

APPROVED MEETING MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
Board of Trustees
December 12, 2017
Location: 299 Kirk Road, Rochester, New York 14612

Welcome/Call to Order and Introductions 5:02 PM

Members Present: Mr. Alan Lockwood, Dr. Marilyn Patterson Grant, Mr. Steven Gordon,
Mr. Bert Brinkerhoff, Mrs. Dale Klein, Dr. Makini Beck, Mr. Zachary Harrison

Members Absent: Dr. Aaron Rosen

Others Present: Dr. Donna Marie Cozine, Craig Eichmann, Ms. Melissa Hall

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 61.4 to approve Consent Agenda for Items listed below:

(Motion 61.5 to approve Minutes from November 14, 2017 Board Meeting.)

Motion to approve: Mr. Steve Gordon Seconded: Bert Brinkerhoff

Ayes: 7 Nays: 0

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

Dr. Patterson-Grant introduced a guest at the Board Meeting. Ms. Melissa Hall is the recommended Development Consultant from the Development Committee. With a background in grant writing at the Federal and State level as well as over a decade of experience in special events/planning/operations Ms. Hall is highly qualified to assist in the committee's special projects including the Buta Pub charity event. The Board welcomed Ms. Hall and thanked her for willingness to serve.

The Development Committee will take the feedback from the Board Feasibility Study and will use the information at their January meeting to plan a Draft RA Development Plan. Ms. Hall and Mrs. Westervelt will be assisting in this endeavor. The key points will include:

- How Fundraising is a part of our overall organizational structure.
- Identify the gathering of information related to our critical needs.
- Estimate fundraising cost for budgetary consideration.
- Establish Financial Goals
- Draft a Timeline
- Establish Measurements and Benchmarks.

In addition, the Board was invited to join the upcoming Barnes & Noble fundraising event. In closing, on behalf of the entire committee Dr. Patterson-Grant extended appreciation and well-wishes to Ms. Oricia Miles, a valued member of the Development Committee as she pursues her new career path.

Chief Educational Officer Report [Dr. Donna Marie Cozine]

Motion 61.6 to approve hiring Kristin Loftus. Math Specialist Start Date: 1/2/2018

- Motion to approve: Mr. Gordon Seconded: Mrs. Klein
- Ayes: 6 Nays: 0

Dr. Cozine presented her report. We continue to balance teaching children how to take the tests with general education instruction. We have had an increase in attendance for our RAFFA meetings. Dr.

Cozine shared that on Friday, 12/15 we will host a contingency of 13 Israeli Federation representatives for a tour of our school.

We had a resignation of a special education teacher and our internal math coach moved into that classroom role. As a result, Dr. Cozine is recommending hiring the replacement for the math coach position. Dr. Cozine and Dr. Grant are partnering to explore how to reach out to our local refugee program.

Current student enrollment as of December 4th is 380 children with the expectation that our school will be adding a few more students in the coming weeks.

Additionally, Dr. Cozine provided the Board of Trustees with detailed information listed below.

Focus: Educational Success:

Benchmark: Student Performance

- The instructional leadership team has been looking at all fall benchmark assessments to determine instructional priorities.
- Longitudinal data is being compiled to look at trends and forecast which students demonstrate proficiency at the state level and which students are on the cusp; individual learning plans are being created to address areas of weakness.

Benchmark: Teaching and Learning

- We are implementing school-wide test attack strategies based on our WBT protocols.
- We've used the NWEA scores and other internal measures to focus instruction in ELA and math.
- Formative assessments are being to our cusp students to determine what additional supports they may need to pass the state assessments in the spring. We are backward planning from the exam to ensure the kids have instruction in the core areas tested as well as in test taking strategies.
- We are currently writing curriculum for Grade 5 ELA and math at all grades.

Benchmark: Culture, Climate and Family Engagement

- The SIT team has sent out a parent survey to gauge parent satisfaction and areas of focus. The team will look at the data in January to set goals. Effective 12/4 about 20% of families responded.
- This month's RAFFA meeting was on interpreting your child's NWEA scores and Family Financial Management. Approximately 14 parents attended.

Focus Area: Organizational Soundness

Benchmark: Fiscal Management:

- RA is doing well, overall under budget in many areas.
- There are some small outstanding grants for which RA has applied.

Benchmark: Organizational Capacity:

- In the final stages of identifying a Curriculum and Instruction Specialist and Math Coach. We hope both positions will be filled when we return from holiday break.
- We are looking at an intensive after school program for cusp children prior to the testing season. We will need additional funding to provide transportation home for the children.

Focus Area: Faithfulness to Charter and Law

Benchmark: Mission and Key Design Elements

- 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

- RA is reaching out the Refugees helping Refugees as well as the Muslim Volunteer Network in Rochester to work on developing partnerships
- Kathleen Lamb, a retired education from the RCSD, came to RA for a tour. She is working with No One Left Behind on finding schools for Middle Eastern refugees. She felt our school would be a good option for families.
- RA will be participating in the common application that is being created by E3 and funded by E3 by a grant from the Konar Foundation:
 - The common app goes live in January.
 - RA is currently working on getting the word out to our current families through social media and letters to parents. They will handle advertising (radios, billboards, press conference).
 - We have branding guidelines for our website, just waiting on E3 Rochester to provide me with logos or icons.
 - RA will be hosting an open house during January for potential families.

Finance Committee Report (Bert Brinkerhoff)

Mr. Brinkerhoff reviewed the five-month performance through November. Mr. Brinkerhoff reported that we are in good financial order.

- Motion 61.7 to approve Corporation Resolution for Borrowing between Renaissance Academy Charter School of the Arts and Canandaigua National Bank and Trust Company.
- Motion to Approve: Mr. Steve Gordon Seconded: Mr. Bert Brinkerhoff
Ayes: 7 Nays:0

Roll call:

Mr. Alan Lockwood – Yes

Dr. Marilynn Patterson Grant – Yes

Mr. Steven Gordon – Yes

Mr. Bert Brinkerhoff – Yes

Mrs. Dale Klein – Yes

Dr. Makini Beck – Yes

Mr. Zachary Harrson - Yes

Facilities Committee Report [Steven Gordon, Alan Lockwood]

Mr. Gordon reported we are on track to move forward with the bank. It has been a smooth process since we are using the same lenders. We have completed pre-planning for Phase 4A. A formal ground breaking ceremony is planned for after the holidays.

Human Resources Committee Report (Alan Lockwood)

The full committee met and are continuing to review the overall compensation and benefits of all staff. We are collecting data to compare data. Two comparable Charter Schools have been identified to assist in the process of benchmarking. We will also benchmark it against the RCSD. The committee will look at a matrix in January to identify areas where there may be additional adjustments that need to be made or some changes that need to be made in order to ensure they can be built into the budget for the upcoming year.

Governance Committee Report (Dale Klein)

- Review Board Improvement Matrix (attached to these minutes as Addendum A). Dr. Cozine explained that this document is color coded. If it is coded green it is in process. If it coded blue it is completed. If it is coded red Dr. Cozine is recommending that it is items that are focused on. There are items related to operations and policies that warrant additional board input. Dr. Cozine will make revisions and re-share it with the members for input/review.

- Dr. Cozine and Mr. Harrison will share potential Board Coach recommendations to provide assistance to the Board particularly through the re-chartering process. Dr. Patterson-Grant suggested a process for selection of a potential coach. Dr. Cozine and Zach Harrison will get names and move forward with screening potential coaching candidates.
- Student retention data has been collected. When student transfers we track the reasons. The majority leave not because they are unhappy but because of life changes, moving or if issues with their IEP present that we cannot address. Mr. Lockwood would like to invite in legal counsel to update the Board on items that are relevant to charter schools.

(5:45 pm – Mr. Brinkerhoff excused himself from the meeting)

- Review Strategic Plan – tabled for next meeting. Mrs. Klein will send to everyone.
- Plan Board Retreat – The Board Retreat will be planned.
- The Board will go paperless and share via Dropbox.
- Board Self-Assessment – Mrs. Klein will share more information.
- We will continue to explore potential future board members.

Education Committee Report (Dr. Makini Beck)

Dr. Beck shared that it would be prudent to secure a coach for Dr. Cozine to assist in writing the re-chartering application or possibly complete this task entirely. The application will be available in April and will be due in August. Mrs. Dale Klein has recommendations for experienced candidates to fill this role. The academic committee is focused on raising scores.

The committee reviewed benchmark data for both NWEA and ELA. Based on the outcome of the reviews and forecasting strategies to assess their needs are being implemented. Dr. Cozine is in the process of writing a math movement grant.

Dr. Cozine created both an Organizational and Academic Dashboard. Suggestions were offered to refine the Academic Dashboard. Dr. Beck will provide edits for suggested chart presentation. The Organizational Chart will be monthly, the Academic will be related to our calendar.

The academic committee is working toward utilizing the Parent Corner of our website. We are also providing more opportunities for parents/families to be involved in our school and activities.

Old Business

- Motion 61.8 Approve Admissions and Enrollment Policy
- Motion to Approve: Mr. Lockwood Seconded: Mr. Gordon
Ayes: 6 Nays: 0

New Business

Committee to begin work on Re-chartering under the direction of Dr. Donna Marie Cozine. Dr. Donna Marie Cozine, Dr. Barbara Cozine, & Sue Locco comprise a committee that will focus on the path forward for changing out status from a Title I Focus School to a Title I School. To that end the following motion is proposed:

- Motion 61.9 to allow the RA Title I Planning committee to determine program improvement needs and to develop a plan to change its status from a "Title I focus school" to a "Title I School-wide program school"
- Motion to Approve: Mrs. Klein Seconded: Dr. Mekini Beck
Ayes: 6 Nays:

Dr. Cozine hosted a recent site visit and meeting with Rochester Regional Health. There is a need for more services to support our student population with regard to the emotional well-being. This would not take the place of our counselors. It would complement for those students who need additional support. This would be a medical resource for our families right here on our campus. In order to explore the possibility of Rochester Regional Health partnering with our school next year the following motion was introduced:

- Motion 62.0 to allow Dr. Cozine to begin working with Rochester Regional Health to establish a satellite mental health clinic on campus for the 2018-19 school year.
- Motion to Approve: Mrs. Klein Seconded: Mr. Harrison
Ayes: 6 Nays: 0

Public Comments

n/a

Adjournment at 6:50 PM

- Motion 62.1 to approve adjournment:
- Motion to approve: Dr. Grant Seconded: Mr. Harrison
- Ayes: 6 Nays: