

**APPROVED MEETING MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**Board of Trustees**

**February 13, 2018**

**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 5:07 PM**

**Members Present:**

Mr. Alan Lockwood, Chair  
Dr. Marilynn Patterson Grant, Vice Chair  
Mr. Steve Gordon, Treasurer  
Mrs. Dale Klein, Secretary  
Mr. Bert Brinkerhoff, Member at Large  
Dr. Makini Beck, Member at Large  
Mr. Zachary Harrison, Member at Large  
Dr. Aaron Rosen, Member at Large

**Members Absent:**

**Others Present:** Dr. Donna Marie Cozine, Mr. Craig Eichmann, Ms. Melissa Hall, Mr. Guy Arie (perspective Board member) & Nan Westervelt

**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 63.5 to approve Consent Agenda for Items listed below:**

**(Motion to approve January 9, 2018 Agenda.)**

**(Motion to approve Minutes from January 9, 2018 Board Meeting.)**

**Motion to approve:** Mrs. Dale Klein **Seconded:** Mr. Zachary Harrison

**Ayes: 7 Nays: 0**

**Development Committee Report (Dr. Aaron Rosen)**

Mrs. Nan Westervelt presented with Ms. Melissa Hall. Together Mrs. Westervelt and Ms. Hall analyzed the feasibility study conducted by Cause and Effect. The outcome of which included a recommendation that private fund raising be a priority of the Board. Cause and Effect Strategies also recommended that staff be hired to assist in achieving this goal.

Ms. Hall drafted a case statement which was distributed to the Board members for review. Mrs. Westervelt referred the Board to the page 2 of the Case Study outlining the strategy moving forward to create the cultural fundraising and philanthropy.

*(Dr. Grant arrived at 5:15 p.m.)*

Ms. Hall outlined in theory how to begin to build an Annual Campaign.

Further discussion points:

- Dr. Cozine suggested that Cause and Effect along with Danforth Development should close the loop of the original focus groups who expected to meet again based on the original meetings.
- Mr. Lockwood suggested that we make a goal of planning for a Fall campaign but begin with a modest campaign and move forward with identifying specific things we need to fund.
- Dr. Grant suggested that our Development Committee meet with school leadership. The Committee needs to outline what is a realistic amount along with a process and a timeline.

### **Chief Educational Officer Report [Dr. Donna Marie Cozine]**

**The CEO Report to the Board** (attached to these minutes as Addendum A).

Dr. Cozine updated and reviewed both Emergent Reading Assessment (ERA) & DRA Data.

- Scores were distributed to members.
- Kindergarten Students typically begin the school year as emerging readers and thus DRAs begin in January.
- 67% of our students are reading at a level 1. We strive for all students in Kindergarten to be at a level 4 by the end of the year.
- All our lower grades are doing well.
- We just closed the testing window today for NWEA Math. Data will be analyzed beginning tomorrow. The Board will be updated at the March meeting.
- Each year RA improves upon the prior year with incorporating writing, reading strategies and all trends are positive.
- NYS expects for Grades 3-5 that 75% of students will be at or above grade level.

Dr. Cozine shared that DRA is an internal measure that does not directly correlate to what the State is looking for. This is an accurate measure as an indicator of where our students are and where they will be projected to be when they test in a few months.

In addition to this we also replicate types of questions and queries that mirror the State exam. RA is piloting in four classes iReady, which is a program that may be replacing our internal exams if it works out to be a better match for preparing students for the exams. Statistically,

40% of our 4<sup>th</sup> grade passed the assessment last year. 25% of our fifth grade passed the assessment last year.

Dr. Cozine distributed the Problem-Focused Math Lesson Approach handout. Dr. Cozine provided background on the Common Core Math. After research and investment with our outside consultant we realized that we needed to use a problem based approach to math.

Dr. Cozine outlined how our classrooms utilize this problem based approach with students (figure it out yourself then teacher lead desired technique). The flexible grouping is determined after this two-part exercise is completed. The student Math journal entries are proving out growth over time.

Grades 3-5 also get math problems based on the State assessment. We are currently re-writing all of our units. Dr. Schwartz, an expert in this area has been instrumental working along with Dr. Cozine to refine this process.

#### **Education Committee Report (Dr. Makini Beck)**

The Education Committee in the process of reviewing a matrix outlining goals in addition to supporting the items identified in the CEO Report by Dr. Cozine.

#### **Finance Committee Report (Bert Brinkerhoff)**

**Motion 63.6 to accept Resolution Authorized and Empowered Dr. Donna Marie Cozine to borrow \$6,000 from M&T Bank for the purchase of snow removal equipment.**

Motion to approve: Mrs. Dale Klein      Seconded: Dr. Makini Beck

Ayes: 8    Nays: 0

#### **Facilities (Craig Eichmann):**

Building and construction is on schedule. The retention pond is finished. Mr. Eichmann shared that the neighbors are very interested in our construction project. Many have visited or called and they are supportive of our school.

#### **Human Resources Committee Report (Alan Lockwood)**

**Motion 63.7 to Recommend engaging Human Resources works to:**

- a) Create a staff handbook
- b) Create a Supervisor's Manual
- c) Serve in the role of Human Resources generalist from July, 2018-December, 2018

Motion to approve subject to the budget process:

Motion to approve: Mr. Bert Brinkerhoff      Second: Mr. Zach Harrison

Ayes: 8    Nays: 0

#### **Governance Committee Report (Dale Klein)**

Janine Barry as new Board member in process. Mrs. Klein will be following up.

Mr. Harrison, Dr. Cozine and Mrs. Klein met with Causeway. The Governance Committee is recommending that we hire Causeway to provide Board training. The total cost would be \$610 due to a grant offsetting the total fee.

**Motion 63.8 Approval to retain Causeway for services.**

Motion to approve: Mr. Zach Harrison Second: Dr. Makini Beck

Ayes: 8 Nays: 0

**Motion 63.9 Approval of the Student and Family Handbook**

***Tabled pending final review of the Visitor Policy.***

Motion to approve: Seconded:

Ayes: Nays:

*Mrs. Dale Klein left at 6:40 p.m.*

**Motion 64.0 Approval of the 403B Match Policy**

Motion to approve: Mr. Steve Gordon Seconded: Dr. Marilyn Grant

Ayes: 7 Nays: 0

**Motion 64.1 Approval of the Internet Safety Policy**

Motion to approve: Mr. Zach Harrison Seconded: Dr. Marilyn Patterson Grant

Ayes: 7 Nays: 0

**Motion 64.2 Approval of the Employee Agreement School Internet Device Policy**

Motion to approve: Mr. Zach Harrison Seconded: Mr. Bert Brinkerhoff

Ayes: 7 Nays: 0

Further discussion: Mr. Eichmann reported that Student Recruitment has surpassed expectations. The combination of the common application, public awareness of our school and the addition of Mrs. Kimberly Felton has resulted in a rise in applications. Mrs. Felton has been dedicated to recruitment and serves as our Ambassador reaching out to perspective students/families. We will have to turn away at least 100 families in the upcoming academic year.

Dr. Grant publicly thanked Dr. Beck and Aaron for assistance with the Staff Appreciation luncheon.

### **Old Business**

*None.*

### **New Business**

*None.*

**Public Comments**

*None.*

**Adjournment at 7:05 PM**

- **Motion 64.3 to approve adjournment:**
- **Motion to approve:** Mr. Zach Harrison. **Seconded:** Mr. Steve Gordon
- **Ayes:** 7      **Nays:** 0

## ADDENDUM A



### CEO Report to the Board February, 2018

#### **Focus: Educational Success:**

##### **Benchmark: Student Performance**

- NWEA testing just ended early this week. Data will be shared at next month's meeting.
- DRA data will be shared at the meeting.

##### **Benchmark: Teaching and Learning**

- Presentation on math curriculum work will be done at meeting.

##### **Benchmark: Culture, Climate and Family Engagement**

- The Sweetheart dance was a great success. 75 families were in attendance.
- January's RAFFA meeting had 14 parents in attendance.
- 65 parents attended school events.
- 15 parents volunteered at school events.
- Family ELA nights were not as well attended as the math nights.
- Family science nights will be March 21<sup>st</sup> and 22<sup>nd</sup>.
- The SIT team reviewed the most recent parent survey responses were overwhelmingly positive. (The survey is included for Board review)

#### **Focus Area: Organizational Soundness**

##### **Benchmark: Fiscal Management:**

- RA is likely going to be functioning under an austerity budget for the 2018-2019 school year. More information will be presented under the Finance Committee.

##### **Benchmark: Organizational Capacity:**

#### **Focus Area: Faithfulness to Charter and Law**

- We are requesting 13 non-material revisions to go along with the policy revisions to ensure our policies accurately reflects our charter and NYS charter law.

##### **Benchmark: Mission and Key Design Elements**

- Our state site visit will be held on the morning of May 10<sup>th</sup> for 3 hours.

- RA is consistently meeting the mission of the school and faithful to the Key Design Elements outlined in the charter application.

**Benchmark: Enrollment, Recruitment and Retention**

- We have received 3 applications for ELL students.
- Overall we have 188 applications for the following school year.
  - K: 147
  - 1: 16
  - 2: 25
- Openings for next year:
  - K: 75
  - 1: <5
  - 2: <5

Enrollment Data  
February 1, 2018

Grade Level	Enrolled	Wait list
K	71	11
1	68	31
2	69	10
3	92	
4	44	
5	36	