

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

Everett Boyd
Chairperson
Liz Perez
Secretary
Monte Joffee
Rachel Mandel
Conor McCoy
John Harrison York

January 13, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

1. Meeting Convened – 5:36 p.m.
2. Chairperson’s Welcome
3. Roll Call

Present: Everett Boyd, Elizabeth Perez, Monte Joffee, John Harrison York

Absent: Rachel Mandel, Conor McCoy

Also Present: Daniel Fanelli, Stacey Gauthier

4. Approval of October, November, and December 2019 Minutes - Passed by Acclamation
5. Board Administrative Business

- a. Appointment of new chairperson and vice chairperson

- i. Natalie Hardcastle resigned, looking to expand the board by two more people. Everett Boyd, Founding Chair of Board, has agreed to become vice chairperson, and will prepare to assume additional responsibilities within the organization at TRCS 2. Monte Joffee has agreed to fulfill the role of chairperson. Nominations for Chair and Vice Chair accepted; Passed by Acclamation.

- ii. Eventually we need to create committee structure, once new board members are appointed.

- b. Pre-approval of applications for new trustees:

Everett read and amended the language of the SED’s resolution template for selection of new members to the Board of Trustees in order to begin the process of approving Chester Hicks and Victor Motta:

“On January 13, 2020, The Renaissance Charter School 2 Board of Trustees voted, in accordance with the Open Meetings Law, to select Chester Hicks and Victor Motta, pending approval by the New York State Education Department (“NYSED”) and pending passing a complete review according to the following required criteria: *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.*

Motion to approve resolution for both candidates--passed by acclamation.

All required documentation and verification will be shared with The Board upon completion of the process by the candidates.

- c. Approval of policies and procedures. Formal process to be able to submit to SED. These are all things we need to open the school.
 - i. Code of Ethics - already part of our charter; has been approved. Code of Ethics for Board of Trustees.
 - ii. Financial Policies and Procedures - written by CSBM and approved by accountants.
 - iii. TRCS 2 Policies: Admissions, FERPA and FOIL. Latter two are standard.
 - iv. TRCS 2 Complaint Procedure and Investigation - adopted from TRCS.
 - v. Student Discipline Policy - adopted from TRCS; passed muster with Advocates for Children
 - d. All policies/procedures approved by acclamation.
6. Facilities Report – Have been working with our lawyers and the development team. Had a meeting last week to discuss questions/comments around the main site and the incubation site. Did a deep dive into questions around the incubation site. We felt as though everyone was in agreement and we were ready to move forward with drafting additional language; sent to us for review by our lawyers at the beginning of this week. With some additional comments. The lease is now a new one and has to go up to SED. Their lawyer hasn’t necessarily accepted all of the new terms.

Main building lease--could be ready sooner than the incubation lease.

Changes: back-and-forth language. Need a few more specifics about the work that needs to be done; example, A/Cs in all of the classrooms but not in the offices.

Two leases: One between Ren2 and MLK for two years with possibility of 3rd year extension, the other between Friends of Renaissance and Barone for tax purposes.

Question about whether we have met with staff of MLK. We anticipate that we will have a good working relationship. It’s not easy to share spaces, but Everett and our staff will work to smooth over any issues that arise re: space and sharing. We’re not competing with them in terms of having same-grade level students. Recommendation to get ahead of any issues as early as possible.

7. New Business

- a. Update: doing student recruiting; have had two open houses. Jessica is actively recruiting within the community; has gone to PreKs in D24 and D30. We have advertised, done Vanguard (mailing; still figuring this out). Continuing to have open houses--past two were at Ren1, branching out to other locations. Have 35 applications so far. Ren1 has a lot of applications even prior to open houses. We can send something to people who do not get in to Ren1 to have them apply to Ren2.
- b. Discussions with Lori Langer de Ramirez - head of World Languages at the Dalton School. Dalton's Early Language Program is completely content-tied across the curriculum. Talking to her about our language program. Interesting discussion about that and where to find teachers. She is encouraging Spanish, but Mandarin, Arabic, and Hindi were also mentioned. In terms of picking teachers, Spanish and Mandarin were easier to find teachers for (lots of resources for Mandarin). Question about which language would help for recruitment. Our students speak Spanish but don't necessarily know how to read and write it. Some parents are excited about having heritage Spanish speaking children to become more proficient. It's hard to tell with the populations near the incubation and main sites. Suggestion of having two teachers in from the beginning--less teaching to do, but more curriculum development right from the beginning.
 - i. Discussion of which languages might turn people off (will people be negative about Arabic? Do we want people who would be turned off by that?) Inclination to go with the needs of the community--do a survey to understand where the demand is. If we give Mandarin to Spanish-speaking kids, they can come out trilingual. If we make the case to prospective parents that Mandarin is the language of the 21st century, we might find a core of parents who are really excited about this school.
 - ii. Possibility of branching off in the older grades to more than one language.

8. Public Speaking - None

9. Adjournment of Public Session – 6:14 p.m.

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John Harrison York

February 5, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

1. Meeting convened at 5:38 p.m.

2. Roll Call:

Present: Everett Boyd, Liz Perez, Monte Joffe, John Harrison York

Absent: Rachel Mandel, Conor McCoy

Also present: Chester Hicks, Stacey Gauthier, Rebekah Oakes, Francine Smith

3. Approval of January 13, 2020 minutes - Passed by Acclamation

4. Operations and Recruitment Report

a. Personnel - have met 3 candidates, 2 are applying for Director of Teaching and Learning, one for Director of Special Education. All promising candidates who come highly recommended; we will be meeting them again. Still working out the benefits. Question about negotiation with the union--school currently non-union.

b. Have had a couple of conversations with Lori Langer Ramirez, head of World Languages at Dalton. We made the decision to offer Mandarin at the second language at Ren2. The plan is to recruit 2 teachers in year 1. We think that the school will have a flagship early language program--supposed to be tied to the curriculum the other teachers are teaching. NYC has three of the four best programs for Chinese language teachers, and Lori knows the directors of the programs and will help us recruit. There will be a trip to Dalton sometime in the spring to see their Mandarin program. Some of us have already visited their Spanish program for the early grades--model will be similar. By the time the kids are in high school, the Mandarin class is thematic.

c. We think it's important to be more innovative and do some sort of group activity/writing exercise for teacher recruitment.

d. Student Recruitment - Jessica Kim, our Director of Operations, has been spearheading this. WE've had two open houses at TRCS, and we hope to expand that, hopefully to Martin Luther. We have 188 applications so far. We're about a third of the way through our recruitments through the April 1st deadline. The breakdown is between

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various Queens neighborhoods. We participated in the Vanguard mailing and have done ads in various papers. Have been doing a lot of flyering at various locations. We want at least 500 applications to make sure that we have our six classes to start with.

- e. Development Report - Rebekah Oakes -
 - i. The CSP grant is in its last year. We were told in the fall that we had to spend all of our money by June 30th; they can not extend it into an implementation year. We've been trying to revise the budget to see what we can purchase by the end of June. Question about whether we can purchase contracts to be used in the future--it depends. Rebekah reached out to Valerie, contract manager at NYSED; we need to get out a budget modification by May 1.
 - ii. Did not receive the Spark Opportunity Grant. We're too far into our project for their model, and our spaces are not in a Developmental Zone, which is what they are looking for.
 - iii. Charter School Growth Fund is still pending, about 250K.
 - iv. Primary Project - 15K - had it at TRCS to help with early childhood classrooms
 - v. ERate Funding - working with a new consultant - internet reimbursement
 - vi. Friends of Renaissance - board met; they are looking for help for financial services for the new school since they are handling the lease at some point. Not as much hurry to do this, but Rebekah reached out to CSBM to help set up QuikBooks.
 - vii. Two Federal Mental Health grants - in a consortium. One of those is a partnership with Hunter College where we will be assigned student interns in their last year.
 - viii. Just talked to Stacey Newton about starting a building safety grant.
5. Facilities Report - main lease is in Albany for SED's counsel to give feedback; Martin Luther lease - working out a few details. Hopeful to sign by the end of next week. Everett went to the BSA meeting yesterday; they seemed to like our team, very smooth process. The only thing we need signed is the DEP study and the DOT study (signage and traffic around the school). CB4 meeting Monday; Dan will attend. Some minor construction that needs to be done at Martin Luther.
6. Ren1 changing policy in handbook; Ren2 should follow this change, but nothing to vote on this meeting.
7. Public Speaking
8. Adjournment of Public Session: 6:08 p.m.

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March 4, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

- 1) Meeting Convened – 5:57 p.m.
- 2) Chairperson’s Welcome – 1 minute
- 3) Roll Call – 1 Minute
 - a) Members Present: Everett Boyd, Elizabeth Perez, Monte Joffe, John Harrison York (quorum achieved)
 - b) Others Present: Stacey Gauthier
- 4) Approval of February 5, 2020 Minutes – 3 Minutes
- 5) Operations and Recruitment Report – 10 Minutes
 - a) Student recruitment
 - b) Jessica Kim has been doing a phenomenal job, going out into numerous neighborhoods with TRCS students and handing out flyers--housing projects, community centers, mall, museums, etc. We sent a letter to the parents on our waiting list suggesting they apply to TRCS2 as well.
 - c) 252 applicants as of today. 197 in K, 55 1st grade applicants. We are considering changing configuration.
 - d) Stacey reached out to D75. Will be speaking to Gregg on Friday morning.
 - e) Hoping to do an open house in a nearby church--our students did a food drive for their food pantry.
 - f) We are looking at different cultural organizations.
 - g) Week after next we will visit the elected officials.
 - h) Suggestion of local mosques.
 - i) Discussion of waiting list for other schools--they would have to send the letter.
 - j) Martin Luther has given us permission to have open houses there once we sign the lease.
 - k) Human Resources –
 - i) We found a company that we like--Little Bird, an all-in-one HR, payroll, medical benefit company. Also looked at a place called TriNet. We’re supposed to be getting bids later today or tomorrow.
 - ii) Benefits package will be different from TRCS.

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- l) Will be using our office for operations. Some of our management team (e.g., Rebekah Oakes, Denise Hur) will be in supporting roles similar to their roles here.
 - m) We will support construction on the new building, negotiating with unions, working on grants, reviews, evaluations and other paperwork, etc.
 - n) Right now TRCS2 is fully non-union, and everything has to be negotiated. Unless we get a good thin contract, we need to be non-union.
 - o) Principal's initial focus will be on relationship with Martin Luther and handling other relationships at first.
 - p) Possibility of bringing on art teacher Nicole as .8 at new school but keeping her at TRCS once a week.
 - q) Three job fairs this month--Bank Street, Hunter College, and C3S.
 - r) Can't do too much hiring until we know how many students we have.
 - s) No new hires. Discussion of Jessica's medical allowance in place of benefits. SMT will start July 1, teachers to start middle of August. We have a few strong candidates for the leadership positions.
- 6) Facilities Report – 5 Minutes
- a) Lease is signed between Friends of Renaissance and Sunshine (Barone). We are happy about where we wound up, even though it took a long time. We did a good job negotiating maintenance with the landlord.
 - b) Martin Luther lease is close to being finalized. We have use of yard, kitchen; there will be renovations--carpeting, A/C, etc. Once we sign, it has to go to SED for review. This lease will be signed by the school, not Friends of Renaissance.
- 7) New Business
- a) CIPA--Children's Internet Protection Act re: internet technology, for E-Rate eligibility need compliant plan. Want to do the same plan for Renaissance and TRCS2. CIPA policy approved by acclamation.
 - b) Discussion of sexual abuse prevention and other policies we need to be compliant with. This was raised by our insurance. Need to adopt a policy to address this. Another place where having two schools allows us to share the cost..
 - c) Chester Hicks (parent of TRCS student) sent to get fingerprints processed, fingerprints had to be sent to a third party; Everett sent to our attorney. Chester's fingerprints were cleared today. We will have two new board members fairly soon. Chester will be a parent voice; eventually we would like someone from Ren2 to participate.
- 8) Public Speaking - none
- 9) Adjournment of Public Session – 6:35 p.m.

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May 6, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at 6:00 p.m.

1. Meeting convened
2. Chairperson's Welcome - During this time we have to work together to be beacons of hope.
3. Welcome New Board Members Chester Hicks and Victor Motta!
4. Roll Call
 - a. Board members present - Monte Joffe, Everett Boyd, Liz Perez, Chester Hicks, Victor Motta, John Harrison York
 - b. Also present: Stacey Gauthier, Daniel Fanelli, Rebekah Oakes, Jessica Kim, Matthew Delforte
5. Approval of Minutes - approved by acclamation
6. Resignation from Board - Everett Boyd

Whereas the founding board chair Everett Boyd has tendered his resignation, be it resolved that the board has accepted his resignation. Approved by acclamation.
7. Appointment of Vice Chair - John Harrison York.

Whereas the board desires to appoint John York to fill the vacancy of vice chair, now therefore be it resolved that the board will vote to do so. - Approved by acclamation
8. Appointment of Founding Principal

Whereas the board has offered the position of Principal of Renaissance Charter School 2 to Everett Boyd, be it resolved that that the board has accepted Everett Boyd as the Founding Principal of the Renaissance Charter School 2. Approved by acclamation.
9. Approval of MOA between Renaissance Charter School and Renaissance Charter School 2. An MOA was prepared that parallels the charter application and what the relationship between the two schools will be and how Ren 1 will lend support upon Ren 2's opening, and the definition of roles and responsibilities therein. The purpose is to solidify the relationship between the two schools, even though they are not part of the same

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corporation. Approved by acclamation.

10. Walton Grant for Recruitment - offered an opportunity for TRCS2 to apply for an emergency grant under COVID-19, one was for recruiting students under the current conditions. We are going to put that to good use as we go forward. Everett sent the Walton Foundation the Board's thanks for their generosity.
11. Social Work Intern - Federal Grant. We joined a consortium with some other charter schools and received a grant that both Ren1 and Ren2 will benefit from. The grant will bring a full-time social work intern to each school (students who are finishing their MSWs). We have two very bright and talented young male candidates. We are entitled to a supervising social worker who will be working at both schools supervising these interns. We are excited that these young men can support our young men (along with young women) and that they are both fluent in Spanish. Supervised by Social Work department at Hunter College.
12. Update on Hiring - Everett and Stacey
 - a. Flo Evans, most recently pre-K teacher at TRCS, was offered and accepted the position of Director of Early Childhood Education at the new school. She is already working on the new team.
 - b. Mandarin teachers--Everett, Dan, Flo, and Jessica are supported by Stacey, Dan, Rebekah, and Denise. They are working with Lori Langer Ramirez to interview Mandarin teachers via online interviews and demonstration lessons (with our current K class via Zoom). They are optimistic that they will find an excellent candidate. Jessica has been working hard on the hiring processes for all of the new staff.
13. Update on Student Recruitment - Jessica
 - a. First annual lottery on April 20. Translated into Spanish. 35 families joined the video call; Everett was answering questions in the chat. Used a website for random number generation. 88 first grade applications and 259 K applications. Accepted 100 students to K and all 88 applicants in 1. All are in D24, which has priority. There are 49 seats left, and the hope is to hold a second lottery for the waitlist, which is open to families from all districts.
 - b. 75 K seats and 38 1st seats confirmed. 4 K classes. Discussion of difficulty of charter school from Buffalo.
 - c. Everett will be writing to prospective families to welcome that and give them more incentive to stay with us. Jessica says there are some first grade families declining because they were concerned with transitioning to a new school amid unknowns in September due to COVID-19.
 - d. A lot of families are excited about Mandarin
 - e. Registration--next step is to register students into the systems. Two-week orientation for student information system platforms. Power Schools is a new system for Ren1, but getting the registration aspect of that up and running will take two months. Linq has an online registration platform; Dan is working with them. Later we can partner Linq with Power Schools.
14. Facilities Update - Daniel Fanelli
 - a. Have been talking with Martin Luther on a regular basis to get information out about school food, technology, etc. Various consultants have been in these discussions. In terms of IT, we'll be using a separate system from Martin Luther. Ken from Ikon joined the meeting with Martin Luther.
 - b. Today, Martin Luther gave permission for us to officially use their name in talking about the location. We're looking to put a banner on the front with the name of our school. We helped them see that we really want this to be a partnership. Jessica went into the building, as did Ken (with masks on!). They took photos to be able to do more planning for design and IT planning.
 - c. Dimensions NY - furniture, fixtures - helping us make purchases through a vendor.
 - d. Jessica, Dan, and Rebekah Oakes working on the website for both schools with a designer. Huge

upgrade. Close to finalizing it. New URL is Renaissancecharters.org

15. Public Speaking

16. Adjournment - Meeting adjourned at 6:55 p.m.

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April 1, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

1. Meeting Convened 5:34 p.m.
2. Chairperson's Welcome – 1 minute
3. Roll Call – 1 Minute
 - a. Members present: Monte Joffe, Everett Boyd, Liz Perez, Rachel Mandel, John Harrison York
 - b. Others present: Stacey Gauthier, Daniel Fanelli, Rebekah Oakes
4. Approval of March 4, 2020 Minutes – 3 Minutes

Approved by Acclamation
5. COVID-19 Crisis – 10 minutes (Stacey Gauthier)
 - a. Impact on school funding and enrollment--have not been able to go out and do additional recruiting, attend big meetings, hold open houses
 - b. NY is expected to take a 5% reduction in our per-pupil and maybe more. Also means a decrease in the facilities money. The cost of the building and lease are set, but it could impact programming. Dan is analyzing the numbers. We are looking at different things we can do; might mean we can't offer as big a health package, could mean the team is smaller during year one. In some ways we have more flexibility than Ren1. We might rearrange stuff re: lease. Work on building being delayed, but not critical construction. Prevailing Wage bill passed, means that projects are more costly. Dan, Everett, and Stacey will see if that means anything to Ren2.
 - c. What does this mean come reconciliation time?
 - d. Discussion of people moving away from New York; harder to find applicants.
6. Student Recruitment Update – 5 Minutes (Jessica Kim)
 - a. Virtual April 20, 2020 Lottery - possibly Zoom shared screen situation. Phone calls to families will start immediately after selection. Right now, we are pretty much allowed to do everything virtually.
 - b. Applicant numbers - 252 on March 4; 309 applicants as of today even without footwork. Advertised with a couple of publications, particularly in Maspeth. Before the 13th, Renaissance students went with Jessica to Saturday events (Hall

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of Science, Museum of Moving Image, etc.) Kindergarten 232, First grade 76. Also passed out applications in the school. Target for number of applicants: three classes per K and 1 with 27 per class. Working on different scenarios because we might have more K and not as many applicants in 1. We will keep recruiting as much as we can, virtually and then up to the first day of school and beyond. Discussion of various scenarios.

7. Human resources and personnel – 10 Minutes

a. Little Bird and TriNet - HR companies. Little Bird is a lot pricier, did court us and has a nicer dashboard. TriNet more affordable and has a bigger range of packages. We will be doing payroll with one of them. With either company, there is a portal where staff can log in and look at all of their information, benefits, vacation, all on the same web-based system.

b. Still in discussions about next round of hiring.

8. Facilities Report – 5 Minutes

a. Leases for Incubation and Permanent Sites - signed lease for main site; have also finalized lease with incubation site. The incubation site needs some minor alterations to be ready for the 2020-21 school year.

b. Incubation readiness for Fall 2020 opening -- we had a call with the developers recently; we're ready in terms of having the building. If we needed to, potentially if they did nothing to the building we could still move in year one at the full number or less. Martin Luther had asked if we wanted some of their furniture, but we said we didn't need that, but now we might want to take a look at it.

9. New Business

10. Public Speaking

11. Adjournment of Public Session: 6:07 p.m.

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June 3, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

1. Meeting Convened - 5:06
2. Chairperson's Welcome - 1 min
3. Roll Call - 1 min
 - a. Board Members Present: Monte Joffe, John Harrison York, Liz Perez, Chester Hicks, Victor Motta
 - b. Other attendees: Stacey Gauthier, Daniel Fanelli, Flo Evans, Jessica Kim
4. Approval of May Meeting Minutes - Approved by Acclamation
5. Report on HR - Trinet - Dan Fanelli
 - a. Had first meeting about onboarding strategy, discussed use of portal, benefits package
 - b. Not able to meet minimum until Sept. 1, Trinet will go live then.
 - c. Question about union--review of discussion with Miles. Similar benefits offered; like a “thin” contract; would be happy to negotiate fairly.
 - d. Question about Coronavirus--would be affected? Once benefit rates are locked in, it is for the year and cost will not fluctuate. If we don’t get to open live, the teachers will still be staff members if they are teaching remotely.
6. Report on Staffing - Flo Evans - 5 mins
 - a. Hiring so far--three offers made informal offer for art/yoga teacher (Nicole) and informal offer for Mandarin teacher; both have accepted. Informal offers for first and K teachers, with assistant. TRCS graduates have been hired. For the interview process, we have done recorded lessons and zooming with Ren1 classes, as well as written communication.
 - b. Still have two more teaching assistants and three more classroom teachers to meet full projected enrollment.

7. Report on Recruitment - Jessica Kim - 3 mins
 - a. Currently we have 93 confirmed K students, 41 confirmed 1st Grade students, 134 total. Need 15 more in K to be at full capacity. We are working toward the full 108 enrollment for first grade. Jessica is still reaching out to families via phone and email.
 - b. Have the Walton Grant for recruitment, very helpful.
 - c. Open House night for families who have accepted on June 18.

8. Approve Budget for SY 2020-21 - Daniel Fanelli - 10 mins.
 - a. Dan has been putting together the budget. There are two different budgets; 125 students vs. full enrollment. Fewer staff members funded. Don't know which students have IEPs/are MLL yet, in terms of special ed funding.
 - b. Right now we are between the two budgets.
 - c. The cost of the lease is set regardless of number of students.
 - d. The special programs (e.g. arts, yoga, Mandarin) are covered in both budgets.
 - e. Discussion of potential state budget cuts. Could wipe out leftover budget amount, field trips, staff development and recruiting, etc.
 - f. We will submit an approved budget to SED, but it will likely change based on where we are down the road.
 - g. Discussion of COVID impact on opening and budget.
 - h. NYC money--subject to potential cuts? Possible.
 - i. Both budgets approved unanimously.

9. Approve Board Calendar - July - Dec. 2020 - 2 mins

Proposed Board Calendar for the rest of the year:

July 1

August 5

September 2

October 7

November 4

December 2

Calendar approved unanimously

10. New Business

11. Public Speaking

12. Adjournment of Public Session – 5:55 p.m.

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July 1, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at 5:04 p.m.

1. Meeting convened
2. Chairperson's Welcome
3. Roll Call - 1 min
 - a. Board Members present: Monte Joffe, Liz Perez, Chester Hicks, Victor Motta, John Harrison York
 - b. Board Members absent: Rachel Mandel, Conor McCoy
 - c. Other attendees: Daniel Fanelli, Stacey Gauthier, Everett Boyd.
4. Approval of June Meeting Minutes - 5 mins
 - a. Approved by acclamation
5. Open House and Staffing Update - Everett - 5 mins
 - a. On June 18 Ren2 had its first open house on Zoom. There were around 105 participants, 83 families. New staff members were introduced. Questions about the fall. Reassured parents that the environment would be inviting, and geared toward the success of all students. K-1 teachers present, first grade, yoga, art teachers there. Spoke about curriculum and programs.
 - b. Hiring:
 - i. Jessica hired an office assistant (who interpreted the open house in Spanish).
 - ii. Four lead teachers and one Mandarin teacher have been hired
 - iii. Three teaching assistants have been hired.
 - iv. Flo and Everett are still conducting interviews.

- c. Discussion of students returning to building (recommendation by Pediatric Association). No guidance yet on what that would look like.
6. Report on Student Enrollment and Recruitment - Jessica Kim - 3 mins
 - a. Currently have 103 K students and 43 1st grade students. Billed for 144 last month.
 - b. Two budget scenarios (125 and 162). One way we might get to the higher number is that families are leaving private/parochial schools.
7. Facilities Update – Dan Fanelli – 3mins
 - a. Main site (new building): We have been working, along with Barone, on the BSA approval so they can build the school at that site, and that came in last week. Next step is that Barone will secure financing for the building. They are working on getting the Department of Buildings to sign off on their construction designs, and that should happen next week.
 - b. Martin Luther--front door for the new entry went in last week. Electronic maglock door. Construction starting next week on 3rd floor. Just got confirmation today that our internet is up and running. Furniture has been ordered; worked with Maria from Dimensions to get great pricing on materials. Company that is delivering the furniture will bring it up to the 3rd floor, unpack it, and remove the trash.
 - c. Nurses--big movement to say that every school needs a nurse. Concern that they might say we need to get our own nurse. Precedent is that no new schools are able to use the DOE's food service. We don't have to worry about that since Ren2 is with Ren1.
8. New Business
9. Public Speaking
10. Adjournment of Public Session 5:30 p.m.

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August 5, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at 5:04 pm

1. Meeting convened
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
 - a. Board Members present: Monte Joffe, Liz Perez, Chester Hicks, Rachel Mandel, Victor Motta, John Harrison York
 - b. Board Members absent: Conor McCoy
 - c. Other members present: Stacey Gauthier, Flo Evans, Kathariya (TRCS 2 parent), Francine Smith
4. Approval of July Meeting Minutes - 5 mins - approved by acclamation.
5. Facilities Update - Flo Evans - 3 minutes. Flo discussed doors, air conditioning, nice-sized classrooms with lots of natural light. Everett will be visiting the facility tomorrow to take measurements and take a look at the nurse's office.
6. Opening Plan for Board Approval - Flo Evans - 15 minutes - PowerPoint shared with parents at town hall yesterday. Context: all charter schools and districts required to submit school re-opening plans by July 31 to NYC Dept. of Health, authorizers gave extensions for other parts, but we were expected to submit plans before the governor shared his plan. Elements of plan:
 - a. How do we meet our mission under these circumstances? Social-emotional program, Kickboard to help with understanding of what it means to be a trauma-informed school. Learning how to transform our school and fight racism and bias.
 - b. High academic standards for each and every child.
 - c. Power of team and working together. Parent workshops focusing on areas important to community. Teachers/administration to host 1x/week question and answer session.

- d. Health and safety--developing plan to keep staff and students safe if we start as a hybrid model (e.g., staggered schedule, screening, social distancing, certain activities, such as singing, curtailed, wearing of masks, grab and go meals to take place outdoors or while distanced in classroom, state-of-the-art disinfecting nightly by custodial staff, dividing groups into pods, with teachers traveling between classrooms)
 - e. As of right now, offering two ways of learning: remote option and hybrid/blended learning. Parents have until August 7. Every 8 weeks, parents will decide which method they prefer. Siblings to be in the same pod to help with staggered schedule.
 - i. Remote learning--all learning takes place at home on a device that accesses the internet. Live and recorded lessons, work sessions, group activities to support social-emotional learning.
 - ii. Hybrid--mix of in-building and at-home learning. Each classroom up to 12 students, divided into pods, will attend school at least 5 times over two weeks. Schedule to be provided in advance each month.
 - iii. Teachers will work with children in the building and at home simultaneously. Assignments to be posted to Google Classroom.
 - f. Plan for need to transition to all-remote plan also discussed. Sample schedule displayed. Everything that is live will be recorded to help with accessibility. Flexibility for families is key.
 - g. Motion to approve reopening plan, seconded. Votes to approve plan are as follows:
 - i. Liz Perez - yes
 - ii. Monte Joffe - yes
 - iii. Chester Hicks - yes
 - iv. Rachel Mandel - yes
 - v. Victor Motta -yes
 - vi. John Harrison York - yes
 - h. Parent attendee expressed appreciation for thoughtfulness of plan.
7. New Business - discussion of outreach to families of students to make sure that everyone is informed about the updated families. Working hard to get student supplies to the families. Continual parent engagement meetings to keep families informed. Teachers will be having virtual meetings with students and parents before school begins. Teachers have engaged in a 4-day responsive classroom workshop over the summer; this will align closely with the Kickboard program. PBIS, guided reading, benchmarking, and Kickboard training will happen before school starts. PBIS will help with social transition.
- Stacey--discussion of partnership between TRCS and TRCS 2. Mention of social media and mental health supports. Both schools will have a great resource in a former parent who has been appointed to work in COVID tracing.
- Flo--meeting with all teachers to go over plan on Monday, August 3. Teachers have agreed to attend voluntary meetings 1x/week to help support teaching in these new environments.
- Everett--working on setting up classrooms with technology to be able to broadcast lessons, whether remote or hybrid.
8. Public Speaking
 9. Adjournment of Public Session 5:40 p.m.

The Renaissance

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

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Charter School 2

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Draft

[September 2, 2020]

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at

1. Meeting Convened: 5:03 p.m.
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
 - a. Board Members Present: Monte Joffee, John Harrison York, Liz Perez, Chester Hicks, Rachel Mandel, Victor Motta
 - b. Board Members Absent: Conor McCoy
 - c. Others Present: Stacey Gauthier, Daniel Fanelli, Everett Boyd, Matthew Delforte, Raymond Johnson, Flo Evans, Jessica Kim
4. Approval of August Meeting Minutes - *Approved by Acclamation*
5. MOA between Ren and Ren 2 - Matthew Delforte gave background of the Memorandum of Agreement. Memorializes relationship between two schools - *Approved by Acclamation* (Renaissance Charter 1 to be voting later tonight).
6. Student Discipline Policy (vote) - Matthew Delforte reviewed. The policy outlines expectations the school has for its students and due process that we are required by law to provide to students. Essentially similar to the policy at Renaissance with some differences (major difference is in due process appeal to the Executive Leadership Team prior to Board of Trustees review). The goal is to remove the Executive Leadership team once the school is larger and has its own student support staff. Mention of Gun-Free Schools Act (federal law), which has been incorporated into our policy. *Approved by acclamation.*

7. Funding Report to the Board - Everett Boyd

- a. As a first-year school we are entitled to Federal funds to improve academic achievement for the disadvantaged. (Title I, Part A – Improving Academic Achievement for the Disadvantaged) \$46,355 total funding will be used to offset the salaries of 6 teachers in grades K and 1, at \$7,726 per position.
- b. Title IIa funding is to develop staff. (Title II, Part A – Teacher and Principal Recruitment and Training) \$8,612 will be used to offset the salary of The Director of Teaching and Learning
- c. CARES ACT ESSER funding allocated to The Renaissance Charter School 2 - \$44,329 total funding will be used to acquire educational technology as a result of the impact of COVID 19: Auto Tracking Cameras, Media Carts for Camera/Technology, Austin Allergy Machines, Laptops for administrators and teaching staff, document cameras, and supporting technology.
- d. The application was due on 8/31 and was successfully submitted. Held a stakeholder meeting on 8/26, as required for the application, and stakeholders approved of the application details.

8. Reopening updates - Flo Evans and Jessica Kim. Flo and Jessica have been calling parents to check in.

- a. Flo: Today there was a town hall meeting with 69 families in attendance to address the DOE's revised policy. Still opening September 8. Buses are not available at this time; hopefully will be available by September 21. Parents have the option to bring their children or remotely. Devices will be distributed tomorrow and at TRCS1 next week. Teachers have held Zoom meetings with parents and will hold a parent workshop this Friday (will be recorded and will be accessible online). Professional development leaders have let Flo know that they are impressed with the quality and commitment of our teachers.
- b. Enrollment updates (Jessica): K 90 students; 1st grade 42 students
- c. Everett and Stacey - there are a number of considerations that parents have had to make in terms of their decision where to send their children. Ren1 staff were calling people on the waitlist suggesting applying to Ren2. Kudos to the team for their outreach. We are fully staffed now. Hired a COVID-19 health coordinator who is trained in CPR and AED operation and has experience with working in a hospital as a phlebotomist during the pandemic. DOH inspection tomorrow. Sharing nurse with Martin Luther. There will be a socially distanced get-together with Ren2 and Martin Luther staff.
- d. Facilities update (Stacey): Dan and Stacey to be meeting with Barone and team to provide data from Renaissance re: loan. There will be some sort of ribbon-cutting/ground-breaking ceremony when the time comes.
- e. Stacey: Plans to meet with Community Board 5 and elected officials of Maspeth. Thanks to Walter Sanchez on board of C3S who has helped to develop community goodwill.

9. New Business

10. Public Speaking--Leopolda Silvera (1st grade student Valentina). Was a parent who came over from Ren1 waitlist. Very excited about starting next week! Stacey: we know how hard this has been for our parents, and we really appreciate and recognize that--hopefully we will find more normalcy in the not-too-distant future. We intend to push for the same resources that are going to district schools to come to our charter schools. Discussion of difference between DOE/Ren1/Ren2 plans for reopening.

11. Adjournment of Public Session 5:53 p.m.

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Charter School 2

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[October 7, 2020]

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at 5:05 p.m.

1. Meeting Convened 5:05 p.m.
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
 - a. Members present: Monte Joffee, Liz Perez, Chester Hicks, Victor Motta
 - b. Non-members present: Stacey Gauthier, Daniel Fanelli, Rebekah Oakes
4. Approval of September Meeting Minutes - 5 mins Motion passed by acclamation.
5. Approving the Final District Safety Plan - 15 mins
 - a. Covers all emergencies from drills to shelter-in-place, evacuation, procedures for communications within the community and externally. Safety committee is Everett, Stacey, Monte, the head custodian at Martin Luther, Director of Development, and a parent representative.
 - b. Preliminary plan was presented at parent meetings with a 30-day public review period, July 6 -August 4, and approved as part of the opening plan at the August meeting.
 - c. Two plans: school-level plan and district-level plan. We are voting on the district-level plan. We don't necessarily need to share building plan details online (which could be a privacy/safety issue), and the district plan is the overview.
 - d. Question about whether this is a new requirement--we have been given more guidance about the level of detail required. They have differentiated that on the state level they specifically said the building plan is confidential.
 - e. Motion passed by acclamation

6. School Opening Report - 10 mins

- a. Everett shared a slideshow with photographs of the opening day, including a new banner.
- b. Busing is available as of three weeks ago.
- c. Everett shared photos of classrooms, including brand new technology (SmartBoards, Document cameras, etc.)
- d. Examples of hybrid learning and social distancing
- e. Comment about how the new renovations look in an older building. Space in great shape with not a lot to do--wall treatments, subdivided rooms, a/c, etc. Floors are polished. Kudos to Barone and Martin Luther, who are great partners. Automatic faucets, soap dispensers, all classrooms have sanitizer dispensers.
- f. Some students are fully remote, which is a choice their families have made. Next cohort for hybrid will start on November 2.
- g. Enrollment is 140 students; 42 students in person with A/B rotation, and 98 at home.
- h. Discussion of Governor's executive order (red, orange and yellow zones). Ren1 and Ren 2 are both in yellow zones; there is supposed to be weekly testing, but there has been no information on that. Children and adults are sent home without consent forms. Mention of phone app and contact tracing for COVID.
- i. Teachers really want to be in the building per Everett.

7. New Business

8. Public Speaking

9. Adjournment of Public Session 5:47 p.m.

TRCS2 Board of Trustees

November 4, 2020, Meeting Agenda – 5:00 p.m.

1. Meeting Convened
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
4. Approval of October Meeting Minutes - 5 mins
5. Report on Yellow Zone Testing and COVID Response- 15 mins
6. Revised Holiday Schedule - 10 mins
7. New Business
8. Public Speaking
9. Adjournment of Public Session



The Renaissance Charter School 2

60-02 Maspeth Avenue, Maspeth, NY 11378
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Re: Revised Schedule for Thanksgiving and Winter Break

November 4, 2020

Dear Staff, Students, Parents, and Families,

This past weekend Governor Cuomo announced a revision of the New York COVID-19 Travel Advisory

This revision allows for New York residents to travel to out-of-state to locations that were formerly on the travel advisory, without having to quarantine for 14 days upon re-entry to New York. The new, less restrictive requirement, is contained in the guidelines found in the link provided: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

The School Management Team, in consultation with The Executive Team and The Board of Trustees of TRCS 2, has decided to revise its calendar to accommodate staff and families who have expressed concerns about traveling for family gatherings at Thanksgiving and The Winter Holidays. These revisions will allow for out of state travel among staff, students, and families and for compliance with the new travel advisory guidelines, which go into effect today, November 4th.

Revised Schedule for Thanksgiving Break:

We will be out of school for the **Thanksgiving Break from Wednesday, November 25 - Friday, November 27** (as originally scheduled). We will resume classes with **remote instruction for all staff and students on Monday, November 30 - Friday, December 4**. We will return to a **hybrid schedule on Monday, December 7**.


Revised Schedule for Winter Holiday Break:

We will be out of school for **Winter Holiday Break from Monday, December 21 - Friday, January 1** (as originally scheduled). We will resume classes with **remote instruction for all staff and students Monday, January 4 - Friday, January 8**. We will return to a **hybrid schedule on Monday, January 11**.

We hope this provides sufficient notice for everyone to adjust your plans accordingly and allow you the freedom to use your discretion as you celebrate the holidays with family and friends.

Please feel free to reach out to me with any questions or concerns you may have, and please stay safe and healthy.

Best regards,


Everett



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Charter School 2

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November 4, 2020

The Renaissance Charter School 2

Meeting of the Board of Trustees

1. Meeting Convened at 5:07 p.m.
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
 - a. Members present: Monte Joffee, John Harrison York, Liz Perez, Chester Hicks, Victor Motta
 - b. Members absent: Rachel Mandel, Conor McCoy
 - c. Non-members present: Stacey Gauthier, Jessica Kim
4. Approval of October Meeting Minutes - 5 mins
Approved by acclamation.
5. Report on Yellow Zone Testing and COVID Response- 15 mins

We are now designated as a school in the yellow zone. Explanation of red, orange and yellow zones. Renaissance and Ren2 are both in the yellow zone.

 - a. Schools in designated yellow zones have mandatory testing of 20% of their school population.
 - b. We are asking our staff to submit voluntarily to testing via different facilities approved by the Department of Health. The guidelines said the city would supply tests, but we didn't get any of those.
 - c. There was a positive test result the first week, and we had to follow the guidelines, which say if the person had close contact (over 15-20 minutes) in a small setting. This person had close contact with two different pods of 16 total students for more than the 15-20 minutes.
 - d. The teacher was immediately quarantined, and we made the decision that night to close the entire school for three days, and then every pod was brought back with the exception of that particular class, which was on quarantine for 14 days (18 individuals total).
 - e. A parent meeting was held with Q and A to explain the decision and the protocols.
 - f. Kudos to the team who responded well and quickly.
 - g. Had to make hard decisions in isolation.
 - h. Everett finally heard from a contact tracer from Health and Hospitals. This person was

unaware that someone had tested positive even though Everett had called in the case twice.

- i. The system is working imperfectly; very little in the way of response and the Health Department doesn't seem to have communicated with each other.
 - j. Martin Luther has a partnership with an approved lab for testing. The lab delivers self-swab tests to the school and they can process them within 48 hours. Testing is free, covered by the state.
 - k. We have to submit our numbers and results in a daily report.
 - l. Even though both schools are in yellow zones, infection rates are rising and we could eventually be in orange/red zones. The state is saying we could still stay open, but then testing rates need to be higher (25%). Not necessarily random testing.
6. Revised Holiday Schedule - 10 mins
- a. Everett sent a letter with a holiday proposal to get ahead of potential holiday travel. Martin Luther is taking a two-week remote instruction break for two weeks after the winter holidays.
 - b. Proposed: week pause after Thanksgiving and week pause after the winter recess, which will be for two weeks.
7. New Business
- a. Hired a New Special Education teacher, Lisa Liropoulos
 - b. Lisa also testing ELL students
 - c. Interviewed three practicum students today to do counseling with students
 - d. Groundbreaking and construction in process: Working w/Barone on paperwork for construction loan, working on process for rezoning.
8. Public Speaking - none
9. Adjournment of Public Session 5:47 p.m.

TRCS2 Board of Trustees

December 2, 2020, Meeting Agenda – 5:00 p.m.

1. Meeting Convened
2. Chairperson's Welcome - 2 mins
3. Roll Call - 1 min
4. Approval of November Meeting Minutes - 5 mins
5. School Management Team Report -15 mins
6. New Business
7. Public Speaking
8. Adjournment of Public Session –

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Charter School 2

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Draft

[December 2, 2020]

The Renaissance Charter School 2

Meeting of the Board of Trustees

Meeting convened at 5:07 p.m.

1. Meeting convened
2. Chairperson's Welcome - 2 mins.
3. Roll Call - 1 min
 - a. Board members present: Monte Joffe, John Harrison York, Liz Perez, Chester Hicks, Victor Motta
 - b. Board members absent: Rachel Mandel, Conor McCoy
 - c. Non-members present: Stacey Gauthier, Everett Boyd, Daniel Fanelli, Ramil Buenaventura
4. Approval of November Meeting Minutes - 5 mins
 - a. Approved by acclamation
5. School Management Team Report - 15 mins.

TRCS 2 SMT December Report to BOT

Enrollment - 139 (97 Kindergarten; 42 First Grade)

Attendance - Average 55 In person (Pods A and B) and 80 remote

Attendance Policy implemented 9/08 (first day of school) since being followed with Grading Policy implemented 9/08 (first day of school) with first marking period report cards distributed in November.

Parent Teacher Conferences were held remotely on 11/19 and 11/20 - with the 93% of our families in

Developing Leaders for the Renaissance of New York

attendance.

Special Education and ELL - Integrated Collaborative Teaching (ICT) classes have been created for Kindergarten and First Grade, with one licensed special education teacher and one general education teacher in each classroom. Classroom teachers are also licensed and experienced special education teachers. Two highly qualified teaching assistants have been promoted to general education teachers from within the staff. Several special education and general education students have been moved to accommodate the new configuration. Lisa Olmo Liroupolos is the Coordinator of Programs and Services for Special Populations, and will coordinate special education services, support ICT classes, and ELL instruction.

Special Education population = 20 students in Kindergarten and First Grade (14.38% of total student enrollment with 15 students in ICT; 5 related services only)

ELL population = 20 Kindergarten (14.38% of total student enrollment identified by assessment this year - First Grade needs to be determined)

Remote Learning Support (Digital Equity Survey)

The school has supported all families who have requested technology support for remote learning, including 95 devices (Chromebooks and Tablets) and 30 T-Mobile Hotspots with account support for 1 year. This has been generously supported with a combination of CSP grant and Walton Family Foundation grant funding.

6. New Business

- a. Announcement that TRCS2 Parent Association will be starting just before the December break.
- b. Discussion of letter of appreciation to TRCS2 school staff. John Harrison York to draft a letter and circulate to the board members.
- c. When the pandemic comes to an end, digital equity, attendance, assessments (e.g. benchmarking and EasyCBM) and special education/ELL are key indicators that will be looked at.
- d. Some more progress on the school building: Barone's team sent a video of the foundation being built, which Dan Fanelli shared. Barone is interested in mentoring TRCS HS students who have an interest in construction.

7. Public Speaking - none

8. Adjournment of Public Session - 5:43 p.m.