

## APPROVED MINUTES

### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

#### Board of Trustees

Tuesday, May 5, 2015; 5:00 to 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 5:05pm

- **Attending:** Audrey Lewis-Cummings; Bert A. Brinkerhoff (non-voting until SED approval is submitted and received); Patrick C. Burke; Steven Gordon; Marilyn Patterson Grant; Dale Klein; Alan S. Lockwood; Nan Westervelt
- **Absent: None**

#### 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 19.9** to approve Consent Agenda for Items listed below was made by Pat Burke and seconded by Dale Klein.
  - **(Motion 20 Approve Minutes from April 7, 2015)**
  - **(Motion 20.1 Approve May 5, 2015 Agenda)**
  - **(Motion 20.2 Approve 2015-16 School calendar) [attached]**
- No Discussion; Unanimously passed (10 Ayes; 0 Nays)

#### 3. Finance & Audit Committee Report [Steven Gordon]

- The Board reviewed and discussed the Balance Sheet and P & L Statement. Income and expenses show few variances.

#### 4. Facilities Committee [Steven Gordon & Alan Lockwood]

Steven Gordon and Alan Lockwood provide an update on the building purchase and Phase I renovations.

#### Building Purchase:

- **Motion 20.3** to ratify the commitment to approve the Canandaigua National Bank proposal approved in March with changes negotiated by Steven Gordon on behalf of the Board, was made by Alan Lockwood and seconded by Marilyn Patterson-Grant.
- Discussion ensued with Steven outlining the few changes in the proposal approved in March. A roll call vote was taken with the following results:

- |                 |     |
|-----------------|-----|
| • Patrick Burke | Yes |
| • Dale Klein    | Yes |

- Marilynn Patterson-Grant                      Yes
- Steven Gordon                                      Yes
- Alan Lockwood                                      Yes
- Audrey Lewis-Cummings                      Yes
- Nan Westervelt                                      Yes

**Phase I Renovations:**

The Facilities Committee reviewed the results of the bid process to select a construction firm to begin Phase I of the renovation process. Bergmann Associates created bid specifications and three bids were received. Committee members and the COO reviewed each proposal and met with each firm. The Board was sent all three bid proposals for review prior to the May Board meeting. The Facilities Committee recommended the Nichols Team be selected—a highly reputable firm submitting the most favorable terms at the lowest cost. The COO contacted five references (sub-contractors and contractors) all of whom provided highly positive comments about the quality of work provided by the Nichols Team.

The Board requested further information about the diversity policies and because the Committee was recommending the lowest bid, the Board wanted to be sure the Nichols Team submitted a quote based on the specifications outlined by Bergmann Associates.

- **Motion 20.4** to approve the bid from the Nichols Team subject to an inquiry regarding conformance of bid materials to specification and to an investigation of their diversity policies was made by Alan Lockwood and seconded by Dale Klein.
- No Further Discussion was held. A Roll Call vote was taken with the following results:
  - Nan Westervelt                                      Yes
  - Audrey Lewis-Cummings                      Yes
  - Alan Lockwood                                      Yes
  - Steven Gordon                                      Yes
  - Marilynn Patterson-Grant                      Yes
  - Dale Klein    Yes
  - Patrick Burke                                        Yes

**5. Human Resources Committee Report [Pat Burke]**

- Nothing to report at this time, although the Committee will soon be working on the evaluation of the Chief Educational Officer (CEO).

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

- The Governance Committee recommends Allen Williams, Director of Special Projects & Education Initiatives, City of Rochester to join the Board.
- **Motion 20.5 to approve Allen Williams as a board member (Class of 2018) for submission to the State Education Department for formal adoption upon SED approval was made by Audrey Lewis-Cummings and seconded by Pat Burke**
- There was no discussion and the motion was unanimously passed (10 Ayes; 0 Nays)

- Copies of the RA Individual Self-Assessment & Full Board Self-Assessment were completed by Board. The full board assessment will be reviewed by the Governance Committee and the individual self-assessment by the Governance and Board Chairs. The purpose of the assessments is to ensure strong governance.
- A proposed Slate of Officers for 2015-16 (Vote in July at Annual Meeting) will be forthcoming.

#### **7. Development Committee Report [Nan Westervelt]**

- Review Status of Special Event – Family Fun Festival will be coupled with the opening of school. August 22<sup>nd</sup>, 2015. Darryl Kittelberger, Family Resource Coordinator will lead the effort. The event will serve for branding, recruiting and some fundraising. The major activities will allow all families to be involved.
- Update on Board & Community Contributions - \$950.00 reporting new for this month. We are slowly getting things off the staff wish-list with the funds.

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

- Update on Facilitator Selection: Two facilitators were interviewed and Michael Perlson was selected.
- Dates for the Strategic Planning retreat will be submitted to the Board – possibly June 3<sup>rd</sup>.

#### **9. Old Business - None**

#### **10. New Business**

- The Board recognized the staff for all the hard work it puts in to making the school a success. Flowers and candy were given to the staff.
- A thank you note from Maria Mendicino, RA Social Worker was received. Maria thanked the board for providing funds to purchase special games for children.
- 2015 National Charter Schools Conference – June 21-24 in New Orleans

#### **11. Staff Report [See Attached - sent under separate cover]**

- Student performance – 1<sup>st</sup> and 2<sup>nd</sup> graders are making slow and steady progress. Have preliminary scores from NWEA testing. Will have full report at next meeting with a plan on addressing below level students.
- Summer program will be taking place at Urban Choice Charter School. Surveying parents on times of preference.
- Literacy Learning Partners is going well. We have community members volunteering as well as staff members.
- Had an assembly last Friday and had over 70 parents show up. 2<sup>nd</sup> graders performed what they have learned during Arts 4 Learning.
- A dance party was held on Friday to celebrate reading across the world. Students had a great time and our school culture is doing well.

- Received report from the New York State site visit. Currently editing for inaccuracies. Hope to have her revisions by the next board meeting. We will come up with plan on how to address areas that need to be addressed. At the last PD session, the staff saw the NYS Charter Performance Rubric and started breaking it down so everyone understands it.
- Three surveys will go out in the Spring – parents, students, staff.

12. **Public Comments:** None

13. **Adjournment: 6:25pm**

**Motion 20.6** to approve adjournment by Marilyn Patterson Grant and seconded by Dale Klein was unanimously approved. No discussion.