

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**  
**Inaugural Board of Trustees Meeting**  
**December 23, 2013, Time 3:30 – 5:00 PM**  
**9 Countryside Road, Fairport, New York 14450**

**APPROVED MINUTES**

**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**

**2. Approve Agenda [ACTION]**

**Motion 1 to approve by:** Fred Kulikowski **2<sup>nd</sup> by:** Sue Lococo

**Discussion:**

David Silver would like to add a brief discussion about IT and a brief discussion about a timeframe to commence work.

**Ayes 5 Nays 0**

**3. Discuss Insurance Coverage with Austin & Co. and Darwin in the amount of \$4,448.00 for one year**

**Motion 1.1 to approve by:** Sue Lococo **2<sup>nd</sup> by:** Fred Kulikowski

**Discussion:**

Nan described the process that she and David went through to secure D and O and employee liability insurance for the Board. This group covers over 150 charter schools and 150 school districts in the country and was recommended by the Northeast Charter Institute. A question was raised about workmen's compensation and disability and when that needs to be started for employees. Nan recommended that Shawn come to the Board and present about the D and O insurance and liability for the group. Barbara Cozine, co-founder has agreed to lend the \$4,448.00 to the Board of Trustees in the form of a check to Austin and Company to be repaid upon receipts of Federal start up funds.

**Roll Call Vote:**

Westervelt	<b>Yes</b>	No
Wilson	<b>Yes</b>	No
Lococo	<b>Yes</b>	No
Klein	<b>Yes</b>	No
Kulikowski	<b>Yes</b>	No

**4. Review Responsibilities and Terms of Office for all Board Members (Attachment 1)**

**5. Elect Officers [ACTION]**

**Motion 1.2 to approve as listed - by:** Sue Lococo **2<sup>nd</sup> by:** Dale Klein

**Discussion**

To make Dale Klein the Vice Chair in lieu of Sue Lococo  
Vote on the amended

**Ayes 5 Nays 0**

- a. Chair: Nan Westervelt (3 Years)
- b. Vice Chair: Dale Klein (3 Years)
- c. Secretary: Toyia Wilson (3 Years)
- d. Treasurer: Fred Kulikowski (1 Year)

**6. Review and Ratify By-Laws [ACTION] Attachment 2 & 2a**

**Motion 1.3 to approve By-Laws by:** Sue Lococo **2<sup>nd</sup> by:** Toyia Wilson

**Discussion**

- 2.2: No more than 11 board members
- 2.4: No parent representative
- 3.1: No fewer than 10 meetings per year
- 4.1: No executive committee
- 4.2: Changed committees, see below

Motion to Commit:

That Dale Klein and Donna Marie Cozine will serve as a committee to research and finalize By-Laws to distribute to the Board for approval.

**Ayes 5 Nays 0**

- a. Discuss Possible By-Law additions, changes and inconsistencies in By-Laws submitted in Application. **Note:** *We must check with our SED contact regarding amending the By-laws submitted in our application.*

**7. Establish Committees [DISCUSSION] (Action) [Nan is on all of them; Must have 3 trustees, one as Chair]**

**Motion 1.4 to approve Committees by:** 1<sup>st</sup> by: Sue Lococo **2<sup>nd</sup> by:** Dale Klein

**Discussion**

Discussed the differenced between the business of the board and the standing committees.

**Ayes 5 Nays 0**

- a. Human Resources Committee – Chair Toyia, \_\_\_\_\_, \_\_\_\_\_
- b. Finance & Audit Committee – Chair Fred, \_\_\_\_\_, \_\_\_\_\_
- c. Development Committee – Chair Nan, \_\_\_\_\_, \_\_\_\_\_
- d. Governance Committee – Chair Dale, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**8. Employ David and Donna Marie [ACTION]**

- a. Review Contract & Vote to Hire

**Motion 1.5 to approve by:** Dale Klein **2<sup>nd</sup> by:** Sue Lococo

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

**Discussion**

The Board asked clarifying questions about the draft contract. An ad hoc committee (made of Dale, Sue & Toyia) is being created to study the contract and report back to the Board of Trustees.

**Roll Call Vote:**

Westervelt	Yes	No
Klein	Yes	No
Wilson	Yes	No
Lococo	Yes	No
Kulikowski	Yes	No

b. Timeline

9. **Code of Ethics** – Review, finalize and have Board members present sign Code of Ethics document

**10. Finalize Board Calendar [ACTION]**

**Motion 1.6 to approve by:** Sue Lococo **2<sup>nd</sup> by:** Dale Klein

**Discussion**

**First Tuesday works better for the Board of Trustee**

**Ayes 5 Nays 0**

a. First Tuesday of every month at 5 PM – **Location To Be Determined**

January 7, 2014, February 4, 2014, March 4, 2014, April 1, 2014, May 6, 2014, June 3, 2014

b. Highlight Removal of Trustees (**By-Law Article III, D – Failure to attend (3 consecutive meetings) and or participate (in committee work) may result in termination**)

**11. Review and Approve Budget [ACTION] Roll Call Votes**

a. Pre-Opening Budget and Cash Flow (**Attachment 4**)

**Motion 1.7 to Approve by:** Nan Westervelt **2<sup>nd</sup> by:** Dale Klein

**Discussion**

Fred did not notice any discrepancies in the budget or cash flow.

**Roll Call Vote:** Westervelt **Yes No**

Lococo	<b>Yes</b>	No
Klein	<b>Yes</b>	No
Wilson	<b>Yes</b>	No
Kulikowski	<b>Yes</b>	No

b. Review , finalize and vote on fiscal policies and procedures (**Attachment 5**)

**Motion 1.8 to Approve by:** Toyia Wilson **2<sup>nd</sup> by:** Sue Lococo

**Discussion**

Records will be kept in a locked filing cabinet in the main office once a location has been determined.

**Roll Call Vote:** Kulikowski **Yes No**

Klein	<b>Yes</b>	No
Wilson	<b>Yes</b>	No
Lococo	<b>Yes</b>	No
Westervelt	<b>Yes</b>	No

**12. Discuss Enrollment Policy (DISCUSSION) (Action) (Attachment 6)**

- Committee members meet in early Jan to finalize details of enrollment plan

**Motion 1.9 to approve by:** Dale Klein **2<sup>nd</sup> by:** Toyia Wilson

**Discussion**

Donna Marie and David will reach out to the board when we need assistance with enrollment

**Ayes 5 Nays 0**

**13. Discuss School Location [DISCUSSION] (Action)**

- a. Review Short & Long Term Plans
- b. Update on Facility Search
  - 1. Establish Ad Hoc Facility Search Committee

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

**Discussion**

Review of the facilities that we have looked at and where we are.

**Ayes 5 Nays 0**

**14. Review Fiscal Sponsorship Agreement with Young Audiences (Farash Foundation Funding Request) (Attachment 7)**

- a. Farash Foundation offering \$500,000 in grant funds to start up charter schools with 501 ©3 status
- b. Review Draft Memorandum of Agreement/Transmittal Letter

**Motion 2.1 to approve by: Toyia Wilson 2<sup>nd</sup> by: Dale Klein**

**Discussion**

**Ayes 5 Nays 0**

**15. IT Needs**

- a. **Motion to discuss IT needs: Toyia Wilson 2<sup>nd</sup> by: Dale Klein**

**Discussion**

David and Donna Marie overviewed the needs that we have to do to begin the process for IT. We will provide quotes for services to the next Board meeting.

**Motion to end meeting: Sue Lococo Second: Toyia Wilson**