

Boston Renaissance Charter Public School
Board of Trustees
September 20, 2017

Attendance:

E. Alphonse, S. Dibinga, L. Bispham, S. Copeland, S. Kumahia, K. Williamson

Guests: A. Buckmire, P. Littlehale, M. Taylor, F. Shearer

Call to order: 8:20 a.m.

Review and Approval of Minutes:

Grammatical edits

S. Kumahia: Motion to Approve June 2017 minutes with approved edits. Seconded by E. Alphonse. So moved.

Public comment: No comment.

Head of School Report
Presented by A. Buckmire

- **Family day** was a success! There was barbecue, music, face painting, a poetry station, a DJ and more. 500-600 families attended and we received positive feedback from parents who got to meet teachers and there was positive feedback from staff as well. This event was also mentioned in the Hyde Park News!
 - S. Dibinga: Staff were phenomenal on Family Day
 - S. Copeland: As a parent, great to communicate about your child's class and curriculum, which this event facilitated very well.
 - A. Buckmire: This is definitely a new tradition that will continue; it's a great way to start the school year.

- **Instructional Model:** The new model of the assistant director is very effective; they are doing outstanding job thus far. This model allows for more time to be devoted to teachers and their instruction. They are available in classrooms; providing great feedback and insight. The directors who evaluate teachers are participating in a 5-day on-site professional development series through Research for Better Teaching. The goal is to have consistency throughout the school with observation and feedback.

- The school is continuing to work with Lori Likis with out Instructional Leadership Team, developing their capacity as instructional leaders. She will also provide leadership coaching for the Head of School.

- **MCAS** - We received preliminary results for discrepancy reporting but have not been presented with big picture. We will be receiving official results in late October.
- **Second Steps** – We have implemented a new social/emotional curriculum to provide social/emotional support to staff that will be implemented school-wide. A professional development survey was conducted last school year to determine the needs of the staff and social/emotional support was one of the highest rated areas. We identified Second Steps as the curriculum of choice and we are working with a consultant from UMASS Boston to implement the curriculum. There will be a parent component as well.
- **New PODs** – Two new PODs have been installed to allow for additional office space and a parent center. There will be a grand opening for the parent center when it's furnished.
- **Camp Wing** – 72 sixth grade students went to Camp Wing for 3 days and 2 nights. They participated in many activities including rock climbing, archery, canoeing and a campfire. The trip was very successful.
 - L. Bispham: Annual activity and run by school staff? Counselors there but staff also have to be there as well

CFO/COO Report
Presented by P. Littlehale

Building

- Installation of new floor surface on 2nd and 3rd floors
- Multiple staff moves
- Repair of security system – replacing server and storage and repairing cameras
- **PODS**
 - Exterior painted
 - Interior cleaned, painted, floor and ceiling tiles replaces
 - Investigated and addressed plumbing issues
- **HVAC**
 - Server room – temperature not being maintained to equipment requirements; looking into this.
- **IT:** We purchased and distributed 230 chromebooks for the 4th and 5th grades

Financial Update

- **FY17 Audit**
 - Field work completed, no findings
 - First draft to be issued soon

- Vote to accept audit needs to be done mid-late October in order to submit to DESE by November 1st
- Charter School End of Year Report FY17
 - Underway and due November 1st
- **Proposed Policies and Procedures**
- Based on DESE's Charter School Recommended Fiscal Policies and Procedures
 - Initially drafted April 2016 by Central Source
 - Updated to reflect changes in organizational structure, titles, etc.
- Working on updating purchasing policy and procedure as well
- Have to review Board level policy and procedure as well
- S. Kumahia: will call special meeting in October to get this done by November

Strategic Planning Update

Presented by F. Shearer

- We sent proposals to consultants for strategic planning and 10 organizations received it and we heard back from four.
- Looking at: ESE, Third Sector New England, TDC, and Bellweather Education Partners
- We are thinking thus far that the strategic planning initiative will have a working group with a few board members, staff members, etc.

Committee Updates

Presented by S. Kumahia

- **Proposal on Restructuring Board Committees and Changing the Meeting Schedule**
 - Meeting schedule: to increase the ability of Trustees to dedicate time to committee-level work, in the 2017-18 school year the Board of Trustees will meet in alternating months. We will meet on the third Wednesday, 8:00-10:00 a.m., at the school. In addition, the Board's Annual Meeting will be held in June.
 - Committees will meet in the months in which there is no meeting of the full Board. Committees are asked to establish their own meeting schedule and share that schedule (and any changes to the schedule) will the full Board.
 - Full Board of Trustees Meeting Schedule:
 - September 20, 2017
 - November 15, 2017
 - January 17, 2018
 - March 21, 2018
 - May 16, 2018
 - June 27, 2018

- Restructuring Board Committees
 - In addition to reducing the number of full Board meetings from 10 to 6, to facilitate greater committee engagement and productivity, we will consolidate the Board committees.
 - This year, we will operate three standing committees, maintain all of the duties and functions of all six committees outlined in the Board by-laws. We will revisit the committee structure and number of committees at the Annual Meeting in June.
 - Committees for SY17-18:
 - Governance and Nominating Committee
 - Will assume duties of Human Resources Committee
 - Academic Achievement Committee (unchanged)
 - Finance and Operations Committee
 - Will assume duties of the Building committee and the Development Committee
 - Each committee shall:
 - Have a chairperson
 - Create and share with the full Board a meeting schedule – meeting in the off-months, when there is no full Board meeting scheduled
 - Create and share with the full Board before/after each committee meeting:
 - Agenda
 - Minutes
 - Report out to full Board (recommendations/items for vote as needed)

Upcoming Events

- We're working on having a Board-sponsored welcome breakfast for staff
- September – The Voices of Renaissance Rehearsals beginning Sept 25 3:30-4:30
- October – College Week, October 16th to 20th
- October – Annual Barn Dance, Friday, October 27th
- November – The Young Kings/First Ladies Mentoring Breakfast, Thursday Nov. 16th 8:30 – 10:00 a.m.
- December – Professor Charles J. Ogletree Center for Debate and Discourse event on Friday, December 8th 8:30 – 10:00 a.m.

S. Kumahia: Motion to accept revised board meeting schedule; Seconded by L. Bispham. All in favor. Motion approved.

S. Kumahia: Motion to adjourn at 10:00 a.m. So moved.