

## APPROVED MINUTES

### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

#### Board of Trustees Special Meeting

Tuesday, November 4, 2014; 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

- **Attending:** Nan Westervelt, Dale Klein, Pat Burke, Steve Gordon, Dr. Marilyn Patterson Grant, Fred Kulikowski, Audrey Cummings, Craig Eichmann, Dr. Donna Marie Cozine
- **Absent:** Alan Lockwood

#### 2. Approval of Consent Agenda Items

- **Motion 16.1 to approve Consent Agenda for Items listed below by Pat Burke 2<sup>nd</sup> Dale Klein.** The Board Chair reminded trustees that single items could be removed from the list and considered separately at the request of a Board of Trustees member]
- **(Motion 16.2) Approve Minutes from October 7, 2014**
- **(Motion 16.3) Approve Overall Agenda**
  
- **Discussion**
- The Consent agenda was unanimously approved. (Ayes 6 Nays 0; Note: 1 member did not vote because of late arrival)

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

- **403(b) Update:** The Finance Committee met with L& M Financial Securities who will meet with the RA COO and Budget Director to create a Plan for approval by the Board and subsequent presentation to staff.
- **IRS Form 990** Return for Organizations Exempt from Income Tax Submission was submitted for Board review prior to the meeting. There is no need for Board approval of the 990.
- **Balance Sheet and P & L Statement was sent prior to the meeting.** It was reported that the income and expense forecast for 2014-15 is favorable and should be attractive to a bank when approached to help finance the purchase of the building.

#### 4. Facilities Committee [Fred Kulikowski]

- **School Purchase Update:** The Finance Committee will be putting together a finance packet for investors.

#### 5. Human Resources Committee Report [Pat Burke]

- The HR committee would like more information on hires and will be provided by Donna Marie.
- The HR committee assisted Donna Marie with a situation that recently occurred. Donna Marie and Craig are creating a formal procedure for handling similar situations going forward.

- **Governance Committee Report [Dale Klein]**
  - The committee would like to get a board member from M & T bank on the board as well as two additional members on the board.
- **Development Committee Report [Nan Westervelt]**
  - Will create a short and long term plan and is requesting the staff draft a “wish list” of what is needed for the whole school and individual teachers’ classrooms. The Committee will suggest ways for Board members to participate in fundraising.
- **Ad Hoc Dashboard Committee**
  - The committee has met and worked on completing the dashboard to gauge progress on RA’s academic and non-academic goals. The group is using the SED’s Charter School Performance Framework as the structure for the dashboard.
  - Strong Board governance is an important part of ensuring the success of the school. The Dashboard Committee will have a follow up conversation in regard to Board member role and responsibilities in running the business.
  - The Dashboard Committee will meet again to ensure that all of the pieces of the Dashboard align.
- **New Business**
  - The Chief Education Officer and Chief Operating Officer are working on creating an expulsion policy and procedure for Board approval.
  - The staff and Board Chair are beginning to start a volunteer program.
  - Board Members are invited to visit the school. A school visitation schedule sheet was distributed.
- **Staff Report (See Attached)**
  - The Board was invited to Curriculum night on November 12 from 6 to 8 PM.
  - Parents have asked that Board members attend their parent meetings which are held on the third Thursday of each month.
- **Public Comments:** There were no members of the public present.
- **Adjournment**

**Motion 16.4 at 6:30 to approve adjournment by: Dale Klein 2<sup>nd</sup> by: Fred Kulikowski**