

Minutes

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

September 13, 2016; 5:00 – 6:30 PM

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.*

1. Welcome/Call to Order and Introductions

- **Attending:** Bert Brinkerhoff, Audrey Lewis-Cummings, Marilyn Patterson-Grant, Dale Klein, Alan Lockwood, Stephen Gordon, Caitlin Loury (note-taker), Shawna Kirby, Ruth Washington, Bradley Hurst, Barbara Cozine, Sue Lococo, Nan Westervelt
- **Absent:** none

2. 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 31.9 to approve Consent Agenda for Items listed below.**
 - (Motion 40 to approve Minutes from August 9, 2016.)
 - (Motion 40.1 to approve the 9-13-16 agenda)

Motion to Approve: Dale Klein; 2nd by Audrey Cumming

3. Chief Educational Officer Annual Report [No Report - Dr. Cozine is recuperating from surgery]

4. Board Annual Organizational Meeting

- **Appoint Officers;**
 - **Chair: Alan Lockwood**
 - **Vice Chair: Marilynn Patterson Grant**
 - **Treasurer: Steven Gordon**
 - **Secretary: Dale Klein**

Motion to Approve: Audrey Cumming; 2nd Bert Brinkerhoff

- **Assign Committees; Review Committee Assignments**
 - Review of all committees
 - Human Resources
 - 1. Dale Klein
 - 2. Marilynn Patterson Grant
 - 3. Audrey Lewis-Cummings
 - 4. Allen Williams
 - Finance & Audit
 - 1. Bert Brinkerhoff (Chair)
 - 2. Alan S. Lockwood
 - 3. Steven Gordon

- 4. Craig Eichmann
 - Development
 1. Marilyn Patterson Grant (Chair)
 2. Allen Williams
 3. Bert Brinkerhoff
 4. Nan Westervelt
 5. Venora Rodgers
 - Governance
 1. Dale Klein (Chair)
 2. Steven Gordon
 3. Audrey Lewis-Cummings
- **Handouts Passed of Roles and Responsibilities of the Board of Trustees, Committee Chairs, Committee Members, and each particular committee**
 - Committees should commit to meet monthly.
 - Dale suggested having committee meetings at the school during the school day.
 1. HR Committee; 2nd Tuesday of the month at 8:30am
 2. Other committees TBD

4. Finance & Audit Committee Report [Bert Brinkerhoff]

- Review Monthly Balance Sheet, P & L Statement and June and August Budget VS Spent.
- A representative from Heveron & Company will review the annual audit report.
 - Financial Performance: Ahead on budget.
 - Internal Controls: All recommendations made last year are adhered to. Alan recognized the work that the administrators did to follow through on those recommendations. Additional minor recommendations were made for this audit year.
- **Motion 41.2 to approve the June 30, 2016 Audit made by Steven Gordon Seconded by Bert Brinkerhoff**
 - **Discussion:** Alan asked a question about categories in the budget and Barbara Cozine answered it.
 - **Ayes 6 Nays 0**

5. Facilities Committee [Steven Gordon & Alan Lockwood]

- Facilities committee is happy with the work of the Nichols Team on this last phase of the building.
- Update on Phase III Renovations

6. Human Resources Committee Report [Alan Lockwood]

- HR committee met on August 30 to discuss:
 - HR policies and procedures
 - Teacher retention
 - Response to parent concern

7. Governance Committee Report [Dale Klein]

- New Board Members Update

- Procedure of nominating Board members says that it has to be in writing. Board discussed this step of the procedure and decided that nominations can be done verbally or by e-mail.

8. Resource Development Committee Report

- Oscia Miles from the school is joining the committee and is interested in fundraising.
- Feasibility Study Update
 - Nan Westervelt has been in contact with Cause and Effect and needs the phone numbers of those names submitted to the feasibility study.
- Barnes and Nobel event will be November 12.

9. Ad Hoc Strategic Planning Committee

- Appoint two people to draft the Strategic Plan document.
- Activate the Staff Recruitment & Retention Sub-Committee (Sue Lococo is on the committee. Invite other interested RA staff members to participate)

10. Old Business -none

11. New Business-none

12. Public Comments

- Shawna Kirby spoke about how the year has started. She looped up with her students and has felt that the year is off to a great start. She feels that Donna has created a positive culture in the school. Even with all the changes, everyone has been pitching in to get done what needs to get done.
- Ruth Washington – 1st grade teacher. This is her third year here at Renaissance Academy. She loves the family environment that has been created here at this school. She loves it here at this school and thanked the board for supporting the vision of this school. She believes that this school is going to be the best out there. Ruth made a suggestion for staff surveys; Ruth suggested not asking for the grade level of the teacher to keep it totally anonymous. Ruth also started a suggestion box in the teacher's lounge that she types up and sends to Donna Marie. Ruth stated that it is really easy to work here because all of the students have the supports that they need, and all of the staff has the support that they need. As a new teacher graduating college, she feared being in a classroom. However, the support here has been amazing.
- Sue Lococo- Administrator on record at the meeting. She sees success every day and is enjoying seeing the vision becoming a reality.
- Bradley Hurst – Health and Wellness Coordinator. Wanted to share compassion, passion, vision, love, caring and kind extensions from the leadership he views as exemplary. He is very grateful to be part of this school. He has served in several districts and wants to give kudos to the leadership we have here at this school.
- Nan Westervelt – Director of the Arts. She knows how difficult it is to be on the board side of the table and knows how difficult it is on the school side to make a difference in the lives of the children. Nan shared a story about a student who was being picked up by her mother by her mother to go to an appointment on a Friday and the little girl did not want to leave and asked to come back after the appointment. Another story she shared was about a young student who asked her about how her finger was doing, which she remembered from last year. Nan shared that the Positive Project started this week to teach students about their character strengths and how to think about others. Nan also shared that we are getting ready

to kick off Hispanic Heritage month but will also be focusing all year long. Arts Department and Caitlin Loury met with Annette Ramos to gather ideas to include.

13. Adjournment

- **Motion 40.3 to approve adjournment made by Steven Gordon and seconded by Bert Brinkerhoff.**
- **Discussion**
- **Ayes 6 Nays 0**