

## **APPROVED MINUTES**

### **RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

#### **Board of Trustees**

**Tuesday, November 10, 2015; 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: Board Members:** Nan Westervelt, Dale Klein, Steven Gordon, Alan Lockwood, Bert Brinkerhoff, Audrey Cummings; **Absent:** Marilyn Patterson Grant; Board Member Waiting Approval: Allen Williams
- **Staff:** Faith Hart, Craig Eichmann, Dr. Donna Marie Cozine-Mills, Darryl Kittelberger, Caitlin Loury (Note-taker)
- **Parents:** Mrs. Pacygua, Mrs. Torres, Mrs. Hewitt

#### **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 25.2 to approve Consent Agenda for Items listed below made by Audrey Cummings Seconded by Steven Gordon**
- **(Motion 25.3 Approve Minutes from October 13, 2015)**
- **(Motion 25.4 Approve November 10, 2015 Agenda)**
- **(Motion 25.6 to Approve IRS 990 completed by Heveron & Co.)**
- **(Motion 25.7 to Approve submittal of IRS 990 form to the IRS by Heveron & Co. on behalf of Renaissance Academy Charter School of the Arts—sent under separate cover)**
- **(Motion 25.8 to Approve a revision to Finance Policies and Procedures Manual (Page 16) based on comments in the management letter from Heveron & Co subsequent to the 2014 audit. The audit was reviewed at 10-13-15 Board Meeting [Sent under separate cover]**
  - **No Discussion; Motion unanimously passed (Ayes 6 Nays 0)**

#### **3. Chief Educational Officer Report**

- Alan Lockwood, Board Chair, recommended that the CEO Report be moved up on the agenda for future meetings. Board members agreed with the suggestion. Highlights of the report (sent under separate cover):
  - Letters sent home to all students with test scores. Cheryl Moss is the Title I coordinator for this school year and is working with Donna Marie Cozine and Barbara Cozine for Title I services.
  - Mrs. Loury and Donna Marie Cozine are creating a “Parent Corner” to give ideas for parents to do at home with students.
  - Collegial Circles have begun to give staff professional development for teaching and learning. Topics covered are differentiation instruction, student led learning, higher order thinking and explicit teaching. Teachers will be part of research based discussion to talk and grow in the area in 8 week cycles.
  - Peer mentoring program has been rolled out. Teachers will meet with their mentor weekly.
  - Received the Crayola Grant for \$2,500 and \$1,000 in art supplies (received today).

- Sent out a parent survey and have not received as many as last year. Working on getting back more of them.
- Number of discipline referrals is significantly lower than last year at this time. Donna Marie attributes that to having more administrative staff, the Dean of Students, and Whole Brain Teaching.

**4. Motion 25.9 to approve new hires: Laura Vormwald, 1.0 Assistant Teacher; Jennifer Wheaton .9 Response To Intervention (RTI) teacher; Emily Malloy, Substitute Teacher; Allison Bohhman, Substitute Teacher,** was made by Dale Klein and seconded by Bert Brinkerhoff. There was no discussion and a roll call vote was taken.

- **Roll Call Vote:**
  - Audrey Cummings x Yes
  - Steven Gordon x Yes
  - Marilynn Patterson Grant Absent
  - Dale Klein x Yes
  - Alan Lockwood x Yes
  - Nan Westervelt x Yes
  - Bert Brinkerhoff x Yes

**5. Finance & Audit Committee Report [Bert Brinkerhoff]**

- The Monthly Balance Sheet, P & L Statement, and July to October, Budgeted vs Spent was reviewed. Expenses are running below in many categories.

**6. Facilities Committee [Steven Gordon & Alan Lockwood]**

An update on Phase II renovations was presented by Craig Eichmann. Board approval of the plan of renovation is required for SED review and approval of the project. Steven Gordon and Audrey Cummings will meet with The Nichols Team to emphasize the Board’s interest in having a diverse construction team.

- **Motion 26 to approve the following resolution: Renaissance Academy Charter School of the Arts approves the Phase 2 renovation project, identified as SED Project #2616008-0067-001, for bidding and construction as indicated in construction documents prepared by Bergmann Associates dated 10-29-15”** was made by Audrey Cummings and seconded by Steven Gordon. There was no discussion and a roll call vote was taken.

➤ **Roll Call Vote:**

- Dale Klein x Yes
- Steven Gordon x Yes
- Marilynn Patterson Grant Absent
- Audrey Cummings x Yes
- Alan Lockwood x Yes
- Nan Westervelt x Yes
- Bert Brinkerhoff x Yes

- **Motion 26.1 to approve the following resolution: Renaissance Academy Charter School of the Arts Board declares itself to be Lead Agency under SEQRA. Chapter 6 Part 617.5 of the SEQRA states: (a) Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of this section apply to all agencies. Resolved: Renaissance Academy Charter School finds that the renovation project identified as SED#2616008-0067-001 is a Type II Action owing to its classification under section 617.5(c) (8): routine activities of educational institutions,**

**including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings; Accordingly the Board concludes its review under SEQRA** was made by Bert Brinkerhoff and seconded by Steven Gordon. There was no discussion and a roll call vote was taken.

➤ **Roll Call Vote:**

- |                           |        |
|---------------------------|--------|
| • Steven Gordon           | x Yes  |
| • Dale Klein              | x Yes  |
| • Marilyn Patterson Grant | Absent |
| • Nan Westervelt          | x Yes  |
| • Alan Lockwood           | x Yes  |
| • Audrey Cummings         | x Yes  |
| • Bert Brinkerhoff        | x Yes  |
| •                         |        |

**7. Human Resources Committee Report [Alan Lockwood]**

- The HR Committee met and discussed a grievance letter received by a parent. A response will be provided.
- The committee will meet in December to complete the CEO review.

**8. Governance Committee Report [Dale Klein]**

- The committee met and reviewed the composition of the Board of Trustees. Potential candidates were targeted.

**9. Development Committee Report [Nan Westervelt]**

- The Back to School and Artist Stroll events raised \$2,050 in sponsorship contributions. Formal thank you letters have been sent to: The Nichols Team (\$200); Austin & Co., Inc. (\$200); Postler & Jaeckle Corp (\$200); Kevin Garden (\$150); Bergmann & Associates (\$200); Boylan Code (\$150); Day Automation Systems, Inc. (\$200); Mills Painting (\$250); WestProIT (\$250); Harter, Secrest & Emery (\$250)
- Thanks to Toyia Wilson, founding Board member of RA, Resource Committee members met with representatives of the Young Women's College Prep Charter School Fundraising Foundation and gathered several ideas about fundraising possibilities for RA.
- After receiving a tour from Dr. Cozine, Suzanne Gouvernet suggested RA apply to her foundation for funding.
- Several upcoming Fundraising Opportunities were mentioned:
  - Barnes & Noble Book Fair November 21, 2015 @ Pittsford Barnes & Noble
  - Sweetheart Dance December 5, 2015
    - Kudos to Patrice James for her assistance!
  - Parent-Sponsored Coin Collection—thanks to the parents!

**10. Ad Hoc Strategic Planning Committee (Marilynn/Audrey/Nan/Donna Marie)**

- A Strategic Plan Format was sent to the Board for use by the SP Working Groups.
  - The Mission/Vision Working Group will make a slight adjustment to the proposed Mission & Vision and e-mail it to the Board. The Board must official accept the change and submit the revised Mission/Vision to SED as a Non-Material Change.

**11. Old Business**

- Potential dates for Board/Staff "Meet & Greet" are being reviewed.

**12. New Business**

- Mr. Darryl Kittelberger, Family Resource Coordinator, provided the Board with a comprehensive presentation of the recruitment process. Thank you, Mr. Kittelberger.

### **13. Public Comments**

- The members of the public in attendance (parents) asked several questions and made a couple of suggestions which were discussed between the parents and the Board. As a result, information about the Code of Ethics signed by each Board member will be put on the website and additional activities pertaining to Hispanic Heritage will be undertaken.

### **14. Adjournment**

**15. Motion 26.2 to approve adjournment** was made by Dale Klein and seconded by Nan Westervelt. There was no discussion and the motion unanimously passed (Ayes 6 Nays 0).