

**BOARD OF TRUSTEES**  
**Minutes**  
**November 12, 2008**

**Present Board Members**

J. Sinclair, Chair	K. Saxon, Co-Chair	L. Bligen
C. Corbe	R. Harris	K. Jeong
Nia Jacobs	D. Mulhern	

**Absent:** E. Rivera-Carrasco, K. McLaurin, H. Cotton, A. Pless

**Guests Present:**

Renaissance Staff: A. Buckmire, A. Carignan, K. Cherry, P. Ciaramitaro, C. Engerman, J. Nesgos, B. Pina, M. Weinstein, Arthur Jemison and Pip Lewis, Rita Fuerst Adams

**Location:** Boston Renaissance Charter Public School – Mezzanine Conference Room

**Meeting Time:** 5:30 p.m

**Call To Order:** The meeting was called to order by Board Chair, Jacquelyn Sinclair

**Minutes of September 10 and October 22, 2008** were reviewed.

K. Saxon motioned to approve the minutes of September 10 and October 22<sup>nd</sup>.

R. Harris seconded the motion.

**Public Comment:** There was no one in attendance for public comment.

- Ms. Sinclair openly read a staff letter relating to salaries and after a brief discussion with members of the Board indicated that the letter would be provided to the Human Resources sub-committee who will review and research the comments and report back to the Board.
- It was anticipated that a parent, Mrs. Richardson may attend the meeting to share a comment. The parent did not attend. Dr. Harris updated the Board on the matters of Mrs. Richardson and her child. Ms. Sinclair requested that her e-mail be shared with Mrs. Richardson to enable the parent to communicate with her.

**Development Committee:**

Dr. Harris introduced Rita Fuerst Adams, Charitable and Philanthropic Management Council. Ms. Adams was hired as a consultant and executive coach and has been working with the Development Committee for the last four months on the BPCPS Capital Campaign. Our goal tonight is to bridge the gap between the Board of Trustees and the Foundation Board. Ms. Adams introduced herself and presented each attendee with a folder sharing impressive charts displaying sources of giving with a clear and impressive description showing the largest contributors as individuals and shared foundation giving being stronger than corporations. With a 4.3 million dollar Capital Campaign we would like the Foundation Board and the Board of Trustee to agree that we're moving in the right direction and to assist with networking. Ms. Adams stressed the critical role for the Board of Trustees to participate by placing their gift supporting the effort. She also suggested various ways the Board could assist; by tapping into their rolodex, people they

know at work and church as a great start. Moving forward Ms. Adams shared her excitement about the campaign and her opportunity to work with the Board and the BRCPS.

**Executive Committee: J. Sinclair**

Ms. Sinclair clarified that the Executive Committee consisted of all of the chairs of the sub-committees and suggested that all the chairs meet in person or over the phone the day before the Board meeting.

**Nomination Committee: R. Harris**

**Harold Raymond:** Dr. Harris presented Harold Raymond for nomination to the Board of Trustees and expressed Harold's interest in the BRCPS and its relocation to Hyde Park. Dr. Harris explained a meeting he and Ms. Saxon shared with Mr. Raymond over lunch and spoke of his qualifications and extensive experience in Development and Real Estate Ms. Saxon concurred with Mr. Harris and agreed with the recommendation.

Mr. Raymond addressed the Board expressing his excitement to work with the Board and how he may assist and guide the BRCPS with the transition to the new Hyde Park site.

Mr. Raymond was asked to leave the room to enable the Board to discuss the nomination and consider the recommendations. Ms. Sinclair sought input from the Board.

**Motion** to approve Harold Raymond as a member of the Board of Trustees was made by Dr. Harris and seconded by Nia Jacobs. All Board members were in favor and the motion passed. Ms. Sinclair abstained from voting.

Mr. Raymond was asked to return to the meeting and was welcomed by the Board. Ms. Sinclair informed Mr. Raymond of the next steps in the process; letter to the DESE, and the completion of a Disclosure Form that is filed with the DESE. Ms. Sinclair also explained that Mr. Raymond would receive a Board packet with the By-laws and other important information as well as a Board member to team up with who could provide mentoring as he familiarized himself with the policies and practices of the Board.

**Kathleen A. Vander Laan:** Dr. Harris shared his recommendation to nominate Kathleen Vander Laan to the Board of Trustees. Unfortunately she could not be here tonight but is interested in serving on the Board. Her resume is included in the Board packets.

Dr. Harris explained her extensive experience in design, her work with Suffolk University School of Art and Design and her collaboration with the BRCPS. He expressed that she would be a great asset with the project for the new site. Due to her absence from the meeting, Ms. Sinclair indicated that her nomination will be placed on the agenda for the next Board meeting for consideration.

**Terms Expiring:** Dr. Harris presented the expiration of the terms of two Board members; Nia Jacobs and Albert Pless

Ms. Sinclair indicated that Mr. Pless could not attend this evenings meeting however he is in close contact with her and has a great desire to remain on the Board.

**Motion** to approve Mr. Pless for an additional 3 year term was made by Keeana Saxon and seconded by Dr. Harris

The motion was approved and passed with all in favor.

**Motion** to approve Nia Jacobs for an additional 3 year term was made by Carolyn Corbe and seconded by Karen Jeong.

The motion was approved and passed with all in favor.

**Recommendation to Amend By-Laws:**

Dr. Harris presented a recommendation to amend by-laws to authorize the head of school (whomever it may be) as a Trustee while he/she is employed in a position as the school leader. Contract for Head of School would state “participation as a Trustee” as one of the responsibilities.

The motion to amend the by-laws was directed to the Nomination and Governance Committee for consideration who will report out at the next meeting.

**Human Resource Committee: K. Saxon**

Ms. Saxon reported the H.R. Sub-committee reviewed the Superintendent’s goals and Evaluation and compared the goals to be sure they were aligned. The scores resulted in good to excellent in the majority of the areas. Overall the Committee is pleased with the goals and performance of the Superintendent. An amendment to the goals was recommended specifically adding increased communication between home and school and to continue to foster and improve parent involvement.

Human Resource Committee recommended the goals be accepted as amended to include increased parental involvement in the goals.

**MOTION** to accept the recommendation with the amended goal was made by Karen Jeong and seconded by Nia Jacobs.

Motion carried with all in favor.

Ms. Saxon reported the H.R. Sub-committee set dates for the rest of the year and expressed her comment of Human Resource director as extremely pro-active.

**Academic Curriculum and Instruction Committee – Nia Jacobs**

The committee met and discussed the site visit report and expressed their interest in following up by presenting questions on the PAR and SRI to the Elementary Principal.

**Finance Committee – Lennitt Bligen**

Mr. Bligen provided a written report to the Board which was contained in the packets members received. He presented an overview of the report with a finance update indicating the budget looks better with more funds from Title 1 and other grants.

Mr. Cherry reported that the auditors will be completed by the middle of December and the final audit is due January 1, 2009.

Ms. Jeong expressed her desire to be part of the Finance Sub-committee and thought the Board should meet regarding the audit. The Finance Committee indicated that audit will be shared electronically as there is nothing that the Board can do to change it. The Committee can provide corrective action on findings, if any, that we may be cited for. The Board will need to vote to accept and sign-off on the audit or they may recommend and delegate the responsibility to the Finance Committee.

**MOTION** was made to delegate the authority to review, approve and sign-off on the audit to the Finance Committee.

Mr. Bligen motioned to accept the recommendation to delegate the responsibility to the Finance Committee, Mr. Mulhern seconded the motion.

Ms. Jeong abstained.

Mr. Bligen spoke of the role the Finance Committee can play in the Capital Campaign and encouraged participation but stressed that the 100% participation falls on the Development Committee.

**Parent Trustee Update:** In the absence of the Parent Trustee – there was no report

**Building Committee:** The formation of a Building Committee was discussed to assist and oversee the transition from the current BRCPS site to the new site in Hyde Park as Mr. Cherry and Mr. Engerman have been doing two jobs. The committee will be made up of Harold Raymond, Chair and R. Harris, E. Washington and C. Engerman as committee members.

After the completion of the sub-committee reports Ms. Sinclair reminded everyone that their meetings need to be posted to comply with open meeting laws and requested all sub-committees to submit their meeting dates to the clerk for posting.

**Relocation Update:** A written report that focused on 11 items relative to the design and permitting was provided to all Board members and guests by Arthur Jemison of Daedalus. Mr. Jemison explained the report and spoke to the progress and next steps for the relocation of the BRCPS. Schematic Design was completed on schedule on October 1<sup>st</sup>, the value engineering process resulted in identifying a \$ 2 million dollar savings which is being implemented in the Design Development drawings, which are due November 30<sup>th</sup>. Estimates are on budget and Daedalus is finalizing the application to Inspector General's office for the CM at risk process to procure construction services. The permitting process is underway with Project Notification Form filing with the BRA on September 19<sup>th</sup>. Pip Lewis displayed and presented the latest schematic design of the Hyde Park site plan site which after a series of meetings was approved on November 4<sup>th</sup> by the Boston Civic Design Commission. The Development Team is scheduled to meet with the BRA's Impact Advisory Committee on November 13<sup>th</sup>. BRA approval is expected at one of the two board meetings in December which will satisfy Article 80 of the permitting requirement and the remaining permits will be awarded through the Zoning Board of Appeals, Conservation Commission, the Boston Water and Sewer Commission and Public Improvements Commission starting this month with Inspectional Services Department building permit and the Water and Sewer Site Plan review. Throughout the presentation Pip Lewis answered numerous questions relating to the overall design, including play areas, parking and cafeteria and auditorium seating capacity.

The Operations director of the Boston Renaissance Charter Public School provided a report on the current status of tenants at the Hyde Park site.

There are ten tenants that are moving. One tenant requested to remain until June 2009 but was informed that they need to be out by early Spring not to delay the project.

### **Superintendent's Report – Dr. Harris**

Dr. Harris recognized the Leadership Team for their continued hard work and commitment to the educational achievements of all students and parents of the Boston Renaissance Charter Public School.

An update on Commissioner's visit and Site Visit Report was shared with all. Dr. Harris was pleased to report that the Site Visit Team favorably captured the work that is being done day in and day out at the school. A written Finance update was provided in all of the Board members packets. The school will be approaching Charter Renewal by the close of this school year. We are looking at the possibility of having Lori Likis or another consultant assist and guide us in the writing and Charter Renewal process. The Foundation Board will be meeting with the Development Committee as we move forward with the production of the Capital Campaign brochure and fundraising effort. We are looking to hire a person part-time that will assist us with the work of the development committee, assessments and other areas. Conversation has also been initiated with a professional writer who is being considered to help to get our story told. A proposal is being submitted.

Process for Expulsion is blurred. In the past a Board member served as an appeals officer and the parent could file an appeal to the Trustee. At present there is no one from the Board serving as an appeals officer. The question was raised if the Board wanted to delegate someone to serve in the role of an appeals officer. Ms. Sinclair volunteered to take the responsibility. Ms. Corbe also volunteered.

Need some research, clarity and guidelines. It was suggested that the attorney draft guidelines regarding expulsion and/or exclusion. Ms. Sinclair stressed that with the kids and staff, due process be followed. It is not a difficult task as long as documentation exists to support the recommendation.

January 20, 2008 – Inauguration Day Request was presented to the Board on behalf of staff members to celebrate the historic event. As a parent Ms. Sinclair disagreed as did some Board members and School Directors, including Ms. Pina, who expressed opposition indicating that it would be problematic for parents who work and questioned if the students would benefit from the day. Most agreed that students and staff would have a day off with no real benefit. Mr. Mulhern suggested surveying the parents. The alternative suggestion was to delegate it as an educational day, for all students, focusing specifically on the event. Ms. Saxon stated as other schools have picked up on the election, this could be a PR benefit for the school. The Board agreed, in the best interest of the parents and students, not to grant January 20, 2009 as a BRCPS holiday.

Meeting Adjourned at 7:50 pm

Next Meeting: February 11, 2009

