

# APPROVED MINUTES

## RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

### Board of Trustees Meeting

Tuesday, February 4, 2014 5:00 – 6:30 PM

Location: Klein Steel, 105 Vanguard Pkwy. Rochester, New York 14606

**Mission:** *Renaissance Academy Charter School of the Arts will provide children an enriched and rigorous educational experience through the infusion of the humanities and arts rooted in a culture of high academic standards leading to success in college and careers.*

#### 1. Welcome/Call to Order and Introductions 5:20pm call to order

##### **In attendance:**

Nan Westervelt, Chair

Dale Klein, Vice-Chair

Fred Kulikowski, Treasurer

David Silver, Head of Arts/Operations

Donna Marie Cozine-Mills, Ed.D., Head of Academics

Steve Gordon, Pending Board Member

Lisa Hiley, Pending Board Member

Rebecca Torres-Lynch, Pending Board Member

#### 2. Approval of Minutes from January 7, 2014 and Special Meeting January 23, 2014

**Motion 4.3** to approve January 7, 2014 by: Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Ayes 4 Nays 0**

**Motion 4.4** to approve January 23, 2014 by: Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Ayes 4 Nays 0**

#### 3. Approve Agenda

**Motion 4.5** to approve by: Dale Klein 2<sup>nd</sup> by: Sue Kulikowski

**Discussion**

**Ayes carried Nays**

#### 4. Amend Agenda - Additions

a. **Motion numbers: 4.9; 5.0; 5.2; 5.3; 5.4; 5.5**

**Motion 4.6** to approve by: Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Ayes Carried Nays**

5. **Approve a Board resolution to hire Donna Marie Cozine as Head of Academics and David Silver as Head of Arts/Operations for Renaissance Academy Charter School of the Arts.**  
18 month contract reviewed by Alan, contracts signed

**Motion 4.7** to approve by: Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Roll Call Vote:** Westervelt Yes

Klein Yes

Wilson Not in attendance

Lococo Yes

Kulikowski Yes

6. **Approve a Resolution to accept the Renaissance Academy Charter School of the Arts Freedom of Information Law (FOIL) Policy [See Attachment 1]**

FOIL required by state and notice of receipt of request needs to be sent within 5 days however 20 days allowed to send info; Admissions policy is the most important to be approved by Board and feedback/issues to be brought to the table. The head of academics receives this FOIL request then to David if Donna is not there.

**Motion 4.8** to approve by: Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Ayes all Nays 0**

7. **Approve a Resolution to accept the Family Educational Rights and Privacy Act (FERPA) policy. [Forwarded under separate cover]**

Discussion:

Lisa: Can student info be sent via electronic means (email)? Who gives consent to allow info to be emailed?

Donna: Official documents cannot be sent via email

Sue: Can family okay emails?

David: This is an ED law issue and Lisa will look into this issue.

**IEP: Education Plan for Student needs**

**Motion 4.9** to approve by: Dale Klein 2<sup>nd</sup> by: Sue Lococo

**Discussion**

**Ayes 9 Nays 0**

8. **Approve a Resolution to accept the Renaissance Academy Charter School of the Arts Code of Ethics. (See Attachment 2)**

**Motion 5.0** to approve by: Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Ayes 9 Nays 0**

9. **Approve a Resolution to ratify Financial Policies and Procedures [See Attachment 3 - To be sent under separate cover]**

- Barbara Cozine is thanked for her diligence and help in this issue.

- David suggests 2 credit cards; this change will be made to the resolution. Donna wonders if this will be a credit card or debit card; Fred suggests 2 debit cards off the line of credit.

- Nan questions approval wording: who approves the higher purchases/budgets lines? Fred suggests a limit of \$10,000 and approval from Board Chair and/or Board Treasurer or Finance Committee member. David mentions that every month the Board gets a report of expenditures to review. David would like a timely response to Purchase Order requests; approval can also come via email.

- Steve recommends leaving the limit of expenditures, during inception, at \$10,000 and anything above \$10,000 needs to be approved.

- Steve suggests making all references to money on pages 17-18 to \$10,000, edits to page 15.

- Non-materials changes can be made after the state receives initial paperwork.

- Steve has a candidate for internal bookkeeper. Per David, three people will have these responsibilities the two secretaries and a volunteer; the secretaries will have Quickbooks training and Barbara Cozine, Ed.D. will also give tutorials. The meeting with HR will lead to job descriptions that touch this issue. David is working on IDEA grants for Special Education; state wants 17% special ed students

**Motion 5.1** by: Sue Lococo 2<sup>nd</sup> by: Dale Klein

**Discussion**

Ayes Nays \_\_\_\_\_

**To Amend the suggestion financial Policies and Procedures.**

**Motion 5.2** by Sue Lococo 2<sup>nd</sup> Dale Klein

**Discussion**

Ayes 9 Nays 0

## 10. Finance & Audit Committee Report [Fred Kulikowski]

**Approve a Resolution to establish a Line of Credit at M&T Bank in the amount of \$100,000.**

a. **Motion 5.3** by Sue Lococo 2<sup>nd</sup> by: Dale Klein

Thanks those who signed guarantees for the line of credit.

**Discussion**

**Roll Call Vote:** Westervelt Yes No

Klein Yes

Wilson Not in attendance

Lococo Yes

Kulikowski Yes

**Approve a Resolution to open a bank account at M & T Bank**

b. **Motion 5.4** by Sue Lococo 2<sup>nd</sup> by: Dale Klein

**Discussion**

**Roll Call Vote:** Westervelt Yes

Klein Yes

Wilson Not in attendance

Lococo Yes

Kulikowski Yes

**Approve a Resolution to establish USA PAYROLL to provide payroll services.**

**Motion 5.5** by Sue Lococo 2<sup>nd</sup> by: Fred Kulikowski

**Discussion**

**Roll Call Vote:** Westervelt Yes  
Klein Yes  
Wilson Not in attendance  
Lococo Yes  
Kulikowski Yes

**Approve a Resolution to approve the 501c-3 application to the IRS. [See Attachment 4]  
Motion 5.6 by Fred 2<sup>nd</sup> by: Sue**

Thank you to Barabra Cozine for her help on this monumental tasks and well as Steve, Chuck and Allen.

### **Discussion**

Line of credit projected to close the end of this week and then the 501c-3 application and fee can be sent.

**Roll Call Vote:** Westervelt Yes  
Klein Yes  
Wilson Not in attendance  
Lococo Yes  
Kulikowski Yes

*c.* Status of CPA/Auditor Selection

Proposals will be coming in from Hevron & Hevron, Freed Maxick; Allen heard from Mangle, Metzger & Bar. The state wants a CPA who has charter school experience. The finance committee will review and make the recommendation; the CPA firm needs to send a letter of engagement to send to the state. There is \$5,000 for auditor and \$10,000 in the budget for legal until June.

*d.* Status of 501c3 (Will be submitted to the IRS by the end of the week)

### **11. Facilities Committee Report [Fred Kulikowski]**

Fred: Hillel School: John August suggests that we continue looking for a facility because Hillel may not be in their new facility in time and cohabitation is a big question. Temporary facilities: do we lease short term and hope to buy?

Donna: As soon as we have a lease, there is a grant for \$300,000 that can be applied for, the Farash grant is for \$100,00.

Fred: can we cohabitate with Hillel for one year while still searching? David: The city is doing away with transportables which may be able to be used at Hillel until their facility is built; there is also a school Greece that may be an option.

Donna: Any time the facility choice changes from city to suburb, the Charter would need to be amended.

Donna: Vertis is also having a difficult time finding a location.

Nan: Enrollment will be coming up soon.

Donna: A lease is needed before the lottery..

### **12. Governance Committee Report [Dale Klein]**

*a.* Sue Lococo Status

This will be Sue's last meeting as a Board Member as she will be taking a position with the school (compliance with Special Education policies, testing etc.), however, five members need to be approved to the Board prior to her leaving. Her efforts on the Board are much appreciated.

*b.* Request for Names of Potential Board Members

Three members are being vetted and Dale requests names for future Board Members—entrepreneurs, philanthropists and accountants (number people)

**13. Approve Revised Human Resources Committee Role & Responsibilities [See Attachment 5]**

**Motion 5.7** by: Fred 2<sup>nd</sup> by: Dale

**Discussion**

Ayes 9 Nays 0

**14. Appointment of Toyia Wilson as Chair of Human Resources**

**Committee chair must be a member of the Board prior to her role as Chair of Human Resources.**

**15. Staff Reports**

- Farash grant has been sent, the SEED grant for \$250,000 and the Facility grant
- Letter of intent through Children's group
- Board member SS and address numbers needed for IRS New York State Unemployment Insurance; information given by Board members.
- Sue shared an article regarding children's vocabulary (word gap) David mentioned the Reader's Digest vocabulary
- Nan Google aps for Board members please access, all Board documents will be on that site
- Nan and Donna attended a school choice event in the Highland Park area and received a number of people interested in positions
- Sue has a possible candidate for a secretary; two secretaries are needed and one should be bilingual.
- Nan: the State hasn't had a chance to check the letter regarding Board members we hope they will be approved by the next meeting.

**16. Public Comments**

**17. Adjournment at 6:55pm**

KD