

APPROVED MEETING MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

May 8, 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 5:05 PM

Members Present: Mr. Alan Lockwood, Mr. Zach Harrison, Dr. Aaron Rosen, Mr. Steven Gordon, Dr. Makini Beck, Bert Brinkerhoff, Dr. Marilyn Patterson-Grant. Mrs. Janine Barry

Members Absent: Mrs. Dale Klein, Dr. Guy Arie

Others Present: Dr. Donna Marie Cozine (CEO), Mr. Craig Eichmann, (COO), Ms. Rachel Kennedy (RA Literacy Specialist)

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 65.8 to approve Consent Agenda for Items listed below:**
- **(Motion to approve May 8, 2018 Agenda.)**
- **(Motion to approve Minutes from April 10, 2018 Board Meeting.)**
- **Motion to approve: Mr. Bert Brinkerhoff Seconded: Mr. Steve Gordon**
- **Ayes: 6 Nays: 0**

Chief Educational Officer Report [Dr. Donna Marie Cozine]

Presentation from ELA Coach on data driven instruction.

Mrs. Rachel Kennedy, RA Literacy Specialist provided a presentation and overview of the various aspects of our ELA program. Mrs. Kennedy provided a visual organizational chart to track students from the beginning data point. This information assisted to narrow the focus for how to raise student performance. The team brainstormed and created a measurable goal for how to move students up a level. Six weeks later the team reassessed on the same point in the rubric.

A short survey was provided to the teachers to review the various methods employed to assist students in reaching their full potential. Feedback is still being collected. The process is a work in progress. After a brief question and answer period the Board thanked Mrs. Kennedy for her presentation.

(Dr. Grant and Mrs. Barry arrive)

ELL Recruitment Report:

Dr. Cozine shared the English Language (ESOL) report prepared by Mrs. Kimberly Felton, Family Services Coordinator with the Board. We are working diligently to improve outreach in this effort. This is a multi-faceted program effort. The full report is attached to these minutes as Addendum A.

Organizational Dashboard:

The Board reviewed the organizational dashboard (attached to these minutes as Addendum B). We will be adding ELL data once we start serving this population. Mr. Lockwood suggested that we add staff retention data that includes a trend line. Also, if the comparative data for enrollment can be shown to include the relevant enrollment numbers (minimum enrollment and current enrollment). An overhaul of the Organizational Dashboard should include percentages for all areas as well as numbers of students.

Attendance

Dr. Cozine has met with parents of students with excessive tardies or absences. Follow up letters have been sent. Attendance has improved with the progressive measures utilizing a series of letters, phone calls and home visits. Tardiness continues to be an issue that needs to be addressed by working cooperatively with parents.

Education Committee Report (Dr. Makini Beck)

The committee continues to review best practices to partner with teachers to support data dives. There will be a review of the attendance policy. We will be considering ways to convey the Key Design Elements across the board for teachers and Board members.

The committee will determine the bench points for the proposed Academic Dashboard. They will meet with teachers for their input as well.

Development Committee Report (Dr. Aaron Rosen)

Dr. Rosen reported the German House Gala Update was a success. The committee was excited about what was accomplished. We generated four times more in funding for student programs over last year's event. If anyone is interested in being on the committee Dr. Rosen asked they please reach out.

Finance Committee Report (Bert Brinkerhoff)

The financials were reviewed. Mr. Eichmann will log a journal entry for the refund from Greece for improper tax collection. He further reported we anticipate to remain on budget as projected by the end of the year.

Facilities Committee Report [Steven Gordon, Alan Lockwood]

Mr. Eichmann reported that the building is on schedule. Concrete has been poured, the roof in in process and exterior finishes will be next on the timeline of construction.

There is stone down where the new bus loop will be. The Nichols Team has been conscientious of our school and making certain that construction has a minimal impact on our school day.

Mr. Eichmann reported that due to the repair from the water main break (unrelated to the building construction) it has been recommended that we replace the pipes running to the building when we are building the new parking lot since it will already be ripped up as part of the new building construction currently underway. The additional expense incurred for this preventive measure will be reviewed by the committee. The Board will be kept apprised of details at future meetings.

Human Resources Committee Report (Alan Lockwood)

Mrs. Barry reported that the committee is in the process of completing Dr. Cozine's evaluation by the end of June.

Governance Committee Report (Dale Klein)

Mr. Alan Lockwood presented for consideration the following change to the By-Laws:

Renaissance Academy Charter School for the Arts Proposal regarding Trustee Terms

- 1) Three year terms, all ending at 3rd annual meeting following election or appointment.
- 2) If appointed to fill a vacancy caused by any event other than end of term, newly elected/appointed Trustee to serve out the balance of the unexpired term, then commence a new three-year term.
- 3) Election to expiring terms take place at annual meeting of the Board [July/August].
- 4) Re-balance the existing classes so we have as nearly equal classes as possible (e.g., 4-4-3).
- 5) Establish a two-full-term limit? To facilitate Board turnover.

It was agreed that this would be presented to NYSED for their review/input prior to a formal motion and charter revision.

Revised By-Laws

Upon motion duly moved, seconded and carried it was resolved that:

1. The Board of Trustees will schedule no fewer than 12 meetings annually.
2. The addition to the description of the Academic Committee (section 4.5) with the following description be added to the By-Laws:

"The function of the academic committee is to assure that the board sets annual academic goals and monitors progress toward those goals. Along with the CEO, the committee will review assessment data and make programmatic recommendations. The Board Chairperson shall designate the chair of the Academic Committee."

- **Motion 65.9 to approve revised By-Laws (Non-Material Charter Change)**
- **Motion to approve:** Dr. Grant **Seconded:** Mr. Gordon
- **Ayes: 8 Nays: 0**

Revised Code of Ethics

Upon motion duly moved, seconded and carried it was resolved that:

A minor revision to correct Section 1.1. Code of Ethics. "All Trustees, officers, and employees of the Corporation must:" ..., Item e.

Current wording: *"Shall disclose confidential information acquired in the course of official duties or use such information to further personal interests."* Will be revised to read the following **revised wording:** *"Shall **not** disclose confidential information acquired in the course of official duties or use such information to further personal interests."*

Motion 66.0 to approve revised Code of Ethics (Non-Material Charter Change)

- **Motion to approve:** Mr. Gordon **Seconded:** Mr. Brinkerhoff
- **Ayes: 8 Nays: 0**

Old Business

New Business

2018-19 Yearly Calendar (attached to these minutes as Addendum C):

- **Motion 66.1 to approve the 2018-19 Yearly Calendar**
- **Motion to approve:** Mr. Harrison **Seconded:** Dr. Grant
- **Ayes: 8 Nays: 0**

Public Comments

None.

Adjournment at 6:30 PM

- **Motion 66.2 to approve adjournment:**
- **Motion to approve:** Mr. Harrison **Seconded:** Mr. Gordon
- **Ayes: 8 Nays: 0**