

## APPROVED MINUTES

### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

#### Board of Trustees

Tuesday, October 13, 2015; 5:00 – 8:00 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

- **Attending: Board Members:** Nan Westervelt, Dale Klein, Steven Gordon, Alan Lockwood, Bert Brinkerhoff, Marilyn Patterson Grant
- **Absent:** Audrey Cummings; Allen Williams
- **Staff:** Faith Hart, Craig Eichmann, Dr. Donna Marie Cozine-Mills, Caitlin Loury (notetaker)
- **Parents:** Trinell Elliott, Maria Torre, Ja'Mia Hewitt

#### 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 24.3 to approve Consent Agenda for Items listed below made by Bert Brinkerhoff Seconded by Dale Klein**
  - **(Motion 24.4 Approve Minutes from September 8, 2015)**
  - **(Motion 24.5 Approve October 13, 2015 Agenda)**
  - **(Motion 24.6 to Approve CIPI Policy (Sent under separate cover)**
  - **(Motion 24.7 to Adopt the Canandaigua National Bank Corporate or Unincorporated Association Resolution for Bank Accounts (Sent under separate cover)**
    - No discussion; Motion unanimously passed (Ayes 6 Nays 0)

#### 3. Finance & Audit Committee Report [Bert Brinkerhoff]

- Bert Brinkerhoff reviewed the monthly Balance Sheet, P & L Statement and July through September Budgeted vs Spent documents forwarded to the Board prior to the meeting.
- The 2014-15 Audit report prepared by Heveron & Co. was distributed and discussed. The report indicated RA did well in most financial metrics and ended the year with a surplus. The minimal recommendations suggested by the auditors will be instituted by the school. Craig Eichmann clarified a question regarding a recommendation that a policy be made requiring staff make their phones password protected for security since staff members use phone to access school e-mails.

**Motion 24.8 to approve the audit was made by Marilyn Patterson Grant and seconded by Dale Klein. A roll call vote was taken.**

- |                           |            |
|---------------------------|------------|
| • Nan Westervelt          | <b>Yes</b> |
| • Dale Klein              | <b>Yes</b> |
| • Steven Gordon           | <b>Yes</b> |
| • Marilyn Patterson Grant | <b>Yes</b> |

- Alan Lockwood **Yes**
- Audrey Cummings **Absent**
- Bert Brinkerhoff **Yes**

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

- Update on Phase II Renovations: Paperwork has already been submitted to the state for review. Construction is anticipated to begin June 1 and finish August 1. The staff will re-arrange certain classes to permit construction to begin prior to the end of the academic year with a minimum of disruption.

**5. Human Resources Committee Report [Alan Lockwood]**

- No Committee Report

**6. Motion 24.9 to enter into Executive Session made by Alan Lockwood and seconded by Nan Westervelt at 5:30 PM. Dr. Cozine, Mr. Eichmann, and Ms. Hart were invited to attend.**

- Returned to open meeting at 5:40 PM

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

- The Board acknowledges the resignation of Patrick C. Burke as a member of the Renaissance Academy Charter School Board of Trustees and thanks him for his service as a Board member of Renaissance Academy Charter School of the Arts.
- Governance Committee will meet to discuss adding another member. Recommendations are welcome for new board members.

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

- Report on Strategic Planning Retreat Results
  - A big “thank you” to Denise Baccari for typing up the report provided to each member prior to the meeting.
  - Strategies and objectives for attaining the five goal statements identified at the retreat will be drafted by board member teams assigned to each goal.
  - A template modeled on the Dashboard format will be provided to each team.
  - Dale Klein will lead an Ad Hoc Committee to study the long term concern of what will happen to RA students graduating from 6<sup>th</sup> grade. Members of the committee will be: Darryl Kittelberger, Steven Gordon, Alan Lockwood, Dale Klein, Dr. Donna Marie Cozine-Mills, and Allen Williams.

**9. Resource Development Committee Report [Nan Westervelt]**

- **Upcoming Fundraising Event - Artists’ Stroll**
  - Board, staff, and parents are invited to purchase \$25 tickets to attend Artist’s Stroll, a fundraising event to raise funds for the Young Audiences and RA Arts 4 Learning Partnership. The adult event will be held on Thursday, November 4 from 5:30 to 8:30 at ARTISANworks. Some RA students will be performing for ½ hour from 5:45 to 6:15. (Children have been working during Academic Collaboration and Enrichment time with the arts staff and will be performing at the events.)

➤ **Future Fundraising Opportunities**

○ **Barnes & Noble Book Fair**

- The committee has explored supporting a full day Book Fair at the Pittsford Barnes & Noble store after Young Audiences offered their slot to RA. (RA receives up to 20% cash back on anything parents, teachers, friends, neighbors, etc. purchase (in store or on line). RA is given vouchers to send to our constituents prior to the event.
- November 21 was selected as a target date for the event
- RA can use multiple methods to communicate our Book Fair day (e.g., FaceBook, website, school newsletter, special e-mail to parents, staff, board, etc.) It was suggested that parents receive the information as soon as possible.
- Nan will check the availability of holding the Book Fair alternatively at the Barnes and Nobel store at either College Town or Greece.

○ **Father/Daughter & Mother/Son Dance**

- Dr. Cozine inquired about a previous idea to hold a Father/Daughter and Mother/Son dance.
- The idea was supported by the Board. Suggested dates for each dance are: December 5<sup>th</sup> – Father (Male role model)/Daughter Dance; February 13 – Mother (Female Role Model)/Son Dance.
- The Board welcomed parental involvement in planning the event.

**10. Old Business**

- Nan Westervelt commended Dr. Donna Marie Cozine for bringing in \$358,358 from grants.

**11. New Business**

- It was suggested the Board sponsor a Meet and Greet event with the staff (on an early release day if possible). Dr. Cozine will propose several possible dates to the board.

- **Motion 25 to approve new hires** [sent under separate cover] made by Bert Brinkerhoff and seconded by Marilynn Peterson Grant.

- **There was no discussion**
- **Roll Call Vote**

• Audrey Cummings	<b>absent</b>
• Steven Gordon	<b>Yes</b>
• Marilynn Patterson Grant	<b>Yes</b>
• Dale Klein	<b>Yes</b>
• Alan Lockwood	<b>Yes</b>
• Nan Westervelt	<b>Yes</b>
• Bert Brinkerhoff	<b>Yes</b>

**12. Chief Educational Officer Report**

- Dr. Cozine reviewed the CEO report that was distributed to the board members and parents.
- It was suggested that the Board receive the parent newsletter. Dr. Cozine suggested also sending the staff weekly bulletin to the Board.

- It was noted that Ms. Kimble sends out daily communication to the parents with a text message app that she gave good feedback on. Dr. Cozine will have Ms. Kimble present to the rest of the staff at the staff meeting on Thursday to encourage other teachers to use it.
- Ms. Loury and Dr. Cozine discussed reading data (DRA2 and NWEA) and provided insights into why 1<sup>st</sup> grade scores decreased since the spring. Dr. Cozine also explained that NWEA data is used to move each individual child at his or her own pace.

### **13. Public Comments**

- The members of the public in attendance (parents) raised several areas of concern, which were discussed between the parents and the Board. The Board agreed to take these concerns under advisement; the issues were referred to the Human Resources Committee or the Governance Committee (as appropriate) for further review and recommendations to the full Board in due course.

### **14. Adjournment**

**15. Motion 25.1 to approve adjournment** at 8 PM was made by: Nan Westervelt and seconded by Dale Klein

- There was no discussion and the motion was unanimously approved. (Ayes 5; Nays 0)