

APPROVED Meeting Minutes

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

January 9, 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 5:02 PM

- **Members Present:** Mr. Alan Lockwood, Dr. Marilyn Patterson-Grant, Mr. Steven Gordon, Dr. Aaron Rosen, Mr. Bert Brinkerhoff, Dr. Makini Beck, Mr. Zach Harrison, Mrs. Dale Klein (arrived at 5:18 p.m.)
- **Members Absent:**
- **Others Present:** Dr. Donna Marie Cozine, Mr. Craig Eichmann

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 62.1 to approve Consent Agenda for Items listed below:**
- **(Motion to approve Minutes from December 12, 2017 Board Meeting.)**
- **(Motion to approve December 12, 2017 Agenda.)**
- **Motion to approve:** Mr. Gordon **Seconded:** Dr. Rosen
- **Ayes: 7 Nays: 0**

Chief Educational Officer Report [Dr. Donna Marie Cozine]

Dr. Cozine provided a detailed report to the Board (attached to these minutes as Addendum A). Dr. Cozine shared that the school Encore After School Enrichment Program, second session began on January 8th. Approximately one-third of our student body is participating in the program that includes Cooking, Spring Play Rehearsal, Theater Tech, Dance, Jr. Choir and Girl Talk. Each program includes a culminating event. The Board will receive updates with event details in future Organizational Dashboards.

The Liaison from the State of New York will be visiting our school on May 10, 2018. They will be reviewing our program including policies and procedures.

Dr. Cozine thanked Dr. Grant for her assistance in reaching out to foster relationships that will help develop of ESOL program. Dr. Grant has provided Dr. Cozine and our school with invaluable guidance forging new community connections.

Our upcoming Kindergarten Open House advertised by Good Schools.org will be held on January 26, 2018 from 1 pm -3 pm and 5pm-7pm. RA is encouraging an online application process but will allow for paper applications when needed.

Dr. Cozine shared with the Board of Trustees the updated website home page. If visitors click on the About on the Home page they will have easy to follow, clear descriptions of various areas of our program.

Development Committee Report (Dr. Aaron Rosen)

Dr. Patterson-Grant reports that Nan Westervelt and Ms. Hall have developed a plan which will be reviewed in the coming weeks by the committee. A report to the Board will be provided at the regular February meeting of the Board of Trustees.

Finance Committee Report (Bert Brinkerhoff)

Mr. Brinkerhoff will be sending via email minor adjustments and clarifications to the current financial statements.

Facilities Committee Report [Steven Gordon, Alan Lockwood]

Mr. Eichmann reported that we now have a retention pond and are keeping the high-quality topsoil that was the result of creating the pond for future use by the builders. The builders have a deadline of July 31, 2018 for completing the next building. They are moving along as planned and are on track to complete and get the Certificate of Occupancy by July 31, 2018.

Dr. Cozine reported that our boilers are not performing as needed and that in our budget planning going forward we will have to factor in the cost of replacing both boilers at the cost of \$60,000.

Human Resources Committee Report (Alan Lockwood)

The committee did not have a report at this time.

Governance Committee Report (Dale Klein)

Mrs. Klein reported that Mrs. Janine Barry is moving forward in the process of providing all necessary documents/fingerprinting to be cleared for serving on our Board. Mrs. Klein asked the Board to think about qualities in a candidate to serve on the Board and to share names of any viable candidates for consideration.

Dr. Cozine reported that our attorney has reviewed our Discipline policy. Our attorney has recommended that we also have a DASA (Dignity for All Students) policy. Dr. Cozine and Mr. Woods, Dean of Students are working to create that document.

The Board acknowledges that the following documents are still awaiting approval:

Student and Family Handbook
Employee Handbook
Attendance Policy
Fiscal Policies and Procedures

The Board acknowledges that in addition to the policies presented for approval the following previously approved policies:

Acceptable Use
Organizational Conflict of Interest Policy
Organizational Conflict of Interest Policy and related Transaction Policy
School SAVE Plan
Admissions and enrollment Policy
403B Match

Approval of the Resolution regarding Policies.

WHEREAS the Board has instructed the Governance Committee to review all policies and plans as part of their improvement project,

WHEREAS The Governance Committee has recommended the adoption of the policies/plans set forth for approval.

WHEREAS individual Board members have had sufficient time to review documents prior to this meeting,

NOW, THEREFORE, IT IS RESOLVED, that the policies be adopted by separate motions for the following policies/plans: Medications and Administrations Plan, Medical Screening, Code of Ethics, By-Laws, FOIL Policy, Student Disciplinary Code, Complaint Policy, Staff Complaint Policy, FERPA Policies, School Wellness Plan, Health and Safety Plan, Conditional Appointment, Transportation Plan.

Motion 62.2 Approval of the Medications and Administrations Plan

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.2 Approval of the Medications and Administrations Plan carried.

Motion 62.3 Approval of the Medical Screening

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.3 Approval of the Medical Screening carried.

Motion 62.4 Approval of the Code of Ethics

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.4 Approval of the Code of Ethics carried.

Motion 62.5 Approval of the By-Laws

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.5 Approval of the By-Laws carried.

Motion 62.6 Approval of the FOIL policy

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.6 Approval of the FOIL policy carried.

Motion 62.7 Approval of the Student Disciplinary Code

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.7 Approval of the Student Disciplinary Code carried.

Motion 62.8 Approval of the Complaint Policy

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.8 Approval of the Complaint Policy carried.

Motion 62.9 Approval of the Staff Complaint Policy

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 62.9 Approval of the Staff Complaint Policy carried.

Motion 63.0 Approval of the FERPA Policies

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 63.0 Approval of the FERPA Policies carried.

Motion 63.1 Approval of the School Wellness Plan

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 63.1 Approval of the School Wellness Plan carried.

Motion 63.2 Approval of the Health and Safety Plan

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 63.2 Approval of the Health and Safety Plan carried.

Motion 63.3 Approval of the Conditional Appointment

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 63.3 Approval of the Conditional Appointment carried.

Motion 63.4 Approval of the Transportation Plan

Motion to approve: Mr. Zach Harrison Seconded: Mrs. Dale Klein

Ayes: 8 Nays: 0

There being no further discussion Motion 63.4 Approval of the Transportation Plan carried.

Governance Committee – Other Business

Mrs. Klein directed Mrs. Nancy Goethel to send the Board Self-Assessment Survey via Survey Monkey.

Education Committee Report (Dr. Makini Beck)

Dr. Cozine reported that we having difficulty identifying a qualified candidate for the Curriculum Specialist. The Board reviewed the current Organizational Dashboard. The academic dashboard will be updated and provided to the Board next month.

Old Business

New Business

Dr. Patterson-Grant suggested a Board sponsored and attended breakfast for staff appreciation.

Public Comments

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Adjournment at 6:10 PM

- **Motion to 63.4 approve adjournment:**
- **Motion to approve: Dr. Patterson-Grant** **Seconded: Mr. Bert Brinkerhoff**
- **Ayes:** **Nays:**

Addendum A:



CEO Report to the Board

January, 2018

Focus: Educational Success:

Benchmark: Student Performance

- RA continues to create classroom assessments that mirror the expectations on the ELA and math state assessments.
- Teachers will be assessing reading levels via the DRA-2 this month.
- NWEA testing will occur next month and we will be able to see the impact of our efforts across all instructional areas

Benchmark: Teaching and Learning

- RA continues to make math instruction a priority at all grade levels. Dr. Schwartz is still reviewing our math unit maps and providing feedback from a critical mathematical lens.
- Teachers continue to persevere through the new math curriculum. Students are demonstrating increased problem-solving skills and numeracy skills
- Students in grade 4 have been doing mock science performance tasks so that the teaching staff can plan instruction

Benchmark: Culture, Climate and Family Engagement

- Family ELA Nights K-2 January 17th, 3-5 January 18th
- The SIT team will be reviewing the results of the most recent parent survey
- The second session of our Encore program is beginning. Below is a list of offerings and the number of children who are being served:

Focus Area: Organizational Soundness

Benchmark: Fiscal Management:

- RA is doing well, overall under budget in many areas
- We are looking at revising our 2017-2018 budget to reflect actual expenses
- Barbara, Craig and DMC are beginning work on the 2018-2019 budget
- There are some small outstanding grants for which RA has applied

Benchmark: Organizational Capacity:

- Status of math coaching position.
- Status of the Curriculum and Instruction Specialist

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 10th 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

- Dr. Cozine is meeting with Hilda Rosario Escher from Ibero to share information about our program. Dr. Cozine will invite representatives from Ibero to tour RA in an effort to increase ELL Enrollment.
- The instructional team met with Chojoy Schroeder, retired ESOL educator, who was helpful in giving suggestions for outreach to ELL families. She has volunteered to bring members of our staff to refugee outreach events.
- The common application is up and running. RA has received 39 applications already. This is definitely higher than we have ever had before at this early date. There will be a press conference promoting the common application later this month.