

BOARD OF TRUSTEES
Minutes
Wednesday, September 10, 2008

PRESENT AT THE MEETING: J. Sinclair, K. Saxon, L. Bligen, E. Rivera-Carrasco, C. Corbe, H. Cotton, K. Jeong, R. Harris, N. Jacobs, K. McLaurin,

ABSENT: D. Mulhern, A. Pless, E. Washington

GUESTS PRESENT: A. Buckmire, P. Ciaramitaro, K. Cherry, C. Engerman, J. Nesgos, B. Pina, L. Radden, L. Robinson, Daedalus, Richard Marks and P. Lewis, Architect

Location: Boston Renaissance Charter Public School – Mezzanine Conference Room – 5:30 pm

I. Call to Order – Ms. Sinclair

The meeting was called to order by Board Chair, Jacquelyn Sinclair

Ms. Sinclair welcomed everyone and introduced Project Management Team for Hyde Park site.

II. Relocation Update – Project Management Team/ Daedalus / GLC / HMFH Architects, Inc. Hyde Park Ave. Site

The Project Management Team provided an update on the Hyde Park Ave. construction site and presented the design plans for the new school indicating that they are now in the permitting process and the design phase is expected to begin in June.

The three story site was presented with visual displays. Of particular interest was the separate wing for Kindergarten, with a play area of their own. Other outdoor recreation spaces include a basketball court. Parking of 110 spaces, designated for staff, leads to security office and administrative offices. There is a separate parking area for visitors. Students enter in one area, visitors in another. A separate travel lane loops the building to accommodate the buses while an outside lane loops the building for parent drop off and pick up. There are music rooms, computer labs, dance studios, and storage areas.

Questions were raised relative to visitor and staff parking, handicap accessibility, conservation, lighting, ventilation, cafeteria and assembly areas. There is universal handicapped access including elevators, handicap lavatories with brail, and a chair lift to the stage.

Dense vegetation will surround most of the property for safety and Amtrak has an 8' fence separating the property from the rails. Additional fencing and gates surround the landscaped property. Addressing the area of conservation there are lots of formaldehyde free recycled materials being used, the water storage system will harvest rain water to irrigate the grassed play fields and grey water system to flush toilets. The displacement ventilation system takes in air and dehumidifies it providing improved air quality. The high ceilings and tall windows allow for bright rooms reducing the need for lights during the day. Lights all have dimmers. A descriptive "green" checklist will be provided at the next meeting. The assembly area will be able to accommodate the entire school when the cafeteria and gymnasium are open.

Motion: Dr. Harris will draft a letter to the Inspector General to begin the process of engaging a "CM at Risk".

Motion approved: K. Jeong first and N. Jacobs seconded the motion.

III. Chairperson's Report – Ms. Sinclair

- No new updates
- **Motion to approve the minutes of the June 2008 and July 2008 Minutes.**
Motion accepted and K.S. first the motion, E. C-R second the motion
- Board Appeal: Ms. Sinclair requested a 100% Board participation toward the annual fundraising campaign by December 2008
- H. Cotton and K. McLaurin, new members to the Board were introduced.

❖ Committee Updates

- **Nomination Committee – Ms. Sinclair**

- No new updates

- **Human Resource Committee – Ms. K. Saxon**

- Lance Houston resigned and relocated to Delaware.
- Letter from former BRCPS employee regarding non-renewal.
- Employee Handbook was updated to clarify the process and to ensure that the Superintendent goals are consistent with the Evaluation and contractual employment reflects lenders request.
- Ms. Saxon attended a Charter School conference in New Orleans and will share data and information with school personnel.
- Superintendent Bonus was revised with an amendment that reflects a bonus up to 10% of the salary based on goals, achievement/performance and budget with a maximum cap.

Motion: Amend the Superintendent's contract to change the bonus from 10K to a performance bonus of 10% of the salary based on goals, achievement and evaluation of the Board.

Motion accepted: N. J. first and L.B. seconded the motion.

- **Academic/Curriculum and Instruction Committee – Ms. N. Jacobs**

- No updates to report

- **Finance Committee – Mr. L. Bligen**

- No updates to report
- C.F.O., K.C.: finance report is contained in the Board meeting package. Audit is due January 1st. An unaudited surplus of 600K is anticipated. There is not a large capital budget to cover extraordinary expenses. We're spending 100 – 120 thousand for the façade of the building.
- K.C. reported that we anticipate meeting the QZAB by the close, October 31st.
- Commitments needed to raise 1 million in 2 years

- **Development Committee – Dr. R. Harris**

- **Nominations for Clerk**

A recommendation was made and agreed to have the Administrative Assistant take the notes of the meeting.

IV. Superintendent's Report (Dr. Harris)

❖ School Opening

- Great school opening! Faculty & staff morale is very high.

❖ Commissioner's Visit (update)

Commissioner Mitchell D. Chester has cancelled his previously scheduled visit to BRCPS (September 17) and has tentatively added us to a visitation schedule that includes other schools in the area. Dr. Harris will inform the Board of the date once it has been confirmed.

❖ Site Visit – October 2, 2008 Board Expectations / Preparation

The DESE Charter School Accountability visit is scheduled for October 2, 2008. Trustees are expected to be available to respond to a series of questions as outlined in the Site Visit Protocol (previously provided). A lengthy discussion took place relative to the desire for the Board to be united and available to meet at the same time.

Due to work related and family commitments the Board unanimously agreed to meet with the Site Visitors on the afternoon of October 1, 2008 at 4:30 pm.

❖ MCAS Update (AYP)

New BRCPS assessment consultant, Lori Likis, provided an assessment analysis and explained the Composite Performance Index (CPI).

BRCPS met AYP targets for Math and missed targets for ELA by .7.

The school recently hired additional instructional support (ELA Coach) for the ES.

Student data is being disaggregated to determine exactly where we missed our targets.

- Data in the history shows capability of making AYP.
- Identify and assess the specific needs and weak areas of the students to determine the best interventions.
- The school was in restructuring for math and made significant strides in that area and you need to do it again to get out of the restructuring status.

❖ Financial Update

- a. Very conservative budget planning has produced a substantial surplus for SY08.(see Financial attachment).
- b. Annual audit to begin later this month.

❖ Foundation Board Update

- c. Foundation Board membership is now current and state approved.
- d. Membership to be expanded.
- e. Capital campaign efforts are underway with guidance and support from professional consultants.
- f. New assistant, Pauline Ciaramitaro, hired to coordinate our Foundation efforts and improve school-wide administrative efficiency.

❖ Faculty / Staff -Human Resources

All full-time positions have been filled.

Teacher attrition remains an issue for a variety of reasons. ie. Relocation out of State, Boston Public pays more, non-renewal based on performance.

❖ Operations

- Building was clean and ready for opening of school.
- School façade is in need of repair to prevent injury.
 - Short and long term fixes being considered, both have substantial cost implications.
- BPS controlled transportation continues to be problematic.
 - C.O.O. recommends that we consider private transportation for future.

V. Parent Trustee Update: Ms. E. Carrasco – Nothing to report.

VI. Old Business

VII. New Business

❖ Conditions of Lender

❖ First Annual Recognition Event can be a fundraiser presenting awards in the following suggested categories.

- “Teacher of Year Award” “Golden Apple Award”
- “Business Partnership of the Year Award”
- “Student(s) of The Year”
- “Parent of the Year”

VIII. Open Forum

Adjourn: The meeting adjourned: 7:30

Next Meeting : October 22, 2008 – All Day Retreat from 9-4, Location to be announced.