

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Annual Meeting

Tuesday, August 5, 2014 5:00 – 6:30 PM

Location: Boylan Code Attorneys at Law, Culver Road Armory, 145 Culver Road, Suite 100, Rochester, new York 14620

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:** Dale Klein, Fred Kulikowski, Audrey Cummings, Steve Gordon, Marilyn Patterson Grant, Alan Lockwood, Lisa Hiley, Patrick Burke, Donna Marie Cozine
- **Absent:** Nan Westervelt

2. Consent Agenda Items (Previously Sent to the Board)

[Note: Single items were offered to be removed from the list and considered separately at the request of a Board of Trustees member. No items were requested to be considered separately.]

- **Motion 11.4 to approve Consent Agenda for Items listed below by Fred Kulikowski and second by Audrey Cummings:**
 1. (Motion 11.5) Approve Minutes from July 1, 2014
 2. (Motion 11.6) Approve Minutes from July 25, 2014
 3. (Motion 11.7) Approve Overall Agenda
 4. (Motion 11.8) Approve School Wellness Policy (For submission to SED) [*Sent 7-29*]
 5. (Motion 11.9) Approve written assurance that the facility is programmatically accessible to physically handicapped individuals—students, staff and visitors. (For submission to SED) [*To be sent under separate cover*]
 6. (Motion 12) Approve School Safety Plan/Code of Conduct [*Attached 8-3*]
 7. (Motion 12.1) Approve Process to Appoint Emergency Conditional Employees (both Conditional Prospective Employees and Emergency Conditional Appointments) (For submission to SED)[*To be sent under separate cover*]
 8. (Motion 12.2) Approve hiring Nerissa Callahan-Stiles, Grade 2 (*Replacement teacher*)
 9. (Motion 12.3) Approve Immunization Policy [*Sent 7-29*]
 10. (Motion 12.4) Approve Student BMI Policy [*Sent 7-29*]
 11. (Motion 12.5) Approve Administration of Medications to Students [*Sent 7-29*]
 12. (Motion 12.6) Approve Health Screening Policy [*Sent 7-29*]
 13. (Motion 12.7) Approve Revised Organizational Chart [*Attached 8-3*]
 14. (Motion 12.8) Approve Revised School Calendar [*Attached 8-3*]
 15. (Motion 12.9) Approve Staff Roster [*Attached 8-3*]

3. Motion 13.0 to approve Dr. Sara Dovichi, Medical Director and Tara Lisegang, Speech Language Pathologist. Motion by Fred Kulikowski and second by Alan Lockwood.

- **Discussion**

Roll Call Vote:

Cummings	Yes
Burke	Yes
Lockwood	Yes
Klein	Yes
Gordon	Yes
Hiley	Yes
Grant	Yes
Kulikowski	Yes
Westervelt	Absent

4. Facilities Report [Fred Kulikowski]

Building review and approval of lease is pending Greece CSD executive committee meeting on 8/12/2014. A board meeting will be held following the Greece CSD to discuss approval. We are requesting the lease be inclusive of kitchen appliance and maintenance; with a subcontract for food service with the Greece CSD. The facilities crew has drafted a work plan to ready and open the building upon lease agreement.

The Certificate of Occupancy process has been started with NYSED – building layout has been provided and was constructed under NYSED regulations for facilities. State walk through has been re-scheduled to 8/28/2014 to follow the 8/27/2014 family open house.

5. Finance & Audit Committee Report [Fred Kulikowski]

No formal finance report – expenditures are within expected ranges. Finance committee will convene at the end of August following outstanding discussions regarding facilities, leadership/staffing, transportation and food services/subcontracts. The instructional staffing structures are being re-visited as special education population requirements are better known (i.e., IEP services); variances based on staffing need will be reviewed by human resources and finance committees upon identification of need.

- **Transportation Update**

- Motion 13.1 to approve Transportation Services Plan (Submit to SED)** by: Pat Burke
2nd Marilyn Patterson Grant
- Discussion:** None
- Ayes:** 8 **Nays:** 0

6. Ad Hoc Dashboard Committee Report (Lisa Hiley)

No report.

7. Human Resources Committee (Patrick Burke)

The Head of Academics Performance Evaluation format are aligned to the dashboard goals (#1-6) and use the ‘SMART’ goal framework. Upon board approval of the format the SMART goals will be established collaboratively. The Head of Academics will be the only leader evaluated by the Board of Trustees.

- **Performance Goals and Evaluation System for Head of Academics (Submit to SED)**
 - Motion 13.2 to approve Performance Goals and Evaluation System for Head of Academics** by: Fred Kulikowski 2nd Alan Lockwood.
 - Discussion:** None

c. Ayes: 8 Nays: 0

8. Ad Hoc Complaint/Grievance Committee Report (Audrey Cummings)

Meetings established with the family of the grievance on 8/6/2014 with a follow-up meeting on 8/8/2014. We expect that this will be resolved this week with follow-up documentation as necessary.

Grievance committee will continue to work with auditors regarding compliance with policies and fidelity. A policy binder is being established for board and leadership reference.

9. Governance Committee Report (Dale Klein)

- Board member Lisa Hiley resignation

10. Staff Report

The school staff has been alerted to David Silver's resignation. School opening was delayed to September 3, 2014; the charter indicates a 191 day/school year however forgiveness given to a 184 day/school year. Communication to transportation and families has occurred regarding delayed start; letter sent to all families also including open house date, uniform policy, school supply lists, etc. Class rosters will be established over the next week with additional follow-up by classroom and instructional staff; script for reaching out will be established. Additional communication will be provided as of August 13, 2014 once facilities are confirmed (to staff and families). The Chief Operating Officer (COO) job description has been established and posted.

11. New Business

Dale Klein has agreed to support Donna Marie Cozine in the hiring process of the COO position; all board members will support the identification and hiring process.

12. Public Comments

None.

13. Executive Session: Motion 13.3 by Fred Kulikowski and second by Pat Burke.

14. Adjournment

15. Motion 13.4 to approve adjournment by: Fred Kulikowski **2nd by:** Pat Burke

a. Discussion: None

b. Ayes: 8 **Nays:** 0