

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, February 3, 2015; 5:00 to 7:10 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.*

- **Welcome/Call to Order and Introductions :** 5:00pm start time
- **Attending:** Donna Marie Cozine, Nan Westervelt, Craig Eichmann, Dale Klein, Audrey Lewis-Cummings, Burt Brinkerhoff, Alan Lockwood, Steven Gordon
- **Absent:** Marilynn Patterson Grant, Pat Burke

➤ 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 17.9 to approve Consent Agenda for Items listed below by Alan Lockwood and seconded by Audrey Lewis-Cummings**
 - **(Motion 18) Approve Minutes from January 6, 2014 Passed**
 - **(Motion 18.1) Approve Overall Agenda**
- **No Discussion; Unanimously Passed; Ayes 7 Nays 0**
- **Motion 18.2 to approve changing the school dismissal time from 4:00 PM to 3:30 PM for the 2015-16 school year by Dale Klein and seconded by Stephen Gordon.** *(This change will be submitted to the State Education Department for approval by the Commissioner of Education)*
- **Discussion:** The Board questioned how the 150 minute reduction per week would be addressed. Dr. Cozine said a school committee will review the current schedule, look at several models and present suggested recommendations for the Board to review. The committee will also tackle the challenge of allocating time for the staff professional development.
- **The motion was unanimously passed (Ayes 8 Nays 0)**
- **Notification of resignation of Fred Kulikowski as a member of the Board as of February 3, 2015. (Resignation letter sent under separate cover) Note:** *Fred will continue to participate on the Facilities Committee to help secure the building.*

The Board formally thanked Fred for his dedicated service for the past two years. As a founding Board member, was instrumental in helping to guide the efforts to launch the school. Dr. Cozine added that, in her opinion, along with Steven Gordon and Alan Lockwood, the school would not have come to fruition without Fred's creativity and hard work. Additionally, Fred connected RA with the Flaum Institute that will now provide reading glasses for any child failing their vision

exam. He believes in the school, has always believed in the school and will always support us however he can.

Motion 18.3 to approve Steven Gordon as Treasurer was made by Alan Lockwood and seconded by Dale Klein.

- **Discussion:** Steven Gordon graciously agreed to become Treasurer and, according to the RA By-Laws, Chair of the Finance and Audit Committee. It was recommended that in order to provide checks and balances to the finances, the by-laws be changed so that the Treasurer is not the Chair of the Finance and Audit Committee. A By-Law recommendation will be submitted to the Board.
- **The motion was unanimously approved (Ayes 8 Nays 0)**
- **Finance & Audit Committee Report [Steven Gordon]**
 - Revenue is tracking close to the budget. The staff is being conservative with the budget, even though some expenses (e.g., Special Education services, textbooks, etc.) are tracking higher than budgeted. Grant funding is being pursued to offset expenses. Title I and II funds have not yet been received.
- **Facilities Committee [Alan Lockwood]**
 - Building update: The committee is continuing efforts to finalize a draft renovation plan as well as pursue financing to support the renovations and the school purchase. Committee members and Dr. Cozine met with M & T bank representatives regarding a loan to purchase the building. The bank will review our request and provide us with a response in approximately three weeks.
- **Human Resources Committee Report [Pat Burke] (No Report)**
- **Governance Committee Report [Dale Klein]**
 - Update on Board Recruitment: The committee is cultivating Diane Feldman as a potential Board member and she will be touring the school in February. Another candidate is being pursued.
- **Development Committee Report [Nan Westervelt]**
 - The Board reviewed and discussed the Wish List items submitted by the staff. The total cost of the items submitted was \$20,000. The Board discussed several options for funding the requests.
 - Contributions from a variety of sources were reviewed and a list of in-kind and cash contributions are being documented on a spreadsheet. A recent cash contribution of \$450 was received from members of a Book Club each donating \$25. The funds were used to purchase books for Black History Month.

Ad Hoc Dashboard Committee (Marilynn/Audrey/Nan/Donna Marie)

The Board discussed the results of the “Depth and Breadth of our Governance” checklist created by Dr. Marilyn Patterson-Grant. The discussion resulted in the Board establishing an Ad Hoc Strategic Planning Committee to set goals for next year and beyond (e.g., retaining students, teachers, fundraising, etc.) The committee will review its original proposal and look at what we

said we would do, what we've done, and where we want to go. Additionally, the Board emphasized that in the short term, its energy must be focused on owning and renovating the building. Nan, Audrey Cummings, and Dr. Cozine volunteered as members of the committee. Other Board members not at the meeting are invited to participate as well.

➤ **Old Business**

- Volunteer Activities: Creating a volunteer committee along with Darryl Kittelberger. Nan and Venora Roberts will be coordinating events for Black History Month.

➤ **New Business**

- Partnership with Young Audiences of Rochester, Inc. [Arts for Learning]
 - JCPenney Arts4Learning Grant (\$17,500) Received grant to help us integrate the arts in our curriculum. It will help all teachers better understand what arts integration is.
 - Board members were invited to attend a Professional Development session to introduce the staff to the grant and the partnership with Young Audiences on February 4 at 2 PM. Dale Klein expressed interest in attending.
- Time did not permit the discussion of committee and subcommittee responsibilities relative to meeting agendas and notes. Nan will follow up with committee chairpersons.]

➤ **Staff Report [To be sent under separate cover]**

- Dr. Cozine provided additional detail to the CEO Report to the Board and answered questions. She indicated that two new positions for next year include a full time Dean of Students, Part Time Math Specialist, and Part Time Technology specialist (Currently the part time Art teacher fulfills that role but he will be full time next year).
 - Dr. Cozine also distributed a document that provided information about middle of the year data on the status kindergarten and first grade reading ("Emergent Reader Assessment (ERA). The results indicated kindergarten making great strides in proficiency and first graders making progress but there is room for more growth. The NWEA will be assessed in March and then again in June. Next year will be giving beginning, middle and end of the year.
- Last week the kindergartners performed their originally written "fractured" fairy tales for over 100 family members and grades 1 and 2.
- Students are being recruited with April 1 as the final date to receive applications. The lottery will take place on April 6 and students from outside the City School District will need to fill out a busing application prior to the lottery.
 - Marketing efforts include: 4 billboards throughout the city, Darryl Kittelberger visiting the ABC Head Start programs and pre-schools; radio advertisement; participation in the Charter School fair, visiting churches, etc.

- **Public Comments** – There were no public comments.

➤ **Adjournment**

Motion 18.4 to approve adjournment was made at 7:10pm by Alan Lockwood and seconded by Dale Klein. The motion was unanimously approved.