

## **TRCS2 Board of Trustees**

### **March 3, 2021, Meeting Agenda – 5:00 p.m.**

1. Meeting Convened
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
4. Approval of February Meeting Minutes - 5 mins
5. Development Report - 10 mins
6. Review and Approval of School Safety Plan Addendum - 5 mins
7. School Management Team Report - 15 mins.
8. Board Members' New Business
9. Public Speaking
10. Adjournment of Public Session

# The Renaissance

35-59 81st Street, Jackson Heights, NY 11372

www.renaissancecharter.org • 718-803-0060 • 718-803-3785 (fax) Charter School 2

## Development Report to the Board of Trustees March 3, 2021

### 2020-2021 Grant Update

#### • Direct Appeals

- No direct public fundraising appeals have begun as yet.

#### • Pending and successful grant applications:

- NYSED CSP 2019-2020 expense report and subsequent amendments were approved, and the 2019-2020 final budget report was submitted in August, 2020.
- Walton Family Foundation Start Up Grant –\$325,000 in start-up funding. The budget was submitted is to cover smart boards, a green-house for the roof-top and science lab materials. However, as they are a foundation, they have much less stringent rules surrounding their budgets, and if we determine an amendment is needed it is a much simpler process. All expenses must be complete and the final budget report submitted by July 31, 2022.
- PENDING: Primary Project – A 3-year \$15,000 grant that helps a school develop a school readiness program for K-3<sup>rd</sup> graders. It provides funding to hire a “child associate” to implement a developmentally appropriate, play-based intervention for children identified as experiencing mild social and school adjustment difficulties. It was originally submitted for 2020, but in discussions with The Children’s Institute we decided to withhold the application for a year. I have let them know we intend to apply again for 2021-22, and am awaiting their response.
- PENDING: E-Rate Funding – Jessica Kim is working with E-Rate Central to get TRCS 2’s first applications sent, for internet reimbursement and any category 2 resources identified.

### In-Kind Grants

NYC Charter School Consortium Mental Health Grants – Four five-year federal grants have been bundled together for our charter consortium to provide mental health and substance abuse counseling services to our students, and school culture transformation services to aid in in-school violence prevention and healthy and happy students. Wildcat, New Dawn and Renaissance (2 schools each) make up the consortium, and Wildcat is the lead on 3 of the grants—making them in-kind donations for Renaissance.

- Mental Health Demonstration Grant is providing 2 Mental Health Therapists a MH grad school intern and 2 practicum students for direct service to students. TRCS 2 is using the practicum students this semester, and TRCS has the use of both MH counselors and the intern for the time being. Next year we will get 2 interns, and will be working together for the best use of the therapists’ time.

*“Developing Leaders for the Renaissance of New York”*

- The counselors, including our social worker, have been presenting parent workshops throughout this year, and have developed a [Mental Health resource website](#), to which TRCS 2 families have been invited.
- School Climate Transformation Grant supports one of the MH Therapists as a Substance Abuse Counselor in addition to his MH counseling. It also provides the services of Kickboard, a school culture transformation service, that provides coaching and PD for whole-school adoption of elements of PBIS, Restorative Justice, Trauma-Informed and Anti-Bias/Anti-Racism, that will become the foundational supports of our school culture. A steering team is in place and in workshops with Kickboard, developing that approach, with the help of our CSG team.
- STOP-Threat Assessment and Training grants – are working as a training vehicles for school building emergency response teams, and to provide staff training in school-violence prevention and youth mental health first aid. It also gives a stipend for a PBIS coach to each of the consortium schools.

### **Friends of Renaissance**

The focus of the Friends of Renaissance board since last spring has been to support TRCS 2, by revising the incorporation papers to include the 2<sup>nd</sup> and all future Renaissance Charter Schools in our support. We have engaged with our insurers to make sure we are covered by D & O insurance and will be supporting TRCS 2 in the lease structure, known to you from other reports. In order to be prepared to perform this increased fiscal responsibility we have:

Fundraising for TRCS 2 through Friends Of events and campaigns will be an additional focus going forward. Expanding the FOR board will become another priority this year, again, as we develop our marketing materials.

### **Other**

Renaissance's political advocacy efforts continue to be the most successful way of bringing money to the school. We will continue to work with the NYC Charter Center and Coalition for Independent Charter Schools (C3S) in the continuing fight to get our funding formula restored. C3S schools agreed to hire Patrick Jenkins & Associates to more directly advocate for the special needs of independent charters, as well as our continuing work for conversion charter school relief.

In addition, Jessica, Everett and I have begun discussions about approaching our city council representatives to be ready to submit an application for next year's discretionary funding.

*Respectfully submitted,*

*Rebekah Oakes, Chief Development Officer*

## **CONTINUATION OF OPERATIONS**

The Renaissance Charter School 2 has developed a continuation of operations plan in the event of a public health emergency involving communicable disease.

### **ESSENTIAL POSITIONS AND TITLES**

In the event of a public health emergency that results in the governor-ordered, temporary closure of NYC Schools, all non-essential personnel of The Renaissance Charter School 2 (TRCS 2) shall work remotely. This includes all members of the School Management Team, teaching staff, and office staff.

Essential personnel are defined as personnel who are required to be physically on-site in order to perform their jobs. This includes our kitchen and custodial staff. The custodial staff are not TRCS 2 employees and will follow the guidelines of the NYS Department of Health.

<b>Required Position</b>	<b>Name</b>	<b>Agency</b>	<b>Contact Information</b>
<b>Custodial Engineer</b>	Carlos Flores	Martin Luther School	(718) 894-4000 x140

TRCS 2 will continue to take into consideration the guidance from the NYS Education Department, NYS Department of Health, NYC Department of Education, and the NYC Department of Health as to access to our physical building. For example, if TRCS 2 is located within a geographic zone that has allowed access to public schools, and/or in-person learning with social distancing and PPE protection, the TRCS 2 Board of Trustees and School Management Team will abide by our posted Re-Opening Plan Metrics, and will determine which staff members will be allowed access and which staff members will be working remotely.

### **TELECOMMUTING PROTOCOLS**

TRCS 2 will support non-essential employees' tele-commuting by facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or desk-top computers, to all employees working from home.

An attempt will be made, when employees are allowed back to work, to stagger work shifts, to the extent practicable for the successful running of our school, in order to reduce overcrowding on public transportation, and to ensure proper social-distancing in the school building.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

As soon as the public health emergency is announced, TRCS 2 will inventory any stored PPE, and procure enough PPE for essential employees, and consultants when necessary, based upon tasks and needs, sufficient to provide at least two pieces of each type of PPE to each essential employee during any given work shift over at least six months.

PPE will be stored in the main office and other designated areas at TRCS 2 when it is deemed safe by NYS DOH and NYC DOH to discontinue the daily use of the equipment. Personnel named below will be apprised of the location of the stored equipment:

Required Position	Name	Agency	Contact Information
<b>Principal Director of Teaching &amp; Learning Director of Operations Health Coordinator</b>	Everett Boyd	TRCS 2	(917) 841-3849
	Flo Evans		(917) 232-7850
	Jessica Kim		(917) 331-8266
	Omar Rafael		(917) 266-7446
<b>Executive Director Director of Operations</b>	Jim Regan	Martin Luther School	(718) 894-4000 x124
	Gary Fredericksen		(718) 894-4000 x126

PPE will be made accessible to all essential and non-essential personnel that are authorized to work from the building, and TRCS 2 will follow the guidance of the CDC and the NYC and NYS DOH regarding what PPE to issue to in-building employees, and training will be given to all employees on how it should be used.

## **PREVENTING THE SPREAD OF DISEASE**

TRCS 2 has developed protocols in the event an employee, contractor or student is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols are in line with all existing federal, state, or local law, regarding sick leave or health information privacy, as outlined in our TRCS Employee Policy Handbook.

The guidance from state and local Department of Health are constantly updated in response to a pandemic. Our authorizing agencies include Department of Health links and resources on their websites. TRCS 2 will update our protocols and plans when relevant and applicable, referencing guidance from

- NYSED, by referring to the NYSED Health and Safety links at <http://www.nysed.gov/re-opening-schools/health-and-safety>;

- NYSED, by referring to the NYSED Coronavirus Guidance for PreK-12 Schools at <http://www.nysed.gov/coronavirus/guidance-p-12-schools>
- NYC DOHMH Covid-19 Business and Facilities Guidance at <https://www1.nyc.gov/site/doh/covid/covid-19-businesses-and-facilities.page>

TRCS 2 emphasizes four key safety measures for students and staff:

- Maintaining a distance of at least 6 feet from other adults, and from students when feasible;
- Washing and sanitizing hands regularly;
- Wearing a face covering; and
- Staying home when sick or after being in close contact with a person with a serious illness, or exposure to the illness creating the current pandemic.

Physical distancing guidelines and mandatory use of face coverings will be enforced for all individuals while on school property. [A face covering](#) is any well-secured cloth or disposable mask that covers a person's nose and mouth. A face covering with an exhalation valve or vent cannot be used on school property as exhalation valves allow unfiltered exhaled air to escape to others. Face shields are not appropriate substitutes for face coverings.

In addition, we will follow all guidelines regarding testing for disease in and outside of school, and contact tracing and reporting of active cases, as outlined by the NYC Department of Health. TRCS 2 will agree to

- Student and Staff [Daily Health Screenings](#) before entering the building;
- Random testing for infectious disease as mandated by NYC DOH and NYC DOE;
- Contact tracing and current quarantine guidelines in coordination with the NYC DOH, as outlined in the [PK-12 COVID-19 Toolkit](#), or other updated document; and
- Managing student drop-off and pick-up outside the school building to minimize external visitors. We may mandate that no non-essential personnel enter the building, according to guidance from the NYC DOE and NYC DOH.

### **Instituting Hybrid Learning to Facilitate Social Distancing:**

TRCS 2's Board of Trustees will determine the safety and efficacy of opening the school building in relation to the metrics stated in the "[TRCS 2 Reopening Plan](#)" developed during the COVID-19 pandemic. Remote synchronous and asynchronous learning, will be available to all students, following the NYS executive orders regarding education during a pandemic. When and if hybrid learning (remote and in-person learning) is deemed safe, we will follow these and other protocols as they are developed by the NYC DOE, NYSED, and the state and local health departments.

At TRCS 2, to facilitate social distancing, no more than 10 students can be taught in a classroom at any given time. To minimize contacts, students will be separated into 'Pods', with each Pod

remaining together all day. Students in each grade pod will attend on an alternating 5 day schedule. With 6 classrooms available to support on-site learning, the number of students who can be provided in-person learning is 60 students. In the event that TRCS 2's classroom availability is insufficient to accommodate all of the students who request in-person instruction and/or TRCS 2 does not have a sufficient number of in-school instructional staff, the number of students who can participate in in-person learning will be reduced.

TRCS 2, in coordination with the Martin Luther School, will implement enhanced cleaning and disinfection of surfaces to ensure the health and safety of staff and students, including:

- Providing adequate cleaning and disinfection supplies or plan to procure those supplies.
- Requiring deep cleanings to be completed on a nightly basis, including with the use of electrostatic sprayers.
- Improving HVAC and air filtration systems.
- Keeping windows and interior doors open to ensure proper ventilation.
- Setting-up enhanced cleaning in classrooms, bathrooms, and for high touch areas such as doorknobs and shared equipment such as laptops.
- Providing teachers with cleaning supplies for classrooms.

TRCS 2 will redesign building movement protocols to keep people in cohorts and allow for physical distancing consistently. TRCS 2 will, to the extent feasible:

- Redesign movement protocols within a building to minimize congestion;
- Designate one-way direction stairwells and single file routes

Signage may be provided to support appropriate movement protocols.

#### **Using Staff to Maintain a Healthy Environment**

With health and safety as a priority, it will be important to have staff dedicated to carry out enhanced health operations. TRCS 2 will use the Building Response Team structure to develop a school-based pandemic-related team; and will deploy adequate staff to support daily enhanced health protocols.

#### **In the Event of a Known Case:**

If a student or teacher is feeling sick, they are required to stay home and, if their symptoms are consistent with the pandemic-related illness, are asked to get tested. If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their family. Staff members who become symptomatic at school are asked to immediately leave the building.

Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by NYC Test + Trace and DOHMH to determine close contacts within the school. Schools will communicate to all families and students at school once a case is laboratory confirmed.

- Custodial staff will immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
- The NYC DOH will be immediately notified.
- All personnel and families of students who were in direct contact with the infected person will be immediately contacted, under the guidance of the NYC DOH, or other agency department activated as the official Contact Tracing department.

In the event that there is a laboratory- confirmed case in a school, all students and teachers in that class are assumed close contacts and will be instructed to self-quarantine for the amount of time designated at the time, by the NYS and NYC DOH.

Additionally, the DOHMH and Test + Trace Corps will begin an investigation into the risk of exposure to the school community and work with TRCS 2 to issue clear guidance and decisions for next steps based on the outcome.

TRCS 2 will document precise hours and work locations, including off-site visits, for essential employees and contractors. The dedicated health-aide will proceed with the investigation, with the support and aid of the Principal and Building Response Team.

TRCS 2 will follow NYS Executive orders, and/or relevant and applicable guidelines pertaining to available leave for mandatory testing, treatment, isolation and quarantine.



The

# Renaissance

35-59 81st Street, Jackson Heights, NY 11372

www.renaissancecharter.org • 718-803-0060 • 718-803-3785 (fax)

Charter School 2

## BOARD OF TRUSTEES

Monte Joffe

*Chairperson*

John Harrison York

*Vice Chairperson*

Liz Perez

*Secretary*

Chester Hicks

Rachel Mandel

Conor McCoy

Victor Motta

February 3, 2021

The Renaissance Charter School 2

Meeting of the Board of Trustees

1. Meeting convened at 5:11 p.m.
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
  - Members Present: Monte Joffe, John Harrison York, Liz Perez, Chester Hicks, Victor Motta
  - Members Absent: Rachel Mandel, Conor McCoy
  - Non-members Present: Everett Boyd, Daniel Fanelli, Stacey Gauthier, Flo Evans, Ron S.
4. Approval of January Meeting Minutes - 5 mins - Approved by acclamation
5. SMT Report - 15 mins Presented by Everett Boyd and Flo Evans
  - a. Enrollment update: 141 students.
  - b. Recruitment: 122 applications on file as of today: 95 K, 18 1st, 9 2nd. Have held virtual open houses and have scheduled another for this weekend. Lottery is scheduled for April 12.
  - c. Testing: how to meet the 20% requirement of the yellow zone. Instituted mandatory policy for staff and students. Random testing, inform them a week in advance, 100% compliance so far. Staff has a choice of self-testing onsite or using an independent provider.
  - d. One class is on remote learning this week because of a positive test, will be returning on Monday, 2/8.
  - e. Martin Luther is fully remote and has been for the past two weeks.
  - f. May be new guidance about pods and closure changes.
  - g. Ren1 lawsuit filed re: testing with other charters--believe there may be a favorable outcome.
6. Principal Review Planning - 10 mins - Important function of board is to review the principal
  - a. Suggested focus be pandemic response

- b. Stacey: started having conversations months ago about metrics for review. Important to have a school leader be part of the discussion. Dan, Everett, and Stacey have looked at the SED performance framework to see what is applicable. e.g., testing.
- c. First year school has several important inputs
- d. Has the principal set up a leadership team that sets the school up for success?
- e. Fiscal management
- f. Parent happiness
- g. Staff retention, etc.
- h. Has been a continual partnership going both ways. Feel confident that the school is going in the right direction and is already successful. Ren2 gaining enrollment, a testament to the work we are doing.
- i. Will be submitting something for review to the board.

7. New Business

- a. Everett: First meeting of Parent Association next Tuesday 2/9. Responses are good so far. Coordinator of Special Populations, Lisa Liropolous is going to attend the meeting as a consultant--she was PA President at Ren1 and will help guide Ren2 through the beginning of the process.
- b. Stacey: Now is Albany budget season. Important that we make the new elected officials aware of what charter schools are. Working with our advocate to get a meeting with Donovan Richards, Queens Borough President. Received positive feedback about Students First visit to Catalina Cruz, she mentioned Renaissance positively. Stacey reached out to the Superintendent of District 30, who linked her up to Superintendent of District 24. There will be Zoom elected official meetings with Districts 24 and 30.
- c. Governor's proposal: doesn't want to reimburse for rentals. We don't think there will be a risk to our funding, but there are still some concerns. State will be reliant on supplemental federal funds.
- d. Monte: question about relationship with Lester Young. We think we have a good relationship with the Regents in general. Regent Chin has been a strong supporter.
- e. Stacey: we will be applying for two more large federal grants via the consortium with whom we are working on the mental health grant. One is a literacy grant; we think we have a compelling plan for staffing and training. Another is an arts grant, which would bring art therapy to schools.

8. Public Speaking

9. Adjournment of Public Session: 5:42 p.m.