



I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/28/2015

Last updated: 07/31/2015

Please be advised that you will need to complete this task first (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer or you may not be assigned the correct tasks.

Page 1

1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

2. CHARTER AUTHORIZER

(For technical reasons, please re-select authorizer name from the drop down menu).

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Greece

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	299 Kirk Road Rochester, N.Y. 14612	585-225-4200	585-225-4201	

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dr. Donna Marie Cozine
Title	Chief Educational Officer
Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.renacad.org

6. DATE OF INITIAL CHARTER

2013-12-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2014-09-01 00:00:00

8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.

188

9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

Grades Served	K, 1, 2
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10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

	Yes/No	Name of CMO/EMO
	No	

Page 2

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	299 Kirk Road Rochester, N.Y.	585-225-4200	GREECE CSD	k-2	No	Own
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader				

Operational Leader				
Compliance Contact				
Complaint Contact				

13. Are the School sites co-located?

(No response)

13a. Please list the terms of your current co-location.

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)						
Site 2						
Site 3						

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14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

14a. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change District or CSD of Location	The Board of Trustees requested that the location of charter be changed from Rochester City School District to the Greece Central School District.	August 5, 2014	August 24, 2015
2	Change in organizational structure	Change Head of Academics to Chief Educational Officer and Head of Arts/Operations is now Chief Operating Officer	August 5, 2014	
3	Change in schedule/calendar	Because of difficulties in securing and preparing facility for 2014-15 school year, length of days was shortened from 190 to 184	August 5, 2014	

4	Change in Grade Level Configuration	Change grade configuration for 2014-15 school year from 3 sections of Kindergarten and 3 sections of 1st grade to 4 sections of K and 2 sections of 1st. Total enrollment does not change.	May 6, 2014	
5	Change in Bylaws	The Head of Academics and Head of Arts/Operations will no longer serve as ex-officio members of the Board of Trustees.	May 6, 2014	

15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.

Dr. Donna Marie Cozine, Chief Educational Officer

16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and use the mouse on your PC or the stylist on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Thank you.



Appendix A: Link to the New York State School Report Card

Last updated: 07/28/2015

Page 1

Charter School Name:

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

URL is not available



Appendix A: Progress Toward Goals

Created: 07/28/2015

Last updated: 07/30/2015

Page 1

Charter School Name:

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

URL is not available

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

2a. ACADEMIC STUDENT PERFORMANCE GOALS

2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
				The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard of practice measures to

Academic Goal 1	By the end of the charter period, 75% of students who have consistently attended RA for three years will score at Level 3 or above on the NYS ELA assessment.	Emergent Reader Assessment Diagnostic Reading Assessment NWEA testing for reading Running Records	Not Met	<p>gauge student progress. Student progress in ELA was significant. In Kindergarten our percentage of on or above level students, as identified through ERA scores, rose from 62% to 85%. Using the DRA scores, 72% of our students were at or above a level 4 at the conclusion of the year. Of those who did not achieve the goal, the vast majority of students were at a level 3. In grade one our percentage of on or above level students, as identified through ERA scores, rose from 44% to 83%. Using the DRA scores, the percentage of student who were at or above level rose from 33% to 57%. Using the DRA scores of our second grade students, the percentage of students who were on or above level rose from 45% to 66%. Data from our FastForWord literacy intervention program indicated that of the 51 students who were enrolled in the program, 50% registered gains of more than 1.5 years, 17% of the students showed a growth of 1-1.5 years, 19% of the students gained 0.6-1 year, and the remaining 12% grown up to .5 year. Results of all of our data indicate that our school is on its way to meeting its goal by the end of its charter period. Teachers have been training on the use of NWEA data to ensure that their instruction matches the needs of the students</p>
				<p>The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard of practice measures to</p>

<p>Academic Goal 2</p>	<p>By the end of the charter period, Renaissance Academy students will outperform RCSD by 10 percentage points in proficiency on the NYS ELA exam.</p>	<p>Emergent Reader Assessment Diagnostic Reading Assessment NWEA testing for reading Running Records</p>	<p>Not Met</p>	<p>gauge student progress. Student progress in ELA was significant. In Kindergarten our percentage of on or above level students, as identified through ERA scores, rose from 62% to 85%. Using the DRA scores, 72% of our students were at or above a level 4 at the conclusion of the year. Of those who did not achieve the goal, the vast majority of students were at a level 3. In grade one our percentage of on or above level students, as identified through ERA scores, rose from 44% to 83%. Using the DRA scores, the percentage of student who were at or above level rose from 33% to 57%. Using the DRA scores of our second grade students, the percentage of students who were on or above level rose from 45% to 66%. Data from our FastForWord literacy intervention program indicated that of the 51 students who were enrolled in the program, 50% registered gains of more than 1.5 years, 17% of the students showed a growth of 1-1.5 years, 19% of the students gained 0.6-1 year, and the remaining 12% grown up to .5 year. Results of all of our data indicate that our school is on its way to meeting its goal by the end of its charter period. Teachers have been training on the use of NWEA data to ensure that their instruction matches the needs of the students</p>
				<p>The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard</p>

Academic Goal 3

By the end of the charter period, special population students at RA will outperform students from RCSD when compared to equivalent grade levels and proficient categories on the NYS ELA exam.

Emergent Reader Assessment
Diagnostic Reading Assessment
NWEA testing for reading
Running Records

Not Met

of practice measures to gauge student progress. Student progress in ELA was significant. In Kindergarten our percentage of on or above level students, as identified through ERA scores, rose from 62% to 85%. Using the DRA scores, 72% of our students were at or above a level 4 at the conclusion of the year. Of those who did not achieve the goal, the vast majority of students were at a level 3. In grade one our percentage of on or above level students, as identified through ERA scores, rose from 44% to 83%. Using the DRA scores, the percentage of student who were at or above level rose from 33% to 57%. Using the DRA scores of our second grade students, the percentage of students who were on or above level rose from 45% to 66%. Data from our FastForWord literacy intervention program indicated that of the 51 students who were enrolled in the program, 50% registered gains of more than 1.5 years, 17% of the students showed a growth of 1-1.5 years, 19% of the students gained 0.6-1 year, and the remaining 12% grown up to .5 year. Results of all of our data indicate that our school is on its way to meeting its goal by the end of its charter period. Teachers have been training on the use of NWEA data to ensure that their instruction matches the needs of the students

The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We

<p>Academic Goal 4</p>	<p>Each year, the school's aggregate Performance Index (PI) on the state English/ language arts exam will meet that year's Annual Measurable Objective (AMO) set forth in the state's NCLB accountability system.</p>	<p>Emergent Reader Assessment Diagnostic Reading Assessment NWEA testing for reading</p>	<p>Not Met</p>	<p>have used other, standard of practice measures to gauge student progress. Student progress in ELA was significant. In Kindergarten our percentage of on or above level students, as identified through ERA scores, rose from 62% to 85%. Using the DRA scores, 72% of our students were at or above a level 4 at the conclusion of the year. Of those who did not achieve the goal, the vast majority of students were at a level 3. In grade one our percentage of on or above level students, as identified through ERA scores, rose from 44% to 83%. Using the DRA scores, the percentage of student who were at or above level rose from 33% to 57%. Using the DRA scores of our second grade students, the percentage of students who were on or above level rose from 45% to 66%. Data from our FastForWord literacy intervention program indicated that of the 51 students who were enrolled in the program, 50% registered gains of more than 1.5 years, 17% of the students showed a growth of 1-1.5 years, 19% of the students gained 0.6-1 year, and the remaining 12% grown up to .5 year. Results of all of our data indicate that our school is on its way to meeting its goal by the end of its charter period. Teachers have been training on the use of NWEA data to ensure that their instruction matches the needs of the students</p>
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<p>Academic Goal 5</p>	<p>By the end of the charter period, 75% of students who have attended RA consistently for three years will score at Level 3 or above on the NYS Math assessment.</p>	<p>Benchmark math assessments NWEA math testing</p>	<p>Not Met</p>	<p>The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard of practice measures to gauge student progress. Students were evaluated using the NWEA Map assessment and the data was used to inform instructional decision-making. Based on the data, our kindergarten students emerged as the closest to the school's goal. An end of year benchmark assessment identified 90% of our Kindergarteners earning between a 70%-100%, 59% of our first graders and 25% of our second graders fell in the 70%-100% range. We have identified math as an area of concern for future years. The school has hired an instructional specialist who will concentrate on math instruction in subsequent years.</p>
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<p>Academic Goal 6</p>	<p>By the end of the charter period, Renaissance Academy students will outperform RCSD by 10 percentage points in proficiency on the NYS Math exam.</p>	<p>Benchmark math assessments NWEA math testing</p>	<p>Not Met</p>	<p>The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard of practice measures to gauge student progress. Students were evaluated using the NWEA Map assessment and the data was used to inform instructional decision-making. Based on the data, our kindergarten students emerged as the closest to the school's goal. An end of year benchmark assessment identified 90% of our Kindergarteners earning between a 70%-100%, 59% of our first graders and 25% of our second graders fell in the 70%-100% range. We have identified math as an area of concern for future years. The school has hired an instructional specialist who will concentrate on math instruction in subsequent years.</p>
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<p>Academic Goal 7</p>	<p>By the end of the charter period, special population students at RA will outperform students from RCSD when compared to equivalent grade levels and proficient categories on the NYS Math exam.</p>	<p>Benchmark math assessments NWEA math testing</p>	<p>Not Met</p>	<p>The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard of practice measures to gauge student progress. Students were evaluated using the NWEA Map assessment and the data was used to inform instructional decision-making. Based on the data, our kindergarten students emerged as the closest to the school's goal. An end of year benchmark assessment identified 90% of our Kindergarteners earning between a 70%-100%, 59% of our first graders and 25% of our second graders fell in the 70%-100% range. We have identified math as an area of concern for future years. The school has hired an instructional specialist who will concentrate on math instruction in subsequent years.</p>
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Academic Goal 8	Each year, the school's aggregate Performance Index (PI) on the state mathematics exam will meet that year's Annual Measurable Objective (AMO) set forth in the state's NCLB accountability system.	Benchmark math assessments NWEA math testing	Not Met	The academic goals outlined in our charter measure student achievement at the end of our charter. Renaissance Academy Charter School of the Arts was a k-2 school during the 2014-2015 academic year. Due to our grade configuration our grade configuration there was no mandatory state assessments. We have used other, standard of practice measures to gauge student progress. Students were evaluated using the NWEA Map assessment and the data was used to inform instructional decision-making. Based on the data, our kindergarten students emerged as the closest to the school's goal. An end of year benchmark assessment identified 90% of our Kindergarteners earning between a 70%-100%, 59% of our first graders and 25% of our second graders fell in the 70%-100% range. We have identified math as an area of concern for future years. The school has hired an instructional specialist who will concentrate on math instruction in subsequent years.
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2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

Page 2

2b. ORGANIZATIONAL GOALS

2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
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Org Goal 1	n/a			
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1	n/a			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/28/2015

Last updated: 07/29/2015

Page 1

Charter School Name:

B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	1799352
Line 2: Year End Per Pupil Count	188
Line 3: Divide Line 1 by Line 2	9571

2. Administrative Expenditures per Child

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	1533352
Line 2: Management and General Cost (Column)	266000
Line 3: Sum of Line 1 and Line 2	1799352
Line 4: Year End Per Pupil Count	188
Line 5: Divide Line 3 by the Year End Per Pupil Count	9571

Thank you.



Financial A

School Name:

Date:

School Fiscal Contact Name:

School Fiscal Contact Email:

School Fiscal Contact Phone:

District of Location:

Authorizer:

Years of Operation:

Facility:

Grades Currently Served:

Planned Grades at Full Capacity:

Enrollment:

Max Enrollment:

Year of Most Recent Data

School Fiscal Contact Phone:

School Audit Firm Name:

School Audit Contact Name:

School Audit Contact Email:

School Audit Contact Phone:

Latest Audit Period (through June 30):

Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Renaissance Academy Charter School of the Arts

August 1, 2015

Craig A. Eichmann



Greece Central School District
SED

1

Public

K-2

K-6

188

YYY

2014-2015

585-225-4200 ext 203

Heveron & Company

Jeanne Beutner

jbeutner@heveroncpa.com

585-232-2956

2015

Renaissance Academy Charter School of the Arts2015

FILL IN GRAY CELLS

Renaissance Academy Charter School of the Arts

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2014-2015</u>	<u>2013-2014</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$467,969	\$321,068
Grants and contracts receivable	45,223	148,534
Accounts receivables	41,340	-
Inventory	-	-
Prepaid Expenses	-	-
Contributions and other receivables	75,000	-
Other	-	-
TOTAL CURRENT ASSETS	\$629,532	\$469,602
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	1,544,658	-
Restricted Cash	-	-
OTHER ASSETS	\$1,544,658	\$-
TOTAL ASSETS	\$2,174,190	\$469,602
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$52,512	\$25
Accrued payroll and benefits	-	71,809
Refundable Advances	-	-
Deferred Revenue	460,280	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	46,465	-
TOTAL CURRENT LIABILITIES	\$559,257	\$71,834
LONG-TERM DEBT, net current maturities	\$1,350,048	\$250,000
TOTAL LIABILITIES	\$1,909,305	\$321,834
NET ASSETS		
Unrestricted	\$264,885	\$147,768
Temporarily restricted	-	-
TOTAL NET ASSETS	\$264,885	\$147,768
TOTAL LIABILITIES AND NET ASSETS	\$2,174,190	\$469,602

Check

(0)

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FILL IN GRAY CELLS

Renaissance Academy Charter School of the Arts

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2015

	2014-2015			2013-2014
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$2,217,676	\$-	\$2,217,676	\$-
Federal - Title and IDEA	148,133	-	148,133	-
Federal - Other	201,465	-	201,465	131,867
State and City Grants	-	-	-	-
Contributions and private grants	80,975	-	80,975	150,000
After school revenue	-	-	-	-
Other	3,055	-	3,055	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$2,651,304	\$-	\$2,651,304	\$281,867
EXPENSES				
Program Services				
Regular Education	\$1,574,761	\$-	\$1,574,761	\$11,471
Special Education	187,155	-	187,155	-
Other Programs	373,032	-	373,032	-
Total Program Services	\$2,134,948	\$-	\$2,134,948	\$11,471
Supporting Services				
Management and general	\$399,239	\$-	\$399,239	\$122,628
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$2,534,187	\$-	\$2,534,187	\$134,099
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$117,117	\$-	\$117,117	\$147,768
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$-	\$-	\$-	\$-
CHANGE IN NET ASSETS	\$117,117	\$-	\$117,117	\$147,768
NET ASSETS BEGINNING OF YEAR	\$147,767	\$-	\$147,767	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$264,884	\$-	\$264,884	\$147,768

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New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2015-16 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

<Enter School Name Here>

PROJECTED BUDGET FOR 2015-2016

July 1, 2015 to June 30, 2016

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,103,625	75,000	361,222	-	-	3,539,847
Total Expenses	2,281,228	510,809	305,222	-	467,092	3,315,092
Net Income	822,397	(435,809)	56,000	-	(467,092)	224,755
Actual Student Enrollment	212	37				249
Total Paid Student Enrollment	212	37				249

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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Teachers - SPED	5.20	-	233,920	-	-	233,920
Substitute Teachers	0.80	30,000	3,700	-	-	33,700
Teaching Assistants	10.50	241,040	42,536	-	-	283,576
Specialty Teachers	7.00	269,450	47,550	-	-	317,000
Aides	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	35	1,030,730	327,706	-	-	1,358,436
NON-INSTRUCTIONAL PERSONNEL COSTS						
Nurse	0.50	11,591	2,046	-	-	13,637
Librarian	0.50	14,280	2,520	-	-	16,800
Custodian	1.50	60,398	10,658	-	-	71,056
Security	1.00	-	-	-	-	-
Other	2.00	43,350	7,650	-	-	51,000
TOTAL NON-INSTRUCTIONAL	6	129,619	22,874	-	-	152,493
SUBTOTAL PERSONNEL SERVICE COSTS	45	1,501,729	350,580	-	-	1,852,309
PAYROLL TAXES AND BENEFITS						
Payroll Taxes		65,259	15,131	-	-	80,390
Fringe / Employee Benefits		296,292	68,707	-	-	364,999
Retirement / Pension		-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS		361,551	83,838	-	-	445,389
TOTAL PERSONNEL SERVICE COSTS		1,863,280	434,418	-	-	2,297,698
CONTRACTED SERVICES						
Accounting / Audit		-	-	-	10,000	10,000
Legal		-	-	-	10,000	10,000
Management Company Fee		-	-	-	-	-
Nurse Services		-	-	-	2,500	2,500
Food Service / School Lunch		-	-	-	-	-
Payroll Services		-	-	-	4,000	4,000
Special Ed Services		-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-
Other Purchased / Professional / Consulting		-	-	-	55,645	55,645
TOTAL CONTRACTED SERVICES		-	-	-	82,145	82,145
SCHOOL OPERATIONS						
Board Expenses		-	-	-	4,100	4,100
Classroom / Teaching Supplies & Materials		36,000	-	10,000	-	46,000
Special Ed Supplies & Materials		-	12,000	-	-	12,000
Textbooks / Workbooks		18,752	3,309	-	-	22,061
Supplies & Materials other		14,038	-	6,000	-	20,038
Equipment / Furniture		68,000	12,000	-	-	80,000
Telephone		-	-	-	3,000	3,000
Technology		89,250	15,720	-	-	104,970
Student Testing & Assessment		5,142	908	-	-	6,050
Field Trips		3,400	600	-	-	4,000
Transportation (student)		16,218	2,862	-	-	19,080
Student Services - other		8,500	1,500	-	-	10,000
Office Expense		-	-	-	25,947	25,947
Staff Development		10,000	-	10,000	-	20,000
Staff Recruitment		4,500	-	-	-	4,500
Student Recruitment / Marketing		4,250	750	-	-	5,000
School Meals / Lunch		-	-	-	-	-
Travel (Staff)		2,125	375	-	-	2,500



Audited Financial Statement Checklist

Created: 07/29/2015

Last updated: 08/02/2015

Page 1

Charter School Name:

1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	
Single Audit (if applicable)	
CSP Agreed Upon Procedures (if applicable)	
Management Letter	
Report on Extracurricular Student Activity Accounts (if applicable)	
Corrective Action Plans for any Findings	

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.

	Yes/No
Report on Compliance	
Report on Internal Control over Financial Reporting	
Single Audit	
CSP Agreed Upon Procedures Report	
Management Letter	

Thank you.



Appendix E: Disclosure of Financial Interest Form

Last updated: 07/29/2015

Page 1

All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

Yes, each member of the school's Board of Trustees will receive a link to the Disclosure of Financial Interest Form.

Yes

Thank you.



Appendix F: BOT Membership Table

Created: 07/28/2015

Last updated: 08/03/2015

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1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Patrick C. Burke	[REDACTED]	Trustee/Member	Yes	Deep and Wide background in financial management	1 Terms served; 4-1-14; June 2015 Re-election; 2018 expiration
2	Bert A. Brinkerhoff	[REDACTED]	Trustee/Member	Yes	Finance and Banking	1 Term served; 1-6-15-15 election; 2018 expiration
3	Audrey Cummings	[REDACTED]	Trustee/Member	Yes	Social Work and Education	1 Terms served; 3-4-14; June 2015 re-election; 2017 expiration
4	Steven Gordon	[REDACTED]	Treasurer	Yes	Accounting, Finance, and Real Estate	1 Terms served; 1-14-14 election; 2015 expiration
5	Marilynn Patterson Grant, Ed. D.	[REDACTED]	Trustee/Member	Yes	Education, Leadership	1 Terms served; 4-1-14 June 2015 re-election; 2017 expiration
6	Dale Klein	[REDACTED]	Vice Chair/Vice President	Yes	Social Work, Working Artist	1 Terms served; 12-23-13 election; 2016 expiration
7	Alan S. Lockwood, Esq.	[REDACTED]	Secretary	Yes	Real Estate and Contract Law	1 Terms served; 12-23-13 election; 2016 expiration
8	Nan Westervelt	[REDACTED]	Chair/Board President	Yes	Not for Profit Management, Arts in Education	1 Terms served; 1-14-14; 2016 expiration
9	Allen K. Williams	[REDACTED]	Trustee/Member	No	Director of Special Projects City of Rochester – Mayor's Office	1 Terms served; 12-23-13; 2016 expiration
10						
11						
12						
13						

14						
15						
16						
17						
18						
19						
20						

2. Total Number of Members Joining Board during the 2014-15 school year

2

3. Total Number of Members Departing the Board during the 2014-15 school year

2

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

11

5. How many times did the Board meet during the 2014-15 school year?

14

6. How many times will the Board meet during the 2015-16 school year?

12

Thank you.

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; 2nd by: A. Lockwood

Ayes ___7___ **Nays** ___0___

Motion 10.2 to approve the agenda by: F. Kulikowski 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd 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 2nd by: L. Hiley Unanimously approved.

SPECIAL MEETING - APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Meeting

Friday, July 25, 2014 12:00 - 1:00 PM

**Location: Boylan Code Attorneys at Law, Culver Road Armory, 145 Culver Road, Suite 100,
Rochester, New York 14620**

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**

Present: Nan Westervelt, Fred Kulikowski, Audrey Cummings, Steve Gordon, Pat Burke, Donna Marie Cozine, Alan Lockwood, Lisa Hiley (Absent: Marilynn Patterson Grant)

2. **Discuss Current Status of Kirk Road Facility:** There are no new status updates regarding the facility. The Greece School Board will consider the lease and purchase agreement at August 12th in an executive session. Jim Maloney has been hired to work on facilities and we will work with him on putting together a work plan regarding timeframe and cost for opening the building. At this point we are staying course with this facility. NYSED Charter School Office has agreed that a delayed opening is possible; we will re-visit the walk through date pushing it back a week to accommodate the facilities access.
3. **Discuss Alternate Personnel Plan Going Forward:** David Silver resigned his position as Head of Arts/Operations on July 22, 2014. The board discussed the tendered resignation of David Silver, and there being no opposition, the resignation will be accepted immediately. Pat Burke will formally reach out to David to schedule an exit interview.
4. **Operations:** Donna Marie and Barbara Cozine are taking a lead on the operational aspects of the school in the short term.
5. **Public Comments:** None
6. **Adjournment:** 1:30pm

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Annual Meeting

Tuesday, August 5, 2014 5:00 – 6:30 PM

Location: Boylan Code Attorneys at Law, Culver Road Armory, 145 Culver Road, Suite 100, Rochester, new York 14620

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

- a. **Attending:** Dale Klein, Fred Kulikowski, Audrey Cummings, Steve Gordon, Marilyn Patterson Grant, Alan Lockwood, Lisa Hiley, Patrick Burke, Donna Marie Cozine
- b. **Absent:** Nan Westervelt
 - i.

2. Consent Agenda Items (Previously Sent to the Board)

[Note: Single items were offered to be removed from the list and considered separately at the request of a Board of Trustees member. No items were requested to be considered separately.]

- a. **Motion 11.4 to approve Consent Agenda for Items listed below by Fred Kulikowski and second by Audrey Cummings:**
 - i. (Motion 11.5) Approve Minutes from July 1, 2014
 - ii. (Motion 11.6) Approve Minutes from July 25, 2014
 - iii. (Motion 11.7) Approve Overall Agenda
 - iv. (Motion 11.8) Approve School Wellness Policy (For submission to SED) *[Sent 7-29]*
 - v. (Motion 11.9) Approve written assurance that the facility is programmatically accessible to physically handicapped individuals—students, staff and visitors. (For submission to SED) *[To be sent under separate cover]*
 - vi. (Motion 12) Approve School Safety Plan/Code of Conduct *[Attached 8-3]*
 - vii. (Motion 12.1) Approve Process to Appoint Emergency Conditional Employees (both Conditional Prospective Employees and Emergency Conditional Appointments) (For submission to SED)*[To be sent under separate cover]*
 - viii. (Motion 12.2) Approve hiring Nerissa Callahan-Stiles, Grade 2 *(Replacement teacher)*
 - ix. (Motion 12.3) Approve Immunization Policy *[Sent 7-29]*
 - x. (Motion 12.4) Approve Student BMI Policy *[Sent 7-29]*
 - xi. (Motion 12.5) Approve Administration of Medications to Students *[Sent 7-29]*
 - xii. (Motion 12.6) Approve Health Screening Policy *[Sent 7-29]*
 - xiii. (Motion 12.7) Approve Revised Organizational Chart *[Attached 8-3]*
 - xiv. (Motion 12.8) Approve Revised School Calendar *[Attached 8-3]*
 - xv. (Motion 12.9) Approve Staff Roster *[Attached 8-3]*

- 3. **Motion 13.0 to approve Dr. Sara Dovichi, Medical Director and Tara Lisegang, Speech Language Pathologist. Motion by Fred Kulikowski and second by Alan Lockwood.**

a. Discussion

a. Roll Call Vote:

- b. Cummings Yes
- c. Burke Yes
- d. Lockwood Yes
- e. Klein Yes
- f. Gordon Yes
- g. Hiley Yes
- h. Grant Yes
- i. Kulikowski Yes
- j. Westervelt Absent

4. Facilities Report [Fred Kulikowski]

Building review and approval of lease is pending Greece CSD executive committee meeting on 8/12/2014. A board meeting will be held following the Greece CSD to discuss approval. We are requesting the lease be inclusive of kitchen appliance and maintenance; with a subcontract for food service with the Greece CSD. The facilities crew has drafted a work plan to ready and open the building upon lease agreement.

The Certificate of Occupancy process has been started with NYSED – building layout has been provided and was constructed under NYSED regulations for facilities. State walk through has been re-scheduled to 8/28/2014 to follow the 8/27/2014 family open house.

5. Finance & Audit Committee Report [Fred Kulikowski]

No formal finance report – expenditures are within expected ranges. Finance committee will convene at the end of August following outstanding discussions regarding facilities, leadership/staffing, transportation and food services/subcontracts. The instructional staffing structures are being re-visited as special education population requirements are better known (i.e., IEP services); variances based on staffing need will be reviewed by human resources and finance committees upon identification of need.

a. Transportation Update

Motion 13.1 to approve Transportation Services Plan (Submit to SED) by: Pat Burke 2nd Marilynn Patterson Grant

Discussion: None

Ayes: 8 **Nays:** 0

6. Ad Hoc Dashboard Committee Report (Lisa Hiley)

No report.

7. Human Resources Committee (Patrick Burke)

The Head of Academics Performance Evaluation format are aligned to the dashboard goals (#1-6) and use the 'SMART' goal framework. Upon board approval of the format the SMART goals will be established collaboratively. The Head of Academics will be the only leader evaluated by the Board of Trustees.

8. Performance Goals and Evaluation System for Head of Academics (Submit to SED)

Motion 13.2 to approve Performance Goals and Evaluation System for Head of Academics by: Fred Kulikowski 2nd Alan Lockwood.

Discussion: None

Ayes: 8 **Nays:** 0

9. Ad Hoc Complaint/Grievance Committee Report (Audrey Cummings)

Meetings established with the family of the grievance on 8/6/2014 with a follow-up meeting on 8/8/2014. We expect that this will be resolved this week with follow-up documentation as necessary.

Grievance committee will continue to work with auditors regarding compliance with policies and fidelity. A policy binder is being established for board and leadership reference.

10. Governance Committee Report (Dale Klein)

- a. Board member Lisa Hiley resignation

11. Staff Report

The school staff has been alerted to David Silver's resignation. School opening was delayed to September 3, 2014; the charter indicates a 191 day/school year however forgiveness given to a 184 day/school year. Communication to transportation and families has occurred regarding delayed start; letter sent to all families also including open house date, uniform policy, school supply lists, etc. Class rosters will be established over the next week with additional follow-up by classroom and instructional staff; script for reaching out will be established. Additional communication will be provided as of August 13, 2014 once facilities are confirmed (to staff and families). The Chief Operating Officer (COO) job description has been established and posted.

12. New Business

Dale Klein has agreed to support Donna Marie Cozine in the hiring process of the COO position; all board members will support the identification and hiring process.

13. Public Comments

None.

14. Executive Session: Motion 13.3 by Fred Kulikowski and second by Pat Burke.

Adjournment

15. Motion 13.4 to approve adjournment by: Fred Kulikowski 2nd by: Pat Burke

Discussion: None

- a. **Ayes:** 8 **Nays:** 0

EXECUTIVE SESSION - SPECIAL MEETING APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Meeting

Tuesday, August 19, 2014; 3:15 - 4:30 PM

Location: Boylan Code Attorneys at Law, Culver Road Armory, 145 Culver Road, Suite 100, Rochester, New York 14620

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.*

- a. Attending:** Nan Westervelt, Alan Lockwood, Steve Gordon, Patrick Burke, Dr. Marilyn Patterson Grant, Dale Klein, Fred Kulikowski, Audrey Cummings, Dr. Donna Marie Cozine
- b. Absent: 0**

Motion 13.6 was made by Alan Lockwood and seconded by Fred Kulikowski to enter into Executive Session to discuss a response to a petition received 8-11-14 signed by 13 of 31 RACSA Staff Members at 3:30 PM. Donna Marie Cozine, Ed.D.

The Board returned to Open Meeting @ 4:15.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees Annual Meeting

Tuesday, September 2, 2014 5:00 – 6:30 PM

Location: Renaissance Academy Charter School of the Arts, 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

- a. **Attending:** Dr. Donna Marie Cozine, Pat Burke, Steven Gordon, Dale Klein, Nan Westervelt, Fred Kulikowski, Alan Lockwood
- b. **Absent:** Marilyn Patterson-Grant; Audrey Cummings
- c. **Start time** 5:20 PM

2. Approval of Consent Agenda

- a. **Motion 13.8** to approve Consent Agenda by Dale Klein and seconded by Pat Burke to approve the Consent Agenda for items listed below. 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]
 - i. **(Motion 13.9)** Approve Minutes from August 5, 2014
 - ii. **(Motion 14)** Approve Minutes from August 19, 2014
 - iii. **(Motion 14.1)** Approve Overall Agenda
 - iv. **(Motion 14.2)** Approve Initial Statement (See attached)
- b. **(Motion 14.3)** Approve allowing AFLAC to access Renaissance Academy Charter School of the Arts employees for personal insurance (AFLAC info passed around for trustees to review.)
- c. The Consent agenda was unanimously approved. (Ayes 7 Nays 0)

3. Finance & Audit Committee Report [Fred Kulikowski]

4. The school budget is on track. There is some shifting of line items but no new budget variances are expected. is running a variance for the year in various line items.

5. Approval of 403(b) Provider

- a. **Motion 14.4** to approve L & M Financial Securities America as a 403(b) service provider for the RA staff by Fred Kulikowski; 2nd by Dale Klein. (The Trustees reviewed the Service Agreement prior to the meeting.)
- b. **Discussion:** L & M Financial Securities representative will present an agreed upon plan to employees and follow up with individual meetings to discuss options.

Call Vote:

1. Cummings Absent

Roll

- 2. Burke Yes
- 3. Lockwood Yes
- 4. Klein Yes
- 5. Gordon Yes
- 6. Grant Absent
- 7. Kulikowski Yes
- 8. Westervelt Yes

6. **Motion 14.5** to approve the hiring of Ricky Seeman as custodian under the Renaissance Academy Charter School of the Arts Emergency Conditional policy was made by: Fred Kulikowski; 2nd by Dale Klein.

- a. **Discussion: Ricky Seeman will be hired on a per diem basis to cover day time custodial needs. He has signed an Attestation Agreement and fingerprinting information will be provided shortly. Permanent candidates will be interviewed in the near future.**
- b. **A roll call vote was taken and the motion passed.**

a. **Roll Call Vote:**

- 2. Grant Absent
- 3. Gordon Yes
- 4. Lockwood Yes
- 5. Klein Yes
- 6. Burke Yes
- 7. Cummings Absent
- 8. Kulikowski Yes
- 9. Westervelt Yes

7. **Ad Hoc Complaint/Grievance Committee Report (Donna Marie Cozine)**

- a. The student in question will be in second grade and the school is addressing his Individual Education Plan.

8. **Governance Committee Report (Dale Klein)**

A meeting is scheduled for noon on September 24 to review current membership levels and draft process to secure new members as well as a draft individual and collective board self-evaluations.

9. **Staff Report (See Attachment)**

Highlights of the written report include:

- a. The August 27 Open House was very successful with over 500 children, parents, and family members attending. Neighborhood members were invited to the event.

COO interviews are moving forward. There were 100 applicants for the position, nine were interviewed, and three finalists will be selected for an interactive interview.

9. New Business

The Board recognized Dr. Cozine for her outstanding work to ready the school in the short timeframe allowed. Dr. Cozine informed the Board of a RA family whose house burned and the staff will be determining what the school can provide for them.

The Board discussed meeting during the school day, but decided it wouldn't be in the best interest of the students given the open setting.

The Board agreed that a planned tour of the school on an average day might be appropriate. Board members are welcome to visit and/or volunteer and should call Dr. Cozine ahead of time so that she can alert the staff.

A Board Secretary is needed.

Updated By-Laws were distributed.

10. Public Comments

- a. **There were no public comments.**

11. Board Meeting Evaluation

The Board discussed whether or not to verbally evaluate each meeting. The group determined it was unnecessary.

Motion 14.6 was made by Alan Lockwood and seconded by Pat Burke to adjourn the meeting at 6:30 PM. The motion was unanimously passed.

APPROVED MINUTES
RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
Board of Trustees Special Meeting
Tuesday, October 7, 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 – Start Time 5:40 PM

- a. **Attending:** Alan Lockwood; Dale Klein; Steven Gordon; Audrey Cummings; Nan Westervelt; Dr. Donna Marie Cozine; Craig Eichmann
- b. **Absent:** Fred Kulikowski; Patrick Burke; Marilyn Patterson-Grant
- c. Craig Eichmann, recently hired Chief Operations Officer was welcomed by the Board as well as two visitors: Nerissa Callahan-Stiles, Renaissance Academy Charter School of the Arts, Second Grade Teacher; Justin Kwasa, Northeast Charter School Network

2. Approval of Consent Agenda Items

Motion 15.5 to approve Consent Agenda for Items listed below was made by Alan Lockwood and seconded by 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.

- i. **Motion 15.6** Approve Minutes from September 24, 2014 (with typographical corrections)
- ii. **Motion 15.7** Approve Overall Agenda
- b. **The Consent Agenda was unanimously approved (Ayes 5; Nays 0).**

Motion 15.8: A motion to approve substitute teachers: Dwayne Brady, Susan Nicolini, Stefanie Venture, Leah Curran, Janixa Mejias; Cafeteria Aide Replacement: Paula Crawford; Aide Replacement: (*Replacing Casey Reinhardt, former 1:1 aide for student in danger to herself*); Change Crissa King from 1.0 Teacher to 0.6 Classroom Teacher effective 12/1/2014; Change Ruth Washington from 1.0 Teaching Assistant to 0.6 Teaching Assistant effective 12/1/2014; Hire Ruth Washington as 0.4 Classroom Teacher effective 12/1/2014 was made by Dale Klein and seconded by Audrey Cummings.

Motion 15.9 to move to Executive Session was made by Alan Lockwood and seconded by Dale Klein in order to discuss the reasons for the teacher and teaching assistant personnel change. The Board retired to office of Dr. Cozine at 5:55 PM.

After discussion, motion 15.8 was unanimously approved. (5 Ayes; 0 Nays)

The Board continued to meet in Executive Session in order to hear and discuss the recommendation of the Human Resources Committee relating to a request submitted by several hourly staff members to Dr. Cozine for paid time off for holidays.

Motion 16 was made by Alan Lockwood and seconded by Dale Klein to accept the recommendation from the Human Resources Committee regarding the paid time off request. The Board returned to the open meeting at 6:20 PM.

3. Finance & Audit Committee Report

Steven Gordon provided the Finance Committee Report in the absence of Fred Kulikowski, Treasurer. As per the auditor's recommendation, the Board will monitor its finances monthly using a Profit & Loss Statement and Balance Sheet. Steven walked the Board through the documents and fielded questions. Alan provided detail relevant to the school leasing and purchasing efforts.

4. Facilities Committee [Alan Lockwood]

Alan Lockwood reported that on October 14, the Greece School Board will discuss the school purchase agreement submitted by RA last summer.

5. Governance Committee [Dale Klein]

Dale reported that the Governance Committee reviewed several full Board and individual Board member self-evaluation tools and decided on two documents to pilot in June. Each board member will complete the forms and the Governance Committee will review the results before setting goals for the next year.

The Governance Committee reviewed the current profile of the board and targeted three possible candidates to recruit.

6. New Business

Ad Hoc Dashboard Committee Status: Nan will re-convene the Dashboard Committee to finalize the document drafted in the summer.

Development Committee: Nan will activate the Development Committee to set fund-raising priorities and methods.

7. Staff Report (Sent under separate cover)

Dr. Cozine elaborated on the Head of Academics report submitted to members prior to the Board meeting. Highlights mentioned are:

- a. After baseline assessments 50% of the first and second grade population will begin the FastForWord reading intervention program.
- b. Schedules are being adjusted to increase learning time and decrease student transition time.
- c. The first RA family and faculty meeting is scheduled for October. The Board Chair asked if the Board should have a presence at the meeting. Dr. Cozine indicated it would be an organizing meeting and suggested the Board send a report to be read at the meeting.
- d. After several students transitioning out (as expected), the school continues to be at full enrollment (187) with a waiting list.

8. Public Comments

Justin Kwasa, Advocacy Manager for Rochester and Central New York, Northeast Charter Schools Network provided an update on current happenings in the charter school realm. He suggested that RA board members meet with elected officials to "tell our story." He also said that NECSN members will be invited to a roundtable in Rochester on November 5.

- 9. Motion 16** by Steven Gordon and seconded by Dale Klein was made to adjourn the meeting at 6:50 PM. The motion unanimously passed.

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

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

2. Approval of Consent Agenda Items

- i. **Motion 16.1 to approve Consent Agenda for Items listed below by Pat Burke 2nd 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]
 - ii. **(Motion 16.2) Approve Minutes from October 7, 2014**
 - iii. **(Motion 16.3) Approve Overall Agenda**
- b. **Discussion**
- c. 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]

- a. **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.
- b. **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.
- c. **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]

- a. **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.

6. 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.

7. 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.

8. 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.

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trong 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.

9. 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.

10. Staff Report (See Attached)

- a. The Board was invited to Curriculum night on November 12 from 6 to 8 PM.
- b. Parents have asked that Board members attend their parent meetings which are held on the third Thursday of each month.

11. **Public Comments:** There were no members of the public present.

12. Adjournment

13. **Motion 16.4 at 6:30 to approve adjournment by:** Dale Klein **2nd by:** Fred Kulikowski

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, December 2, 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 5:15

- a. **Attending:** Nan Westervelt; Dr. Marilyn Patterson-Grant; Dale Klein; Steve Gordon; Alan Lockwood; Dr. Donna Marie Cozine; Craig Eichmann
- b. **Absent:** Fred Kulikowski; Audrey Lewis-Cummings; Patrick Burke
- c. **Visitor:** Mr. Darryl Kittelberger

2. Approval of Consent Agenda Items

Motion 16.5 to approve Consent Agenda for Items listed below by Alan Lockwood 2nd Dale Klein [Note: Single items can be removed from the list and considered separately at the request of a Board of Trustees member]

- a.
 - i. **(Motion 16.6) Approve Minutes from November 4, 2014**
 - ii. **(Motion 16.7) Approve Overall Agenda**

- b. **There was no discussion and the motion to approve the consent agenda was unanimously approved. (Ayes 5 Nays 0)**

3. **Motion 16.8 to approve hiring Dwayne Brady, Teaching Assistant, Grade 2; Kito Johnson, P/T Teaching Assistant; Darryl Kittelberger, Outreach Coordinator (Title may change), Janixa Mejias 1:1 Aide, [Background information the purpose for hiring and the budget impact was sent prior to the meeting.**

Mr. Kittleberger graciously responded to questions about the range and scope of his upcoming duties. The motion to approve was unanimously approved by roll call vote:

- i. Cummings Absent
- ii. Burke Absent
- iii. Lockwood Yes No
- iv. Klein Yes No
- v. Gordon Yes No
- vi. Grant Yes No
- vii. Kulikowski Absent
- viii. Westervelt Yes No

Motion 16.9 to approve renewal of Directors & Officers Insurance:

- ii. Craig Eichmann provided an overview of the D & O summary comparison. Discussion ensued with Shawn Berger from Austin & Co. answering Board member questions by phone. The Board approved the purchase of D & O insurance coverage from Great American Insurance Company with a roll call vote.
 - i. Cummings Absent
 - ii. Burke Absent
 - iii. Lockwood Yes No
 - iv. Klein Yes No
 - v. Gordon Yes No
 - vi. Grant Yes No
 - vii. Kulikowski Absent
 - viii. Westervelt Yes No
 - ix.

Motion 17 to approve the Expulsion Policy provided to the Board prior to the meeting was made by Dale Klein and seconded by Marilynn Patterson Grant.

- b. During discussion, the suggestions for changes were made to change the wording to not only the Expulsion Policy but also wording changes to the Suspension and Appeals process as well. Alan Lockwood and Donna Marie Cozine will draft wording changes and submit to the Board for review. Following Board review, the draft Suspension, Expulsion, and Appeals policy will be reviewed by RA's attorney and re-submitted to the Board for approval.

Motion 17.1 to table the approval of the revised Suspension, Expulsion, and Appeals policy at the January 6, 2015 Board meeting was made by Alan Lockwood and seconded by Dale Klein. The motion was unanimously passed. (5 ayes 0 nays)

4. Finance & Audit Committee Report

- a. Steven Gordon reported that the Balance sheet and P and L statement are fine.

5. Facilities Committee

- a. **School Purchase Update** – Alan Lockwood reported there is nothing to report at this time. He continues to communicate with the Greece School District Real Estate lawyer.
- b. **Renovations – Architectural Plan**
- c. Bergmann and Associates has been working with Donna Marie and Craig on planning for phase 1 and phase 2 building plans. The Board was shown a very preliminary architectural plan.

6. Human Resources Committee Report

- a. Dr. Cozine reported that the Committee will be working with her to finalize her goals for the year.

7. Governance Committee Report [Dale Klein]

- a. M & T Bank has approved our request for a Board member. Patrick Burke and Nan Westervelt will meet with the proposed candidate.
- b. Dale and Nan met with Diane Feldman to discuss her potential involvement with RA.

8. Development Committee Report [Nan Westervelt]

- a. The committee will draft a communique to the staff for input on what individual teachers and the school as a whole might want for which there is currently no budget.

9. Ad Hoc Dashboard Committee (Marilynn/Audrey/Nan/Donna Marie)

- a. The review of our board governing efforts will be postponed until January.
- b. Board members are asked to complete the previously sent checklist prior to the January meeting.

10. New Business

- a. The discussion of potentially expanding the school to include Universal Pre-K will be discussed in January.
- b. The discussion of a possible Charter Change in regard to enrollment preference will be discussed in January.
- c. Below is a list of Board members who signed up to attend Parent Meetings:
 - i. December 18 – Nan Westervelt; January 22 – Nan Westervelt; February 26 – Dale Klein; March 26 Marilynn Patterson-Grant; April 23 Audrey Lewis-Cummings

11. Old Business

- a. Board members present had individual pictures taken. Thanks to staff member Doug Templeton for staying late to take the pictures. Getting pictures of each Board member and a group photo is the goal.

12. Highlights of the Staff Report [Sent under separate cover]

- a. 82 out of 185 students are eligible for Title I (educationally disadvantaged students).
- b. Donna Marie will provide the Board with the reasons for 30 students leaving the school since Sept. 3 (some never showed up).
- c. We currently have 185 students.

13. Public Comments – There were none.

14. Adjournment at 6:30 PM – There wasn't a motion to adjourn because several members left early and a quorum wasn't present to vote.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, January 6, 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 5:10

- a. **Attending:** Nan Westervelt, Alan Lockwood, Dr. Marilynn Patterson-Grant, Audrey Cummings, Dale Klein, Craig Eichmann, Dr. Donna Marie Cozine
- b. **Absent:** Patrick Burke, Fred Kulikowski, Steven Gordon

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*]

- a. **Motion 17.2 to approve Consent Agenda for Items listed below by Audrey Cummings and 2nd by Alan Lockwood**
 - i. **(Motion 17.3) Approve Corrected Minutes from December 2, 2014**
 - ii. **(Motion 17.4) Approve Overall Agenda**
- b. **There was no discussion and the motion was unanimously passed (Ayes 5 Nays 0)**

Alan Lockwood was appointed by the Chairperson to fill the vacated position of Secretary.

Motion 17.5 to approve Revised Code of Conduct Policy tabled from December 2, 2014 meeting (See attached) was made by Alan Lockwood and Seconded by Dale Klein.

Discussion: The RA Code of Conduct Policy was revised to include information regarding the appeal process relative to disciplinary action decisions as requested by the Board at its 12/2/14 meeting. **The motion was unanimously approved (Ayes 5 Nays 0).**

3. Finance & Audit Committee Report [Alan Lockwood in the absence of Fred Kulikowski]

- i. Discussed balance sheet and P and L statement as of 12/31/2014 that was forwarded to the Board prior to the meeting. The finances are on target.

4. Facilities Committee [Alan Lockwood]

- i. Facilities Renovation Update – The Facilities Committee will meet on January 7 to review revised renovation documents being submitted by Bergmann Associates.
- ii. School Purchase Update – The signed purchase Agreement has been received. The Finance Committee will discuss the steps for moving forward with purchasing plans after receiving renovation costs from Bergmann Associates on January 7.

5. Human Resources Committee Report [Pat Burke]

- i. No report was presented.

Motion 17.6 to appoint substitute teachers (see attached annotated list) was made by Dale Klein seconded by Audrey Cummings. The motion was unanimously approved with a roll call vote.

Westervelt	yes
Lockwood	yes
Patterson-Grant	yes
Cummings	yes
Klein	yes

6. Governance Committee Report [Dale Klein]

- i. Motion 17.7 to approve Bert Brinkerhoff, Vice President, Business & Professional Banking at M&T Bank, as a board member (Class of 2017) for submission to the State Education Department for formal adoption upon SED approval was made by Audrey Cummings and seconded Alan Lockwood.**
- ii. Discussion: Members of the Governance Committee met with Mr. Brinkerhoff after which the Committee recommended to the Board to formally invite him to become a member (after SED approval).
- iii. The motion was unanimously approved (Ayes 5 Nays 0)**

7. Development Committee Report [Nan Westervelt]

- i. On January 5, a wish list was distributed to the staff to request ideas for unbudgeted items for the school and/or individual classrooms that the board might be able to fundraise for in the future. Several items were submitted on January 6, with many more expected before the January 15 deadline. The Development Committee will review, prioritize and draft a plan for raising funds to meet the requests.
- ii. Marilynn Patterson-Grant donated a 30-Second Advertisement highlighting Renaissance Academy at a sorority event in the spring. This video e-journal advertisement will be used as vehicle for recruitment and community awareness of RA. Dr. Grant was thanked for her generous donation.

8. Ad Hoc Dashboard Committee (Marilynn/Audrey/Nan/Donna Marie)

- i. Board Governance – Facilitated Review: Dr. Marilynn Patterson-Grant will contact any board members who have not yet completed the Board Governance checklist to submit their responses to her by January 20th.
- ii. The responses will be used by the board to identify governance areas that may need attention.

9. Old Business

- i. All Board members will be photographed for inclusion on the website. Special arrangements can be made.

10. New Business

The school website is up and running and is improved.

11. Staff Report [Sent prior to meeting]

- i. A document with an overview of Reasons for Students Leaving RA was presented and discussed.

12. Public Comments

- i. There were no public comments.

13. Motion 17.8 to adjourn was made at 6:45 by Alan Lockwood and seconded by Dale Klein and unanimously approved.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, February 3, 2015; 5:00 to 7:10 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.*

- **Welcome/Call to Order and Introductions :** 5:00pm start time
- **Attending:** Donna Marie Cozine, Nan Westervelt, Craig Eichmann, Dale Klein, Audrey Lewis-Cummings, Burt Brinkerhoff, Alan Lockwood, Steven Gordon
- **Absent:** Marilynn Patterson Grant, Pat Burke

- **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 17.9 to approve Consent Agenda for Items listed below by Alan Lockwood and seconded by Audrey Lewis-Cummings**
 - **(Motion 18) Approve Minutes from January 6, 2014 Passed**
 - **(Motion 18.1) Approve Overall Agenda**
- **No Discussion; Unanimously Passed; Ayes 7 Nays 0**
- **Motion 18.2 to approve changing the school dismissal time from 4:00 PM to 3:30 PM for the 2015-16 school year by Dale Klein and seconded by Stephen Gordon.** *(This change will be submitted to the State Education Department for approval by the Commissioner of Education)*
- **Discussion:** The Board questioned how the 150 minute reduction per week would be addressed. Dr. Cozine said a school committee will review the current schedule, look at several models and present suggested recommendations for the Board to review. The committee will also tackle the challenge of allocating time for the staff professional development.
- **The motion was unanimously passed (Ayes 8 Nays 0)**
- **Notification of resignation of Fred Kulikowski as a member of the Board as of February 3, 2015. (Resignation letter sent under separate cover) Note:** *Fred will continue to participate on the Facilities Committee to help secure the building.*

The Board formally thanked Fred for his dedicated service for the past two years. As a founding Board member, was instrumental in helping to guide the efforts to launch the school. Dr. Cozine added that, in her opinion, along with Steven Gordon and Alan Lockwood, the school would not have come to fruition without Fred's creativity and hard work. Additionally, Fred connected RA with the Flaum Institute that will now provide reading glasses for any child failing their vision exam. He believes in the school, has always believed in the school and will always support us however he can.

Motion 18.3 to approve Steven Gordon as Treasurer was made by Alan Lockwood and seconded by Dale Klein.

- **Discussion:** Steven Gordon graciously agreed to become Treasurer and, according to the RA By-Laws, Chair of the Finance and Audit Committee. It was recommended that in order to provide checks and balances to the finances, the by-laws be changed so that the Treasurer is not the Chair of the Finance and Audit Committee. A By-Law recommendation will be submitted to the Board.
- **The motion was unanimously approved (Ayes 8 Nays 0)**
- **Finance & Audit Committee Report [Steven Gordon]**
 - Revenue is tracking close to the budget. The staff is being conservative with the budget, even though some expenses (e.g., Special Education services, textbooks, etc.) are tracking higher than budgeted. Grant funding is being pursued to offset expenses. Title I and II funds have not yet been received.
- **Facilities Committee [Alan Lockwood]**
 - Building update: The committee is continuing efforts to finalize a draft renovation plan as well as pursue financing to support the renovations and the school purchase. Committee members and Dr. Cozine met with M & T bank representatives regarding a loan to purchase the building. The bank will review our request and provide us with a response in approximately three weeks.
- **Human Resources Committee Report [Pat Burke] (No Report)**
- **Governance Committee Report [Dale Klein]**
 - Update on Board Recruitment: The committee is cultivating Diane Feldman as a potential Board member and she will be touring the school in February. Another candidate is being pursued.
- **Development Committee Report [Nan Westervelt]**
 - The Board reviewed and discussed the Wish List items submitted by the staff. The total cost of the items submitted was \$20,000. The Board discussed several options for funding the requests.
 - Contributions from a variety of sources were reviewed and a list of in-kind and cash contributions are being documented on a spreadsheet. A recent cash contribution of \$450 was received from members of a Book Club each donating \$25. The funds were used to purchase books for Black History Month.

Ad Hoc Dashboard Committee (Marilynn/Audrey/Nan/Donna Marie)

The Board discussed the results of the “Depth and Breadth of our Governance” checklist created by Dr. Marilyn Patterson-Grant. The discussion resulted in the Board establishing an Ad Hoc Strategic Planning Committee to set goals for next year and beyond (e.g., retaining students, teachers, fundraising, etc.) The committee will review its original proposal and look at what we said we would do, what we’ve done, and where we want to go. Additionally, the Board emphasized that in the short term, its energy must be focused on owning and renovating the building. Nan,

Audrey Cummings, and Dr. Cozine volunteered as members of the committee. Other Board members not at the meeting are invited to participate as well.

➤ **Old Business**

- Volunteer Activities: Creating a volunteer committee along with Darryl Kittelberger. Nan and Venora Roberts will be coordinating events for Black History Month.

➤ **New Business**

- Partnership with Young Audiences of Rochester, Inc. [Arts for Learning]
 - JCPenney Arts4Learning Grant (\$17,500) Received grant to help us integrate the arts in our curriculum. It will help all teachers better understand what arts integration is.
 - Board members were invited to attend a Professional Development session to introduce the staff to the grant and the partnership with Young Audiences on February 4 at 2 PM. Dale Klein expressed interest in attending.
- Time did not permit the discussion of committee and subcommittee responsibilities relative to meeting agendas and notes. Nan will follow up with committee chairpersons.]

➤ **Staff Report [To be sent under separate cover]**

- Dr. Cozine provided additional detail to the CEO Report to the Board and answered questions. She indicated that two new positions for next year include a full time Dean of Students, Part Time Math Specialist, and Part Time Technology specialist (Currently the part time Art teacher fulfills that role but he will be full time next year).
 - Dr. Cozine also distributed a document that provided information about middle of the year data on the status kindergarten and first grade reading ("Emergent Reader Assessment (ERA). The results indicated kindergarten making great strides in proficiency and first graders making progress but there is room for more growth. The NWEA will be assessed in March and then again in June. Next year will be giving beginning, middle and end of the year.
- Last week the kindergartners performed their originally written "fractured" fairy tales for over 100 family members and grades 1 and 2.
- Students are being recruited with April 1 as the final date to receive applications. The lottery will take place on April 6 and students from outside the City School District will need to fill out a busing application prior to the lottery.
 - Marketing efforts include: 4 billboards throughout the city, Darryl Kittelberger visiting the ABC Head Start programs and pre-schools; radio advertisement; participation in the Charter School fair, visiting churches, etc.

- **Public Comments** – There were no public comments.

➤ **Adjournment**

Motion 18.4 to approve adjournment was made at 7:10pm by Alan Lockwood and seconded by Dale Klein. The motion was unanimously approved.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, March 10, 2015; 5:00 to 6:40 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 - 5:10 PM Start time

- a. **Attending:** Bert Brinkerhoff; Steven Gordon; Dale Klein; Alan Lockwood; Nan Westervelt
- b. **Absent:** Audrey Cummings; Pat Burke; Marilynn Patterson Grant
- c. **Public:** Isaac Nieves

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*]

- a. **Motion 18.5 to approve Consent Agenda for Items listed below was made by Dale Klein and seconded by Steven Gordon.**
 - i. **(Motion 18.6) Approve Minutes from February 3, 2015**
 - ii. **(Motion 18.7) Approve Additions to March 3 Agenda:**
 1. **Motion 18.8 to approve the proposal from Canandaigua National Bank for financing the purchase of 299 Kirk Road and the first phase of renovations.**
 2. **Motion 18.9 to approve holding the Renaissance Academy Charter School of the Arts Annual Meeting in August rather than June. [Section 3.3 Annual Meeting of the by-laws state: The Annual meeting of the Board of Trustees shall be the Regular meeting held in July of each year, or such other Regular meeting as the Board of Trustees shall designate.]**
 3. **No Discussion; Unanimously passed; 4 Ayes 0 Nays**

Motion 19 to amend ARTICLE IV: COMMITTEES OF THE BOARD OF TRUSEES, Section 4.1 Audit and Finance Committee to remove the stipulation that the "Treasurer shall chair this committee" and insert "The Board Chairperson shall designate the chair of the Audit and Finance Committee." [*Note: According to the bylaws, The bylaws may be adopted, amended, or repealed at any meeting of the Board of Trustees by a vote of two-thirds (2/3) of the entire Board of Trustees.*] was tabled by Alan Lockwood and seconded by Steven Gordon until the April meeting because two thirds of the Board was not present.

No Discussion; Unanimously passed; 4 Ayes 0 Nays

3. Finance & Audit Committee Report [Steven Gordon]

- i. Treasurer Steven Gordon reviewed with the Board the financial documents sent prior to the meeting and reported that revenue continues to track close to the budget and the finances are in good shape.

4. Facilities Committee [Steven Gordon & Alan Lockwood]

- i. The Board Chair publicly thanked Steven Gordon, Alan Lockwood, and Fred Kulikowski for their dedicated efforts to secure financing to purchase the school.
- ii. Steven Gordon and Alan Lockwood reported that they solicited offers from M & T Bank and Canandaigua National Bank (CNB). After meeting with representatives from both banking institutions, the Facilities Committee members recommend accepting the CNB proposal (previously sent to the Board).
- iii. **Motion 19 to approve the proposal from Canandaigua National Bank for financing the purchase of 299 Kirk Road and the first phase of renovations was made by Alan Lockwood and seconded by Dale Klein.**
- iv. **Discussion:** The Board discussed the CNB proposal and made a few minor proposal recommendations for Steven Gordon to present to CNB. The Board also discussed the next steps in the mortgage process and a projected closing date. A Roll Call vote was held.

1. Patrick Burke	Not Present
2. Dale Klein	Yes
3. Marilynn Patterson-Grant	Not Present
4. Steven Gordon	Yes
5. Alan Lockwood	Yes
6. Audrey Lewis-Cummings	Not Present
7. Nan Westervelt	Yes

5. Governance Committee Report [Dale Klein]

- i. Two potential Board members will be asked to join the Board.
- ii. The Governance Committee will meet in late April or early May to finalize individual and collective Board Assessment forms prior to distribution to Board members for completion. The committee will also discuss Board leadership positions for 2015-16.

6. Development Committee Report [Nan Westervelt]

- i. The Board reviewed the Draft Resource Development Plan submitted to members prior to the meeting. Highlights of the plan were discussed and several additional funding sources were suggested (e.g., United Way Donor Choice and crowd funding sites such as Kickstarter and Indiegogo). It was also suggested that RA identify the specific needs relative to unique nature of the school (e.g., musical instruments, future construction needed for a dance studio, stage, etc.).
- ii. Several Board members have made contributions that will allow the purchase of staff "Wish List" items. With the funds received so far, Dr. Cozine will purchase a large laminator and an Elmo. Another donation is forthcoming from Boylan Code employees as a result of their contributions to "Jeans Day."

7. Ad Hoc Strategic Planning Committee (Marilynn/Audrey/Nan/Donna Marie)

- i. The Strategic Plan draft process and timeline was reviewed with the Board.

- ii. The Board will be surveyed to designate a date and time for the Strategic Planning retreat.

8. Old Business

- i. A4L Grant Update: A report generated by Caitlin Agnello, Literacy Specialist and A4L Implementation team member, was circulated to the Board. The staff is looking forward to participating in the A4L program.
- ii. Black History Month Presentations: The storytellers from the Black Storytelling League were well received by the students and staff as was the performance by Bush Mango Drum and Dance. Another performer, "Miss Sweet Potato Pie" is scheduled for March 25.

9. New Business

- i. The Board was reminded that all committee and subcommittees must provide agendas and minutes as required by the By-Laws.
- ii. The Board discussed changing 2015-16 Board Meetings from the first Tuesday to the second Tuesday. Formal approval from the Board will be requested at the April meeting.
- iii. Volunteers are needed for Literacy Learning Partners--a program designed to help remediate specific reading challenges for approximately 30 first grade students. Literacy skill deficits have been identified for each child and targeted literacy activities have been developed to address each child's particular challenges. Board members are encouraged to volunteer or recommend a volunteer. Attached is an overview of the Literacy Learning Partners program including contact information for Caitlin Angello, Literacy Specialist.

b. Staff Report - Highlights [Sent prior to the meeting]

- i. The four staff committees created to address aspects of the school that needed improvement are: School Culture; Discipline; Operations/Logistics; and Communication. Each committee made recommendations and nearly all have been implemented.
- ii. Dr. Cozine and Mr. Eichmann will be meeting with the HR Committee prior to the July Board meeting to share a plan to grow leadership within the organization.
- iii. A typo was corrected in the Enrollment, Recruitment, and Retention Performance Benchmark section. The total number of applications received so far is 150 (not 250) for 70 spots. The lottery will be held on April 6, 2015.

10. Public Comments: Mr. Isaac Nieves decided to attend the Board Meeting after seeing a recruitment billboard. He was interested in the school because of his interest in the arts, having played saxophone. He believes that the arts help children cope with things in their lives and commended the school for its rich arts program. He is moving to NYC in May but is willing to volunteer before leaving. He graduated from Wilson and recently worked at Eugenio Maria De Hostos Charter School. Based on his experience at Eugenio, he suggested that RA might work with Hochstein to provide music lessons and approach Greece Arcadia for student volunteers. Students from Arcadia came to Eugenio and gave students quilts and gloves.

11. Motion 19.1 to adjourn was made by Dale Klein and seconded by Steven Gordon at 6:40 PM. The motion unanimously passed.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, April 7, 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 : Called to order at 5:03pm

a. **Attending:** Audrey Cummings; Patrick Burke; Steven Gordon; Marilynn Patterson Grant; Dale Klein; Alan Lockwood; Nan Westervelt; Donna Marie Cozine; Craig Eichmann

b. **Absent:** Bert Brinkerhoff

2. Approval of Consent Agenda Items

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

Motion 19.2 to approve Consent Agenda for Items listed below was made by Steven Gordon and seconded by Audrey Cummings.

(Motion 19.3) Approve Minutes from March 10, 2015

No Discussion; Unanimously passed (7 Ayes; 0 Nays)

Motion 19.4 was made by Alan Lockwood and seconded by Patrick Burke to enter into Executive Session to discuss personnel issues. The Board returned to Open Meeting @ 5:45 PM.

Motion 19.5 to amend ARTICLE IV: COMMITTEES OF THE BOARD OF TRUSTEES, Section 4.1 Audit and Finance Committee to remove the stipulation that the "Treasurer shall chair this committee" and insert "The Board Chairperson shall designate the chair of the Audit and Finance Committee" was made by Patrick Burke and seconded by Alan Lockwood. Cummings. **[Note: According to the bylaws, "The bylaws may be adopted, amended, or repealed at any meeting of the Board of Trustees by a vote of two-thirds (2/3) of the entire Board of Trustees."]**

There was no discussion; Unanimously passed (7 Ayes; 0 Nays)

Motion 19.6 to approve changing the monthly Board meetings, beginning in July 2015, to the second Tuesday of each month was made by Patrick Burke and seconded by Audrey Cummings.

There was no discussion; Unanimously passed (7 Ayes; 0 Nays)

Motion 19.7 to approve hiring Yun Amy Zhan as a second grade teacher to fill the resignation made by Nerissa Callahan-Stiles for the remainder of the year.

Dr. Cozine reviewed the qualifications of Yun Amy Zhan with the Board. A roll call vote was taken with the results below.

1. Patrick Burke Yes
2. Dale Klein Yes
3. Marilynn Patterson-Grant Yes
4. Steven Gordon Yes
5. Alan Lockwood Yes
6. Audrey Lewis-Cummings Yes
7. Nan Westervelt Yes

3. Finance & Audit Committee Report [Steven Gordon]

- i. The Board reviewed the Balance Sheet and P & L Statement and discussed making a few minor refinements to the reports.
- ii. A mortgage commitment from Canandaigua National Bank is imminent.
 1. **Motion 19.7** to approve the updated Financial Policy and Procedures Manual was made by Dale Klein and seconded by Marilynn Patterson Grant.
 2. Dr. Cozine and Mr. Eichmann discussed the reasoning for the changes and the Board approved the following:
 - a. Changing the titles of Dr. Cozine and Mr. Eichmann to CEO and COO respectively; 2) Changing the signatory for checks over \$10,000 from the CEO and the Treasurer to the CEO and the Board Chair; Changing the Signatory policy to include a signature stamp in times when a check has to be issued and the CEO is unavailable; Removing the need for Board approval for all chart of account revisions (not needed in public charter schools).

The motion was unanimously approved (7 Ayes; 0 Nays)

4. Facilities Committee [Steven Gordon & Alan Lockwood]

By April 14 three contractors will submit bids to provide Phase I renovations of the school.

5. Human Resources Committee Report [Pat Burke] (Covered in the Executive Session)

6. Governance Committee Report [Dale Klein]

Allen Williams is a potential candidate and has interest in discussing a Board position.

Diane Feldon has a strong interest in the school and is reviewing her commitments to determine what role she might play.

7. Development Committee Report [Nan Westervelt]

The Special Event Committee met to discuss plans to hold a Family Fun Fest most likely on Saturday, June 6. The committee (Caitlin Agnello, Audrey Cummings, Donna Marie Cozine, Craig Eichmann, Marilynn Patterson Grant, Darryl Kittelberger, Sue Lococo, and Nan Westervelt) will continue planning and adding members including parents and community volunteers. More to come!

Board contributions are up to \$1850. The contributions are being used to fulfill Wish List items from RA staff.

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

- i. Nan will arrange a meeting with potential SP facilitator Mr. Perlson (possibly April 29). Another suggestion for facilitating the strategic planning retreat will also be pursued.

9. Old Business

- i. Volunteers: Inger Williams, currently leader of a volunteer group working with School #36 (which will be closing at the end of the year) will tour the school. It is possible that some of her volunteers might be interested in volunteering at RA.

ii.

10. New Business

- i. Formal request for Charter Revision to end the 2015-16 school day at 3:30 PM was accepted by the State Education Department.

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

- April 18th – Dyslexia Specialist coming to talk to our staff and everyone is welcome
- Arts 4 Learning Lessons are underway! Students are engaged and learning.
- Thematic Units are starting – Zooniversity; Live, Grow, Change; Strivin’ and Survivin’
- Full report for NWEA testing next month
- \$1000 grant from Wal Mart to fund the backpack program for the rest of the year
- Did not receive ESL grant – going to reach out to see what they are looking for
- Approached Farrash \$200,000 for building renovations, \$20,000 for summer programs in the communities, asked to expand Fast ForWord so we can service 115 students instead of 50, also asked for money for Professional Development
- Average daily attendance – 97% kindergarten, 83% 1st grade, 97% 2nd grade
- Attrition rates – 8% kindergarten (7 students and added 6 back), 22% 1st grade (9 students added 2 new students), 36% 2nd grade (17 students left)
- Lottery complete
- 2nd trimester data sheet
- Reports on Fast ForWord – 70% of the students have gained more than a year and a half in growth

12. Public Comments: None

13. **Motion 19.8** to approve adjournment was made by: Dale Klein and seconded by Audrey Cummings. There was no discussion; Unanimously approved (7 Ayes 0 Nays)

EXECUTIVE SESSION – April 7, 2015 APPROVED MEETING MINUTES

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS Board of Trustees Meeting Tuesday,
April 7, 2015 5:10 – 5:45 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.*

2.Attending: Audrey Cummings; Patrick Burke; Steven Gordon; Marilyn Patterson Grant; Dale Klein; Alan Lockwood; Nan Westervelt; Donna Marie Cozine; Craig Eichmann

Absent: Bert Brinkerhoff

Motion 19.4 was made by Alan Lockwood and seconded by Patrick Burke to enter into Executive Session to discuss personnel issues.

The Board returned to Open Meeting @ 5:45 PM.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, May 5, 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

- a. **Attending:** Audrey Lewis-Cummings; Bert A. Brinkerhoff (non-voting until SED approval is submitted and received); Patrick C. Burke; Steven Gordon; Marilynn Patterson Grant; Dale Klein; Alan S. Lockwood; Nan Westervelt
- b. **Absent: None**

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 19.9 to approve Consent Agenda for Items listed below was made by Pat Burke and seconded by Dale Klein.

- i. **(Motion 20 Approve Minutes from April 7, 2015)**
- ii. **(Motion 20.1 Approve May 5, 2015 Agenda)**
- iii. **(Motion 20.2 Approve 2015-16 School calendar) [attached]**

- b. No Discussion; Unanimously passed (10 Ayes; 0 Nays)

3. Finance & Audit Committee Report [Steven Gordon]

- i. The Board reviewed and discussed the Balance Sheet and P & L Statement. Income and expenses show few variances.

4. Facilities Committee [Steven Gordon & Alan Lockwood]

- a. Steven Gordon and Alan Lockwood provide an update on the building purchase and Phase I renovations.

b. Building Purchase:

- i. **Motion 20.3** to ratify the commitment to approve the Canandaigua National Bank proposal approved in March with changes negotiated by Steven Gordon on behalf of the Board, was made by Alan Lockwood and seconded by Marilyn Patterson-Grant.
- ii. Discussion ensued with Steven outlining the few changes in the proposal approved in March. A roll call vote was taken with the following results:
 - 1. Patrick Burke Yes
 - 2. Dale Klein Yes
 - 3. Marilynn Patterson-Grant Yes
 - 4. Steven Gordon Yes
 - 5. Alan Lockwood Yes

6. Audrey Lewis-Cummings Yes

7. Nan Westervelt Yes

c. Phase I Renovations:

The Facilities Committee reviewed the results of the bid process to select a construction firm to begin Phase I of the renovation process. Bergmann Associates created bid specifications and three bids were received. Committee members and the COO reviewed each proposal and met with each firm. The Board was sent all three bid proposals for review prior to the May Board meeting. The Facilities Committee recommended the Nichols Team be selected—a highly reputable firm submitting the most favorable terms at the lowest cost. The COO contacted five references (sub-contractors and contractors) all of whom provided highly positive comments about the quality of work provided by the Nichols Team.

The Board requested further information about the diversity policies and because the Committee was recommending the lowest bid, the Board wanted to be sure the Nichols Team submitted a quote based on the specifications outlined by Bergmann Associates.

Motion 20.4 to approve the bid from the Nichols Team subject to an inquiry regarding conformance of bid materials to specification and to an investigation of their diversity policies was made by Alan Lockwood and seconded by Dale Klein.

No Further Discussion was held. A Roll Call vote was taken with the following results:

- d. Nan Westervelt Yes
- e. Audrey Lewis-Cummings Yes
- f. Alan Lockwood Yes
- g. Steven Gordon Yes
- h. Marilyn Patterson-Grant Yes
- i. Dale Klein Yes
- j. Patrick Burke Yes

5. Human Resources Committee Report [Pat Burke]

Nothing to report at this time, although the Committee will soon be working on the evaluation of the Chief Educational Officer (CEO).

6. Governance Committee Report [Dale Klein]

- i. The Governance Committee recommends Allen Williams, Director of Special Projects & Education Initiatives, City of Rochester to join the Board.
- ii. **Motion 20.5 to approve Allen Williams as a board member (Class of 2018) for submission to the State Education Department for formal adoption upon SED approval was made by Audrey Lewis-Cummings and seconded by Pat Burke**
- iii. There was no discussion and the motion was unanimously passed (10 Ayes; 0 Nays)
- iv. Copies of the RA Individual Self-Assessment & Full Board Self-Assessment were completed by Board. The full board assessment will be reviewed by the Governance Committee and the individual self-assessment by the Governance and Board Chairs. The purpose of the assessments is to ensure strong governance.

- v. A proposed Slate of Officers for 2015-16 (Vote in July at Annual Meeting) will be forthcoming.

7. Development Committee Report [Nan Westervelt]

Review Status of Special Event – Family Fun Festival will be coupled with the opening of school. August 22nd, 2015. Darryl Kittelberger, Family Resource Coordinator will lead the effort. The event will serve for branding, recruiting and some fundraising. The major activities will allow all families to be involved.

Update on Board & Community Contributions - \$950.00 reporting new for this month. We are slowly getting things off the staff wish-list with the funds.

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

- i. Update on Facilitator Selection: Two facilitators were interviewed and Michael Perlson was selected.
- ii. Dates for the Strategic Planning retreat will be submitted to the Board – possibly June 3rd.

9. Old Business - None

10. New Business

- i. The Board recognized the staff for all the hard work it puts in to making the school a success. Flowers and candy were given to the staff.
- ii. A thank you note from Maria Mendicino, RA Social Worker was received. Maria thanked the board for providing funds to purchase special games for children.
- iii. 2015 National Charter Schools Conference – June 21-24 in New Orleans

11. Staff Report [See Attached - sent under separate cover]

- Student performance – 1st and 2nd graders are making slow and steady progress. Have preliminary scores from NWEA testing. Will have full report at next meeting with a plan on addressing below level students.
- Summer program will be taking place at Urban Choice Charter School. Surveying parents on times of preference.
- Literacy Learning Partners is going well. We have community members volunteering as well as staff members.
- Had an assembly last Friday and had over 70 parents show up. 2nd graders performed what they have learned during Arts 4 Learning.
- A dance party was held on Friday to celebrate reading across the world. Students had a great time and our school culture is doing well.
- Received report from the New York State site visit. Currently editing for inaccuracies. Hope to have her revisions by the next board meeting. We will come up with plan on how to address areas that need to be addressed. At the last PD session, the staff saw the NYS Charter Performance Rubric and started breaking it down so everyone understands it.
- Three surveys will go out in the Spring – parents, students, staff.

12. Public Comments: None

13. Adjournment: 6:25pm

14. **Motion 20.6** to approve adjournment by Marilyn Patterson Grant and seconded by Dale Klein was unanimously approved. No discussion.

APPROVED MINUTES

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

Board of Trustees

Tuesday, June 2, 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

- a. **Attending:** Nan Westervelt, Marilynn Patterson-Grant, Audrey Lewis Cummings, Faith Hart, Alan Lockwood, Craig Eichmann, Donna Marie Cozine-Mills, Steven Gordon, Dale Klein, Bert Brinkerhoff
- b. **Absent:** Patrick Burke, Allen Williams
- c. **Dr. Cozine introduced Faith Hart, who will begin work as the Dean of Students beginning in July 2015.**

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]

3. **Motion 20.7** to approve Consent Agenda for Items listed below was made by Alan Lockwood and seconded by Dale Klein
 - i. **(Motion 20.8** Approve Minutes from May 5, 2015)
 - ii. **(Motion 20.9** Approve June 2, 2015 Agenda)
 - iii. **(Motion 21** to approve revised Finance Policy and Procedures to comply with Federal regulations for Federal Awards, such as Title I and Title II. (See Attached)
 - iv. **(Motion 21.1:** The Renaissance Charter School of the Arts Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Bert Brinkerhoff as a final candidate to its Board of Trustees, with a term expiring at the annual meeting in 2018, pending approval by SED. The resolution approving Bert Brinkerhoff is formally adopted upon SED's approval.

b. No Discussion; Unanimously passed (Ayes 6 Nays 0)

4. Finance & Audit Committee Report [Bert Brinkerhoff]

- i. The trustees reviewed the monthly balance sheet and P & L Statement which was sent to members prior to the meeting.
- ii. **Motion 21.2 to approve Final 2014-2015 Budget** was made by Marilynn Patterson Grant and seconded by Alan Lockwood.
- iii. **Discussion:** Various elements of the budget were highlighted by Bert Brinkerhoff during a review of the projected end of the year budget.
- iv. A Roll Call Vote was taken and the motion was unanimously approved.
 1. Patrick Burke absent
 2. Dale Klein Yes

- | | |
|----------------------------|-----|
| 3. Marilyn Patterson-Grant | Yes |
| 4. Steven Gordon | Yes |
| 5. Alan Lockwood | Yes |
| 6. Audrey Lewis-Cummings | Yes |
| 7. Nan Westervelt | Yes |

- v. **Motion 21.3** to approve Final 2015-2016 Budget and projected additional 4 year budgets was made by Steven Gordon and seconded by Dale Klein. The budget was presented to the trustees by Bert Brinkerhoff.
- vi. **Discussion:** Highlights of the 2015-16 Budget and 4 year budgets included an anticipated student an anticipated student population of 249 for next school year; support staff increases 5.5 to 10.5; 2 general education and 1 special education teachers will be hired; the arts staff (Dance, Drama, Music & Visual Arts) will be going full time; a Dean of Students will be added and the Physical Education teacher will be .6.

- vii. **Roll Call Vote** was taken and the motion was unanimously approved.

- | | |
|----------------------------|--------|
| 1. Dale Klein | Yes |
| 2. Patrick Burke | absent |
| 3. Steven Gordon | Yes |
| 4. Marilyn Patterson-Grant | Yes |
| 5. Nan Westervelt | Yes |
| 6. Audrey Lewis-Cummings | Yes |
| 7. Alan Lockwood | Yes |

- viii. **Motion 21.4** to approve Heveron & Company CPAs, PLLC engagement letter to complete annual audit by Audrey Lewis Cummings and seconded by Alan Lockwood. The engagement letter was sent to the trustees for review prior to the meeting.

- ix. There was no discussion.

- x. **Roll Call Vote** was taken an unanimously approved.

- | | |
|----------------------------|--------|
| 1. Alan Lockwood | Yes |
| 2. Dale Klein | Yes |
| 3. Marilyn Patterson-Grant | Yes |
| 4. Steven Gordon | Yes |
| 5. Patrick Burke | absent |
| 6. Nan Westervelt | Yes |
| 7. Audrey Lewis-Cummings | Yes |

5. Facilities Committee [Steven Gordon & Alan Lockwood]

Update on Building Purchase/Renovations

- i. Steven Gordon and Patrick Burke have graciously committed to loaning funds to help cover the difference between the CNB mortgage and the building purchase price. Michael Looby, Esq., RA's counsel was consulted about whether the loans were permissible to State Education Law. The statutes were reviewed and it was concluded that subject to certain conditions, particularly relating to full disclosure and documentation, Board members could make loans to the entity; and could engage the law firm as a provider of services. Board members received the complete legal review prior to the meeting.
- ii. Barbara Cozine will also provide an additional loan to cover the difference between the CNB mortgage and the building price.

Motion 21.5 to approve a loan from Steven Gordon and Patrick Burke was made by Dale Klein and seconded by Marilynn Patterson Grant.

- iii. Discussion: Payment terms for the loans from Steven Gordon and Patrick Burke will be \$40,000-\$50,000 each with 6% interest only for the first year. Steven Gordon and Patrick Burke each fully disclosed to the Board his conflict of interest in making the proposed loan; each of them will provide the Board with a signed Disclosure of Possible Conflict of Interest document in accordance with the Renaissance Academy Charter School of the Arts Code of Ethics policy. After discussion, the Board determined that the proposed loan terms are in the Academy's best interest and are fair and reasonable to the Academy.

- iv. **Roll Call Vote** was taken and approved by five members with Steven Gordon recusing himself.
 - 1. Dale Klein Yes
 - 2. Alan Lockwood Yes
 - 3. Marilyn Patterson-Grant Yes
 - 4. Nan Westervelt Yes
 - 5. Audrey Lewis-Cummings Yes
 - 6. Steven Gordon Recused

Motion 21.6 to approve loan from Barbara Cozine by was made by Alan Lockwood and seconded by Audrey Lewis-Cummings.

- v. Discussion: Payment terms for the loan from Barbara Cozine will be \$350,000 with 6% interest only for the first year. Barbara Cozine, RA Budget Director, fully disclosed to the Board her conflict of interest in making the loan to the Academy, and she will provide the Board with a signed Disclosure of Possible Conflict of Interest document in accordance with the Renaissance Academy Charter School of the Arts Code of Ethics policy. After discussion, the Board determined that the proposed loan terms are in the Academy's best interest and are fair and reasonable to the Academy.

- vi. **Roll Call Vote** was taken and unanimously approved.
 - 1. Steven Gordon Yes
 - 2. Patrick Burke absent
 - 3. Dale Klein Yes
 - 4. Marilynn Patterson-Grant Yes
 - 5. Alan Lockwood Yes
 - 6. Audrey Lewis-Cummings Yes
 - 7. Nan Westervelt Yes

Motion 21.7 for the minutes to reflect a formal thank you to Patrick Burke, Steven Gordon, and Barbara and Ed Cozine for their significant and tangible support of Renaissance Academy was made by Alan Lockwood and seconded by Dale Klein.

- vii. **Discussion:** The Board collectively expressed its gratitude and thanks to Patrick Burke, Steven Gordon, Barbara and Ed Cozine for their generous investment in the children who attend the school now as well as future generations of students to come.
- viii. **The motion was unanimously approved (Ayes 5 Nays 0)**

Motion 21.8 to approve the purchase of the school building at 299 Kirk Road currently being leased by the Academy, and the financing of the purchase and phase 1 renovation by a mortgage through Canandaigua National Bank, in the form of the Resolution attached hereto: moved by Alan Lockwood and seconded by Audrey Lewis-Cummings.

ix. **Discussion:** none

x. **Roll Call Vote** was taken and unanimously approved.

- | | | |
|-----------------------------|--------|-----|
| 1. Nan Westervelt | Yes | |
| 2. Audrey Lewis-Cumming | | Yes |
| 3. Alan Lockwood | | Yes |
| 4. Marilynn Patterson-Grant | Yes | |
| 5. Dale Klein | | Yes |
| 6. Patrick Burke | absent | |
| 7. Steven Gordon | Yes | |

Report on Contractor Status

xi. Discussion: The Board discussed the issue of potential delay in the starting of construction due to the delay of the office responsible for the Mechanical Review. The Board believes it puts Renaissance Academy Charter School of the Arts at a disadvantage to provide the optimum environment for its students.

6. Human Resources Committee Report [Pat Burke]

7. Audrey Lewis Cummings, Dale Klein, Dr. Donna Marie Cozine and Craig Eichmann will arrange to meet with its counsel, Michael Looby to learn about new laws affecting Charter Schools.

8. Governance Committee Report [Dale Klein]

i. A Proposed Slate of Officers for 2015-16 was presented and will be voted on in August at the Annual Meeting.

1. Alan Lockwood – Chair
2. Marilyn Patterson-Grant – Vice Chair
3. Nan Westervelt - Secretary
4. Treasurer – Steven Gordon

ii. Dale Klein report on Board Individual Self-Assessment & Full Board Self-Assessment results reviewed by her and Nan Westervelt. The results indicated that all members are involved in different aspects based on each person's expertise and timing of joining the Board. It was concluded that RA has a very responsive and active board.

9. Development Committee Report [Nan Westervelt]

Review Status of Special Event

Nan and Marilynn discussed meeting with Darryl to continue the planning of the family fun day. Audrey suggested having him come meet with the Board to discuss what is needed and planned.

Joint Fundraising Effort with Young Audiences – Artists' Stroll – November 5th 5:30-8:30pm at Artisan Works .

Contributions Update – Peter Giopolus, Former Dean of Visual Arts at RIT toured the school at the invitation of Nan Westervelt and subsequently contributed \$50 to the school. In a thank you note, he praised the “dedicated staff, faculty, administration and board” as well as the building.

10. Ad Hoc Strategic Planning Committee (Marilynn/Audrey/Nan/Donna Marie)

- i. Strategic Planning Update: The Board and staff involved in the Strategic Planning retreat will be surveyed again to select a mutually agreeable date to meet.

11. Old Business

The Board was reminded that beginning in July, Board meetings will be held on the second Tuesday of each month. (Formally approved by the Board in April--Motion 19.6.)

12. New Business

Prior to the meeting, the State Education Department Check-In Memo sent by

- i. Jeri Chapman, our SED liaison who visited the school March 24 to observe the implementation of elements of the school’s charter relative to the Performance Framework, meet with members of the administrative team, and observe instruction. The Board was informed that after reviewing the report, it had the option to submit evaluative comments or responses to SED findings along with supporting evidence. Dr. Cozine reported that prior to receiving the SED report, staff members looked at the Charter School Framework and created a document listing what was being done and next steps. SMART goals were identified based on what, in their opinion, were the most important issues to address. After reviewing the State Education Department Check-In Memo by Jeri Chapman, the staff revisited the SMART goals and wrote additional SMART goals to address our areas in need of improvement.

13. **Staff Report:** Dr. Cozine reviewed the Staff Report sent to members prior to the Board meeting.

- i. **Motion 21.9 to hire Faith Hart as Dean of Students in July 2015 and Krystal Russell as a leave replacement for Tara Liesegang, Speech Pathologist/Intervention Specialist until the end of the year was made by** Audrey Lewis-Cummings and seconded by Alan Lockwood. [Biography of Faith Hart to be presented at the meeting]
- ii. **Discussion:** Dr. Cozine provided the Board with a biography of Faith Hart and she also gave a brief overview of her background.
- iii. **Roll Call Vote** was taken and unanimously approved.

1. Alan Lockwood	Yes
2. Marilynn Patterson-Grant	Yes
3. Steven Gordon	Yes
4. Patrick Burke	absent
5. Nan Westervelt	Yes
6. Audrey Lewis-Cummings	Yes
7. Dale Klein	Yes
- iv. **Motion 22 to accept the 2015-16 daily Master Schedule for students** was made by Dale Klein and seconded by Steven Gordon. The Master Schedule was sent to the Board under separate cover prior to the meeting.
- v. Discussion: Craig Eichmann, COO, provided the Board with an overview of the Master Schedule and fielded questions.
- vi. **Roll Call Vote** was taken and unanimously approved.

1. Marilynn Patterson Grant	Yes
2. Alan Lockwood	Yes

- | | |
|--------------------------|--------|
| 3. Steven Gordon | Yes |
| 4. Dale Klein | Yes |
| 5. Nan Westervelt | Yes |
| 6. Audrey Lewis-Cummings | Yes |
| 7. Patrick Burke | absent |

14. Public Comments

15. Adjournment

Motion 22.1 to approve adjournment was made by Marilyn Patterson-Grant and seconded by Dale Klein

Discussion: None

The motion was unanimously approved (Ayes 6 Nays 0)



Enrollment and Retention Efforts

Prior to the 2014-2015 school year the Renaissance Academy charter School of the Arts completed an extensive recruitment process in the Rochester City area. Our recruitment targeted 7 federally funded major daycare centers, community-based organizations and privately owned daycare services. Our intended audience was parents of incoming 4 year olds who turned 5 on or before December 1st of the enrollment year. Additionally we targeted siblings of those children and students eligible for 1st and 2nd grades. This recruitment approach was very successful and helped us to exceed the number of available seats. With the help of external advertisement such as billboards and radio station spots we were able to reach our educational community at large. We worked closely with various community organizations to attempt to reach our enrollment target for ELL students but were unable to enroll students who fit those criteria. By the end of the school year our percentage of students with disabilities was near 16% and students who received free and reduced lunch was approximately 83%. Because of the success of our previous year's recruitment we implemented the same process for the 15-16 school year.

The school implemented a practice of attending all of the IEP meetings of incoming students. During the summer prior to the 14-15 school year, our Director of Special Services or Chief Educational Officer attending all IEP meetings. At these meetings she was able to properly advocate for our students and determine what modifications, if any, needed to be made to our instructional program or physical space. Our parents were very happy to have an early connection with our staff and felt confident in the school's ability to address their child's individual needs. During the course of the school year multiple meetings were hosted for Title I parents to teach them ways to work with their children at home to increase their levels of academic success. In order ensure parent satisfaction which would in turn lead to retention of our students, we surveyed parents and students to determine their opinion of our program and determine how it could be improved. The administration analyzed exit data and the Family Services Coordinator and/or the Chief Educational Officer contacted parents individually to discuss their reasons for withdrawing and used their suggestions to improve the program and relationships with families.

Going forward Renaissance Academy Charter School of the Arts will focus on increasing the number of ELL students who apply to the lottery. During the months prior to recruitment season our Family Services Coordinator will continue to liaise with community organizations for minority groups, with a special focus being placed on refugees that settle in the Rochester area.



Appendix I: Teacher and Administrator Attrition

Last updated: 07/29/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	0	1.5	3.0

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	1.6	1.0	.6

Thank you



Appendix J: Uncertified Teachers

Last updated: 07/29/2015

"thirty per centum or 5 teachers, whichever is less"

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

Charter School Name:

Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

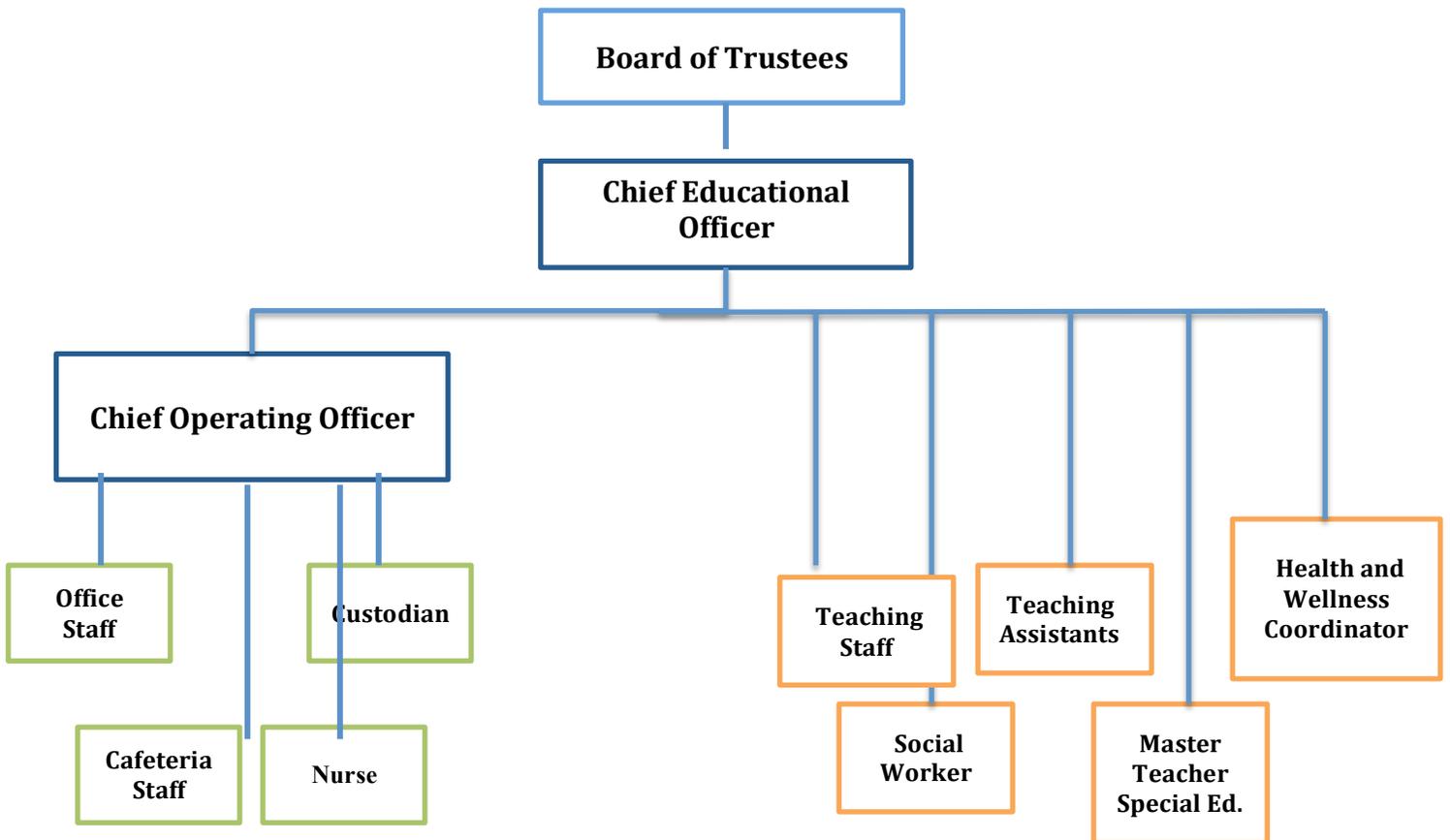
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	3
(ii) individuals who are tenured or tenure track college faculty	
(iii) individuals with two years satisfactory experience through Teach for America	
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	1
FTE count of uncertified teachers who do not fit into any of the four statutory categories	
Total	0

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?

(No response)

Thank you.

**Renaissance Academy Charter School of the Arts
Organizational Chart
2014-2015**





Fidelity to Our Mission and Key Design Elements

Mission, Key Design Elements, Enrollment, and Community

A. Mission Statement and Objectives

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.

In its' first year of operation Renaissance Academy Charter School of the Arts has made much progress toward fulfilling the school's Mission. We developed comprehensive curriculum maps in which the arts and humanities are infused. We received a grant from Young Audience and J.C. Penney to integrate Arts for Learning into our curriculum. Through this partnership and with our local chapter of Young Audiences, our staff has received many hours of professional learning around how best to integrate the arts into the classroom. We have worked with teaching artists to ensure that our curriculum maps and units of study are leveraged by the connections between and among the disciplines.

Renaissance Academy Charter School of the Arts has increased the reading levels of our students by a large margin (please see academic achievement goals). Our teaching staff was able to do this by using an intensive guided reading protocol, partnered with the Daily 5. Our reading intervention program, FastForWord, also showed significant student growth (please see academic achievement goals). We are confident that the combination of these two research-based high quality instructional programs will continue to propel our children's learning.

Our staff has received over 30 hours of laser-focused professional learning opportunities. Teachers have implemented their learning in their classrooms and have been supported by the leadership team to ensure fidelity of implementation. As our school grows this year we will continue to expect and support the implementation of high quality programs and effective instructional practices.

B. Key Design Elements - Renaissance Academy Charter School of the Arts, a K-6 school, will serve elementary age students in grades K-4 and middle school age students in grades 5-6. Enrollment will be open for all students regardless of Race, Ethnicity, including those from identified student populations, such as special education, limited English Proficient, low socio-economic and Gifted and Talented. The Key Design Elements identified below are the most critical aspects of the proposed Renaissance Academy Charter School of the Arts and are core to the model.

Listed below are the key design elements in black. Progress toward achieving them is written in blue.

- More time: Block scheduling, longer days, more days

- Longer school day 8 hours vs. the standard 6 hours and a longer school year 191 days vs. the required 180. Our school did not meet the 191 days initially intended due to a late start. We were in session 184 days however, which is more days than our local school districts. The school day was indeed 8 hours in length.
- Extended periods of instructional time in ELA and mathematics. Our block schedule provided daily blocks in ELA of 3.5 hours and mathematics of 1.0 hour.
- A universally applied set of dispositions to Learning: Habits of the Mind and metacognitive understanding
 - Extensive teacher training on incorporating the Habits of Mind in all subject areas
 - A school-wide focus on Habits of Mind. Training on Habits of Mind was provided to the staff and our school planned assemblies around those Habits of Mind. The dispositions committee met and decided to focus on less next year in order to do a more effective job of covering them.
- A Focus on Language and Literacy: Speech and Language Support for All Learners
 - Extensive academic support to classroom teachers and students:
 - Reading/Literacy specialist~ Our Literacy Specialist worked with all teachers and teaching assistants by provided coaching sessions multiple times a year. The teachers and the literacy specialist would choose an appropriate instructional goal upon which the coaching cycle was based
 - ELL Teacher~ We are actively recruiting ELL students for our ELL teacher can serve. We have a person on staff who is dual certified and we used her in other capacities due to our lack of ELL students.
 - Drama Teacher~ Our drama teacher co-taught lessons in all classrooms. He focused on the drama standards while the classroom teacher focused on the ELA standards.
 - Speech Language Pathologists~ We have a part time SLP on staff who pushes into each classroom and meets with all teams to determine the best way to address the speech and language needs of our students.
 - Special Education Teacher~ A special education teacher is on staff to work with teachers to ensure they are optimally differentiating in their classrooms. She attended common planning time, met with teachers as needed and co-taught lessons .
- A Focus on Numeracy and Eight Mathematical Practices
 - Block scheduling for mathematics. Each classroom has a minimum of 1-hour block for math instruction.
 - Connections to math standards in other subjects. Through the development of our thematic units we have been able to make authentic connections among and between the subjects.
- Arts instruction and integration
 - Daily classes in music, art, drama and dance. Students received 45 minutes of art, music, and dance every other day. Drama was incorporated and co-taught in the ELA block.
 - Interdisciplinary connections among all subject areas. The focus of our thematic units has been interdisciplinary. Through our partnership with Young Audiences of Rochester we have been able authentic connections between the academics and the arts.

- Character Education
 - A culture of high academic expectations, cooperation and positive inter personal relationships. Our character education program was framed around the dispositions for success and our PBIS program. Our school embraced and celebrated our motto of “We are A.R.T.S. staff and students who are appreciative, respectful, team members striving for excellence.” As the year went on the number and frequency of referrals dropped. Parents, staff and students were all surveyed this year and positive results in this area were noted.
- Child and Family Support
 - Extensive student support services:
 - Social Worker~ We had a part time social worker on staff who met with students individually and in groups to address their social and emotional needs.
 - School Nurse~ A ½ day school nurse was provided by our district of location. We chose to increase the position to 1.0 to ensure that the medical needs of our students were met.
 - Parent Outreach Coordinator~ The title of this position was changed to Family Services Coordinator. This person is our liaison between the school, community organizations and our families. He worked very closely with parents and teachers to ensure our children’s needs were met.
 - Health and Wellness Coordinator~ This position was added at the beginning of the year. He facilitated groups in which boys learned to be “Young Men of Honor.” Our Health and Wellness Coordinator also spearheads our mindfulness program that teaches our children self-regulation techniques.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 03, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/634fcb94cf40465f89>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Nancy	Westervelt

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

• Chair/President

• Secretary

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

11a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	Transactions occurred on various dates to fulfill the IT needs of the school	IT Consultant providing IT services for the school	Followed the guidelines outlined in the RACSA Code of Ethics: Disclosed the Possible Conflict of Interest in written format; Board exercised due diligence; I was not present during the discussion nor did I participate in the vote.	Husband
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 03, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/22b71d9138c4762ae>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Dr. Marilyn P.	Grant

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Marilyn P. Grant". The signature is written in a cursive style with a large, stylized 'M' and 'G'.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, November 03, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/f1337b4bea4ea9c8b6>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Dale	Klein

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

The image shows two handwritten signatures in black ink. The first signature is 'Dale' and the second is 'Keen'. Both are written in a cursive, flowing style.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/802a471d7ce132b17>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Alan	Lockwood

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

• Chair/President

• Secretary

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

(No response)

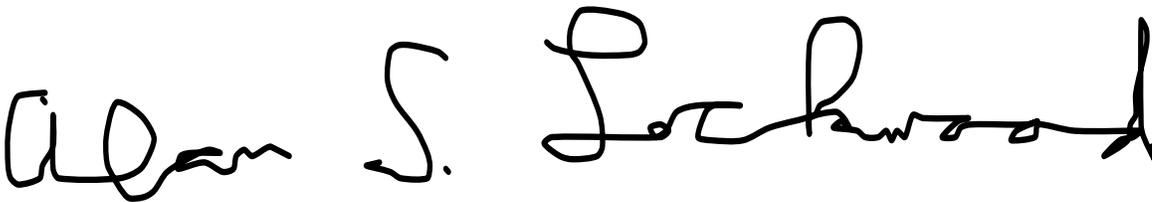
11a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	June 23, 2015	partner in law firm that closed the Schjool's purchase and mortgage	disclosure; did not vote;	self
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/170f88aea96f669c2c>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Patrick	Burke

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Trustee
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

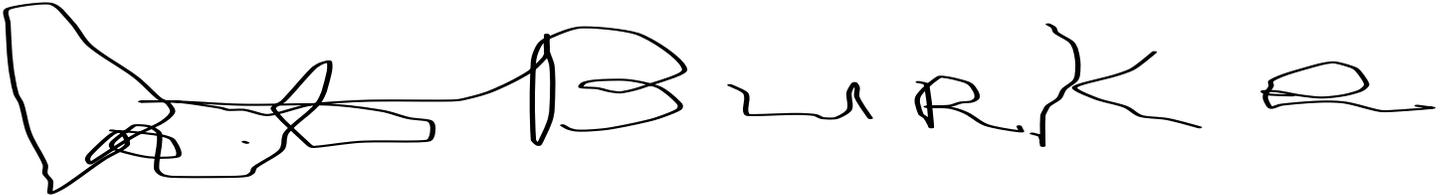
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink. The signature is written in a cursive style. The first part is a large, stylized initial, possibly 'M'. This is followed by the name 'MARK' in all caps, and then a final flourish that appears to be the letter 'A'.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/c4aacfd91b1fae2ace>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Steven	Gordon

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

- Treasurer
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, November 05, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/c80cac28290388dba>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Bert	Brinkerhoff

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

-
- Other, please specify...: Finance Chairperson
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

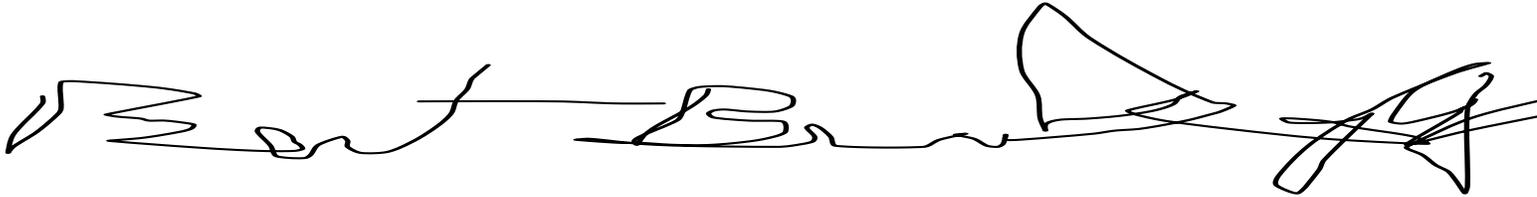
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Brent A. [unclear]", written across a horizontal line.

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, November 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/73c98fe33e6d5e973d>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	fred	kulikowski

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

• Vice Chair/Vice President

• Treasurer

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

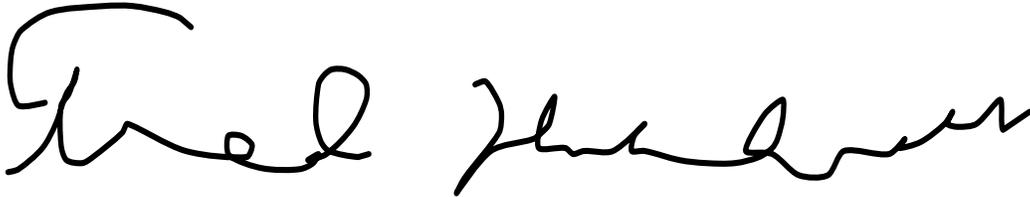
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Fred Johnson". The signature is written in a cursive, flowing style with a large initial "F" and "J".

Thank you.

Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, November 06, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/842f55515b81f18e7b>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Audrey	Lewis-Cummings

2. *Your Home Address:

2. *Your Home Address: Street Address	[REDACTED]
2. *Your Home Address: City/State	[REDACTED]
2. *Your Home Address: Zip	[REDACTED]

3. *Your Business Address

3. *Your Business Address Street Address	[REDACTED]
3. *Your Business Address City/State	[REDACTED]
3. *Your Business Address Zip	[REDACTED]

4. *Daytime Phone Number:

[REDACTED]

5. *E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

No, I am not.

7. Select the name of the education corporation that operates a single charter school.

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

8. Select all positions you have held on the Board:

(check all that apply)

- Secretary
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

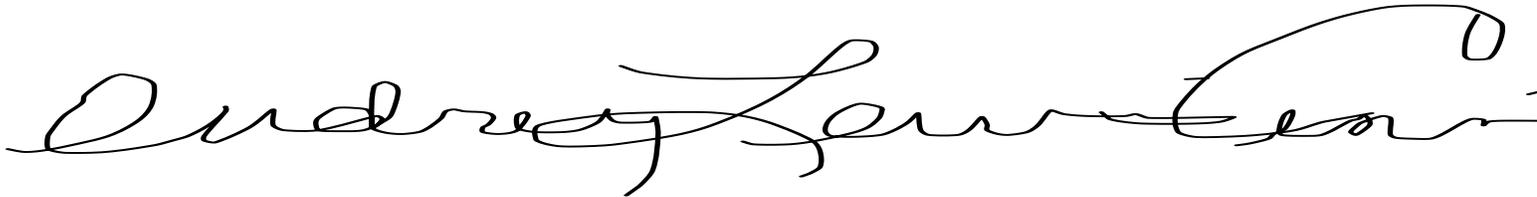
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Audrey Lawrence". The signature is written in a cursive style with a large, decorative flourish at the end.

Thank you.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

FINANCIAL STATEMENTS

June 30, 2015



Heveron & Company

Care, Competence & Common SenseSM



Certified Public Accountants

Certified Women Owned Business

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Renaissance Academy Charter School of the Arts
Rochester, New York

We have audited the accompanying financial statements of Renaissance Academy Charter School of the Arts (a nonprofit organization), which comprise the balance sheet as of June 30, 2015 and the related statements of activities, functional expenses and cash flows for the year ended June 30, 2015, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

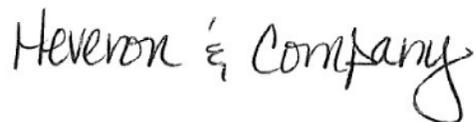
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Renaissance Academy Charter School of the Arts as of June 30, 2015 and its changes in net assets, functional expenses, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 13, 2015 on our consideration of Renaissance Academy Charter School of the Arts's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Renaissance Academy Charter School of the Arts's internal control over financial reporting and compliance.



Heveron & Company
Certified Public Accountants

Rochester, New York
October 13, 2015

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
BALANCE SHEET
June 30, 2015

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 467,969
Contributions Receivable	75,000
Accounts Receivable	74,030
Other Receivable	<u>8,522</u>

Total Current Assets 625,521

Fixed Assets

Buildings and Equipment, Net	<u>1,506,242</u>
------------------------------	------------------

Other Assets

Loan Acquisition Costs	<u>38,416</u>
------------------------	---------------

Total Other Assets 38,416

TOTAL ASSETS 2,170,179

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts Payable	52,513
Line of Credit	46,465
Deferred Revenue	460,280
Current Portion of Long-Term Debt	<u>40,457</u>

Total Current Liabilities 599,715

Long-Term Debt 1,269,591

Total Liabilities 1,869,306

Net Assets

Unrestricted	222,373
Temporarily Restricted	<u>78,500</u>

Total Net Assets 300,873

TOTAL LIABILITIES AND NET ASSETS \$ 2,170,179

See Independent Auditors' Report and Notes to Financial Statements.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2015

	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	<u>Total</u>
<u>Revenues and Other Support:</u>			
Public School District:			
Revenue - Resident Student Enrollment	\$ 2,197,927	\$ -	\$ 2,197,927
Revenue - Students with Disabilities	72,215	-	72,215
State Aid	15,739	-	15,739
Federal and State Grants	277,383	-	277,383
Contributions	2,475	78,500	80,975
Interest Income	91	-	91
Other Income	2,963	-	2,963
Releases from Restrictions	<u>150,000</u>	<u>(150,000)</u>	<u>-</u>
Total Revenues and Other Support	<u>2,718,793</u>	<u>(71,500)</u>	<u>2,647,293</u>
<u>Expenses:</u>			
<u>Program Services:</u>			
Regular Education	1,728,821	-	1,728,821
Special Education	<u>399,842</u>	<u>-</u>	<u>399,842</u>
Total Program Services Expense	2,128,663	-	2,128,663
<u>Supporting Services:</u>			
Management and General	<u>398,925</u>	<u>-</u>	<u>398,925</u>
Total Expenses	<u>2,527,588</u>	<u>-</u>	<u>2,527,588</u>
Change in Net Assets	191,205	(71,500)	119,705
Net Assets - Beginning of Year	<u>31,168</u>	<u>150,000</u>	<u>181,168</u>
Net Assets - End of Year	<u>\$ 222,373</u>	<u>\$ 78,500</u>	<u>\$ 300,873</u>

See Independent Auditors' Report and Notes to Financial Statements.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
STATEMENT OF CASH FLOWS
For The Year Ended June 30, 2015

Cash Flows From Operating Activities

Revenue from School Districts	\$ 2,688,796
Grant Revenues	359,250
Contributions	55,975
Other Sources	3,055
Payments to Vendors for Goods and Services Rendered	(806,851)
Payments to Charter School Personnel for Services Rendered	<u>(1,642,469)</u>

Net Cash Flows Provided By Operating Activities 657,756

Cash Flows From Investing Activities

Loan Acquisition Costs	(38,415)
Purchase of Fixed Assets	<u>(1,507,145)</u>

Net Cash Flows Used By Investing Activities (1,545,560)

Cash Flows From Financing Activities

Proceeds from Long-Term Debt	1,310,048
Payments on Long-Term Debt	(250,000)
Proceeds from Line of Credit	75,024
Payments on Line of Credit	<u>(100,367)</u>

Net Cash Flows Provided By Financing Activities 1,034,705

Net Increase in Cash and Cash Equivalents 146,901

Cash and Cash Equivalents - Beginning of Year 321,068

Cash and Cash Equivalents - End of Year \$ 467,969

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
STATEMENT OF CASH FLOWS
For The Year Ended June 30, 2015
(Continued)

Reconciliation of Change in Net Assets to Net Cash

Provided by Operating Activities

Change in Net Assets	\$ 119,705
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Depreciation	903
(Increase)/Decrease In:	
Accounts Receivable	24,503
Contributions Receivable	(25,000)
Other Receivable	24,878
Increase/(Decrease) In:	
Accounts Payable	52,487
Deferred Revenue	<u>460,280</u>
 Net Cash Flows Provided By Operating Activities	 <u>\$ 657,756</u>

Supplemental Disclosures

Cash Paid During The Year For:

Interest	<u>\$ 20,196</u>
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See Independent Auditors' Report and Notes to Financial Statements.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

STATEMENT OF FUNCTIONAL EXPENSES

For The Year Ended June 30, 2015

		<u>Program Services</u>		<u>Supporting Services</u>	
		<u>Regular</u>	<u>Special</u>	<u>Management</u>	
		<u>Education</u>	<u>Education</u>	<u>and General</u>	<u>Total</u>
	No. of Positions				
Personnel Services Costs					
Instructional Personnel	25	\$ 685,551	\$ 236,540	\$ -	\$ 922,091
Administrative Staff Personnel	5	72,000	-	185,496	257,496
Non-Instructional Personnel	<u>7</u>	<u>150,356</u>	<u>26,542</u>	<u>-</u>	<u>176,898</u>
Total Salaries	37	907,907	263,082	185,496	1,356,485
Fringe Benefits and Payroll Taxes		<u>191,411</u>	<u>55,465</u>	<u>39,108</u>	<u>285,984</u>
Total Personal Services		<u>1,099,318</u>	<u>318,547</u>	<u>224,604</u>	<u>1,642,469</u>
Supplies and Materials		124,667	23,630	-	148,297
Technology		121,730	7,503	11,900	141,133
Building Rent/Lease		104,207	18,389	13,622	136,218
Other Purchased Services		69,295	-	48,372	117,667
Repairs and Maintenance		75,337	13,295	9,848	98,480
Utilities		48,054	7,598	15,223	70,875
Student Services		30,832	4,281	-	35,113
Office Expense		-	-	33,722	33,722
Other Expenses		17,152	3,005	8,981	29,138
Legal Services		-	-	21,938	21,938
Equipment and Furnishings		12,136	2,142	3,552	17,830
Insurance		14,423	-	2,059	16,482
Staff Development		6,328	702	500	7,530
Marketing and Recruitment		5,342	750	-	6,092
Accounting and Auditing Fees		-	-	3,701	3,701
Depreciation		<u>-</u>	<u>-</u>	<u>903</u>	<u>903</u>
Total Expenses		<u>\$ 1,728,821</u>	<u>\$ 399,842</u>	<u>\$ 398,925</u>	<u>\$ 2,527,588</u>

See Independent Auditors' Report and Notes to Financial Statements.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Renaissance Academy Charter School of the Arts (the School) was formed to 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 in the Greece and Rochester, New York community. The School currently serves grades Kindergarten through 2nd grade with plans to grow to a K-6 school.

The main programs of the School are as follows:

REGULAR EDUCATION: The School's instructional pedagogy is one based on active learning and inquiry based lessons. Engaging students in the “why” of the lessons is as important to the teaching staff as is the final outcomes. The arts staff works diligently with the academic staff to integrate arts in to the curriculum and to integrate academics into the arts, while keeping in alignment with the New York State Learning Standards.

SPECIAL EDUCATION: The School is open to all children and does not discriminate on the basis of ethnicity, national origin, gender, disability, or any other grounds that would be unlawful or deny the civil rights of any individual. In accordance with the Individuals with Disabilities Education Act, the Rehabilitation Act, and Section 504, and the Americans with Disabilities Act, the School provides a free and appropriate education, in the least restrictive environment, to students with disabilities. The primary service delivery for students with special needs is inclusion. For students requiring supplemental services, the School contracts with local individuals or agencies to provide the required services outlined in the student's Individual Education Plan or 504 Plan.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Basis of Presentation

In accordance with accounting principles generally accepted in the United States of America, the School reports information regarding its financial position and activities according to the existence and nature of donor restrictions in three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

The School also records contributions received as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and nature of any donor restrictions.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
NOTES TO FINANCIAL STATEMENTS

June 30, 2015
(Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation (Continued)

Accounting principles generally accepted in the United States of America, allow the School to treat as unrestricted, any restricted revenue where the restrictions are met in the same year. The School has elected to follow that reporting method. As a result, all activities in which restrictions are met, are recorded in the Unrestricted Net Asset class.

The following are descriptions of the School's net asset classifications:

Unrestricted: Unrestricted net assets include undesignated resources that are available for the general support of the School's operations.

Temporarily Restricted Net Assets: Temporarily restricted net assets result from contributions subject to donors' restrictions that expire with the passage of time or by actions of the School.

When donor restrictions from prior years expire, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as releases from restrictions. Temporarily restricted net assets consisted of the following at June 30, 2015:

FastForWord Program	\$ 48,000
Summer Learning	22,500
Curriculum and Professional Development	7,000
Food for Families in Need	<u>1,000</u>
Total Temporarily Restricted Net Assets	<u>\$ 78,500</u>

Revenue Recognition

A portion of the School's revenue is derived from grants and tuition. Amounts received but not yet earned are reported as deferred revenue.

Funding sources may, at their discretion, amend the grant and contract amounts. In addition, reimbursement for expenses or return of funds, or both, may be requested as a result of noncompliance by the School with the terms of the grants and contracts. The School records such amendments, reimbursements, and returns of funds as an adjustment to revenue in the year of the amendment.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

(Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions

Contributions are recorded at the time of receipt or when evidence of a non-conditional promise to give has been received. Promises subject to conditions are not recorded as income until those conditions have been met. Contributions that are expected to be received in future years are recorded at their present value. Contributions are recorded as unrestricted unless they are subject to donor restrictions or are required to be used or expected to be received in future years.

Use of Estimates in the Preparation of Financial Statements

Accounting principles generally accepted in the United States of America, require management to make estimates and assumptions that affect the amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the amounts of revenue and expenses. Actual results could vary from those estimates.

Receivables

Receivables are stated at the amount management expects to collect. Amounts that management believes to be uncollectible after collection efforts have been completed, are written off. In addition, if necessary, management provides an allowance to reduce receivables to amounts management expects will be collected. Management determined that no allowances were necessary at June 30, 2015.

Cash and Cash Equivalents

Cash and cash equivalents include all cash on hand and in banks, which at times, may exceed federally insured limits. The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The School has not experienced any losses in these accounts and does not believe it is exposed to any significant credit risk with respect to cash and cash equivalents.

Cash and cash equivalents consisted of the following at June 30, 2015:

Checking	\$ 341,993
Savings	<u>125,976</u>
Total	<u>\$ 467,969</u>

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

(Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes

The Internal Revenue Service has determined that the School is qualified as a charity exempt under Section 501(c)(3) of the Internal Revenue Code, and has also determined that the School is publicly supported. As a result, no provision for federal or state income taxes has been made.

Accounting standards require entities to disclose in their financial statements the nature of any uncertain tax positions. Tax years including the year ended June 30, 2014 and later are subject to examination by tax authorities. Areas that IRS and state tax authorities consider when examining tax returns of a charity include, but may not be limited to, tax-exempt status and the existence and amount of unrelated business income. The School does not believe that it has any uncertain tax positions with respect to these or other matters, and has not recorded any unrecognized tax benefits or liability for penalties or interest.

The School is not aware of any circumstances or events that make it reasonably possible that tax benefits may increase or decrease within 12 months of the date of these financial statements.

Deferred Revenue

Deferred revenue represents funds received related to the next school year.

Fixed Assets

Property and equipment are stated at cost less accumulated depreciation. The School capitalizes property and equipment with a cost of over \$5,000 and an estimated life of 1 year or more. The cost and accumulated depreciation of property items sold or retired are eliminated from the accounts. Minor expenditures for maintenance, repairs and renewals are expensed. Donated assets are recorded at their estimated fair market value at the time of donation.

Fixed assets consisted of the following at June 30, 2015:

Building	\$ 1,380,036
Construction In Progress	31,730
Equipment	5,415
Land	89,964
Less: Accumulated Depreciation	<u>(903)</u>
Net Fixed Assets	<u>\$ 1,506,242</u>

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

NOTES TO FINANCIAL STATEMENTS

June 30, 2015

(Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fixed Assets (Continued)

Depreciation is computed on a straight-line basis over the estimated useful lives of assets. The ranges of estimated useful lives used in computing depreciation are as follows:

	<u>Years</u>
Building	40
Equipment	5

Depreciation expense amounted to \$903 for the year ended June 30, 2015.

Loan Acquisition Costs

Loan Acquisition costs will be amortized on the straight line method over the term of the obligation. Amortization will commence on July 1, 2015.

Functional Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the program and management and general categories.

An immaterial amount of fundraising costs for the year ended June 30, 2015 is included in management and general expenses.

Marketing

Marketing costs are expensed as incurred.

NOTE 2 - LINE OF CREDIT

The School has a line of credit with a maximum authorization of \$100,000. Advances against this line bear interest rates at 1.75% above the current bank prime rate (5.0% at June 30, 2015). This line is secured by any cash, securities, instruments or other property of the School in possession of M&T Bank. The amount outstanding at June 30, 2015 was \$46,465.

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
NOTES TO FINANCIAL STATEMENTS
June 30, 2015
(Continued)

NOTE 3 - LONG TERM DEBT

Long-term debt consists of the following at June 30, 2015:

Note payable to Canandaigua National Bank, originally in the amount of \$955,500. This note bears interest at a rate of 4.79%. The interest rate will change in July 2020 and July 2025. Beginning August 1, 2015, principal and interest are payable in monthly installments of \$7,488 through July 1, 2030. As part of the agreement, the School must maintain a debt service coverage ratio of not less than 1.2:1. This note is secured by a mortgage on the building. \$ 955,500

Note payable to Canandaigua National Bank, up to the amount of \$172,250. This note provides for construction expenses for improvements to the building. During the construction period, this note bears interest at a rate of 1.25% above prime, but not less than 4%. The note is payable in interest only until the final draw is made. During the permanent loan period, the interest rate will be 4.79%, subject to change in July 2020 and July 2025. Total draws on this loan were \$4,548 as of June 30, 2015. As part of the agreement, the School must maintain a debt service coverage ratio of not less than 1.2:1. This note is secured by a second lien on the building mortgage. 4,548

Note payable to a related party (family relationship to CEO), originally in the amount of \$350,000. This note bears interest at a rate of 6%. Interest only is payable through June 1, 2016. Beginning July 1, 2016, principal and interest are payable in monthly installments of \$6,766 through June 1, 2020. The remaining principle is due on June 30, 2020. 350,000

Less: Current Maturities (40,457)

Long-Term Portion \$ 1,269,591

RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
NOTES TO FINANCIAL STATEMENTS
June 30, 2015
(Continued)

NOTE 3 - LONG TERM DEBT (Continued)

Maturities of long-term debt for the years after June 30, 2016 are as follows:

<u>Year</u>	<u>Amount</u>
2017	\$ 108,313
2018	114,436
2019	120,908
2020	206,271
2021	56,361
Thereafter	<u>663,302</u>
Total	<u>\$ 1,269,591</u>

NOTE 4 - SPECIAL EDUCATION AND OTHER SERVICES

The majority of special education services required by students of the School are provided by the Rochester City School District. Transportation is provided by the Rochester City and Greece School Districts. The School was unable to determine a value for these services thus these financial statements do not reflect revenue or expenses associated with those services.

Occasionally, the School does need to offer special education services that are not provided through the Rochester City School District. The School has teachers on staff to provide these services; the revenue and expense for these services have been included in the financial statements.

The School also receives State Aid in the form of textbooks and computer software through the Rochester City School District. The total aid received for the year ended June 30, 2015 was \$15,739.

NOTE 5 - DONATED SERVICES AND GOODS

The School receives donated services that do not meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America. During the year ended June 30, 2015, 8 people provided 260 hours of service. Volunteers assisted with tutoring services and in the library. There were also 10 board members who donated 220 hours during the year ended June 30, 2015.

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS
NOTES TO FINANCIAL STATEMENTS**

June 30, 2015

(Continued)

NOTE 6 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 13, 2015, which is the date the statements were available for issuance.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditors' Report

To the Board of Trustees
Renaissance Academy Charter School of the Arts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Renaissance Academy Charter School of the Arts as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Renaissance Academy Charter School of the Arts' basic financial statements, and have issued our report thereon dated October 13, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Renaissance Academy Charter School of the Arts' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Renaissance Academy Charter School of the Arts' internal control. Accordingly, we do not express an opinion on the effectiveness of Renaissance Academy Charter School of the Arts' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

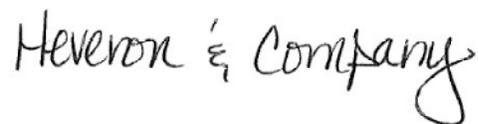
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Renaissance Academy Charter School of the Arts' financial statements are free of material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Heveron & Company". The signature is written in a cursive, flowing style.

Heveron & Company CPAs

Rochester, New York

October 13, 2015

**RENAISSANCE ACADEMY CHARTER
SCHOOL OF THE ARTS**

**AGREED UPON PROCEDURES REPORT
FOR CSP FUNDING**



Heveron & Company

Care, Competence & Common SenseSM



Certified Public Accountants

Certified Women Owned Business



**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED UPON
PROCEDURES**

To The Board of Trustees
Renaissance Academy Charter School of the Arts

We have performed the procedures identified below, which were agreed to by the management of Renaissance Academy Charter School of the Arts (the Charter School) and the New York State Education Department (NYSED) solely to assist the specified parties in evaluating the Charter School's assertion to New York State Education Department that it has maintained compliance with the requirements of the Charter School Planning (CSP) grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The period under review includes expenditures incurred during the year ended June 30, 2015. The procedures we performed and our results are as follows:

Procedure #1: We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result: We found that the CSP grant revenue did equal the grant expenditures.

Procedure #2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result: We found that CSP revenue and expenditures recorded appear reasonable for the period tested.

Procedure #3: We will select a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
 - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
 - ii. Determine if the expenditure falls into an approved budget category.
 - iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result: There was 1 payroll expenditure for the CSP funding and we tested the 1 expenditure. There were 306 other expense type expenditures and we tested 17. The samples chosen exceeded the suggested sample totals due to using the same samples for other testwork. All expenditures tested seemed to be within the purpose of the grant, in the appropriate approved budget category, and charged to the appropriate fiscal period.

Procedure #4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following.

- a. Trace expenditures selected in Procedure #3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request.

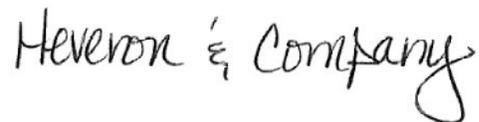
Result: We traced the expenditures tested in Procedure #3 to the FS-25 forms. The Charter School only used the FS-25 forms for the grant period ended August 31, 2015 (for which they fully expended by June 30, 2015). They did not prepare them for the grant period ended August 31, 2014. For this grant, they prepared a final report to request full reimbursement of all expenditures which was beyond the scope of this agreement.

All expenditures tested that were included on Line 3 (Project Cash Expenditures to Date) on the FS-25 forms for the August 31, 2015 grant period were expended previously or were paid for within one month of the FS-25 form request date.

We also reviewed the amounts included on Line 4 (Cash Expenditures Anticipated During Next Month) on the respective FS-25 forms. The total of the funds expended within 1 month following the date of the request was at least the amount shown on Line 4.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on Renaissance Academy Charter School of the Arts's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Renaissance Academy Charter School of the Arts and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

A handwritten signature in black ink that reads "Heveron & Company". The signature is written in a cursive, flowing style.

Heveron & Company CPAs

Rochester, New York

July 31, 2015