

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, April 7, 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 :** Called to order at 5:03pm
 - **Attending:** Audrey Cummings; Patrick Burke; Steven Gordon; Marilyn Patterson Grant; Dale Klein; Alan Lockwood; Nan Westervelt; Donna Marie Cozine; Craig Eichmann
 - **Absent:** Bert Brinkerhoff
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 19.2** to approve Consent Agenda for Items listed below was made by Steven Gordon and seconded by Audrey Cummings.
 - **(Motion 19.3) Approve Minutes from March 10, 2015**
 - No Discussion; Unanimously passed (7 Ayes; 0 Nays)
3. **Motion 19.4** was made by Alan Lockwood and seconded by Patrick Burke to enter into Executive Session to discuss personnel issues. The Board returned to Open Meeting @ 5:45 PM.
4. **Motion 19.5** to amend ARTICLE IV: COMMITTEES OF THE BOARD OF TRUSTEES, Section 4.1 Audit and Finance Committee to remove the stipulation that the "Treasurer shall chair this committee" and insert "The Board Chairperson shall designate the chair of the Audit and Finance Committee" was made by Patrick Burke and seconded by Alan Lockwood. Cummings. [*Note: According to the bylaws, "The bylaws may be adopted, amended, or repealed at any meeting of the Board of Trustees by a vote of two-thirds (2/3) of the entire Board of Trustees."*]
 - There was no discussion; Unanimously passed (7 Ayes; 0 Nays)
5. **Motion 19.6** to approve changing the monthly Board meetings, beginning in July 2015, to the second Tuesday of each month was made by Patrick Burke and seconded by Audrey Cummings.
 - There was no discussion; Unanimously passed (7 Ayes; 0 Nays)
6. **Motion 19.7** to approve hiring Yun Amy Zhan as a second grade teacher to fill the resignation made by Nerissa Callahan-Stiles for the remainder of the year.

- Dr. Cozine reviewed the qualifications of Yun Amy Zhan with the Board. A roll call vote was taken with the results below.

- Patrick Burke Yes
- Dale Klein Yes
- Marilynn Patterson-Grant Yes
- Steven Gordon Yes
- Alan Lockwood Yes
- Audrey Lewis-Cummings Yes
- Nan Westervelt Yes

7. **Finance & Audit Committee Report [Steven Gordon]**

- The Board reviewed the Balance Sheet and P & L Statement and discussed making a few minor refinements to the reports.
- A mortgage commitment from Canandaigua National Bank is imminent.
 - **Motion 19.7** to approve the updated Financial Policy and Procedures Manual was made by Dale Klein and seconded by Marilynn Patterson Grant.
 - Dr. Cozine and Mr. Eichmann discussed the reasoning for the changes and the Board approved the following:
 1. Changing the titles of Dr. Cozine and Mr. Eichmann to CEO and COO respectively; 2) Changing the signatory for checks over \$10,000 from the CEO and the Treasurer to the CEO and the Board Chair; Changing the Signatory policy to include a signature stamp in times when a check has to be issued and the CEO is unavailable; Removing the need for Board approval for all chart of account revisions (not needed in public charter schools).
- The motion was unanimously approved (7 Ayes; 0 Nays)

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

- By April 14 three contractors will submit bids to provide Phase I renovations of the school.

9. **Human Resources Committee Report [Pat Burke]** (Covered in the Executive Session)

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

- Allen Williams is a potential candidate and has interest in discussing a Board position.
- Diane Feldon has a strong interest in the school and is reviewing her commitments to determine what role she might play.

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

- The Special Event Committee met to discuss plans to hold a Family Fun Fest most likely on Saturday, June 6. The committee (Caitlin Agnello, Audrey Cummings, Donna Marie Cozine, Craig Eichmann, Marilynn Patterson Grant, Darryl Kittelberger, Sue Lococo, and Nan Westervelt) will continue planning and adding members including parents and community volunteers. More to come!
- Board contributions are up to \$1850. The contributions are being used to fulfill Wish List items from RA staff.

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

- Nan will arrange a meeting with potential SP facilitator Mr. Perlson (possibly April 29). Another suggestion for facilitating the strategic planning retreat will also be pursued.

13. Old Business

- Volunteers: Inger Williams, currently leader of a volunteer group working with School #36 (which will be closing at the end of the year) will tour the school. It is possible that some of her volunteers might be interested in volunteering at RA.

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14. New Business

- Formal request for Charter Revision to end the 2015-16 school day at 3:30 PM was accepted by the State Education Department.

15. Staff Report [To be sent under separate cover]

- April 18th – Dyslexia Specialist coming to talk to our staff and everyone is welcome
- Arts 4 Learning Lessons are underway! Students are engaged and learning.
- Thematic Units are starting – Zooniversity; Live, Grow, Change; Strivin' and Survivin'
- Full report for NWEA testing next month
- \$1000 grant from Wal Mart to fund the backpack program for the rest of the year
- Did not receive ESL grant – going to reach out to see what they are looking for
- Approached Farrash \$200,000 for building renovations, \$20,000 for summer programs in the communities, asked to expand Fast ForWord so we can service 115 students instead of 50, also asked for money for Professional Development
- Average daily attendance – 97% kindergarten, 83% 1st grade, 97% 2nd grade
- Attrition rates – 8% kindergarten (7 students and added 6 back), 22% 1st grade (9 students added 2 new students), 36% 2nd grade (17 students left)
- Lottery complete
- 2nd trimester data sheet
- Reports on Fast ForWord – 70% of the students have gained more than a year and a half in growth

16. Public Comments: None

- Motion 19.8** to approve adjournment was made by: Dale Klein and seconded by Audrey Cummings. There was no discussion; Unanimously approved (7 Ayes 0 Nays)