

## APPROVED MINUTES

### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

#### Board of Trustees

Tuesday, July 14, 2015; 5:00 to 6:30 PM

Location: 299 Kirk Road, Rochester, New York 14612

**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 - 5:05pm

- **Attending:** Nan Westervelt, Alan Lockwood, Marilyn Patterson Grant, Dale Klein, Steven Gordon, Darryl Kittelberger (Visitor), Donna Marie Cozine (CEO), Craig Eichmann (COO), Caitlin Agnello (note-taker)
- **Absent:** Burt Brinkerhoff, Pat Burke, Audrey Cummings, Allen Williams

#### 2. Approval of Consent Agenda Items

[Note: Single items can be removed from the list and considered separately at the request of a Board of Trustees member]

- **Motion 22.1 to approve Consent Agenda for Items listed below** was made by Alan Lockwood and seconded by Dale Klein
- **(Motion 22.2 Approve Minutes from June 2, 2015)**
- **(Motion 22.3 Approve July 14, 2015 Agenda)**
- **No Discussion; Unanimously passed (Ayes 5 Nays 0)**

#### 3. Finance & Audit Committee Report [Alan Lockwood]

- The Monthly Balance Sheet, P & L Statement and Budgeted vs Spent End of Year 2014-15 Accrual sent prior to the meeting were reviewed and discussed.
- **Motion 22.4 to approve revisions to the Financial Policies and Procedures Manual** relative to the construction project was made by Marilyn Patterson Grant and seconded by Steven Gordon.
- **Discussion**
  - Minor wording changes provided to the Board prior to the meeting were made to the Financial Policies and Procedures Manual.
- **A Roll Call Vote** was taken and unanimously approved.

• Audrey Cummings	Yes	No	<b>Absent</b>
• Bert Brinkerhoff	Yes	No	<b>Absent</b>
• Pat Burke	Yes	No	<b>Absent</b>
• Steven Gordon	<b>Yes</b>	No	
• Marilynn Patterson Grant	<b>Yes</b>	No	
• Dale Klein	<b>Yes</b>	No	
• Alan Lockwood	<b>Yes</b>	No	

- Nan Westervelt **Yes** **No**

#### 4. **Facilities Committee [Steven Gordon & Alan Lockwood]**

- Steven and Alan reported that the renovation construction has commenced.

#### 5. **Human Resources Committee Report**

- The CEO evaluation will be completed prior to the August 11, 2015 Annual Meeting at which time the results will be reported.

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

- Election of Officers and Class of 2014 & 2015 Trustees will be voted on at the Annual Meeting on August 11, 2015.

#### 7. **Development Committee Report [Nan Westervelt]**

- Update on Status of Back to School Event by Darryl Kittelberger
  - Darryl shared a packet of information about the Back to School Kick Off including confirmed vendors, food caterer and tent rental.
- Discuss Board Participation
  - The Board will contribute \$40 each toward a gift basket to be raffled at the Back to School Event.
  - Other gift baskets will be created such as gift baskets made by the teachers.
  - There was consensus that tickets for the raffle will be \$1 per ticket.
  - Teachers will also be raffling off an item/service of their choice such as “Principal for the Day” or “Spa Day with Ms. Agnello”.
  - The committee will draft sponsor solicitation letters for both the Back to School Kick Off and Artists’ Stroll (fundraising event in partnership with Young Audiences of Rochester) and will make follow up courtesy calls.
  - Tickets will be sold for a quilt (\$10) that will be auctioned off at November 5<sup>th</sup> at Artists’ Stroll fundraiser at Artisan Works.

#### 8. **Ad Hoc Strategic Planning Committee (Marilynn/Audrey/Nan/Donna Marie)**

- Strategic Planning Retreat – Tuesday, September 8, 2015 4:00 to 7:30 PM

#### 9. **Old Business**

- The Kindergarten Graduation was an awe inspiring event and the families were pleased and impressed with the ceremony.
- The Board was represented by Nan Westervelt, Marilynn Patterson Grant, and Steven Gordon.
- A video clip of the ceremony was shown to the Board.

#### 10. **New Business**

- **Code of Ethics & Financial Disclosure Documents (Attached)**
  - Trustees must sign the RA Code of Ethics document and Financial Disclosure form annually prior to the Annual Meeting. Those not completing the documents that were attached to the agenda should bring them to the August 11, 2015 Annual Meeting.

**11. Staff Report [To be sent under separate cover]**

- Received an additional grant from Daisy Marquis Jones Foundation.
- Finishing up with hiring for next school year now.
- Board Chair, nan Westervelt commended the school leadership and staff for an outstanding year.
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**12. Public Comments: None**

**13. Adjournment 6:25pm**

**Motion 22.5 to approve adjournment was made** by: Alan Lockwood and seconded by Nan Westervelt

**a. No Discussion; Unanimously approved (Ayes 5 Nays 0)**