

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Meeting

Tuesday, May 6, 2014 4:30 – 7:00 PM

Location: 133 Hoover Drive, Rochester, New York 14615

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.*

Present: Audrey Cummings, Patrick C. Burke; Steven Gordon; Dr. Marilynn Patterson Grant; Dr. Lisa Hiley; Dale Klein; Fred Kulikowski; Alan Lockwood; Nan Westervelt; Dr. Donna Marie Cozine; David Silver

Absent: Toyia Wilson; Becky Torres Lynch

1. Welcome/Call to Order and Introductions

2. Approval of Minutes from April 1, 2014

Motion 8.0 to approve April 1, 2014 minutes by: Pat Burke 2nd by: Alan Lockwood

a. Corrections?

Motions will be re-ordered. Accept amended minutes

Ayes 7 Nays 0

3. Approval of Minutes from April 14, 2014

Motion 8.1 to approve April 14, 2014 minutes by: Lisa Hiley 2nd by: Alan Lockwood

a. Corrections?

None

Ayes 7 Nays 0

4. Approve Agenda

Motion 8.2 to approve by: Steve Gordon 2nd by: Audrey Cummings

a. Discussion

None

Ayes 7 Nays 0

5. Approve a Resolution to accept the revised Renaissance Academy Charter School of the Arts Staff Handbook [Attachment 1]

Motion 8.3 to approve by: Alan Lockwood 2nd by: Fred Kulikowski

a. Discussion

Approve subject to non-material changes suggested/made by council.

Ayes 7 Nays 0

6. Approve a resolution to accept the revised Renaissance Academy Charter School of the Arts Hiring Letter [Attachment 2]

Motion 8.4 to approve by: Audrey Cummings

2nd by: Marilyn Patterson Grant

a. Discussion

None

Ayes 7 Nays 0

7. **Approve an amendment to change the By-Laws, Article II: Board of Trustees, Section 2.2. Number and Qualifications, as follows: “Strike the sentence: “The Head of Academics and Head of Arts/Operations shall serve as non-voting ex-officio members of the Board of Trustees and shall serve as a liaison with the staff of the school.”** *(In recent communications from SED, it was strongly recommended the RA By-Laws be changed to reflect best practices. SED suggests that removing the Head of Academics and Head of Arts/Operations “eliminates any possible role confusion” and is considered a non-material change to the by-laws.)*

Motion 8.5 to approve by: Pat Burke

2nd by: Alan Lockwood

a. Discussion

The Heads of School will serve as the liaisons with the school and not as non-voting, ex-officio members. Nan Westervelt has spoken with both Heads of School and they are accepting of the change; they will continue to contribute to the board in many ways. The Heads of School are thanked for their contributions to date.

Ayes 7 Nays 0

8. **Approve a resolution to change the student enrollment for the 2014-2015 school year stipulated in our charter for Kindergarten and First Grade. In Kindergarten the total population would be increased to 88 students from 66, and in the First Grade the population would be reduced to 44 from 66.** *(Changing the number of students as indicated in the original application is considered a non-material change but must be approved by the Board and submitted to SED.)*

Motion 8.6 to approve by: Fred Kulikowski

2nd by: Dale Klein

a. Discussion

This is a non-material change to the charter application. The original grade configuration included two sections of second grade and three sections of both kindergarten and first grade. The actual applications are suggesting greater need at kindergarten and second grade; therefore, proposing to increase the number of youth served at kindergarten (adding a fourth section of kindergarten). By adding the fourth section of kindergarten there is an opportunity to truly test the model of the school by enrolling an increased number of youth at kindergarten. Over a period of years it's anticipated that there will be attrition and therefore reducing the total sections of the incoming kindergarten from four in year 1 to ultimately year three sections in subsequent years. There was discussion about what this 'bubble' at kindergarten means for overall enrollment over a period of time.

Ayes 7 Nays 0

9. **Approve a resolution to accept the Renaissance Academy Charter School of the Arts staffing plan.** *[Attachment #3]*

(Formal approval by the Board is required to ensure the number of teachers is adequate and that assignments align with the plan. Upon approval, the roster will be submitted to SED.)

Motion 8.7 to approve by: Dale Klein

2nd by: Audrey Cummings

a. Discussion

The Heads of School reported they were overwhelmed with the caliber of the staff applying for the positions. The staff is about half minority educators with diversity of staff being considered as a strength. Their guiding principles of hiring were looking for

staff with highest competence. Potentially will focus on hiring a greater number of bilingual educators. Many of the teaching assistants are also master level teachers; this is a real strength of the model. With staffing model we are on-budget and consistent with rubric for compensation; also working within budgeted amount for benefits. In addition to instructional staff, office support has been identified and have charter school experience. Both of the office staff has experience with Power School and managing charter school lotteries. The Heads of School are applauded for their efforts in hiring a high quality staff.

Ayes 7 Nays 0

10. Finance & Audit Committee Report [Fred Kulikowski]

- a. Profit & Loss Statement – (handed out)
- b. Report - Finance committee has established meetings and will report to the board five times/year. Reports will be provided after quarterly meetings and then a separate meeting regarding budgeting for the subsequent school year. According to the RA Financial Policy and Procedures Manual, monthly financial reports will be prepared by the Head of Arts and Operations and submitted to the Finance Committee. A format was established for the quarterly reports to the Board including four categories: personnel, instructional needs, administrative and operational needs and facilities/operations costs. A revenue line will be added as applicable; this will be locked in with enrollment capacity attained. There are no issues in front of the board to discuss. The five year budget for the board is included in the updated board materials. The Heads of School are commended for their efforts to put together a very strong five year plan (budget). Over the next couple of months the finance committee will be presenting the full budget for the subsequent school year. The budget over the first few school years was constructed to be conservative to account for facilities need; with over time the building of strong fiscal foundation to best serve students. In years 1 and 2 it is recommended by the committee that targeted fundraising be undertaken.

11. Governance Committee Report

- a. Resignation Letters Received from Toyia Wilson and Becky Torres Lynch
With two board resignations the governance committee will continue to cultivate possible board members, but will not appoint new members at this time. The Board will be maintained at nine members, and not recruited up to 11.

Becky Torres Lynch and Toyia Wilson were recognized and thanked for their significant contributions to the Board.

- b. Board Secretary

Motion 8.8. Alan Lockwood moved to nominate Lisa Hiley, Dale Klein seconded – No opposition to the appointment. Lisa Hiley will assume the role of secretary of the Board.

12. Staff Reports (Submitted in Writing)

In person registration is occurring the next two weeks at the Baden Street Rec Center from 9:30-2:30.

13. Other Business:

A long-term home for the school is an on-going effort of the facilities committee. Efforts are in place to identify a funder(s) for a permanent facility. The Heads of School continue to look at additional properties for the school as supported by the facilities committee. The facilities committee is thanked for the on-going efforts to be responsive to school need.

14. Public Comments

None

15. Adjournment (5:20)

Motion 8.9 to Adjourn: Dale Klein

2nd: Fred Kulikowski

16. BOARD ORIENTATION PRESENTATION: Jill Shahan, Northeast Charter School Network