommendations: full-time custodian with benefits; part-time custodian (no benefits; 4 part-time TAs; move 1 administrative assistant to an 11-month employee.

Sharon Bell moved that the full BOD approve these recommendations. Anna Johnson seconded. Motion carried.

- **Staffing**

- 13 candidates were interviewed for the 4 part-time TA positions. The following are being recommended for hire: Melissa Hartell, Danielle Abott, Clara Gomez and Chris Shokelly.
- Channing Jackson was recommended for FT custodian position

Frank DiGandi moved to approve these staffing recommendations. Sharon Bell seconded. Motion carried.

- **Property and Facilities**

- No report

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- Anna Johnson passed around a preliminary plan for Tradd St. property. The committee is working on a budget to present to the BOD
- Thanks expressed to all the volunteers that work on this project
- **Head of School**
  - HOS met with the Statesville Chief of Police
    - Recommendations: 1) Walk children in; 2) Carpool; 3) Discussion of having an area designated as a school zone
  - Teacher certifications
    - Take exam
    - Lateral entry
  - The BOD may consider a name change from ARMS to ARS to further unify the grades.
  - The yearbook will now reflect grades K-8
  - Statesville Theater has requested to use the K-5 building to practice for an upcoming performance (in February)
    - Will discuss with legal counsel in closed session
  - 25 tickets were sold for the Corn Hole activity
  - Homework Policy – homework has no measurable positive effects on student achievement. HOS will continue the discussion of homework during this academic year
- **Board Chair remarks**
  - Work on Policy Manual
  - Congrats to staff in increased/improved communication
  - Facility Use Policy & Grievance Policy development/revision
  - Frank DiGandi thanked the HOS for new “buzz” in the front door
  - Jonathan Bell thanked the HOS on his leadership and presentation
  - Parent meeting was well attended; next meeting is 10/19 for breakfast
  - BOD meeting attendees were recognized

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

- Michele Knapp moved to go into closed session
- Anna Johnson seconded the motion

Based on information shared with the BOD, it was recommended to dismiss teacher by Friday, COB. Seconded by Matt Reyes. Motion carried.

Sharon Bell moved to approve new compensation for HOS as discussed in closed session. Seconded by Jonathan Bell. Motion carried.

**9. Other Business**

- a. Will review grievance policy and develop facility policy
- b. Personnel committee recommended to approve HOS evaluation. Recommendation was approved.

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**10. Next Meeting and Adjourn –**

The next meeting of the board of directors will be on November 2, 2016 at 6:30 pm in the K-5 Building board room.

Matt Reyes made a motion to adjourn.  
The motion was seconded by Frank DiGandi  
The motion carried unanimously.

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

Approved on: 12/7/16

Signature of Officer: Harriette N. Bailey