

Meeting Minutes

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

November 14, 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.*

Meeting was called to order at 5:04 pm by Chairperson, Mr. Alan Lockwood.

Members present:

Dr. Aaron Rosen, Mrs. Dale Klein, Mr. Bert Brinkerhoff, Mr. Steven Gordon, Mr. Alan Lockwood, Mr. Zac Harrison, Dr. Makini Beck

Members not present:

Dr. Marilyn Patterson-Grant (pre-arranged)

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]

- Motion 60.1 to approve Consent Agenda for Items listed below:
- (Motion 60.2 to approve Minutes from August 8, 2017 Board Meeting.)
- (Motion 60.3 to approve Minutes from September 12, 2017 Called Board Meeting.)
- (Motion 60.4 to approve Minutes from October 10, 2017 Board Meeting.)
- (Motion 60.5 to approve November 14, 2017 Agenda.)

Motion to approve: Dr. Aaron Rosen **Seconded:** Mr. Steven Gordon **Vote:** Motion carried
Ayes: 5 Nays: 0

Resolved: Agenda for the meeting on 14 November 2017 approved without modification.

Resolved: Minutes from 08 August 2017, 12 September 2017, 10 October 2017 approved without modification.

Chief Educational Officer Report [Dr. Donna Marie Cozine]

Mr. Lockwood presented in the absence of Dr. Cozine the motion to approve hiring Mrs. Taylor Fraser, Assistant Teacher for the M.A.C. class. **Motion 60.6** to approve new hiring of Assistant Teacher, Taylor Fraser

- **Motion to Approve:** Mr. Birkerhoff **Seconded:** Zac Harrison
Ayes: 6 **Nays:** 0

- **Motion 60.7 to approve SAVE Plan**

- Mr. Bradley Hurst, Director of Safety and Wellness reviewed the document provided to the Board. Mr. Hurst reviewed new lighting and cameras, and fire prevention. Mr. Hurst participated in A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) training to learn how to respond to a situation where an intruder may be present. Lastly Mr. Hurst advised that we are prepared for our inspection from the local police/fire department.

- **Motion to approve SAVE Plan:** Mr. Steve Gordon **Seconded:** Mrs. Dale Klein
 - **Ayes:** 7 **Nays:** 0

Mr. Lockwood thanked Mr. Hurst and expressed appreciation for having a well trained faculty member responsible for this critical component of our policies.

- **Motion 60.8 to approve the revised Admissions Policy** (Enrollment Policy including weighing for ELLS)
Revisions included a formula inserted for weighted lottery process. **Motion to Approve:** Mrs. Dale Klein **Seconded:** Mr. Steve Gordon
Ayes: 7 **Nays:** 0

Mr. Lockwood would like all the committees to submit their written report to the board in advance which would then be appended to the minutes.

Development Committee Report (Dr. Aaron Rosen)

- Dr. Rosen shared that Oscia Miles will be leaving.
- Feasibility Study – we are reaching out to past donors and identifying potential donors. We are developing a plan and laying the ground work for the future development plan implementation.
- We are focusing on the Math Scores at this time.
- Dr. Rosen showed 10 packages of 10 note cards valued at \$100. The cards are all art from our RA students. Board members are asked to either buy them or sell them. Packs of 5 are also available.
- Nan Westervelt will distribute many of the projects that Oscia did. For a consult fee of \$500 she has secured Melissa Hall to assist in preparing our development plan. Melissa has an impressive resume with a background in this area.
- **Motion 60.9 to Approve hiring Melissa Hall:** Mrs. Dale Klein **Seconded:** Mr. Bert Brinkerhoff
Ayes: 7 **Nays:** 0

Finance Committee Report (Bert Brinkerhoff)

- The Form 990 was reviewed by the Finance Committee and provided to all Board Members in advance of the meeting. Finance Committee Recommends approval of the Form 990 as presented by Hevron & Hevron, CPA.
- Motion 61.0 to allow Hevron & Hevron to submit Form 990 Tax Return
- **Motion to Approve:** Mr. Zac Harrison **Seconded:** Dr. Makini Beck
Ayes: 7 **Nays:**

Mr. Brinkerhoff further reports that after review of the current financials the school is in good financial shape.

Facilities Committee Report [Steven Gordon, Alan Lockwood]

- Bank commitment letter for 1.7 million to finance the phase 4A. The results of the appraisal were lower than anticipated and create a debt to asset calculation that may not support immediate moving forward with 4b.
- Mr. Gordon and Mr. Lockwood both stated that we may need to delay 4b for a period of time in order to regroup and focus on recertification. Mrs. Klein reminded the members that Craig Eichmann did state that although not ideal, the current space is adequate.
- The Nichols Group really was key to this project moving forward.
- **Motion 61.1 to approve and accept the commitment letter:** Mr. Brinkerhoff
- **Seconded:** Dr. Aaron Rosen
- **Roll Call:**

- Dr. Aaron Rosen-yes
- Mrs. Dale Klein-yes
- Mr. Bert Brinkerhoff-yes
- Mr. Alan Lockwood-yes
- Mr. Zac Harrison -yes
- Dr. Makini Beck-yes

Human Resources Committee Report (Alan Lockwood)

Mr. Lockwood reported that the committee met regarding the overall compensation and benefits for teachers and staff at RA for a future recommendation to the Board. Comparing it to our own hiring rubric and the benchmark from other schools we will continue to review and will have a report for the Board. This initial review indicates that we are close and any necessary increases to be competitive would be minor. Whatever the outcome the proposal would be a year-end adjustment.

Governance Committee Report (Dale Klein)

Mrs. Klein reported that Janine Barry has agreed to join the board. Mrs. Barry has a much-needed and appreciated background in Human Resources.

Motion 61.2 to approve Janine Barry as Board Member

The Renaissance Academy Charter School of the Arts Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Mrs. Janine Barry as a final candidate to its Board of Trustees, with a term expiring on 11/2020, pending approval by SED. The resolution approving Mrs. Janine Barry is formally adopted upon SED's approval.

- **Motion to Approve:** Dr. Rosen **Seconded:** Mr. Zac Harrison
Ayes: 7 Nays: 0

Mr. Harrison shared that he attended a workshop with Dr. Cozine that provided excellent tools for more effective Board meetings. Discussion regarding hiring a Board Coach continued. Mrs. Klein said before hiring a coach we should have at least a short presentation from any perspective coach. Mr. Lockwood suggested we table this pending the review of the topic from the Governance Committee. The Governance committee will meet the 4th Monday after Thanksgiving.

Resource Development Committee Report (Dr. Marilynn Patterson-Grant)

Dr. Marilynn Patterson-Grant was not in attendance. Information provided by Dr. Grant is included in the printed CEO Report to the Board provided by Dr. Cozine.

Education Committee Report (Dr. Makini Beck)

The education committee met twice with Jason Berman from SJFC. Our goal is to increase Math/ELA by 10%. Under consideration is a Dashboard (charts that shows where our numbers are) for both the organizational as well as Academic. This would be a useful reporting tool for the Board as well as for due diligence for the State. Our next goal is to determine if routine teacher assessments are good predictors of how well our students perform on state exam.

Old Business

New Business

Dr. Makini Beck asked if future meetings could be relocated to a space in our building that does not have so much outside noise. All agreed and Mr. Lockwood will speak with Dr. Cozine regarding future meetings possibly held in the new Atrium.

Public Comments

There being no further business Mr. Lockwood moved to adjourn the November 14, 2017 meeting of the Renaissance Academy Charter School of the Arts Board of Trustees.

Adjournment at 6:24 PM

- **Motion 61.3 to approve adjournment:**
- **Motion to approve: Mr. Birkerhoff Seconded: Mr. Zac Harrison**
- **Ayes: 6 Nays: 0**