

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**  
**Board of Trustees**  
**Wednesday, October 16, 2019 at 12:30 PM**  
**Location: 299 Kirk Road Rochester, New York**  
**MEETING MINUTES**

**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.*

**Welcome/Call to Order and Introductions**

Steve Gordon, Chair called the meeting to order at 12:30 p.m. Mr. Gordon read into the minutes the resignation of Mrs. Janine Barry, member at large.

- **Members Present:** Steven Gordon, Aaron Rosen, Thomas Merkel, Amy Reingold, Natalie Washington
- **Members Absent:** Bert Brinkerhoff, Makini Beck, Lou Spiro
- **Others Present:** Donna Marie Cozine, Alan Caine, Harry Marino, Kristin Loftus, Nan Westervelt, Alan Lockwood

**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 72.5 to approve Consent Agenda for Items listed below:**
- **(Motion to approve: October 16, 2019 Agenda.)**
- **(Motion to approve: Minutes from September 11, 2019 Board Meeting.)**
- **Motion to approve:** Aaron Rosen      **Seconded:** Amy Reingold
- **Ayes: 5      Nays: 0**

**Chief Educational Officer Report [Dr. Donna Marie Cozine]**

Dr. Cozine introduced Mrs. Loftus, our Math Specialist who is working toward her Administrator certification. Dr. Cozine presented a comprehensive review of the CEO Annual Report followed by a Q&A.

- Plans and strategies for moving forward
- Arts Integration sequencing
- Full implementation of iReady
- Achievement First math overview
- Benchmark review
- Key Design Elements (KDE) – there are seven and each month Dr. Cozine will provide an overview of one of KDE.

Dr. Cozine also shared that all our program components are available for full review on our website at [renacad.org](http://renacad.org).

Dr. Cozine clarified the process of enrollment.

Mr. Steven Gordon thanked Dr. Cozine for her presentation.

### **Education Committee Report**

Mr. Lou Spiro has observed teachers in the school and in the classrooms using arts integration teaching methodology.

### **Development Committee Report**

Review 2019-2020 Development Plan

The committee discussed the second Annual Fall Appeal effort - (Target Mailing Date: November 4). It was determined that the letter be revised in order to make it more "user friendly." Rita Mannelli revised letter to fit on 8½ x 14 inch letterhead. It was suggested that Twitter and Instagram be used to connect with parents, contributors, etc.

Nan will work with staff to update the new website to prominently display donor options.

Nan Westervelt thanked Amy Rengold for leading the committee. Nan also thanked Nancy G. for helping to facilitate the printing of the mailing. We have already raised money toward the goal. Letters for the Fall campaign are printed and ready for personalized notes by board members.

### **Finance Committee Report (Bert Brinkerhoff)**

Mr. Harry Marino provided an executive summary for the month ending September 2019. Highlights include:

- For the month, RA performed above budget in the amount of \$30,825
- We are going to streamline revenue by calculating it as a deferred revenue. Instead of reporting cash basis we spreading the receivables over 12 months.
- YTD, debt has decreased as a result of scheduled Nichols payments.

Mr. Alan Caine discussed the audit findings and reports that most of the items that were identified have been addressed. Check signature stamps and check process is now in place. Remaining items are scheduled including a process for ensuring that accounts are reconciled and retaining Harry Marino to support Craig Eichmann with regard to financial reporting and use of accrual basis reporting.

We continue to prepare for a seamless switchover to Quickbooks online to provide for a more efficient and advantageous method of tracking finances.

### **Human Resources Committee Report – No Report.**

## **Governance Committee Report (Aaron Rosen)**

- Linda Dickey has met with the Governance Committee and had a tour of the school, and has expressed interest in serving on the Board.
  - Linda has experience in education and the plan would be to have her join the Academic Committee after approval.
  - Lou will be sending out the application materials to her this week.
- Cheryl Hayward has met with the Governance Committee and had a tour of the school and has expressed interest in serving on the Board.
  - Lou will be sending out the application materials to her this week.
- Given that we now have almost a full board, and there are many other committee responsibilities, we will no longer actively recruit new Board members until next year, however, we may still add to committees depending upon expressed interest and availability.

### **Board Committee Recruitment Update;**

- Tremaine has met with the Governance Committee and had a tour of the school, and at this point is only interested in joining a committee.
  - We suggest that he join the Governance Committee.
  - Lou can make contact with Tremaine, but would need his e-mail contact information.
  - Not sure of what process, forms, etc. are required (if any) to make that type of appointment happen.

### **Board of Trustees Job Description**

- It would be useful to have a “generic job description” for all Board members (Lou to develop a first draft).
- All committee job descriptions need to be reviewed and revised as necessary
  - Lou to check with Nancy on the most recent committee job descriptions.
- A “crosswalk” needs to be developed between the BOT job description, By-Laws responsibilities and the various committee job descriptions to ensure that all important functions are assigned and that they are compatible across documents.
  - An annual review should take place evaluating the Board and committee responsibilities and their effectiveness.

### **Governance Committee Job Description:**

- This document will either need some action and/or review/revision, especially in the following areas:
  - Board Roles and Responsibilities
    - Consider Jill Shahan’s exemplar’s of “Strong Board Governance”
    - Board assessment outcomes and individual Board member assessment outcomes.
  - Board Knowledge

- Process of Board orientation needs to be developed, along with the initial materials that new Board members will need to be effective. This is likely to be a Spring project.
- Board Effectiveness
  - Include focus on areas indicated as needing improvement by the State Education Department, in their most recent site visit.
  - Compare selected processes to the By-Laws and make process changes and/or By-Laws changes as appropriate.
    - Current examples include: The Audit and Finance Committee is not being chaired by the Treasurer as listed in the By-Laws; timing for filling expired terms should take place at the Annual Meeting; when vacancies are filled the term should end at the time the original member was elected; et.

#### Strategic Planning Process:

- Recommend that this become a new Board committee given the scope and importance of this project and including academic and financial staff members, and others as appropriate.
  - Lou is willing to chair this committee.

There has been implementation, especially in the academic area, and a summary of the current status has been made available.
- *Motion 72.6: The Renaissance Academy Charter School of the Arts Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Alan Caine as a member to its Board of Trustees, with a term expiring on October 20, 2023, pending approval by NYSED. The resolution approving ALAN CAINE is adopted upon NYSED's approval.*
- **Motion to approve: Aaron Rosen   Seconded: Amy Reingold**
- **Ayes: 5   Nays: 0**

All are invited to a committee meeting on 11/14/2019 at 4:00 p.m.

#### Old Business

None.

#### New Business

- **Motion 72.7** to approve non-material charter revision to the code of ethics policy to correct to the code of conduct section 1.1. (remove the word “district” and replace with the word “school”:

- Motion to approve: Dr. Aaron Seconded: Natalie Washington
- **Ayes: 5      Nays: 0**
- **Motion 72.8** to approve updated 2019-2020 Final School Safety Plan
- Motion to approve: Amy Reingold Seconded: Aaron Rosen
- **Ayes: 5   Nays: 0**

### **Public Comments**

None

### **Adjournment**

1:45 p.m. - Board went into executive session to discuss a personnel issue.  
Conclude executive session 1:55 p.m.

There being no further business to discuss Mr. Gordon called for motion to adjourn.

### **Motion 73.9 to approve adjournment:**

- **Motion to approve:** Amy Reingold      **Seconded:** Natalie Washington
- **Ayes: 5   Nays: 0**