

## APPROVED MINUTES

### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

#### Board of Trustees Meeting

Tuesday, April 1, 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.*

*In attendance:* Nan Westervelt, Fred Kulikowski, Sue Lococo, Patrick Burke, Dale Klein, Toyia Wilson, Alan Lockwood, David Silver, Steve Gordon, Donna Marie (via Skype), Becky Torres– Lynch, Lisa Hiley, Audrey Cummings

*Community guest:* Lynn Crawford

#### 1. Welcome/Call to Order and Introductions

#### 2. Approval of Minutes from March 4, 2014

**Motion 6.7** to approve March 4, 2014 minutes by: Dale 2<sup>nd</sup> by: Toyia

**Discussion**

Passes 9 yes 0 no

#### 3. Approve Agenda

**Motion 6.8** to approve by: Toyia 2<sup>nd</sup> by: Fred

**Discussion**

Passes 9 yes 0 no

#### 4. Approve a Resolution to accept the Renaissance Academy Charter School of the Arts Staff Handbook and Job Descriptions. [Attachment (1) & (2) Job

**Descriptions to be sent under separate cover]** The Board must approve personnel policies and procedures, including position descriptions for each role. These do not have to be submitted to SED, but must be approved by the Board.

**Motion 6.9** to approve by: Fred 2<sup>nd</sup> by: Toyia

**Discussion**

–Nan, would like to focus on the conceptual items please send typo suggestions to David

–David, staff handbook developed from a legal service

–Lisa, chaperoning: is that an expectation or is it the protocol? Answer, it is a protocol

–Rebecca, also need to add the Whistle Blower. Benefits: are they paid or unpaid, pro-rated?

Becky gave David her edits/questions to review.

- Allen, Should the lawyer read through/review the handbook for completeness? Allen will contact lawyers to price out this service. Allen will sign a conflict sheet if need be when contacting the lawyers.
- Donna Marie, Shawn Berger will also review. The Board should give any edits to David and Donna Marie prior to meeting with the committee to save time and efforts.
- Donna Marie, the State needs to review the employee handbook to see if it is complete and compliant.
- Fred, when does handbook need to be sent to State? Today but can send minutes tomorrow to State contact.
- Job descriptions: per Toyia there are a number of edits and changes that need to be reviewed; Toyia and committee went through and made certain that each description included the correct task. Per Allen, don't need to send job descriptions to lawyer.

\*\*Motion to table the Handbook subject to attorney review/comment and to be reviewed at the next meeting. Allen, 2nd Toyia. Motion passed.

\*\*Motion to approve the job descriptions as is, Allen and 2nd Fred. Motion passed.  
9 yes 0 no

5. **Approve a Resolution to accept the Renaissance Academy Charter School of the Arts Family Handbook [Attachment( 3)]** The Family Handbook includes all policies and protocols of the school and must be submitted to SED for approval.

**Motion 7.0** to approve by: Becky 2<sup>nd</sup> by: Lisa

**Discussion**

**Passes 9 yes 0 no**

- Allen: There some places where the words used are not as easy for non-educators (parents) to understand? Should this verbiage be changed to reflect this concern? Donna Marie will "de-jargonize" or make it more parent-friendly. Nan would also like some of the acronyms written out.

6. **Approve the Renaissance Academy Charter School of the Arts Hiring Letter. [Attachment 4]**

**Motion 7.**

**Discussion**

\*\*Tabled until next board meeting

- Donna Marie and David received a copy of this form from another charter school and revised for our purposes. Does not need to be sent to State. No reference to at-will employment; Becky should there be a reference to a school year (beginning/ending or effective date of employment) which will allow for accurate benefits (days off, sick days, etc).

- The Hiring Letter is the Contract and is subject to all rules and regulations in the Handbook (the Hiring letter does not reference the Handbook).
- Allen would like "at-will" included in the handbook and/or hiring letter.
- Sue would like a beginning and end date referencing the employee school year.
- Lisa : Are faculty level and position included in every hiring letter. Yes. Title concern: Is there criteria for each level, a description of progression? These were discussed at the committee meeting, David will provide this criteria.
- Becky, Contract letter: need effective date, school year
- David : Year-by-year contract by the Board to look into Cost of Living and

- Add effective day of hire, at-will employment, and year-by-year revise handbook and hiring letter.
- Allen will send revisions to attorney for review.
- David : Should the list of potential hires be approved prior to sending out letters? Fred, can letters be sent around May 6? Allen will be able to get handbook reviewed prior to that. Emergency Board meeting can be made prior to May 6th to allow for potential hire offers, however, David believes May 6 would work.

## **7. Finance & Audit Committee Report [Fred Kulikowski]**

### **a. Profit & Loss Statement**

How often would you like to see this statement?

Would you like to hire an outside accountant?

Mainly expensed, 30k in expenses.

What would the Board like to see on this monthly statement? Quarterly statement with monthly update? Fred : Finance meeting first month of quarter and presented to Board that month.

## **8. Facilities Committee Report [Fred Kulikowski]**

### **a. Recommendation to lease space at 133 Hoover Road, Greece, New York and co-locate with Discovery Charter School for one year. (This is the old Odyssey High School)**

1. Discovery (E2) Principal Joe Seya, K-2, next year K-5
2. Discussions with CEO Joe Martinez the best thing to do is not share space (other than fire escape plans). Times (start and end, bus times) and entrances are all separated.
3. Key Fobs given to staff, very secure building.
  - Fred: what's to prevent a visitor from going from one school into another? Is there a check between schools?
  - Receptionist will see anyone coming from Discovery, color coded hall passes will be given and employee offices will be placed on different floors to also monitor daily traffic and to be readily available
4. Auditorium will be the dance studio and PE location; kitchen and cafeteria will be made from a current large room.
5. Tentative Lease within the next couple of weeks.
6. Fred: Lease for one year, can that be extended? David: there is a possibility but not intent. Fred would like this to be consideration if there is not a permanent location by September. The Boards of both schools have cross-over members which may not facilitate an extension.
7. Lisa: would be willing to host the May Board Meeting at Hoover.
8. 90% of furniture coming from Hoover as a loan in perpetuity; Joe Martinez is going to the Greece School storage stations with Donna Marie's list.

### **b. The school Charter must be revised to reflect the Greece location and submitted to the Board of Regents by the Board Chair and Head of Academics. The Board of Regents will vote on the Charter revision in May.**

## **9. Governance Committee Report [Dale Klein]**

### **a. Resignation Letter received from Sue Lococo**

Gratitude given for Sue's Board Services through the start up.

- Two new potential Board Members
  - Pat Burke; Chairman for the Burke Group, Board of RPO and St. Anne's. Columnist at D&C and former Member of Editorial Board.
  - Marilyn Patterson Grant; Former Associate Superintendent of City School District
- Recruiting procedures being written by Dale and Nan for any non-school members (such as volunteers)

## **10. Approve New Board Members and terms**

- a. A board resolution must be made and voted on to select each of the proposed individuals as a board member for submission to the State Education Department and formally adopted upon their approval.

### **Motion 7.2 Patrick Burke (2015)**

#### **Discussion**

**Fred, 2nd Allen**

**Passed 9 yes 0 no**

### **Motion 7.3 Marilynn Patterson Grant (2014)**

#### **Discussion**

**Fred, 2nd Toyia**

**Passed 9 yes 0 no**

## **11. Human Resources Committee Report [Toyia Wilson]**

- Revisions from committee given to David to review
- A meeting will be scheduled

## **12. Staff Reports**

- a. Per David: As of today 47 Kindergarteners, 12 First Graders, 20 Second Graders. Low First Grade enrollment because of parents unwilling to move children from kindergarten school.
- b. Per Donna Marie Need the lease to change charter; DOE letter sent, Board of Regents meeting in May unless no lease by then transportation department contacted
- c. 60 letters of interest; 30 plus interviews and more next week. After April 16th recommendations to Board on teacher positions & counselors.
- d. We will know about any grants we have out by the middle of this month.
- e. Would like help from a Board member in terms of need to find 403Bs for teachers and staff. Fred and Pat will be able to help.
- f. Dale, what has the outreach for recruiting students been going?
  - 1. David has been to all major orgs for Pre-k, ABC (primary season is January but in primary rejection from other charter schools)
  - 2. Pastors at five large African-American churches (one Pastor allowed flyers to be put on message board and others allowed flyers in the church)
  - 3. Hispanic community in High Falls area.
  - 4. Visiting settlement groups: Mary's Place, Oasis among others.

5. Billboard on 390/490 a possibility due to missing lottery enrollment; bus advertising not as affective per Daryl.
6. No outreach in Greece and no applicants. Currently open enrollment.
7. Lisa recommended other UPK orgs.
8. Donna Marie: reaching out to other Charter schools and working with their waiting list. May 31 seats need to be filled (transportation needs total number of students by June??).
9. Audrey: Increase in State Budget for Charter Schools, how will that affect us? \$300 per student but will increase through the years to \$500.
10. David is waiting for authorization for Pre-K in the future.
11. Nan: What can the Board to do help recruit? Donna Marie: Word of mouth in your community; Board would be needed more so at registration to help fill out paperwork properly.

### **13. New Business**

#### **a. Upcoming Board Development Activities**

1. Board 101 Orientation at May 6 Board Meeting – Jill Shahan from Northeast Charter Schools Network
  - great orientation to a charter school, please attend and bring questions. Fred suggests an earlier meet time and dinner.
2. School Insurance Overview & Update at June 3 Board Meeting – Shawn Berger, Austin & Company

### **14. Public Comments**

#### **a. Good information and impressed with how things are going**

### **15. Adjournment,**

Motion Dale, 2nd Becky

6:50pm