



**BOARD OF TRUSTEES VOTING**  
**March 16, 2017, 6:30 PM**  
**MINUTES**

**Members Present:**

Kent Smith - President, Eva Swymelar - Vice President, Kent Wenger - Treasurer, Daniel Rufo - Secretary (absent), Anthony Bragoli, Kathleen Drennan (absent), Michael Gahr (absent) Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds, Martha Stephens

**Administrators Present:**

Gina GuarinoBuli, Christine Herman, Michelle Boyd, Harold Smith, David Cosme, Jr., Craig Gibson, Carol Schaeffer

**Also Present:**

Diane Hope, Student Board Representative Bayan Toulobadei (absent), visitors

1. **Call To Order** – Kent Smith called the meeting to order at 6:32 PM.
2. **Opening Statements** – None
3. Review & accept minutes from, February 16, 2017 voting meeting. – **VOTE**  
Anthony Bragoli made a motion to accept the minutes and Monica Reynolds seconded.

VOTE

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds, Martha Stephens

No:

The motion passed 9-0.

4. **Update from Student Representative(s)** (5 minutes) – None
5. **Committees Meeting Updates** – Committee Chairs
  - a. Finance Committee – Kent Wenger
    - i. Discussion of 2017/2018 Budget  
Kent Wenger provided the following update: The budget has been reviewed and refined and is in good shape from a completion standpoint. Various future purchases are accounted for in the budget and there is a slight surplus compared to 2016's budget. The budget is well within the guidelines of our bond covenant ratios.

- b. Curriculum Committee – Dan Rufo  
Gina GuarinoBuli and Peggy LaGarde provided the following update:  
The committee is investing providing laptops to all students. Todd Kroch, RA’s Technology Coordinator, has said investment is needed in our infrastructure and the school has committed to doing it. The committee is determining the best type of device per age group and if certain age groups are allowed to take them home. The cost has been factored into the 2017-2018 budget.
- c. Development Committee – Dan Rufo  
Minal Kapasi provided an update on the following activities:
- Royal Ball attendance was very good, but not as well attended as last year.
  - There is an Iron Hill fundraiser on Monday, March 20<sup>th</sup>.
  - For the upcoming Designer Bag Bingo, 125 tickets were sold out of a maximum 250 tickets. They expect to sell more prior to the event and at the door.
  - Joe Corbi fundraiser kits were distributed to students, which benefits lower school equipment enhancements.
- d. HR Committee – Kathleen Drennan  
Eva Swymelar provided the following update: The committee has been meeting via email the past few months developing key components for the CEO Evaluation Rubric. The next step is to complete the draft and discuss with Gina GuarinoBuli. The committee is meeting next Tuesday.
- e. Legislative Awareness Committee – Eva Sywmelar – None

**6. Business Manager’s Report - Carol Schaeffer**

- a. Approve Business Manager’s monthly report – **VOTE**  
Anthony Bragoli made a motion to approve the report and Peggy LaGarde seconded.

VOTE

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds, Martha Stephens

No:

The motion passed 9-0.

Ethics reports are due to Carol by the next Board Meeting: April 20<sup>th</sup>, 2017.

**7. CEO’s Report**

- a. Update on consultant visit and meeting with Board.  
Gina GuarinoBuli provided the following update: Sue Baxter, a consultant to RA, is planning to visit April 16 – 20 and would like to schedule a workshop with the Board to discuss strategic planning initiatives. She will also consult with the CEO and other staff

regarding various administrative topics.

b. Staff roster as updated by Business Manager – **VOTE**

Anthony Bragoli made a motion to accept the staff roster and Peggy LaGarde seconded.

**VOTE**

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds, Martha Stephens

No:

The motion passed 9-0.

Gina GuarinoBuli also provided the following updates:

- The ELA – pilot 2016-17 is ongoing with updates at each C&A Meeting.
- A survey was sent to all staff.
- There is a current vacancy for 2016-17 Special Education Teacher / Middle School that RA is attempting to fill.

## 8. Principals' Reports

Michelle Boyd provided updates for the Upper School:

- On March 17<sup>th</sup>, the 8th grade will experience a live production of The Diary of Anne Frank as well as hear from holocaust survivor David Tuck speak about this experiences.
- A high school information session is being planned for parents.
- Middle School will be taking PSSAs.
- The spring dance is scheduled for Friday, March 31<sup>st</sup>
- AP crackdown will be after SLCs. Typically they have 80% attendance.
- Scholarship total is currently \$6,500,000 and is the highest gross to date.

Christine Herman provided updates for the Lower School:

- Dr. Seuss Birthday was March 2
- End of Trimester Celebrations was March 3
- Chester County Science Fair was March 6 and 7. RA was well represented. Fourth grader Aadit Bontha was awarded the Spirit of Engineering award for his project entitled "Homopolar Motors". Sixth grader Isabella Boyle received an award in the consumer science category for her project entitled "Diaper Dilemma". Seventh grader Brianna Wright received an award in the botany category for her project entitled "Does Radiation Affect the Growth In Plants".
- Assembly, PECO Energized Guys was March 6 (1-4 grade)
- St. Patty's Day Bag Pipers is March 17 (sponsored by FSO)
- Designer Purse Bingo is March 19
- Open House is March 22

- EOT Awards is March 22
- Mindfulness PD for staff is March 29 for both lower and upper schools
- PSSA Pep Rally is March 31
- The master schedule for 2017-2018 school year is being developed
- 23 signed up for ukulele circle
- Pennies for Patients (National Elementary Honor Society)
- National School Breakfast Week had a wonderful turnout.

## 9. OLD BUSINESS

- a. Third reading of proposed policy **823 - Administering Naloxone (Narcan)** – **VOTE**  
Shawn Glick made a motion to accept the third reading of the proposed policy and Peggy LaGarde seconded.

### VOTE

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds, Martha Stephens

No:

The motion passed 9-0.

- b. Update on Building and Grounds Issues – Plan submission to Borough, Street Vacation, Lots 4 & 6 preparation, (Playground site)

Kent Smith provided an update on the following:

- **Rain Garden** – After several discussions with the County Conservation District and the Borough Engineer the rain garden is no longer needed.
- **PECO Utility Pole** – PECO has determined they would prefer to move the pole 8 to 10-ft west along Franklin Street. They did stake out the pole location. It does not appear to be a conflict with the driveway and we will update the plan sets to the Borough and construction documents.
- **Vacation of Fairview Street** – At a meeting with the Phoenixville Borough Manager and Borough Solicitor it was decided that only a portion of Fairview Street (that portion owned by Franklin Commons and Coventry Ridge) will need to be vacated.
- **Playground Installation** – Gina has been contacted by the playground installer to schedule a date for installation.
- **Basin maintenance costs** – ~~Franklin Commons was sent an amended diagram that Diane Hope created and has not yet responded.~~

**Amended - Basin maintenance costs – Franklin Commons sent an amended diagram that Diane Hope commented on and has not yet responded.**

- **Ramp** – Franklin Commons (FCCA) believes the ramp construction is the financial responsibility for Renaissance Academy due to the following:
  - Having vehicular access through the Campus Walk area was a requirement



# Renaissance Academy

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- for FCCA to sign off on the original construction drawings (which show the ramp).
- FCCA maintained its requirement for access throughout the project, which includes documented discussions concerning the height of the overhead pedestrian walkway, (scrapped due to budget issues) and the overhead utility run. At no time did FCCA state that the ramp was not a continued requirement.
  - The recorded plans show the “proposed ramp” without having a tag attached saying “by others”
  - **Plans for submittal to the Borough** – Pennoni will have the plans ready for submission to Phoenixville Borough on Friday, March 17<sup>th</sup>.

Anthony Bragoli made a motion to authorize the Board President to negotiate with Franklin Commons for Renaissance Academy to agree to pay up to 100%, not to exceed \$100,000, for replacement of the vehicular ramp, which was obstructed and damaged due to construction of Renaissance Academy. Monica Reynolds seconded the motion.

## VOTE

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds

No:

Absent: Martha Stephens

The motion passed 8-0.

#### 10. NEW BUSINESS

Kent Smith reminded staff that items placed in the drop box for the Board meetings is not a replacement for presentation of those items to the board.

First reading of proposed policy – **Meal Charging and Food Service Fee Collection – VOTE**

First reading of proposed policy – **626 Federal Fiscal Compliance – VOTE**

First reading of proposed policy – **626.1 Travel Reimbursement Federal Programs – VOTE**

Peggy LaGarde made a motion to accept the first readings of the three proposed policies and Anthony Bragoli seconded.

VOTE

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds

No:

Absent: Martha Stephens

The motion passed 8-0.

#### 11. Public Comment – None

#### 12. Adjournment

Kent Smith made a motion to adjourn at 7:50 PM and P. LaGarde seconded.

VOTE

Yes: Kent Smith, Eva Swymelar, Kent Wenger, Anthony Bragoli, Shawn Glick, Minal Kapasi, Peggy LaGarde, Monica Reynolds

No:

Absent: Martha Stephens

The motion passed 8-0.

#### 13. Executive Session – An Executive Session was not required.

Minutes were prepared by Shawn Glick.

Minutes are submitted by Daniel Rufo, Board Secretary.