

**APPROVED MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**Board of Trustees Annual Meeting**

**Tuesday, July 1, 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.

**Welcome/Call to Order and Introductions: Gordon, Burke, Kulikowski, Westervelt, Klein, Cozine, Lockwood, Patterson–Grant, Hiley, Silver**  
**Absent: Cummings**

**Motion 10.1** to approve May 3, 2014 minutes by: F. Kulikowski; 2<sup>nd</sup> by: A. Lockwood

**Ayes** \_\_\_7\_\_\_ **Nays** \_\_0\_\_\_

**Motion 10.2** to approve the agenda by: F. Kulikowski 2<sup>nd</sup> by: A. Lockwood

**a. Discussion**

**Ayes** \_\_\_7\_\_\_ **Nays** \_\_\_0\_\_

**Facilities Report [Fred Kulikowski]:** Currently RA has an agreement with Greece CSD to lease the Kirk Road building with the intent to purchase. A purchase agreement is being prepared with an ideal closing date of December 2014 with a final deadline of April 2015. The board is pursuing financing prior to December 2014. The mechanics of the school are in good shape; not a lot of work is required. A loan was obtained to secure the building with a good interest rate. A renovation plan has been established for years 2–5; the school heads are currently leading efforts to facilitate school/building opening.

4. **Motion 10.3** to approve Commercial General Liability and Umbrella insurance from Austin & Co.

by: F. Kulikowski 2<sup>nd</sup> by: P. Burke

**a. Discussion**

**Roll Call Vote:**

Cummings	ABSENT
Burke	Yes
Lockwood	Yes
Klein	Yes
Gordon	Yes
Hiley	Yes
Grant	Yes
Kulikowski	Yes

Westervelt Yes

**Motion 10.4** to approve the Certificate of Occupancies (Local and State) for submission to SED was tabled until the August 6, 2014 Board meeting and approved by: F. Kulikowski 2<sup>nd</sup> by: A. Lockwood

a. **Discussion** D. Silver is working with Greece and SED personnel to take the steps needed to secure the C of O. Ayes \_\_\_7\_\_\_ Nays \_\_\_0\_\_\_

**Motion 10.5** to approve the Inspection Certificates (Fire/Safety Inspection; Building Safety; Flammable Compounds and Liquids; Health; Triennial AHERA (Asbestos); Lead Paint, etc.) for submission to SED made by: F. Kulikowski 2<sup>nd</sup> by: A. Lockwood

a. **Discussion:** Prior to the meeting, copies of the certificates were forwarded to the Board for review. Ayes \_\_\_7\_\_\_ Nays \_\_\_0\_\_\_

**Finance & Audit Committee Report [Fred Kulikowski]** – The first 6 months of operation (pre-opening budget) was successful and under projected costs. The subsequent school year has increased projected revenues due to increased enrollment and the costs are also elevated due to increased staffing costs. A small surplus is projected for Year 1. Attendance and enrollment will be critical for a stable budget for the upcoming year and will be carefully monitored. The Year 1 budget is built upon 190 youth consistently enrolled and there is little operating error in this budget. Current enrollment is 194 youth; there are 6 students from the surrounding/suburban districts. RACSA currently has a wait list at second grade (14–15 students) and kindergarten. Two districts have students who live beyond the 15 miles from the school which would result in bussing costs.

**Motion 10.6** to approve a resolution to accept the revised budget and month-to-month cash flow projections for Year 1 and revised 5 year budget for submission to SED made by A. Lockwood 2<sup>nd</sup> by: P. Burke

a. **Discussion:** The Board received the revised Year 1 and 5 year budget prior to the meeting. Details of the budget were discussed during the Finance and Audit Committee report. The Board discussed the financial impact of accommodating students ineligible for bussing because of the State 15 mile limit and the April 1 deadline for bussing outside a district. It is the responsibility of the parents to pursue getting bussing from their school district; however, RACSA will also research the cost to bus the affected students.

**Roll Call Vote:**

Cummings	ABSENT
Lockwood	Yes
Burke	Yes
Klein	Yes
Gordon	Yes
Grant	Yes
Hiley	Yes
Kulikowski	Yes
Westervelt	Yes

**Motion 10.7** to approve a resolution that ensures all employees have NYSED-OSPRA clearance (Fingerprint-supported criminal background checks) for submission to SED was made by Fred Kulikowski and 2<sup>nd</sup> by Alan Lockwood.

a. **Discussion:** The Board received the list of employees that have NYSED-OSPRA by e-mail prior to the meeting. **Ayes**   7   **Nays**   0  

**Motion 10.8** to approve a resolution to accept the Complaint/Grievance Policies for staff for submission to SED was made by F. Kulikowski and 2<sup>nd</sup> by A. Lockwood.

a. **Discussion:** The Board received the Complaint/Grievance Policy for staff prior to the meeting. **Ayes**   7   **Nays**   0  

**Motion 10.9** to approve the following 2014-15 Slate of Officers: Nan Westervelt, Board Chair; Dale Klein, Vice Chair; Fred Kulikowski, Treasurer; Lisa Hiley, Secretary was made by F.Kulikowski and 2<sup>nd</sup> by A. Lockwood. **Ayes**   7   **Nays**   0  

a. **Discussion:** None

**Ad Hoc Dashboard Committee Report (Lisa Hiley)** – Donna Marie has continued to refine this. Lisa will work with Nan regarding Board and Finance elements. Moving forward we will need to align with the strategic agenda.

**Motion 11** to approve a resolution to accept the hiring of Tom Lake, Drama, Tondelayo Beaulieu and Maxine Wallace for the position of cafeteria aides was made by Fred Kulikowski and 2<sup>nd</sup> by Alan Lockwood. **Ayes**   7   **Nays**   0  

#### **Human Resources Committee (Patrick Burke)**

**Motion 11.1** to approve Performance Evaluation Criteria for Teachers, Teaching Assistants, Administrative Assistant and Office Manager as reviewed and approved by the Human Resources Committee was made by D. Klein 2<sup>nd</sup> F. Kulikowski. **Ayes**   7   **Nays**   0  

a. **Discussion:** None The HR Committee discussed current capacity to meet the facilities needs of the new building to ensure facilities opening and grounds. The HR Committee discussed defining a scope of work for facilities opening and on-going maintenance/facilities; the board will work to identify a project manager in the short term. David will lead on the Certificate of Occupancy; the proposed building and grounds manager needs to be alerted to the NYSED Certificate of Occupancy.

**Motion 11.2** to identify and hire a facilities manager to get the Kirk Road facility open and to secure building and grounds contracts in the amount not to exceed \$50,000 was made by A. Lockwood and 2<sup>nd</sup> by M. Patterson-Grant

#### **Roll Call**

Lockwood	YES
Patterson-Grant	YES
Hiley	YES

Klein	YES
Westervelt	YES
Kulikowski	YES
Burke	YES
Gordon	YES
Cummings	Absent

In the future, the HR committee also recommends that the Board review the finance and business management tasks and define a business management position. It is critical that this position be more clearly defined and a position be reviewed. The H.R. Committee will review school business manager job descriptions to define and cost out this potential position. The Board publicly thanked Barbara Cozine for her on-going efforts and support in the area of finance.

**16. Staff Reports – (A written staff report was sent to the Board prior to the meeting)** Enrollment is above capacity. The staff is engaging in curriculum writing and professional development.

**17. New Business**

- a. Lisa Hiley brought to the Board Chair’s attention the recent New York State Not for Profit Reform Law going into effect on July 1. Legislation. A. Lockwood will review the new regulations and ensure compliance on the part of RACSA.
- b. Nan discussed the possibility of holding a Strategic Planning Session in late summer. After Board discussion, it was decided to postpone that effort until early next year so that the Board has a chance to watch and learn more about the school. During the discussion, the participation of NECSN in a strategic planning effort was discussed. Some confusion emerged about the range, scope, and cost of services (including strategic planning) provided to RACSA. To clarify, D. M. Cozine will contact NECSN.
- c. In the first week of August, SED will conduct a pre-opening visit which will generate the formal Consent to Open.

For the Record:

- **Pursuant to New York State law, this July 1 Board Meeting serves as the Public Hearing that must be announced 30 days prior to the approval of the Health and Safety Plan (at the August 5, 2014 meeting). Official notice was submitted to the Democrat and Chronicle and City newspapers.**
- **Additionally, this meeting will serve as the annual meeting in order to elect officers for 2014–15 (By laws state: “The Board of Trustees shall, at its Annual meeting, appoint or elect from among its members a Chairperson, Vice Chair, Secretary and Treasurer.)**

**Public Comments – None**

**Adjournment (6:20pm)**

**Motion 11.3** to approve adjournment was made by: D. Klein and 2<sup>nd</sup> by: L. Hiley Unanimously approved.

