

**American Renaissance School  
Board of Directors Meeting  
February 6, 2019 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.***

Board Members Attending: Michele Knapp, Kameron Brown, Caity Gordon, Frank DiGangi, Danny Carpenter, Raphael Weeks, Tori Cearlock, Jonathan Bell

Board Members Not Present: Tracy Sain

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 5:40pm

Michele Knapp

Approval of Agenda

Michele Knapp

*Kam made a motion to approve, Frank seconded motion.*

Recognitions

Administration

- Before You Hire - Mrs Dishman, Mrs Myers  
○ Proposal to donate \$1500 worth of screenings for upcoming school year (2019-2020). This should cover new hires as well as a good portion of current faculty and staff. Jim
- Top Five Invention Convention  
○ Opened up to middle school this year. Jessica Duncan  
○ Staff voted on the top 6 in elementary school, and top 3 from the middle school.  
○ Board Members to submit their votes for top projects from each school. Form was sent out by John Mairs.
- Speech Therapist - Kay  
○ Incredible support for the EC department, and the student body in general.

Approval of Minutes

Michele Knapp

*Frank made a motion to approve, seconded by Tori*

Public Comments - NONE

Committee Reports

- Finance Monthly
  - Financial statements
    - Projections were not actually being updated monthly, so this will be corrected. Projections were updated for expenses but nothing else.
    - December, surplus

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

- 60% state revenue has come in. State revenue projected to be about \$42k less than budgeted
    - 40% local has come in, 29% of federal revenue has come in
    - Future months should look better as revenue comes in
    - Discount cards weren't posted to annual fund budget line, so about \$12k should be added there.
    - Budgeted for revenue from Spring Gala; hoping for success
    - Salaries and bonuses projected to be \$14k higher than budgeted; but this will likely be adjusted once projections are corrected.
    - *Kam moved to approve December budget. Jonathan seconded.*
  - Approve 990 tax document for 2018
    - Will e-file soon for taxes.
    - Retirement liability has to be reported as a negative, so this skews the net assets (listed in the 990 as -\$7mm)
      - *Frank requested copy of the audit from November 2018 meeting. Jim to send.*
  - Reimbursement Resolution - discuss in closed session
- Fundraising
  - RAP Report Shannon
    - Golf & Gala
      - Half the team is down with the flu, so held up a bit on progress.
      - Currently working on sponsorships and donations
      - Email was sent out to parents asking for help.
      - Mailing a postcard to all families and past attendees (will go in the mail tomorrow, Thursday February 7). Copy of postcard given to all board members.
        - Recognition to Gretchen for all her hard work.
        - Copy of sponsorship letter given to all board members.
        - Request to the BOD: sell at least five tickets; talk up the event as much as possible.
        - Need to sell **250** tickets.
        - Buy tickets soon so we can gauge attendees ahead of time.
        - Frank - question about childcare during the event? Past setup was that school-aged children could come to the school and looked after by the Beta Club. Not sure what the demand will be this year since the year before last, only a couple kids attended. Will consider options, but don't have a definite plan right now.
    - If a board member is asking a business, email [RAP@arsnc.org](mailto:RAP@arsnc.org) to verify whether they've been asked already.
    - (Note from later in the meeting: Great Wolf Lodge has been shifted to
- Facilities
  - Negotiation status - closed session
  - Long Range Plan - closed session
- Governance
  - Committees
    - Michele sent out committee list to BOD. Include Michele in email correspondence when arranging committee meetings.
  - Jonathan - will examine board policies and procedures and review over the next couple months.
- Personnel

- Closed Session
- Jim - Welcomed a TA to work with one of the EC students. Has been a great fit.
- Jim - A long-term staff member has become a grandmother and asked to drop to part time to help with childcare. Have a sub who will help fill in the gaps.

## School Report

- Charter Renewal
  - Not much to report. ARS was recommended Depending on timing, we will probably hear official approval in April.
- Policies Changes
  - Tweak to 2019-2020 School Calendar - John/Jim
    - Per Frank's suggestion at the last meeting, we are making the day of Great Wolf trip a half-day.
    - Dates also shifted a little, will now be January 30 half day, and January 31 teacher work day.
    - Shannon and Gretchen to look at how to make Great Wolf more accessible to lower income families. Possible option is to increase cost by \$5, then use excess funds to donate about 3 rooms.
    - *Frank moved to approve calendar. Caity seconded.*
- Technology & Communications
  - Application # Update - John
    - 230 total applications for the 2019 Lottery
      - 118 - K, 18 - 1st, 15 - 2nd, 11 - 3rd, 19 - 4th, 12 - 5th, 26 - 6th, 6 - 7th, 5 - 8th
      - Half of Kindergarten openings will be taken by an incoming sibling.
    - 2018 Numbers
      - Last year at this point 185 applications total
      - Final number was 344 applications, with 95 openings
    - In 2017, 180 applications at this point.
  - Lottery will be drawn March 6th. Suggestion by Frank to invite new parents to Golf & Gala after lottery is drawn.

## BASKETBALL TOMORROW NIGHT - Staff/Student Basketball Game

### SHOWCASE OF THE ARTS - APRIL 12

- Students can display artwork by grade level. Every student will have an art piece out. Sarah Rogers - will start showing instruments/band in addition to chorus. Tori - possibly add musical theater kids.

## EPLUNO

- Still working on drafting language for withdrawal from Epluno contract.
- Jonathan will draft - coming by on Friday, February 8.

## SCHOOL BUS

- Title has been signed over, bus has been sold.
- Broke even on the sale.
- TORI will be able to fulfill transportation need. Just need to sign releases.

NEEDS ASSESSMENT SURVEY

- Jim to send to BOD for a chance to address any potential needs

*Jonathan moved to go into closed session. Kam seconded.*

CLOSED SESSION - Real Estate

*(NOTE: Caity Gordon had to leave during closed session at 7:30pm)*

\*\*\*\*\*

Signed by officer Caitlin Gordon

## **AGENDA ITEM REQUEST**

**SPECIFIC ACTION REQUESTED:**

**AGENDA MEETING DATE REQUESTED:**

**FROM:**

- 1. Current and future budget implications:**
- 2. Potential cost savings: \$**
- 3. Non-monetary value:**
- 4. Mandate or plan recommendation:**
- 5. Funding origin:**
- 6. Consequences for not acting:**
- 7. Downside:**
- 8. Department Recommendation:**

**Director's Comments:**

Signature:

Date: