

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Meeting

Tuesday, January 14, 2014 5:00 – 6:30 PM

Location: David Silver Home; 94 Corwin, Rochester, New York 14610

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

Present: Toyia Wilson, Fred Kulikowski, Sue Lococo, Nan Westervelt, Dale Klein, David Silver, Donna Marie Cozine

Guests: Steven Gordon, Lisa Hiley, Alan S. Lockwood, Becky Torres Lynch

2. Approval of Minutes from December 23, 2013

Motion 2.1 to approve by: Sue Lococo 2nd by: Fred Kulikowski

Discussion

Ayes 5 Nays 0

Motion to move that the finance committee report earlier topic in the meeting by: Fred Kulikowski

2nd: Sue Lococo

Discussion:

Fred reported - Donna and Fred went to M & T to establish a line of credit of \$100,000 or \$150,000. We should receive notification regarding approval by the end of the week. Fred suggested that we consider a process for an "end of the year clean-up" which is to bring the balance of the LOC to zero or within a certain amount. If we don't do a cleanup it will feel like a credit card that never is paid off. We need review the budget and determine the best time of year to bring the balance to 25,000 or less.

1. Finance Committee Report [Fred Kulikowski]

- a. Austin & Co. invoice of \$4, 448 paid by Barbara Cozine on behalf of Renaissance Academy. Dr. Barbara Cozine will be reimbursed for the full amount upon receipt of state funds.
- b. M & T Bank Status
- c. The application for the CSP funds has been completed and submitted
- d. Renaissance Academy EIN number has been secured
- e. Due to the contents of the CSP funds grant, the \$4000 allocated for the Dissolution Plan will be reallocated to Board Expenses for Public Presentations (\$500) and to office computers, printers, under supplies and materials. (changes are highlighted yellow on budget sheet.)

Donna Marie reported – Updates on the CSP grant, Barbara has worked with Donna to complete the application. Barbara has a wealth of experience in this area as she served as Assistant Superintendent in NJ. She worked to complete a budget for the school. She is working with Donna Marie and other board members to complete the CSP grant. We received an extension from the State to complete the work. We need revisions and other items. When we created the budget we created a line of \$40,000 to lease a building. We must show them a lease agreement to get CSP grant which totals \$166,000.

Fred brought up for discussion – The board needs to establish a limit amount that can be transferred during a reallocation within the budget without getting board approval.

Motion to allow up \$25,000 to be reallocated without board approval moved by: Fred Kulikowski
2nd Sue Lococo
Ayes 5 nays 0

Other items discussed:

EIN is the federal ID number

USA payroll will provide payroll services to RENAISSANCE. They will do training with the staff to support HR.

Budget pre-opening Jan to June 30, 2014

5 year operating plan, we will need to discuss at the next meeting

There should be plans to eventually pay off the mortgage of the school to funnel dollars back to students.

Allen -- Spoke with Scott Goldsburg on Dec. 19 to secure a checklist to complete CSP grant items.

The board members of RENAISSANCE would like to thank Barbara Cozine for her support in establishing the budget.

Motion to approve \$4,000 reallocated to cover the cost of technology expenses by:, 2nd

3. Facilities Committee Report [Fred Kulikowski]

Updates: Still waiting to hear from the owners of Hillel. They have a letter of intent but they are working to change this to work with RA. We would co-exist for a year then they would move out. We will need 8 classes added to the building by year 3.

4. Budget Recommendation: It is recommended that the following transfers be approved on the pre-opening budget. **Attachment 4**

From:	To:
A 878 DISSOLUTION ESCROW & RESERVES / CONTIGENCY \$500	A1010.45 Board Expenses \$500
A 878 DISSOLUTION ESCROW & RESERVES / CONTIGENCY \$3500	A2110.45 Technology \$3500

Motion 4.1 to approve by: Sue Lococo 2nd by: Dale Klein

Discussion

Roll Call Vote:

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

5. Approve Agenda

Motion 2.2 to approve by: Sue Lococo 2nd by: Dale Klein

Discussion

Ayes 5 Nays 0

6. Approve New Board Members and terms

a. *A board resolution must be made and voted on to select each of the proposed individuals as a board member for submission to the State Education Department and formally adopted upon their approval.*

Motion 2.3 - Audrey Cummings (2014) tabled moved :Toyia Wilson 2nd: Fred Kulikowski

Motion 2.4 - Steven Gordon (2015) moved: Sue Lococo 2nd: Fred Kulikowski
Motion 2.5 - Lisa Hiley (2015) moved: Sue Lococo 2nd: Fred Kulikowski
Motion 2.6 - Alan S. Lockwood (2016) moved: Sue Lococo 2nd: Fred Kulikowski
Motion 2.7 - Becky Torres Lynch (2015) moved: Sue Lococo 2nd: Fred Kulikowski
Discussion
Ayes 5 Nays 0

7. Review and Ratify By-Laws [ACTION] [Attachment 1 – To be sent under separate cover when drafted next week]

Motion 2.8 to approve By-Laws by: Toyia Wilson 2nd by: Fred Kulikowski

Discussion

These must be right to be approved for CSP

Questions:

Nan - Board member listed as 3 years – at large, but two (Sue and Fred) will only be one year. This is ok because they can resign when they need to transition after a year.

Sue – How will we get the final draft? Donna Marie answer - They will be sent to Toyia to sign then scan to everyone.

Motion to approve moved by: Sue Lococo, 2nd: Dale Klein

Ayes 5 Nays 0

8. Review Draft Committee Job Descriptions & Roles & Responsibilities [Attachments 2, 2a, 2b, 2c, 2d]

a. When committees are activated, the group may review and adapt the draft descriptions for presentation to the board at a future meeting.

Motion 2.9 to approve Draft Committee Roles & Responsibilities by: Toyia Wilson 2nd by: Sue Lococo

Discussion

Fred Kulikowski left the meeting at this time. There are 4 voting members present.

Questions

1. Sue - attachment 2A the general purpose should it says the board chair shall appoint the chair HR committee.

2. Sue - #5 responsibilities should say annually.

3. Sue - Standing committee affiliations – HR change the title to human resources

Ayes 4 Nays 0

9. Approve Standing Committees Affiliations & Activate Committees [Attachment 3]

a. According to the By-Laws, Standing Committee affiliations are designated by the Board of Trustees by resolution.

Motion 3.0 to approve Standing Committee affiliations by: Sue Lococo 2nd by: Dale Klein

Discussion

Ayes 4 Nays 0

10. Employ David and Donna Marie

Motion 3.1 to table this resolution by: Dale Klein 2nd by: Toyia Wilson

Discussion

Roll Call Vote:	Westervelt	<u>Yes</u>	No
	Klein	<u>Yes</u>	No
	Wilson	<u>Yes</u>	No
	Lococo	<u>Yes</u>	No

11. Executive Director/Head of Arts/Operations & Head of Academics Report

a. Status of Farash Grant & CSP

Donna Marie – There are 2 \$250,000 grants with two rounds for seed money and facilities. Young Audience is our fiscal sponsor. The seed grant almost complete.

Donna and David interviewed with city newspaper and WXXI.

We have five parents who have already requested enrollment at our school.

There have been several teacher inquiries; Donna and David are keeping a file of applicants.

Website, Sue gave Donna Marie a recommendation on a company that can complete.

David – The future outreach parent coordinator met with David, he has plans to come on board with RA in July 2014.

12. Public Comments

The board worked for about an hour to develop in detail the student enrollment policy.

13. Adjournment