

DRAFT Minutes

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

September 12, 2017

Location: 299 Kirk Road, Rochester, New York 14612

Mission: *Renaissance Academy Charter School of the Arts will provide children an enriched and rigorous educational experience through the infusion of the humanities and arts rooted in a culture of high academic standards leading to success in college and careers.*

Welcome/Call to Order and Introductions 5:10 PM

- **Members Present:** Aaron Rosen, Zac Harrison, Dale Klein, Alan Lockwood, Steven Gordon, Marilyn Patterson-Grant, Bert Brinkerhoff,
 - **Members Absent** Dale Klein, Makini Beck
- Others Present:** Donna Marie Cozine, Craig Eichman, Michelle Gannon, Oscia Miles, Kimberly Felton

Approval of Consent Agenda Items

[Note: *Single items can be removed from the list and considered separately at the request of a Board of Trustees member***]**

- **No agenda or minutes for approve. Minutes from August Meeting will be approved at the September meeting.**

Human Resources Committee Report (Alan Lockwood)

- Appointment of New Hires – Mr. Craig Eichmann shared that after an extensive search an offer was presented to Ms. Kimberly Felton for the position of Family Services Coordinator. Ms. Felton accepted the offer. Most recently Ms. Felton has worked at St. John Fisher College in a position that involved many of the skills required to help us reach our goals for the Family Services Coordinator.
 - **Motion 59.0 to approve the hiring of Ms. Kimberly Felton for the position of Family Services Coordinator**

Steve Gordon Yes

Aaron Rosen Yes

Bert Brinkerhoff Yes

Zac Harrison Yes

Alan Lockwood Yes

Ayes: 5 Nays: 0

Mr. Lockwood welcomed Ms. Felton who expressed appreciation for the opportunity to serve RA.

- Appointment of New Hire – Dr. Cozine presented information with regard to a new position for consideration. This position would be for a Curriculum and Instruction Specialist to assist with curriculum writing as well as support the Math coach in our continuing effort to improve our Math Program.

Motion 59.1 to approve new position new position: Curriculum and Instructional Specialist:

- **Steve Gordon Yes**
- **Aaron Rosen Yes**
- **Bert Brinkerhoff Yes**
- **Zac Harrison Yes**
- **Alan Lockwood Yes**
- **Ayes: 5 Nays: 0**

- Mr. Lockwood provided rationale to support amending the bylaws in order to add a permanent committee for Academic Review. Dr. Cozine added that an ad-hoc committee is working under the guidance of Dr. Makini Beck, Dr. Jason Burman, Caitlin Loury, Jackie Simpson. One more Board member would be recommended.
- **Motion 59.2 to approve** amending the bylaws to provide for a standing committee for Academic Review
Alan Lockwood Yes
Steven Gordon,,Yes
Aaron Rosen Yes
Zachary Harrison Yes
Bert Brinkerhoff Yes

Finance Committee Report (Bert Brinkerhoff)

- Bert Brinkerhoff provided a summary of the Auditor's report. Informational materials relative to the audit were distributed to attending members. The audit was favorable. Mr. Lockwood referred the members to the summary on page 3 describing the statistics of our program expenses. Essentially, our revenues cover our current liabilities 2:1 which is an indicator that we are very strong in this regard.
- We will be using an outside source for substitute teachers so all documentation will be handled by that agency.
- Mr. Brinkerhoff referred members to the summary of Revenue/Expenses. The balance sheet summary indicates we are in solid shape.
- Our financials are solid.
- Our procedures are sound.
- Motion 59.2 to approve the audit report. Zac Harrison Seconded: Steve Gordon
Ayes: 5 Nays: 0

Chief Educational Officer Report [Donna Marie Cozine]

Dr. Cozine will not be in attendance for the October meeting. In her absence, Mr. Curtis Woods, Dean of Students will present an update to the Board on the newly-instituted Center for Youth program. The Center for Youth program has been in place for only two weeks and we are already able to report positive results with regard to student behavior. Ms. Tameka Jones who coordinates our program and her Director of School Based Programs from Center For Youth, Paul Clark will also be in attendance.

Dr. Cozine updated the Board on our State Data Comparisons (document provided). RA is doing very well in ELA but not as well in Math. We will continue to provide the high quality instruction we have in ELA but will add additional support and focus with the goal of raising the Math scores. This data has been shared with our Math consult from St. John Fisher College who will assist us in creating an action plan. We will be implementing additional assessment tools.

The Back to School event was a success. It was fun, the parents were amazed with the new building. Parents have had a lot of positive comments about our staff/faculty. Dr. Cozine reported that we did receive three late summer resignations. Both of our music teachers resigned to join School of the Arts High School. We did recruit two new replacements. Jose Flores is relocating from San Antonio and Tammy Reddinger has returned from teaching in China. They join us with over 20 years of experience and we are fortunate to have retained such talented teachers.

We hired a teacher who came for one day, then quit. The way our pay schedule works we ended up paying her for two weeks because the structure is such that with returning staff we pay the benefits and they receive a check first week. This scenario leaves a situation like the one that just occurred where someone comes to work for a few days but ends up paid for the entire two week pay period. Mr. Eichmann explained that this occurs in the teaching industry when a teacher quits without giving notice because we are paying in 'real time' in order to avoid staff going without paychecks over the summer, then waiting until the end of September to receive checks in arrears of service. We have made adjustments to minimize the impact when this scenario occurs but the HR Committee may find a more effective means when they review the process. The Board will ask Janine Barry to provide feedback from an HR perspective.

Dr. Cozine and Mrs. Jackie Simpson are interviewing for an RTI position. We currently have a total enrollment of 391 at this time.

Facilities Committee Report [Steven Gordon, Alan Lockwood]

Discussion regarding a recent meeting with Canandaigua National Bank. Dr. Cozine and Mr. Eichmann will be providing all necessary support documentation to them.

Motion 59.3 to approve the loan

Steve Gordon Yes

Aaron Rosen Yes

Bert Brinkerhoff Yes

Zac Harrison Yes

Alan Lockwood Yes

Resource Development Committee Report (Marilynn Patterson-Grant)

Extensive discussion. Dr. Grant suggested that it would be beneficial for the Board members to see slides of examples of the questions and skills asked of young people on assessments. Dr. Cozine will schedule this into a future meeting. Assessment calendars were provided.

Dr. Cozine reported that the Summer Program was theme-based, well received and attended.

The report was reviewed section by section for the Board members.

Old Business

New Business

Public Comments

Adjournment at 7:16 PM

- **Motion 59.4 to approve adjournment:**
- **Motion to approve: Steve Seconded: Aaron**
- **Ayes: 6 Nays:**

