



# Entry 1 School Information

Created: 06/29/2016

Last updated: 08/01/2016

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## Page 1

### a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

RENAISSANCE ACADEMY CS OF THE ARTS (REGENTS) 260501861067

### b. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

### c. DISTRICT / CSD OF LOCATION

Greece

### d1. SCHOOL INFORMATION

|  | PRIMARY ADDRESS                           | PHONE NUMBER | FAX NUMBER   | EMAIL ADDRESS  |
|--|---|--------------|--------------|--|
|  | 299 Kirk Road<br>Rochester, N.Y.<br>14612 | 585-225-4200 | 585-225-4201 | <a href="mailto:cozine@renacad.org">cozine@renacad.org</a> |

### d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

|              |                           |
|--------------|---------------------------|
| Contact Name | Dr. Donna Marie Cozine    |
| Title        | Chief Educational Officer |

Emergency Phone Number (###-###-####) [REDACTED]

**e. SCHOOL WEB ADDRESS (URL)**

[www.renacad.org](http://www.renacad.org)

**f. DATE OF INITIAL CHARTER**

12/2017

**g. DATE FIRST OPENED FOR INSTRUCTION**

09/2001

**h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The mission of the Renaissance Academy Charter School of the Arts is to provide children an enriched and rigorous education through the humanities and arts integration leading to success in college, careers and life.

**h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description)

|            |   |
|------------|---|
| Variable 1 | More Time for Learning: A longer school year, a longer school day and block scheduling which provides more concentrated time for ELA and mathematics.   |
| Variable 2 | Dispositions for Learning: RA has identified a set of Habits of Mind we would like our children to embody. These are interwoven into the curriculum.  |
| Variable 3 | A Focus on Language and Literacy: Speech and Language Support for All Learners: RA has incorporated additional teaching positions to ensure extensive academic support is given to classroom teachers and students. The positions include: Literacy |

|             |  |
|-------------|--|
|             | Specialist, ELL Teacher, Drama Teacher, Speech Language Pathologist and Special Educatoin Teachers   |
| Variable 4  | A Focus on Numeracy and the Eight Mathematical Practices: Block scheduling in mathematics and cross curricular connections to math standards occur in other subjects.  |
| Variable 5  | Arts Instruction and Arts Integration: Daily classes in music, art, drama and dance. This includes interdisciplinary connectios among all subject areas.   |
| Variable 6  | Character Education: Character education at RA is based on the aforementioned dispositions. A cutlure of high academic expectations, cooperation and positive interpesonal relationship has been developed and is continually nurtured.  |
| Variable 7  | Support for our children and their families: RA has an extensive team to address the students' social/emotional concerns. RA employs a School Psychologist, a school nurse, a Health and Wellness Coordinator, a Parent Outreach Coordinator, a Dean of Students, a Director of Special Services and 2 Response to Intervention Providers. |
| Variable 8  | (No response)  |
| Variable 9  | (No response)  |
| Variable 10 | (No response)  |

**i. TOTAL ENROLLMENT ON JUNE 30, 2016**

241

**j. GRADES SERVED IN SCHOOL YEAR 2015-16**

Check all that apply

|               |            |
|---------------|------------|
| Grades Served | K, 1, 2, 3 |
|---------------|------------|

**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

**I1. FACILITIES**

Does the school maintain or operate multiple sites?

|                    |
|--------------------|
| No, just one site. |
|--------------------|

**I2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

|                               | 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<br>Rochester,<br>N.Y. 14612 | 585-225-4200 | GREECE CSD   | K-3                   | No                              | Own                  |
| Site 2                        |   |              |              |                       |                                 |                      |
| Site 3                        |   |              |              |                       |                                 |                      |

**I2a. Please provide the contact information for Site 1.**

|                    | Name                   | Work Phone | Alternate Phone | Email Address |
|--------------------|------------------------|------------|-----------------|---------------|
| School Leader      | Dr. Donna Marie Cozine | [REDACTED] | [REDACTED]      | [REDACTED]    |
| Operational Leader | Craig A. Eichmann      | [REDACTED] | [REDACTED]      | [REDACTED]    |
| Compliance Contact | Craig A. Eichmann      | [REDACTED] | [REDACTED]      | [REDACTED]    |
| Complaint Contact  | Dr. Donna Marie Cozine | [REDACTED] | [REDACTED]      | [REDACTED]    |

**m1. Is the school or are the school sites co-located?**

|    |
|----|
| No |
|----|

**n1. Were there any revisions to the school's charter during the 2015-16 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

**n2. 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 in mission, vision or philosophy | The school's mission was altered after a committee of board members, staff and administration met to review it.                    | March 8, 2016                        | March 16, 2016                              |
| 2 | Change in design or educational program | The school requested the addition of a 15:1 special education class to meet the needs of our students as stipulated in their IEPs. | June 14, 2016                        |   |
| 3 |   |  |                                      |   |
| 4 |   |  |                                      |   |
| 5 |   |  |                                      |   |

**o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.**

Dr. Donna Marie Cozine, Chief Educational Officer

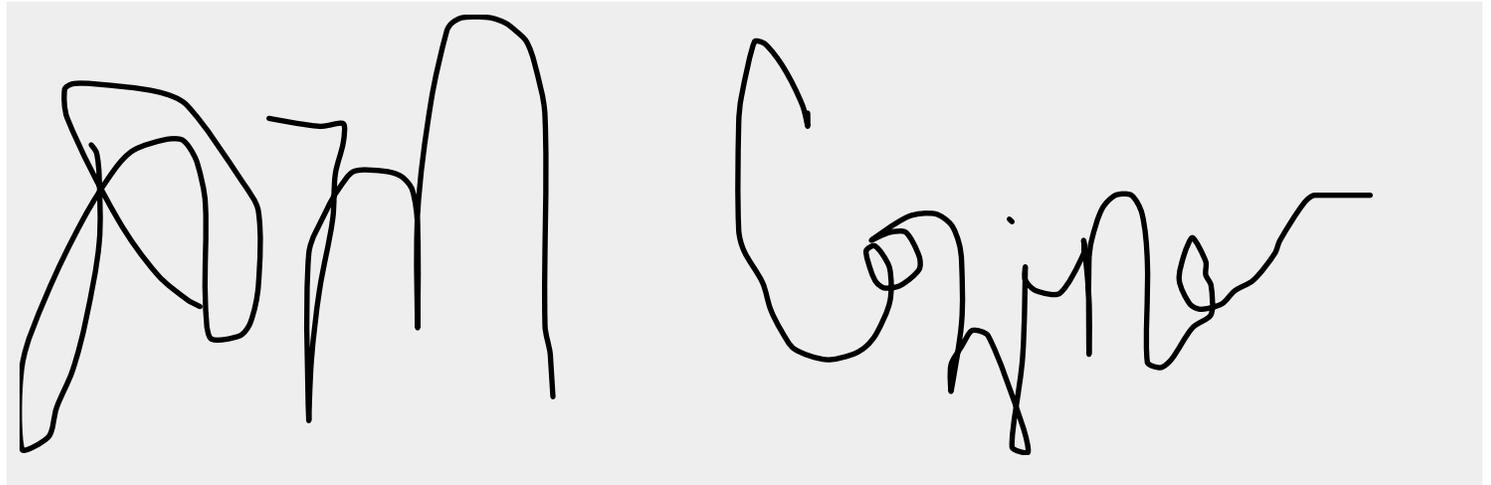
**p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws,**

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 then use the mouse on your PC or the stylist on your mobile device to sign your name).

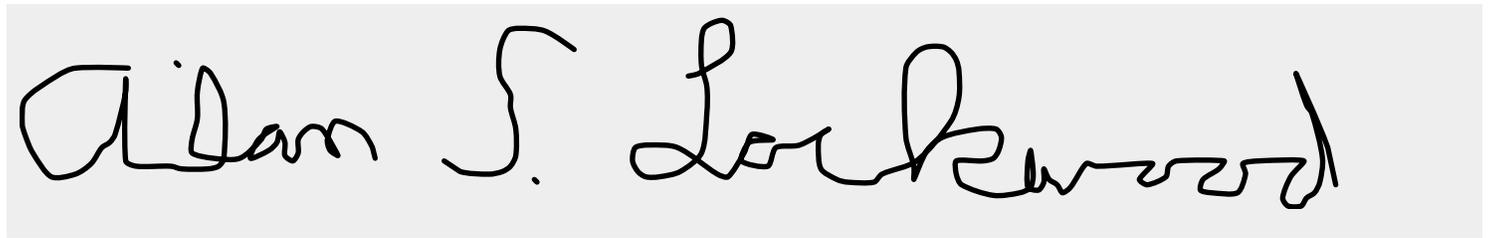
Responses Selected:

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style and appears to read "Alan S. Lockwood".

**Signature, President of the Board of Trustees**

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style and appears to read "Alan S. Lockwood".

**Date**

2016/07/22

**Thank you.**



# Entry 2 Link

Last updated: 07/05/2016

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## Page 1

### **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).

<https://data.nysed.gov/profile.php?instid=800000082488>



# Entry 3 Progress

Created: 07/05/2016

Last updated: 07/11/2016

## Page 1

### **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, 2016. If the goals are based on student performance data that the school will not have access to before August 1, 2016 (e.g., the NYS Assessment results), explain this in the "2015-2016 Progress Toward Attainment of Goal" column. The information can be updated when available. Please complete and submit no later than November 1, 2016.

### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

#### **2015-16 Progress Toward Attainment of Academic Goals**

|  | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Partially Met, or Not Met | If Not Met, Describe Efforts School Will Take   |
|--|-----------------------------------|---|---------------------------------------|---|
|  |                                   |   |                                       | The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period. At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student |

|                        |  |  |                |  |
|------------------------|--|--|----------------|--|
| <p>Academic Goal 1</p> | <p>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.</p> | <p>Emergent Reading Assessment (ERA)<br/> Diagnostic Reading Assessment (DRA 2)<br/> NWEA Reading Testing<br/> Running Records<br/> Fast ForWord<br/> Embedded Assessments<br/> RTI Progress Monitoring<br/> Reading Mastery Assessment Data<br/> Embedded Assessments</p> | <p>Not Met</p> | <p>achievement and growth. Students in grades K-3 were evaluated in ELA by the NWEA assessment three times (twice for K), the DRA 2 assessment 3 times (twice for K), the ERA assessment 3 times for Kindergarten as well as by embedded formative assessments. Results of the ERA indicate that kindergarten children at or above grade level expectations grew from 65%-84%, with regard to DRA data first grade on or above level students grew from 54%-67% in grade 1, 52%-49% of students in second grade which is a slight drop of five students. This is due in part to the increased comprehensive rigor that comes with the DRA 2 levels at grade two. Grade two also has less reading levels take children longer to master. Grade three DRA data indicates that the number of students on or above grade level grew from 50%-52%. The review of NWEA data indicated that the percentage of students at third grade who were at</p> |
|------------------------|--|--|----------------|--|

or above normal grade level was at 29% in June which was 4% points higher than when they were tested in September. Second grade students who were on or above the normal grade level RIT grew from 38% (January) to 43% (June). First grade students who were at or above normal grade level RTI grew from 32% in September to 40% in June. Kindergarten students were assessed twice and the students grew from 33% to 36% on or above grade level. When compared to national growth rates students in grades 1-3 significantly increased their ELA and math scores. RA also implemented Fast ForWord as a program to help our most emerging students. Year end data showed that all students grew up to .5 years after experiencing the program, 30% of students grew more than 1.5 years, 9% of students grew 1-1.5 years and 13% grew 0.6-1 year. Data results indicate that RA is making steady progress towards this academic goal.

The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period. At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student achievement and growth. Students in grades K-3 were evaluated in ELA by the NWEA assessment three times (twice for K), the DRA 2 assessment 3 times (twice for K), the ERA assessment 3 times for Kindergarten as well as by embedded formative assessments. Results of the ERA indicate that kindergarten children at or above grade level expectations grew from 65%-84%, with regard to DRA data first grade on or above level students grew from 54%-67% in grade 1, 52%-49% of students in second grade which is a slight drop of five students. This is

|                        |  |  |                |  |
|------------------------|--|--|----------------|--|
| <p>Academic Goal 2</p> | <p>By the end of the charter period, Renaissance Academy Charter School of the Arts will outperform RCSD by 10 percentage points in proficiently on the NYS ELA exams.</p> | <p>Emergent Reading Assessment (ERA)<br/>Diagnostic Reading Assessment (DRA 2)<br/>NWEA Reading Testing<br/>Running Records<br/>Fast ForWord<br/>Embedded Assessments<br/>RTI Progress Monitoring<br/>Reading Mastery Assessment Data<br/>Embedded Assessments</p> | <p>Not Met</p> | <p>due in part to the increased comprehensive rigor that comes with the DRA 2 levels at grade two. Grade two also has less reading levels take children longer to master. Grade three DRA data indicates that the number of students on or above grade level grew from 50%-52%. The review of NWEA data indicated that the percentage of students at third grade who were at or above normal grade level was at 29% in June which was 4% points higher than when they were tested in September. Second grade students who were on or above the normal grade level RIT grew from 38% (January) to 43% (June). First grade students who were at or above normal grade level RTI grew from 32% in September to 40% in June. Kindergarten students were assessed twice and the students grew from 33% to 36% on or above grade level. When compared to national growth rates students in grades 1-3 significantly increased their ELA and math scores. RA also</p> |
|------------------------|--|--|----------------|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | <p>implemented Fast ForWord as a program to help our most emerging students. Year end data showed that all students grew up to .5 years after experiencing the program, 30% of students grew more than 1.5 years, 9% of students grew 1-1.5 years and 13% grew 0.6-1 year. Data results indicate that RA is making steady progress towards this academic goal.</p>   |
|  |  |  |  | <p>The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period. At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student achievement and growth. Students in grades K-3 were evaluated in ELA by the NWEA assessment three times (twice for K), the DRA 2 assessment 3 times (twice for K), the ERA assessment 3 times for Kindergarten as</p> |

|                        |   |  |                |  |
|------------------------|---|--|----------------|--|
| <p>Academic Goal 3</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 ELA exam.</p> | <p>Emergent Reading Assessment (ERA)<br/> Diagnostic Reading Assessment (DRA 2)<br/> NWEA Reading Testing<br/> Running Records<br/> Fast ForWord<br/> Embedded Assessments<br/> RTI Progress Monitoring<br/> Reading Mastery Assessment Data<br/> Embedded Assessments</p> | <p>Not Met</p> | <p>well as by embedded formative assessments. Results of the ERA indicate that kindergarten children at or above grade level expectations grew from 65%-84%, with regard to DRA data first grade on or above level students grew from 54%-67% in grade 1, 52%-49% of students in second grade which is a slight drop of five students. This is due in part to the increased comprehensive rigor that comes with the DRA 2 levels at grade two. Grade two also has less reading levels take children longer to master. Grade three DRA data indicates that the number of students on or above grade level grew from 50%-52%. The review of NWEA data indicated that the percentage of students at third grade who were at or above normal grade level was at 29% in June which was 4% points higher than when they were tested in September. Second grade students who were on or above the normal grade level RIT grew from 38% (January) to 43% (June). First</p> |
|------------------------|---|--|----------------|--|

grade students who were at or above normal grade level RTI grew from 32% in September to 40% in June. Kindergarten students were assessed twice and the students grew from 33% to 36% on or above grade level. When compared to national growth rates students in grades 1-3 significantly increased their ELA and math scores. RA also implemented Fast ForWord as a program to help our most emerging students. Year end data showed that all students grew up to .5 years after experiencing the program, 30% of students grew more than 1.5 years, 9% of students grew 1-1.5 years and 13% grew 0.6-1 year. Data results indicate that RA is making steady progress towards this academic goal.

The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period.

Academic Goal 4

Each year, the school's aggregate Performance Index (PI) on the state ELA exam will meet that year's Annual Measurable Objectives (AMO)

Emergent Reading Assessment (ERA)  
Diagnostic Reading Assessment (DRA 2)  
NWEA Reading Testing  
Running Records  
Fast ForWord  
Embedded Assessments

Not Met

At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student achievement and growth. Students in grades K-3 were evaluated in ELA by the NWEA assessment three times (twice for K), the DRA 2 assessment 3 times (twice for K), the ERA assessment 3 times for Kindergarten as well as by embedded formative assessments. Results of the ERA indicate that kindergarten children at or above grade level expectations grew from 65%-84%, with regard to DRA data first grade on or above level students grew from 54%-67% in grade 1, 52%-49% of students in second grade which is a slight drop of five students. This is due in part to the increased comprehensive rigor that comes with the DRA 2 levels at grade two. Grade two also has less reading levels take children longer to master. Grade three DRA data indicates that the number of students

set forth in the state's NCLB accountability system.

RTI Progress Monitoring Reading Mastery Assessment Data Embedded Assessments

on or above grade level grew from 50%-52%. The review of NWEA data indicated that the percentage of students at third grade who were at or above normal grade level was at 29% in June which was 4% points higher than when they were tested in September. Second grade students who were on or above the normal grade level RIT grew from 38% (January) to 43% (June). First grade students who were at or above normal grade level RTI grew from 32% in September to 40% in June. Kindergarten students were assessed twice and the students grew from 33% to 36% on or above grade level. When compared to national growth rates students in grades 1-3 significantly increased their ELA and math scores. RA also implemented Fast ForWord as a program to help our most emerging students. Year end data showed that all students grew up to .5 years after experiencing the program, 30% of students grew more than 1.5 years, 9% of

|                 |   |  |         |  |
|-----------------|---|--|---------|--|
|                 |   |  |         | <p>students grew 1-1.5 years and 13% grew 0.6-1 year. Data results indicate that RA is making steady progress towards this academic goal.</p>  |
| Academic Goal 5 | <p>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 math assessment.</p> | <p>Bechmark math assessment<br/>NWEA Math testing data</p> | Not met | <p>The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period. At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student achievement and growth. RA uses the NWEA assessment as its benchmark assessments three times a year. The teachers also use local benchmark assessments to guide instruction. Results of the NWEA math assessment showed that the percentage of student at or above the normal grade level RIT grew from 17% to 22% by June. In second grade the number of students in that range grew from 23% to 45%. The number of students</p> |

|                 |   |  |                |   |
|-----------------|---|--|----------------|---|
|                 |   |  |                | <p>in grade one grew from 31% to 34% and finally our kindergarten student in that range stayed the same at 36%. Data results indicate that RA is making steady progress towards this academic goal.</p>   |
| Academic Goal 6 | <p>By the end of the charter period, Renaissance Academy Charter School of the Arts will outperform RCSD by 10 percentage points in proficiently on the NYS math exams.</p> | <p>Bechmark math assessment NWEA Math testing data</p> | <p>Not met</p> | <p>The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period. At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student achievement and growth. RA uses the NWEA assessment as its benchmark assessments three times a year. The teachers also use local benchmark assessments to guide instruction. Results of the NWEA math assessment showed that the percentage of student at or above the normal grade level RIT grew from 17% to 22% by June. In second grade the number</p> |

|                 |   |   |         |   |
|-----------------|---|---|---------|---|
|                 |   |   |         | of students in that range grew from 23% to 45%. The number of students in grade one grew from 31% to 34% and finally our kindergarten student in that range stayed the same at 36%. Data results indicate that RA is making steady progress towards this academic goal.   |
| Academic Goal 7 | 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. | Bechmark math assessment NWEA Math testing data | Not met | The academic goals outlined by RA's charter measures student achievement at the end of the charter. RA was a K-3 school during the 2015-2016 school year and will grow to K-6 by the end of the first charter period. At this point grade 3 ELA assessment results have not been released for review. RA has used other, standard of practice measures to gauge student achievement and growth. RA uses the NWEA assessment as its benchmark assessments three times a year. The teachers also use local benchmark assessments to guide instruction. Results of the NWEA math assessment showed that the percentage of student at or above the normal grade |

|                 |  |  |  |  |
|-----------------|--|--|--|--|
|                 |  |  |  | level RIT grew from 17% to 22% by June. In second grade the number of students in that range grew from 23% to 45%. The number of students in grade one grew from 31% to 34% and finally our kindergarten student in that range stayed the same at 36%. Data results indicate that RA is making steady progress towards this academic goal. |
| Academic Goal 8 |  |  |  |  |

**2. Do have more academic goals to add?**

No

**3. Do have more academic goals to add?**

No

Page 2

**4. ORGANIZATIONAL GOALS**

**2015-16 Progress Toward Attainment of Organizational Goals**

|            | Organizational Goal | Measure Used to Evaluate Progress | Goal - Met, Partially Met, or Not Met | If Not Met, Describe Efforts School Will Take |
|------------|---------------------|-----------------------------------|---------------------------------------|---|
| Org Goal 1 | n/a                 |                                   |                                       |   |
| Org Goal 2 |                     |                                   |                                       |   |
|            |                     |                                   |                                       |   |

|            |  |  |  |  |
|------------|--|--|--|--|
| Org Goal 3 |  |  |  |  |
| Org Goal 4 |  |  |  |  |
| Org Goal 5 |  |  |  |  |

**5. Do you have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2015-16 Progress Toward Attainment of Financial Goals**

|                  | Financial Goals | Measure Used to Evaluate Progress | Goal - Met, Partially Met, or Not Met | 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 |                 |                                   |                                       |   |



# Entry 4 Expenditures per Child

Created: 07/05/2016

Last updated: 07/28/2016

## Page 1

### 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 2015-16 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

|   |         |
|---|---------|
| Line 1: Total Expenditures              | 2778219 |
| Line 2: Year End FTE student enrollment | 241     |
| Line 3: Divide Line 1 by Line 2         | 11528   |

#### 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2015-16 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. 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 officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. 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. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**

***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***

***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***

**Employee benefit costs or expenditures should not be reported in the above calculations.**

|  |        |
|--|--------|
| Line 1: Relevant Personnel Services Cost (Row)               | 240908 |
| Line 2: Management and General Cost (Column)                 | 117109 |
| Line 3: Sum of Line 1 and Line 2                             | 358017 |
| Line 5: Divide Line 3 by the Year End FTE student enrollment | 1486   |

***Thank you.***





**Audit Supplemental Data Request Form**

*for Regents-Authorized Charter Schools*

**XYZ Charter School**

Enter Submission Date (mm/dd/yyyy)

2016

**FILL IN GRAY CELLS**

**Renaissance Academy Charter School of the Arts**

**STATEMENTS OF FINANCIAL POSITION**

FOR THE YEARS ENDED JUNE 30, 2015 and 2016

|   | <u>2016</u>        | <u>2015</u>        |
|---|--------------------|--------------------|
| <b>ASSETS</b>                                 |                    |                    |
| <b>CURRENT ASSETS</b>                         |                    |                    |
| Cash and cash equivalents                     | \$495,960          | \$467,969          |
| Grants and contracts receivable               | 65,616             | 75,000             |
| Accounts receivables                          | 175,025            | 74,030             |
| Inventory                                     | -                  | -                  |
| Prepaid Expenses                              | -                  | -                  |
| Contributions and other receivables           | -                  | 8,522              |
| Other   | -                  | 38,416             |
| <b>TOTAL CURRENT ASSETS</b>                   | <b>\$736,601</b>   | <b>\$663,937</b>   |
| <b>OTHER ASSETS</b>                           |                    |                    |
| Investments                                   | \$-                |                    |
| Property, Plant and Equipment, Net            | 1,808,105          | 1,506,242          |
| Restricted Cash                               | 37                 | -                  |
| <b>OTHER ASSETS</b>                           | <b>\$1,808,142</b> | <b>\$1,506,242</b> |
| <b>TOTAL ASSETS</b>                           | <b>\$2,544,743</b> | <b>\$2,170,179</b> |
| <b>LIABILITIES AND NET ASSETS</b>             |                    |                    |
| <b>CURRENT LIABILITIES</b>                    |                    |                    |
| Accounts payable and accrued expenses         | \$3,485            | \$52,513           |
| Accrued payroll and benefits                  | -                  | -                  |
| Refundable Advances                           | -                  | -                  |
| Dreferred Revenue                             | 171,008            | 460,280            |
| Current maturities of long-term debt          | -                  | 40,457             |
| Short Term Debt - Bonds, Notes Payable        | -                  | -                  |
| Other   | -                  | 46,465             |
| <b>TOTAL CURRENT LIABILITIES</b>              | <b>\$174,493</b>   | <b>\$599,715</b>   |
| <b>LONG-TERM DEBT, net current maturities</b> | <b>\$1,483,849</b> | <b>\$1,269,591</b> |
| <b>TOTAL LIABILITIES</b>                      | <b>\$1,658,342</b> | <b>\$1,869,306</b> |
| <b>NET ASSETS</b>                             |                    |                    |
| Unrestricted                                  | \$363,869          | \$222,373          |
| Temporarily restricted                        | 522,532            | 78,500             |
| <b>TOTAL NET ASSETS</b>                       | <b>\$886,401</b>   | <b>\$300,873</b>   |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>       | <b>\$2,544,743</b> | <b>\$2,170,179</b> |
| Check   | -                  | -                  |

**FILL IN GRAY CELLS**

**XYZ Charter School**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

|   | 2016         |                        |             | 2015        |
|---|--------------|------------------------|-------------|-------------|
|   | Unrestricted | Temporarily Restricted | Total       | Total       |
| <b>REVENUE, GAINS AND OTHER SUPPORT</b>           |              |                        |             |             |
| State & Local Operating Revenue                   | \$2,412,485  | \$-                    | \$2,412,485 | \$2,197,927 |
| Federal - Title and IDEA                          | 463,519      | -                      | 463,519     | 365,337     |
| Federal - Other                                   | 7,514        | -                      | 7,514       | -           |
| State and City Grants                             | 178,626      | -                      | 178,626     | -           |
| Contributions and private grants                  | 24,073       | -                      | 24,073      | 80,975      |
| After school revenue                              | -            | -                      | -           | -           |
| Other   | 11,060       | -                      | 11,060      | 2,963       |
| Food Service/Child Nutrition Program              | -            | -                      | -           | -           |
| <b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>     | \$3,097,277  | \$-                    | \$3,097,277 | \$2,647,202 |
| <b>EXPENSES</b>                                   |              |                        |             |             |
| Program Services                                  |              |                        |             |             |
| Regular Education                                 | \$2,199,809  | \$-                    | \$2,199,809 | \$1,728,821 |
| Special Education                                 | 578,410      | -                      | 578,410     | 399,842     |
| Other Programs                                    | -            | -                      | -           | -           |
| Total Program Services                            | \$2,778,219  | \$-                    | \$2,778,219 | \$2,128,663 |
| Supporting Services                               |              |                        |             |             |
| Management and general                            | \$358,017    | \$-                    | \$358,017   | \$398,925   |
| Fundraising                                       | -            | -                      | -           | -           |
| <b>TOTAL OPERATING EXPENSES</b>                   | \$3,136,236  | \$-                    | \$3,136,236 | \$2,527,588 |
| <b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b> | \$(38,959)   | \$-                    | \$(38,959)  | \$119,614   |
| Contributions                                     |              |                        |             |             |
| Foundations                                       | \$-          | \$-                    | \$-         | \$-         |
| Individuals                                       | -            | -                      | -           | -           |
| Corporations                                      | -            | -                      | -           | -           |
| Fundraising                                       | -            | -                      | -           | -           |
| Interest income                                   | -            | -                      | -           | 91          |
| Miscellaneous income                              | -            | -                      | -           | -           |
| Net assets released from restriction              | -            | -                      | -           | -           |
| <b>TOTAL SUPPORT AND OTHER REVENUE</b>            | \$-          | \$-                    | \$-         | \$91        |
| <b>CHANGE IN NET ASSETS</b>                       | \$(38,959)   | \$-                    | \$(38,959)  | \$119,705   |
| NET ASSETS BEGINNING OF YEAR                      | \$222,373    | \$-                    | \$222,373   | \$321,068   |
| PRIOR YEAR/PERIOD ADJUSTMENTS                     | -            | -                      | -           | -           |
| <b>NET ASSETS - END OF YEAR</b>                   | \$183,414    | \$-                    | \$183,414   | \$440,773   |



# Entry 6a Audited Statements

Last updated: 07/05/2016

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## Page 1

### School Based Fiscal Contact Information

|  | School Based Fiscal Contact Name         | School Based Fiscal Contact Email | School Based Fiscal Contact Phone |
|--|--|-----------------------------------|-----------------------------------|
|  | Craig Eichmann, Chief Operations Officer | [REDACTED]                        | [REDACTED]                        |

### Audit Firm Contact Information

|  | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|----------------------------|----------------------------|------------------------------------|
|  | Jeanne Beutner            | [REDACTED]                 | [REDACTED]                 | 2                                  |

### If Applicable:

|  | Outsourced Financial Services Firm Name | Outsourced Financial Services Contact | Outsourced Financial Services Email | Outsourced Financial Services Phone | Years Working With This Firm |
|--|---|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------|
|  |   |                                       |                                     |                                     |                              |

### Please upload as one combined file:

- a. the independent auditor's report on financial statements and notes; and**
- b. reports on internal controls over financial reporting and compliance**

<https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84001/6193498-F7wWrRhhE3/Audit%20Information.pdf>

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**FINANCIAL STATEMENTS**

**June 30, 2015**



**Heveron & Company**

*Care, Competence & Common Sense<sup>SM</sup>*



**Certified Public Accountants**

*Certified Women Owned Business*

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*260 Plymouth Ave. South  
Rochester, New York 14608-2239  
(585) 232-2956 Fax: (585) 423-0599  
www.heveroncpa.com*

**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.



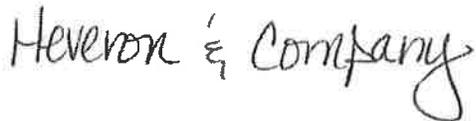
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **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<br><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<br>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>        |
| <br>Net Cash Flows Provided By Operating Activities  | <br><u>\$ 657,756</u> |

Supplemental Disclosures

Cash Paid During The Year For:

|          |                  |
|----------|------------------|
| Interest | \$ <u>20,196</u> |
|----------|------------------|

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**

|                                   | No. of<br>Positions | Program Services     |                      | Supporting<br>Services    | Total               |
|-----------------------------------|---------------------|----------------------|----------------------|---------------------------|---------------------|
|                                   |                     | Regular<br>Education | Special<br>Education | Management<br>and General |                     |
| 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       | 7                   | 150,356              | 26,542               | -                         | 176,898             |
| Total Salaries                    | 37                  | 907,907              | 263,082              | 185,496                   | 1,356,485           |
| Fringe Benefits and Payroll Taxes |                     | 191,411              | 55,465               | 39,108                    | 285,984             |
| <b>Total Personal Services</b>    |                     | <b>1,099,318</b>     | <b>318,547</b>       | <b>224,604</b>            | <b>1,642,469</b>    |
| 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                      |                     | -                    | -                    | 903                       | 903                 |
| <b>Total Expenses</b>             |                     | <b>\$ 1,728,821</b>  | <b>\$ 399,842</b>    | <b>\$ 398,925</b>         | <b>\$ 2,527,588</b> |

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.

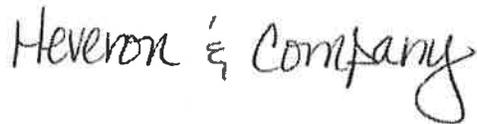
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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 cursive script that reads "Heveron & Company".

Heveron & Company CPAs

Rochester, New York

October 13, 2015



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
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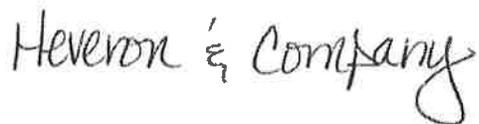
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### **Purpose of this Report**

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Heveron & Company CPAs

Rochester, New York

October 13, 2015

# 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

|          |  |
|----------|--|
| <b>1</b> | Complete ALL SIX columns in <b>BLUE</b>  |
| <b>2</b> | Enter information into the <b>GRAY</b> cells   |
| <b>3</b> | Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item  |
| <b>4</b> | Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . 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.          |
| <b>5</b> | 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. |

**Renaissance Academy Charter School of the Arts**

**PROJECTED BUDGET FOR 2016-2017**

Assumptions

**July 1, 2016 to June 30, 2017**

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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.

|                               | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL     |
|-------------------------------|-------------------|-------------------|-------|-------------|----------------------|-----------|
| Total Revenue                 | 3,563,940         | 250,000           |       | -           | -                    | 3,813,940 |
| Total Expenses                | 3,141,415         | 699,242           | -     | -           | 439,950              | 4,283,107 |
| Net Income                    | 422,525           | (449,242)         | -     | -           | (439,950)            | (469,167) |
| Actual Student Enrollment     | 267               | 48                |       |             |                      | 315       |
| Total Paid Student Enrollment | 315               |                   |       |             |                      | 315       |

PROGRAM SERVICES

SUPPORT SERVICES

| REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|-------------------|-------------------|-------|-------------|----------------------|-------|
|-------------------|-------------------|-------|-------------|----------------------|-------|

**REVENUE**

**REVENUES FROM STATE SOURCES**

| Per Pupil Revenue                       | CY Per Pupil Rate | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL            |
|---|-------------------|-------------------|-------------------|-------|-------------|----------------------|------------------|
| <b>Greece District of Location</b>      | 11,479            | 57,395            | 45,916            | -     | -           | -                    | 103,311          |
| Rochester                               | 12,590            | 3,197,860         | 516,190           | -     | -           | -                    | 3,714,050        |
| Churchville Chili                       | 10,622            | -                 | 10,622            | -     | -           | -                    | 10,622           |
| Gates Chili                             | 12,859            | 64,295            | -                 | -     | -           | -                    | 64,295           |
| Fairport                                | 11,147            | -                 | 11,147            | -     | -           | -                    | 11,147           |
| Rush Henrietta                          | 12,830            | 12,830            | -                 | -     | -           | -                    | 12,830           |
| Spencerport                             | 11,033            | 11,033            | -                 | -     | -           | -                    | 11,033           |
| East Irondequoit                        | 12,057            | 12,057            | -                 | -     | -           | -                    | 24,114           |
| <b>TOTAL REVENUE FROM STATE SOURCES</b> |                   | <b>3,355,470</b>  | <b>595,932</b>    |       |             |                      | <b>3,951,402</b> |

|                           |  |   |   |   |   |   |   |
|---------------------------|--|---|---|---|---|---|---|
| Special Education Revenue |  | - | - | - | - | - | - |
| Grants                    |  |   |   |   |   |   |   |
| Stimulus                  |  | - | - | - | - | - | - |
| Other                     |  | - | - | - | - | - | - |
| Other State Revenue       |  | - | - | - | - | - | - |

**REVENUE FROM FEDERAL FUNDING**

|  |  |                |                |   |   |   |                |
|--|--|----------------|----------------|---|---|---|----------------|
| IDEA Special Needs                                     |  | -              | 250,000        | - | - | - | 250,000        |
| Title I  |  | 100,000        | -              | - | - | - | 100,000        |
| Title Funding - Other                                  |  | 10,054         | -              | - | - | - | 10,054         |
| School Food Service (Free Lunch)                       |  | -              | -              | - | - | - | -              |
| Grants   |  |                |                |   |   |   |                |
| Charter School Program (CSP) Planning & Implementation |  | 59,384         | -              | - | - | - | 59,384         |
| Other  |  | -              | -              | - | - | - | -              |
| Other Federal Revenue                                  |  | -              | -              | - | - | - | -              |
| <b>TOTAL REVENUE FROM FEDERAL SOURCES</b>              |  | <b>169,438</b> | <b>250,000</b> |   |   |   | <b>419,438</b> |

**LOCAL and OTHER REVENUE**

|   |  |                  |                |   |   |   |                  |
|---|--|------------------|----------------|---|---|---|------------------|
| Contributions and Donations, Fundraising          |  | -                | -              | - | - | - | -                |
| Erate Reimbursement                               |  | 8,000            | -              | - | - | - | 8,000            |
| Interest Income, Earnings on Investments,         |  | 110              | -              | - | - | - | 110              |
| CC Redemption and tax rebate                      |  | 3,000            | -              | - | - | - | 3,000            |
| Rent  |  | 2,000            | -              | - | - | - | 2,000            |
| Text Book   |  | 17,883           | -              | - | - | - | 17,883           |
| Software Aid                                      |  | 6,539            | -              | - | - | - | 6,539            |
| Kindergarten Graduation                           |  | 1,500            | -              | - | - | - | 1,500            |
| <b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b> |  | <b>39,032</b>    |                |   |   |   | <b>39,032</b>    |
| <b>TOTAL REVENUE</b>                              |  | <b>3,563,940</b> | <b>845,932</b> |   |   |   | <b>4,409,872</b> |

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

|                                 |      |        |        |   |   |        |        |
|---------------------------------|------|--------|--------|---|---|--------|--------|
| Executive Management            | 0.40 |        | -      | - | - | 49,939 | 49,939 |
| Instructional Management        | 0.60 | 63,673 | 11,236 | - | - | -      | 74,909 |
| Deans, Directors & Coordinators | 1.50 | 79,620 | 14,051 | - | - | -      | 93,671 |
| CFO / Director of Finance       |      |        | -      | - | - | -      | -      |
| Operation / Business Manager    | 1.00 |        | -      | - | - | 77,000 | 77,000 |

List exact titles and staff FTE's ( Full time equivalent)

**Renaissance Academy Charter School of the Arts**

**PROJECTED BUDGET FOR 2016-2017**

Assumptions

**July 1, 2016 to June 30, 2017**

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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.

|                               | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL     |
|-------------------------------|-------------------|-------------------|-------|-------------|----------------------|-----------|
| Total Revenue                 | 3,563,940         | 250,000           |       | -           | -                    | 3,813,940 |
| Total Expenses                | 3,141,415         | 699,242           | -     | -           | 439,950              | 4,283,107 |
| Net Income                    | 422,525           | (449,242)         | -     | -           | (439,950)            | (469,167) |
| Actual Student Enrollment     | 267               | 48                |       |             |                      | 315       |
| Total Paid Student Enrollment | 315               |                   |       |             |                      | 315       |

|  |              | PROGRAM SERVICES  |                   |       | SUPPORT SERVICES |                      |                  |      |
|--|--------------|-------------------|-------------------|-------|------------------|----------------------|------------------|------|
|  |              | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING      | MANAGEMENT & GENERAL | TOTAL            |      |
| Administrative Staff                           | 2.30         |                   | -                 | -     | -                | 80,360               | 80,360           |      |
| <b>TOTAL ADMINISTRATIVE STAFF</b>              | <b>5.80</b>  | <b>143,293</b>    | <b>25,287</b>     |       |                  | <b>207,299</b>       | <b>375,879</b>   |      |
| <b>INSTRUCTIONAL PERSONNEL COSTS</b>           |              |                   |                   |       |                  |                      |                  |      |
| Teachers - Regular                             | 14.00        | 632,699           | -                 | -     | -                | -                    | 632,699          |      |
| Teachers - SPED                                | 4.90         |                   | 225,625           | -     | -                | -                    | 225,625          |      |
| Substitute Teachers                            | 0.80         | 42,000            | -                 | -     | -                | -                    | 42,000           |      |
| Teaching Assistants                            | 19.00        | 478,383           | 84,421            | -     | -                | -                    | 562,804          |      |
| Specialty Teachers                             | 9.40         | 417,058           | 73,598            | -     | -                | -                    | 490,656          |      |
| Aides Lunch                                    | 1.00         | 22,950            | 4,050             | -     | -                | -                    | 27,000           |      |
| Therapists & Counselors                        | 1.50         | 100,372           | 17,713            | -     | -                | -                    | 118,085          |      |
| Other Outreach Coordinator                     | 1.00         | 40,532            | 7,153             | -     | -                | -                    | 47,685           |      |
| <b>TOTAL INSTRUCTIONAL</b>                     | <b>51.60</b> | <b>1,733,994</b>  | <b>412,559</b>    |       |                  |                      | <b>2,146,554</b> |      |
| <b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>       |              |                   |                   |       |                  |                      |                  |      |
| Nurse  | 0.50         | 14,429            | 2,546             | -     | -                | -                    | 16,975           |      |
| Librarian                                      | 0.50         | 14,566            | 2,570             | -     | -                | -                    | 17,136           |      |
| Custodian                                      | 2.50         | 61,332            | 10,823            | -     | -                | -                    | 72,155           |      |
| Security                                       | -            | -                 | -                 | -     | -                | -                    | -                |      |
| Other  | -            | -                 | -                 | -     | -                | -                    | -                |      |
| <b>TOTAL NON-INSTRUCTIONAL</b>                 | <b>4</b>     | <b>90,326</b>     | <b>15,940</b>     |       |                  |                      | <b>106,266</b>   |      |
| <b>SUBTOTAL PERSONNEL SERVICE COSTS</b>        | <b>60.90</b> | <b>1,967,613</b>  | <b>453,786</b>    |       |                  | <b>207,299</b>       | <b>2,628,698</b> |      |
| <b>PAYROLL TAXES AND BENEFITS</b>              |              |                   |                   |       |                  |                      |                  |      |
| Payroll Taxes                                  |              | 118,057           | 27,227            | -     | -                | 12,438               | 157,722          | 0.06 |
| Fringe / Employee Benefits                     |              | 413,199           | 95,295            | -     | -                | 43,533               | 552,027          | 0.21 |
| Retirement / Pension                           |              | -                 | -                 | -     | -                | -                    | -                |      |
| <b>TOTAL PAYROLL TAXES AND BENEFITS</b>        |              | <b>531,256</b>    | <b>122,522</b>    |       |                  | <b>55,971</b>        | <b>709,749</b>   |      |
| <b>TOTAL PERSONNEL SERVICE COSTS</b>           |              | <b>2,498,869</b>  | <b>576,309</b>    |       |                  | <b>263,270</b>       | <b>3,338,447</b> |      |
| <b>CONTRACTED SERVICES</b>                     |              |                   |                   |       |                  |                      |                  |      |
| Accounting / Audit                             |              |                   | -                 | -     | -                | 11,000               | 11,000           |      |
| Legal  |              |                   | -                 | -     | -                | 5,000                | 5,000            |      |
| Management Company Fee                         |              |                   | -                 | -     | -                | -                    | -                |      |
| Medical Services                               |              | 2,125             | 375               | -     | -                | -                    | 2,500            |      |
| Food Service / School Lunch                    |              |                   | -                 | -     | -                | -                    | -                |      |
| Payroll Services                               |              |                   | -                 | -     | -                | 3,000                | 3,000            |      |
| Special Ed Services                            |              |                   | 1,000             | -     | -                | -                    | 1,000            |      |
| Architectural Services                         |              |                   |                   |       |                  | 25,000               | 25,000           |      |
| IT Services                                    |              | 8,500             | 1,500             | -     | -                | -                    | 10,000           |      |
| Curriculum Services                            |              | 5,371             | 948               | -     | -                | -                    | 6,319            |      |
| Other Purchased / Professional / Consulting    |              |                   |                   | -     | -                | 17,120               | 17,120           |      |
| <b>TOTAL CONTRACTED SERVICES</b>               |              | <b>15,996</b>     | <b>3,823</b>      |       |                  | <b>61,120</b>        | <b>80,939</b>    |      |
| <b>SCHOOL OPERATIONS</b>                       |              |                   |                   |       |                  |                      |                  |      |
| Administrative Expenses                        |              |                   | -                 | -     | -                | 2,500                | 2,500            |      |
| Board Expenses                                 |              |                   | -                 | -     | -                | 4,200                | 4,200            |      |
| Classroom / Teaching Supplies & Materials      |              | 34,000            | 6,000             | -     | -                | -                    | 40,000           |      |
| Special Ed Supplies & Materials                |              |                   | 6,000             | -     | -                | -                    | 6,000            |      |
| Textbooks / Workbooks                          |              | 33,915            | 5,985             | -     | -                | -                    | 39,900           |      |
| Textbook Offset - books on loan from districts |              | 15,201            | 2,682             | -     | -                | -                    | 17,883           |      |

**Renaissance Academy Charter School of the Arts**

**PROJECTED BUDGET FOR 2016-2017**

Assumptions

**July 1, 2016 to June 30, 2017**

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

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| Actual Student Enrollment     | 267               | 48                |       |             |                      | 315       |
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PROGRAM SERVICES

SUPPORT SERVICES

|  | REGULAR EDUCATION | SPECIAL EDUCATION | OTHER | FUNDRAISING | MANAGEMENT & GENERAL | TOTAL |
|--|-------------------|-------------------|-------|-------------|----------------------|-------|
|--|-------------------|-------------------|-------|-------------|----------------------|-------|

|                                 |                |               |   |   |               |                |
|---------------------------------|----------------|---------------|---|---|---------------|----------------|
| Supplies & Materials other      | 6,800          | 1,200         | - | - | -             | 8,000          |
| Equipment / Furniture           | 28,265         | 4,988         | - | - | -             | 33,253         |
| Telephone                       | 6,800          | 1,200         | - | - | 2,000         | 10,000         |
| Technology                      | 80,930         | 13,325        | - | - | -             | 94,255         |
| Student Testing & Assessment    | 2,550          | 450           | - | - | -             | 3,000          |
| Field Trips                     | 6,800          | 1,200         | - | - | -             | 8,000          |
| Transportation (student)        | 34,000         | 6,000         | - | - | -             | 40,000         |
| Student Services - other        | 16,925         | 2,987         | - | - | -             | 19,912         |
| Office Expense                  |                |               |   |   | 25,000        | 25,000         |
| Staff Development               | 17,000         | 3,000         | - | - | -             | 20,000         |
| Staff Recruitment               | 850            | 150           | - | - | -             | 1,000          |
| Student Recruitment / Marketing | 5,100          | 900           | - | - | -             | 6,000          |
| School Nurse Supplies           | 1,275          | 225           | - | - | -             | 1,500          |
| Travel (Staff)                  | 1,700          | 300           | - | - | -             | 2,000          |
| Kindergarten Graduation         | 2,125          | 375           | - | - | -             | 2,500          |
| Misc - Fees, etc.               | 850            | 150           | - | - | -             | 1,000          |
| Library                         | 12,750         | 5,750         | - | - | -             | 18,500         |
| <b>TOTAL SCHOOL OPERATIONS</b>  | <b>307,836</b> | <b>62,867</b> |   |   | <b>31,200</b> | <b>404,403</b> |

**FACILITY OPERATION & MAINTENANCE**

|   |                |               |   |   |               |                |
|---|----------------|---------------|---|---|---------------|----------------|
| Insurance   | 17,213         | 3,038         | - | - | 2,250         | 22,500         |
| Janitorial  | 20,120         | 3,551         | - | - | 2,630         | 26,300         |
| Building Mortgages                                | 151,332        | 26,706        | - | - | 19,782        | 197,820        |
| Repairs & Maintenance                             | 57,375         | 10,125        | - | - | 7,500         | 75,000         |
| Equipment / Furniture                             | 15,300         | 2,700         | - | - | 2,000         | 20,000         |
| Taxes   |                |               |   |   | 2,698         | 2,698          |
| Utilities   | 57,375         | 10,125        | - | - | 7,500         | 75,000         |
| <b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b> | <b>318,714</b> | <b>56,244</b> |   |   | <b>44,360</b> | <b>419,318</b> |

**DEPRECIATION & AMORTIZATION**

|  |  |  |  |  |        |        |
|--|--|--|--|--|--------|--------|
|  |  |  |  |  | 40,000 | 40,000 |
|--|--|--|--|--|--------|--------|

**DISSOLUTION ESCROW & RESERVES / CONTIGENCY**

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

**TOTAL EXPENSES**

|  |                  |                |  |  |                |                  |
|--|------------------|----------------|--|--|----------------|------------------|
|  | <b>3,141,415</b> | <b>699,242</b> |  |  | <b>439,950</b> | <b>4,283,107</b> |
|--|------------------|----------------|--|--|----------------|------------------|

**NET INCOME**

|  |                |                |  |  |                  |                |
|--|----------------|----------------|--|--|------------------|----------------|
|  | <b>422,525</b> | <b>146,690</b> |  |  | <b>(439,950)</b> | <b>126,765</b> |
|--|----------------|----------------|--|--|------------------|----------------|

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

|                             | REGULAR EDUCATION | SPECIAL EDUCATION | TOTAL ENROLLED |
|-----------------------------|-------------------|-------------------|----------------|
| Greece District of Location | 5                 | 4                 | 9              |
| Rochester                   | 254               | 41                | 295            |
| Churchville-Chili           |                   | 1                 | 1              |
| Gates-Chili                 | 5                 |                   | 5              |
| Fairport                    |                   | 1                 | 1              |
| Rush Henrietta              | 1                 |                   | 1              |
| Spencerport                 | 1                 |                   | 1              |
| East Irondequoit            | 1                 | 1                 | 2              |
| <b>TOTAL ENROLLMENT</b>     | <b>267</b>        | <b>48</b>         | <b>315</b>     |

**REVENUE PER PUPIL**

|  |        |        |        |
|--|--------|--------|--------|
|  | 13,348 | 17,624 | 14,000 |
|--|--------|--------|--------|

**EXPENSES PER PUPIL**

|  |        |        |        |
|--|--------|--------|--------|
|  | 11,766 | 14,568 | 13,597 |
|--|--------|--------|--------|

**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Dale Klein

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Renaissance Charter Academy of the Arts Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Vice President (Vice-Chairman)

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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 have held or engaged in with the charter school(s) governed by the Education Corporation 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 Questions 2-4 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of Financial Interest/Transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to yourself |
|---------|--|--|---|
|         |  |  |   |

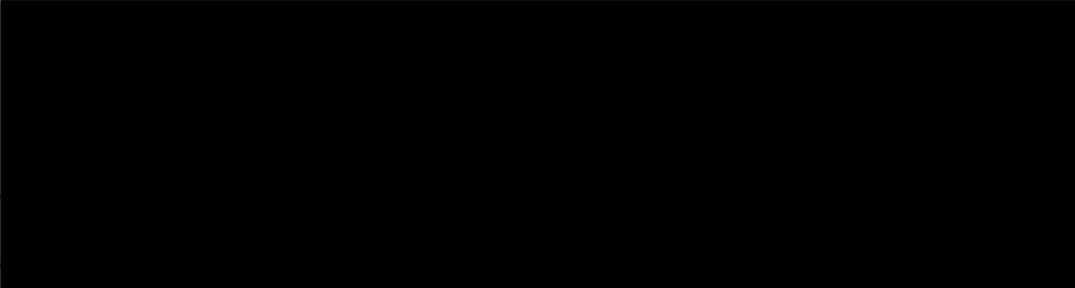
Please write "None" if applicable. Do not leave this space blank.

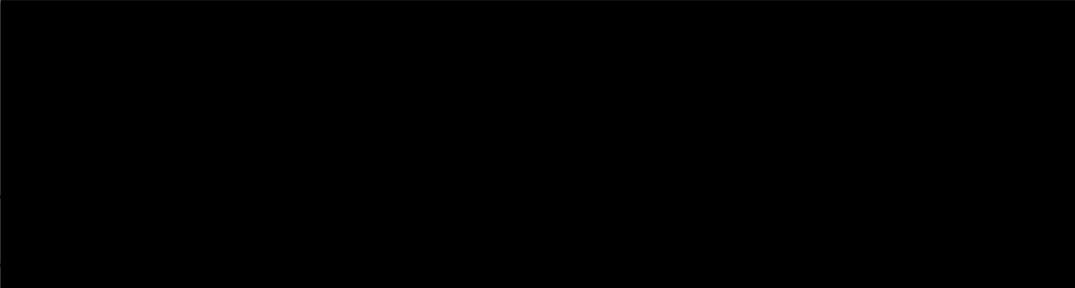
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

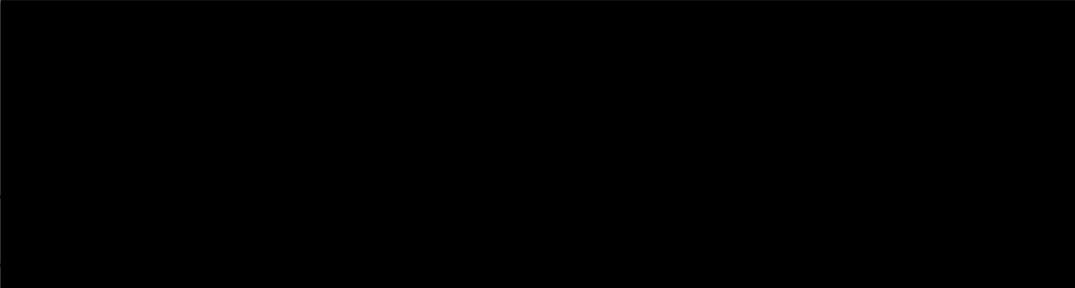
| Organization conducting business with the school(s)                      | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|--|------------------------------|---|---|---|
| <p>Please write "None" if applicable. Do not leave this space blank.</p> |                              |   |   |   |

Signature W. D. Klein Date 7/6/16

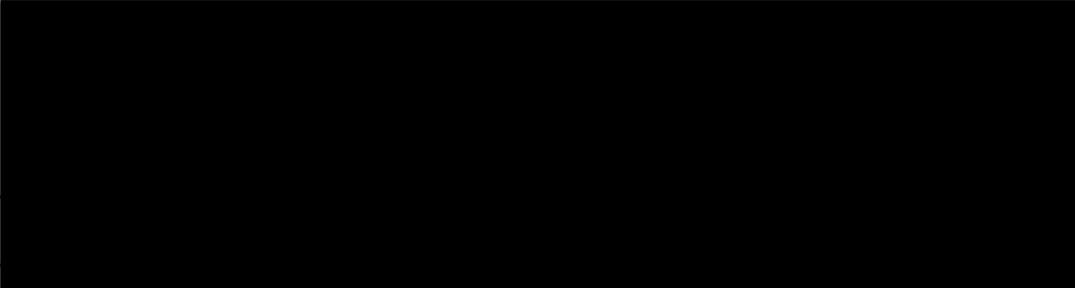
Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name: Allen K. Williams**

---

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Renaissance Academy Charter School of the Arts**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Trustee
  
2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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 have held or engaged in with the charter school(s) governed by the Education Corporation 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 Questions 2-4 above, you need not disclose again your employment status, salary, etc.

| <b>Date(s)</b> | <b>Nature of Financial Interest/Transaction</b> | <b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b> | <b>Name of person holding interest or engaging in transaction and relationship to yourself</b> |
|----------------|---|---|--|
| NONE           | NONE  | NONE  | NONE   |

*Please write "None" if applicable. Do not leave this space blank.*

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|---|------------------------------|---|---|---|
| NONE  | NONE                         | NONE  | NONE  | NONE                                      |

*Robert Wilhoit*  
 Signature

9/26/16  
 Date

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**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

Alan S. Lockwood \_\_\_\_\_

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Renaissance Academy Charter School of the Arts

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Board President**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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 have held or engaged in with the charter school(s) governed by the Education Corporation 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 Questions 2-4 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of Financial Interest/Transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to yourself |
|---------|--|--|---|
|         |  |  |   |

|             |  |  |  |
|-------------|--|--|--|
| <b>None</b> | <i>Please write "None" if applicable. Do not leave this space blank.</i> |  |  |
|-------------|--|--|--|

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|---|------------------------------|---|---|---|
| Boylan Code LLP                                     | Legal work                   | \$4,269.00 last 12 months                   | Alan S. Lockwood, Partner   | Disclosure/record                         |

*Alan S. Lockwood*

7-5-16

Signature

Date

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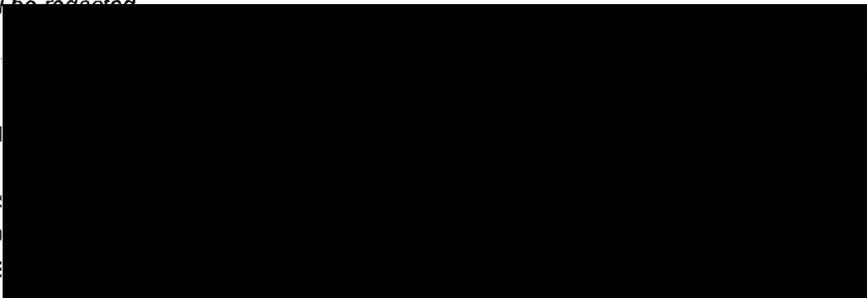
Business Tele

Business Add

E-mail Address

Home Telepho

Home Address



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

**Trustee Name:**

**Bert Brinkerhoff** \_\_\_\_\_

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

**Renaissance Academy**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Member and Finance Chairperson

2. Is the trustee an employee of any school operated by the Education Corporation?

     Yes XXXX No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

     Yes XXXX No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

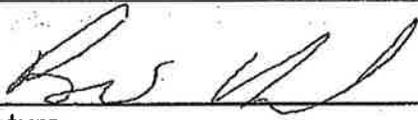
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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 Questions 2-4 above, you need not disclose again your employment status, salary, etc.

| Date(s)  | Nature of Financial Interest/Transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to yourself |
|--|--|--|---|
| <p align="center"><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p align="center"><b>"None"</b></p> |  |  |   |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

| Organization conducting business with the school(s)  | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|--|------------------------------|---|---|---|
| <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p><b>"NONE"</b></p> |                              |   |   |   |

Signature  Date 7/5/16

*Please note that this document is considered a public record and as such, may be made available to members of the public provided below will be*

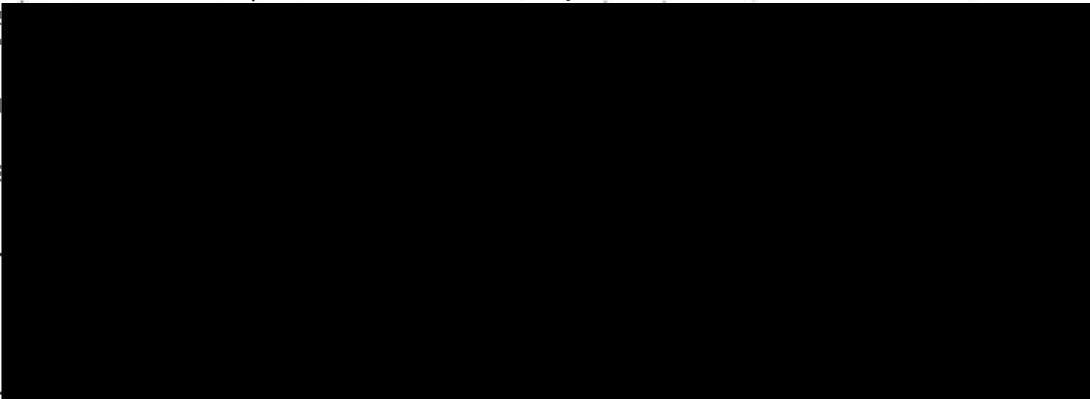
**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Dr. Marilynn Patterson Grant

Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):

Renaissance Academy Charter School  
of the Arts

1. List all positions held on the education corporation board (e.g., president,  
treasurer, parent representative).

Vice President

2. Is the trustee an employee of any school operated by the Education  
Corporation?  Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your  
responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or  
institutional partner of the charter school(s) governed by the Education  
Corporation?

Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your  
responsibilities, your salary and your start date.

4. 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 have held or engaged in with the charter school(s)  
governed by the Education Corporation 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 Questions 2-4 above, you need not disclose again your  
employment status, salary, etc.

| Date(s) | Nature of Financial | Steps taken to avoid a | Name of person holding |
|---------|---------------------|------------------------|------------------------|
|---------|---------------------|------------------------|------------------------|

| Interest/Transaction | conflict of interest, (e.g., did not vote, did not participate in discussion) | Interest or engaging in transaction and relationship to yourself |
|----------------------|---|--|
| n.a.                 |   |  |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|---|------------------------------|---|---|---|
| None  |                              |   |   |   |

*Lee M. Mullan*

Signature

7/6/16

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

STEVEN GORPON

---

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

RENAISSANCE ACADEMY

---

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). TREASURER

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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 have held or engaged in with the charter school(s) governed by the Education Corporation 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 Questions 2-4 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of Financial Interest/Transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to yourself |
|---------|--|--|---|
|         |  |  |   |

|              |   |  |  |
|--------------|---|--|--|
| June 2, 2016 | write "None" if applicable<br>\$ 50,000 Loan @ 6% | Did not vote or participate in discussions regarding this loan | NOTE IS IN MY NAME. Do not leave this space blank. |
|--------------|---|--|--|

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

| Organization conducting business with the school(s)                              | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|--|------------------------------|---|---|---|
| Please write "None" if applicable. Do not leave this space blank.<br><b>None</b> |                              |   |   |   |

Signature: [Handwritten Signature] Date: 7/12/16

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Audrey Cummings

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Renaissance Academy Charter School of the Arts

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Member at Large

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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 have held or engaged in with the charter school(s) governed by the Education Corporation 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 Questions 2-4 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of Financial Interest/Transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to yourself |
|---------|--|--|---|
|         |  |  |   |

|  |             |             |             |
|--|-------------|-------------|-------------|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> |             |             |             |
| <i>None</i>  | <i>None</i> | <i>None</i> | <i>None</i> |

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

| Organization conducting business with the school(s)                      | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps Taken to Avoid Conflict of Interest |
|--|------------------------------|---|---|---|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> |                              |   |   |   |
| <i>None</i>  | <i>None</i>                  | <i>None</i>                                 | <i>None</i>   | <i>None</i>                               |

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

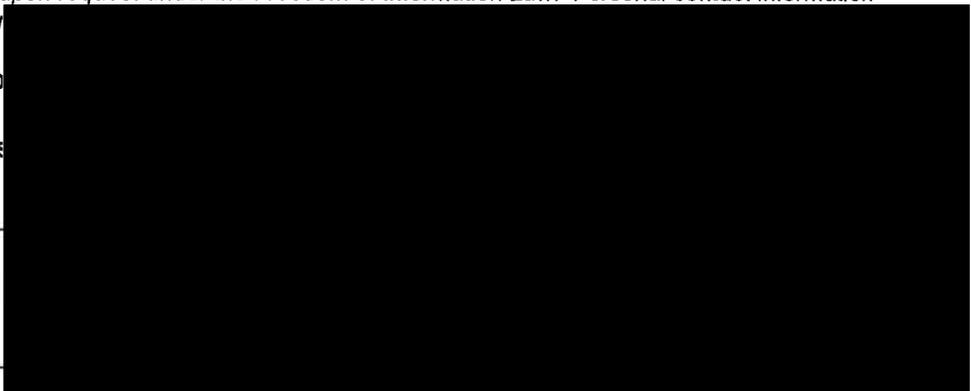
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_





# Entry 9 BOT Table

Created: 06/29/2016

Last updated: 07/05/2016

## Page 1

### 1. Current Board Member Information

|   | Trustee Name              | Email Address | Position on the Board     | Committee Affiliations                    | Voting Member? (Y/N) | Area of Expertise, and/or Additional Role at School (parent, staff member, etc.) | Number of Terms Served and Length of Each (Include election date and term expiration) |
|---|---------------------------|---------------|---------------------------|---|----------------------|--|---|
| 1 | Bert A. Brinkerhoff       | [REDACTED]    | Trustee/Member            | Finance Committee<br>Building Committee   | Yes                  | Finance and Banking  | 1 term served; 4-1-14; June 2015 reelection; 2018 expiration                          |
| 2 | Audrey Cummings           | [REDACTED]    | Trustee/Member            | Human Resources                           | Yes                  | Social Work and Education  | 1 term served; 3-4-14; June 2015 reelection; 2017 expiration                          |
| 3 | Steven Gordon             | [REDACTED]    | Treasurer                 | Finance Committee<br>Governance Committee | Yes                  | Accounting, Finance and Real Estate  | 1 term served; 1-14-14 election; 2015 reelection; 2018 expiration                     |
| 4 | Marilynn Patterson-Grant, | [REDACTED]    | Vice Chair/Vice President | Human Resources                           | Yes                  | Education, Leadership  | 1 term served; 4-1-14 June 2015 Re-election;  |

|    |                        |   |                       |                                   |     |  |   |
|----|------------------------|---|-----------------------|-----------------------------------|-----|--|---|
|    | Ed.D.                  |   |                       |                                   |     |  | 2017 expiration                                   |
| 5  | Dale Klein             |  | Trustee/Member        | Governance<br>Human Resources     | Yes | Social Work,<br>Working Artist                                   | 1 term served; 12-23-13 election; 2016 expiration |
| 6  | Alan S. Lockwood, Esq. |  | Chair/Board President | De Facto Member of All committees | Yes | Real Estate and Contract Law                                     | 1 term served: 12-23-13 election; 2016 expiration |
| 7  | Allen K. Williams      |  | Trustee/Member        |                                   | No  | Director of Special projects<br>City of Rochester Mayor's Office | pending approval                                  |
| 8  |                        |   |                       |                                   |     |  |   |
| 9  |                        |   |                       |                                   |     |  |   |
| 10 |                        |   |                       |                                   |     |  |   |
| 11 |                        |   |                       |                                   |     |  |   |
| 12 |                        |   |                       |                                   |     |  |   |
| 13 |                        |   |                       |                                   |     |  |   |
| 14 |                        |   |                       |                                   |     |  |   |
| 15 |                        |   |                       |                                   |     |  |   |
| 16 |                        |   |                       |                                   |     |  |   |
| 17 |                        |   |                       |                                   |     |  |   |
| 18 |                        |   |                       |                                   |     |  |   |
| 19 |                        |   |                       |                                   |     |  |   |
| 20 |                        |   |                       |                                   |     |  |   |

**2. Total Number of Members on June 30, 2015**

9

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**3. Total Number of Members Joining the Board 2015-16 School Year**

0

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**4. Total Number of Members Departing the Board during the 2015-16 School Year**

1

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**5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes**

7

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**6. Number of Board Meetings Conducted in the 2015-16 School Year**

11

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**7. Number of Board Meetings Scheduled for the 2016-17 School Year**

11

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**Thank you.**

**Renaissance Academy Charter School of the Arts**

**Board of Trustees Minutes**

**August, 2015 - July, 2016**

## **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**

- **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
- **Absent:** Patrick Burke, Allen Williams
- **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]*

- **Motion 20.7** to approve Consent Agenda for Items listed below was made by Alan Lockwood and seconded by Dale Klein
- **(Motion 20.8** Approve Minutes from May 5, 2015)
- **(Motion 20.9** Approve June 2, 2015 Agenda)
- **(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)
- **(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.

- o **No Discussion; Unanimously passed (Ayes 6 Nays 0)**

**3. Finance & Audit Committee Report [Bert Brinkerhoff]**

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

- **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.
- There was no discussion.
- **Roll Call Vote** was taken and unanimously approved.
  - Alan Lockwood Yes
  - Dale Klein Yes
  - Marilyn Patterson-Grant Yes
  - Steven Gordon Yes
  - Patrick Burke absent
  - Nan Westervelt Yes
  - Audrey Lewis-Cummings Yes

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

- Update on Building Purchase/Renovations
  - 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.
  - 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.
  - 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.
  - **Roll Call Vote** was taken and approved by five members with Steven Gordon recusing himself.
    - Dale Klein Yes

- Alan Lockwood Yes
- Marilyn Patterson-Grant Yes
- Nan Westervelt Yes
- Audrey Lewis-Cummings Yes
- Steven Gordon Recused

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

- 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.

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

- Steven Gordon Yes
- Patrick Burke absent
- Dale Klein Yes
- Marilynn Patterson-Grant Yes
- Alan Lockwood Yes
- Audrey Lewis-Cummings Yes
- 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.**

- **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.
- **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.**

- **Discussion:** none
  
- **Roll Call Vote** was taken and unanimously approved.
  - Nan Westervelt Yes
  - Audrey Lewis-Cumming Yes
  - Alan Lockwood Yes
  - Marilyn Patterson-Grant Yes
  - Dale Klein Yes
  - Patrick Burke absent
  - Steven Gordon Yes

➤ Report on Contractor Status

- 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.

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

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

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

- A Proposed Slate of Officers for 2015-16 was presented and will be voted on in August at the Annual Meeting.
  - Alan Lockwood – Chair
  - Marilyn Patterson-Grant – Vice Chair
  - Nan Westervelt - Secretary
  - Treasurer – Steven Gordon
  
- 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.

#### **7. 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 5<sup>th</sup> 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.

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

- 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.

#### **9. 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.)

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

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

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.

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

- **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]
- **Discussion:** Dr. Cozine provided the Board with a biography of Faith Hart and she also gave a brief overview of her background.
- **Roll Call Vote** was taken and unanimously approved.
  - Alan Lockwood Yes
  - Marilynn Patterson-Grant Yes
  - Steven Gordon Yes
  - Patrick Burke absent
  - Nan Westervelt Yes
  - Audrey Lewis-Cummings Yes
  - Dale Klein Yes
  
- **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.
- Discussion: Craig Eichmann, COO, provided the Board with an overview of the Master Schedule and fielded questions.
- **Roll Call Vote** was taken and unanimously approved.
  - Marilynn Patterson Grant Yes
  - Alan Lockwood Yes
  - Steven Gordon Yes
  - Dale Klein Yes
  - Nan Westervelt Yes
  - Audrey Lewis-Cummings Yes
  - Patrick Burke absent

12. **Public Comments**

13. **Adjournment**

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

**APPROVED MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**Board of Trustees**

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

**Location: 299 Kirk Road, Rochester, New York 14612**

**Mission:** *Renaissance Academy Charter School of the Arts will provide children an enriched and rigorous educational experience through the infusion of the humanities and arts rooted in a culture of high academic standards leading to success in college and careers.*

**14. Welcome/Call to Order and Introductions - 5:05pm**

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

**15. Approval of Consent Agenda Items**

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

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

**16. Finance & Audit Committee Report [Alan Lockwood]**

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

|                           |            |    |               |
|---------------------------|------------|----|---------------|
| ● Audrey Cummings         | Yes        | No | <b>Absent</b> |
| ● Bert Brinkerhoff        | Yes        | No | <b>Absent</b> |
| ● Pat Burke               | Yes        | No | <b>Absent</b> |
| ● Steven Gordon           | <b>Yes</b> | No |               |
| ● Marilyn Patterson Grant | <b>Yes</b> | No |               |
| ● Dale Klein              | <b>Yes</b> | No |               |
| ● Alan Lockwood           | <b>Yes</b> | No |               |
| ● Nan Westervelt          | <b>Yes</b> | No |               |

**17. Facilities Committee [Steven Gordon & Alan Lockwood]**

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

**18. Human Resources Committee Report**

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

**19. Governance Committee Report [Dale Klein]**

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

**20. Development Committee Report [Nan Westervelt]**

- Update on Status of Back to School Event by Darryl Kittelberger
  - Darryl shared a packet of information about the Back to School Kick Off including confirmed vendors, food caterer and tent rental.
- Discuss Board Participation

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

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

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

**22. Old Business**

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

**23. New Business**

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

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

- Received an additional grant from Daisy Marquis Jones Foundation.
- Finishing up with hiring for next school year now.
- Board Chair, Nan Westervelt commended the school leadership and staff for an outstanding year.
- 

**25. Public Comments: None**

**26. Adjournment 6:25pm**

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

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

1. **Discussion:** None
2. **The motion was unanimously approved (Ayes 6 Nays 0)**

## Resolution

WHEREAS, the Academy has entered into a Purchase and Sale Agreement dated October \_\_, 2014, for the purchase of real property and improvements located at 299 Kirk Road, Rochester, New York, 14612, upon the terms and conditions set forth in that Purchase and Sale Agreement; and

WHEREAS, the Academy has further been issued, and has accepted, a commitment for mortgage financing and construction financing (the "Loan"), dated April 17, 2015, by The Canandaigua National Bank and Trust Company (the "Lender"), as modified by letter dated May 4, 2015 (the "Commitment"), upon the terms and conditions set forth in that Commitment; and

WHEREAS, the Loan shall be evidenced by a promissory installment note in the original principal amount of \$955,500 (the "Mortgage Note"), and secured by a mortgage and security agreement, Uniform Commercial Code financing statements, and other agreements and documents required by Lender, and up to \$172,250 which sum is evidenced by a promissory master note in the original principal amount of \$172,250 (the "Master Note") dated the date hereof, and secured by a building loan mortgage and security agreement, building loan agreement, Uniform Commercial Code financing statements, and other agreements and documents required by Lender (collectively, the "Loan Documents"); now therefore be it

RESOLVED, that the Academy acquire the real property and improvements located at 299 Kirk Road, upon the terms and conditions set forth in the Purchase and Sale Agreement; and further

RESOLVED, that it enter into the Loan as Borrower, and execute and deliver to the Lender the Mortgage Note, the Master Note, and the other Loan Documents; and further

RESOLVED, that Nancy A. Westervelt, the Chair of the Board of Trustees of the Academy, is authorized to execute and deliver such documents as may be required to effect the acquisition of the property, pursuant to the Purchase and Sale Agreement; and further

RESOLVED, that Nancy A. Westervelt is authorized to execute and deliver the Notes and the Loan Documents (with such additions, deletions and changes in the final executed copy as shall, in her discretion, deem advisable, such execution to be conclusive evidence of her approval); and further

RESOLVED, that Nancy A. Westervelt is authorized and empowered to take all further actions, to execute, deliver and file, as applicable, and to do all such further things, in the name and on behalf of the Academy, as in his judgment may be necessary or advisable in order to carry out the intent and purposes of the foregoing resolutions.

## **APPROVED MINUTES**

### **RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

#### **Board of Trustees**

**Tuesday, August 11, 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.*

#### **27. Welcome/Call to Order and Introductions 5:10pm**

- **Attending:** Dale Klein, Audrey Cummings, Nan Westervelt, Donna Marie Cozine, Faith Hart, Craig Eichmann, Burt Brinkerhoff, Steven Gordon, Caitlin Agnello, Allen Williams
- **Absent:** Alan Lockwood, Marilyn Patterson-Grant, Pat Burke

#### **28. Approval of Consent Agenda Items**

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

- **Motion 22.6 to approve Consent Agenda for Items listed below** was made by Dale Klein and seconded by Burt Brinkerhoff
  - **Motion 22.7 Approve Minutes from July 14, 2015**
  - **Motion 22.8 Approve August 11, 2015 Agenda**
  - **Motion 22.9 to approve revisions to Family Handbook**
  - **Motion 23 to approve revisions to Employee Handbook**
  - **Motion 23.1 to approve revisions to Organizational Chart (Non-material Charter Change)**
  
- **No Discussion; Unanimously passed (Ayes 5 Nays 0)**

**29. Finance & Audit Committee Report [Bert Brinkerhoff]**

- The Monthly Balance Sheet, P & L Statement and July Budgeted vs Spent sent under separate cover was reviewed with a couple of small changes noted. A revised version of the July Budgeted vs Spent document will be sent to the Board prior to the September meeting .
- The audit being conducted by Heveron & Company is expected by September 1<sup>st</sup>.
- The Employment Contract of former employee David Silver that states Mr. Silver will be paid \$30,000 for “work prior to Jan.1, 2014 to be paid in or after the 4<sup>th</sup> full school year or as soon as the budget permits.” The Committee recommended a finding that the budget does not currently permit early payment..

**30. Facilities Committee [Steven Gordon & Alan Lockwood]**

- Update on Renovations – Contractors plan to be close to being done this Friday, August 14 with minor finishing touches next week. Things are moving well! Phase 2 planning (for the 2016-2017 school year) will begin soon. A proposal for the Phase 2 renovations will be submitted to the state by September 30<sup>th</sup>. RA will also apply for a grant through State Stimulus fund to aid in covering construction costs.

**31. Human Resources Committee Report**

- The Human Resources Committee will review and comment on the CEO evaluation and meet with the CEO to review any concerns. The Committee’s report shall be ratified at a subsequent Board meeting.

**32. Governance Committee Report [Dale Klein]**

- **Motion 23.2 to elect Alan Lockwood, Board Chair; Marilynn Patterson-Grant, Vice Chair; Nan Westervelt, Secretary; and Steven Gordon, Treasurer** was made by Burt Brinkerhoff and seconded by Audrey Cummings.
- **Motion 23.3 to ratify the re-appointment of Audrey Lewis Cummings and Marilynn Patterson-Grant to three year term commencing July 1, 2014** was made by Dale Klein and seconded by Burt Brinkerhoff.
- **Motion 23.4 to nominate and appoint Steven Gordon to new three year term commencing July 1, 2015** was made by Audrey Cummings 2<sup>nd</sup> and seconded by Dale Klein.
  - **No Discussion; All motions unanimously passed (Ayes 5 Nays 0)**

- The Board recognized Nan Westervelt for her 2 ½ years of service as the founding Board Chair of RA with words of thanks and a clear glass engraved plaque.

### 33. Development Committee Report [Nan Westervelt]

- An update on Status of Back to School Kick Off and Artists' Stroll events
- Board members contributed gift cards toward a raffle basket for the Back to School Event and received money from a few sponsors for the event as well.
- Artists' Strolls letter will be going out to sponsors soon.

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

- Strategic Planning Retreat – Tuesday, September 8, 2015 4:00 to 7:30 PM.  
A brief Board meeting will be held from 4:00 to 4:15 PM.

### 35. Old Business

### 36. New Business

- **Motion 23.5 to approve new hires (Attached)** by Audrey Cummings and seconded by Dale Klein. A Role Call vote was taken.
 

|                            |            |    |               |
|----------------------------|------------|----|---------------|
| ● Audrey Cummings          | <b>Yes</b> | No |               |
| ● Steven Gordon            | <b>Yes</b> | No |               |
| ● Marilynn Patterson Grant | Yes        | No | <b>absent</b> |
| ● Dale Klein               | <b>Yes</b> | No |               |
| ● Alan Lockwood            | Yes        | No | <b>absent</b> |
| ● Nan Westervelt           | <b>Yes</b> | No |               |
| ● Pat Burke                | Yes        | No | <b>absent</b> |
| ● Bert Brinkerhoff         | <b>Yes</b> | No |               |
- Board binders will be updated and distributed at the September 8, 2015 Board meeting.
- A ribbon cutting ceremony will be planned for September.

### 37. Chief Educational Officer Annual Report - Presentation of Dashboard Data

- An extensive annual report was reviewed by Donna Marie. Each Board member received a binder (modeled on the Dashboard format) that provided comprehensive information on: Student Performance, Teaching and Learning Culture, Climate, and

Family Engagement; Fiscal Management; Organizational Capacity; Mission and Key Design Elements; Enrollment, Recruitment, and Retention; Legal Compliance. Also included were October and June parent survey results, June student survey results, and June staff survey results.

- The Board commended Dr. Cozine and the entire RA staff for the dedication, hard work and high level of professionalism each brought to make the first year of Renaissance Academy Charter School of the Arts a resounding success!

### 38. Public Comments - None

### 39. Adjournment

**Motion 23.6 to approve adjournment** was made by Audrey Cummings and seconded by Burt Brinkerhoff.

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

**The next Board meeting will be held on Tuesday, September 8, 2015 from 4:00 to 4:15 PM (prior to the Strategic Planning retreat).**

## **APPROVED MINUTES**

### **RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

#### **Board of Trustees**

**Tuesday, September 8, 2015; 4:00 - 4:15 PM**

**Executive Session - Strategic Planning Retreat 4:20 - 7:30 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.*

### 40. Welcome/Call to Order and Introductions @ 4:04 PM.

- **Attending: Board Members:** Alan Lockwood, Esq.; Dr. Marilyn Patterson-Grant; Dale Klein; Nan Westervelt; Steven Gordon; Board Member Awaiting SED Approval: Allen Williams; Staff: Dr. Donna Marie Cozine; Craig Eichmann; Faith Hart; Cheryl Moss; Sue Lococo
- **Absent:** Audrey Lewis-Cummings; Pat Burke; Bert Brinkerhoff

#### 41. 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 23.8 to approve Consent Agenda for Items listed below was made by Nan Westervelt and seconded by Dale Klein.**
  - (Motion 23.9 Approve Minutes from August 11, 2015)
  - (Motion 24 Approve September 8, 2015 Agenda)
  - Discussion
- No Discussion; Motion unanimously passed (Ayes 5 Nays 0)

#### 42. New Business

- **Motion 24.1 to approve new hires was made by Dale Klein and seconded by Steven Gordon.**
- **Roll Call Vote**
  - Audrey Cummings Absent
  - Steven Gordon Yes
  - Marilynn Patterson Grant Yes
  - Dale Klein Yes
  - Alan Lockwood Yes
  - Nan Westervelt Yes
  - Pat Burke Absent
  - Bert Brinkerhoff Absent
- The Proposed 2015-16 Committee Assignments was presented by Alan Lockwood and agreed upon by individual board members. (See Attached)

#### 43. Old Business

- The Board congratulated Darryl Kittelberger, Family Services Coordinator, for an excellent job planning and coordinating the Back to School Kick Off event. The Board sincerely thanks Mr. Kittelberger and the entire RA staff for providing RA students and parents a wonderful and welcoming back to school launch.

#### 44. Public Comments - None

#### 45. Adjournment

**Motion 24.2 to approve adjournment was made by Nan Westervelt and seconded by Marilynn Patterson Grant at 4:20 PM.\_**

3. No Discussion; Motion unanimously passed (5 Ayes 0 Nays)

**Strategic Planning Retreat – 4:20 to 7:30 PM**

- **Attending:** Alan Lockwood, Esq.; Dr. Marilyn Patterson-Grant; Dale Klein; Nan Westervelt; Steven Gordon; Allen Williams; Bert Brinkerhoff; Dr. Donna Marie Cozine; Craig Eichmann; Sue Lococo; Cheryl Moss; Faith Hart

**Michael Perlson, Facilitator**

**APPROVED MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**Board of Trustees**

**Tuesday, October 13, 2015; 5:00 – 8:00 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.*

**46. Welcome/Call to Order and Introductions**

- **Attending: Board Members:** Nan Westervelt, Dale Klein, Steven Gordon, Alan Lockwood, Bert Brinkerhoff, Marilyn Patterson Grant
- **Absent:** Audrey Cummings; Allen Williams
- **Staff:** Faith Hart, Craig Eichmann, Dr. Donna Marie Cozine-Mills, Caitlin Loury (notetaker)
- **Parents:** Trinell Elliott, Maria Torre, Ja'Mia Hewitt

**47. 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 24.3 to approve Consent Agenda for Items listed below made by Bert Brinkerhoff Seconded by Dale Klein**
  - **(Motion 24.4 Approve Minutes from September 8, 2015)**
  - **(Motion 24.5 Approve October 13, 2015 Agenda)**
  - **(Motion 24.6 to Approve CIPI Policy (Sent under separate cover)**
  - **(Motion 24.7 to Adopt the Canandaigua National Bank Corporate or Unincorporated Association Resolution for Bank Accounts (Sent under separate cover)**

- No discussion; Motion unanimously passed (Ayes 6 Nays 0)

**48. Finance & Audit Committee Report [Bert Brinkerhoff]**

- Bert Brinkerhoff reviewed the monthly Balance Sheet, P & L Statement and July through September Budgeted vs Spent documents forwarded to the Board prior to the meeting.
- The 2014-15 Audit report prepared by Heveron & Co. was distributed and discussed. The report indicated RA did well in most financial metrics and ended the year with a surplus. The minimal recommendations suggested by the auditors will be instituted by the school. Craig Eichmann clarified a question regarding a recommendation that a policy be made requiring staff make their phones password protected for security since staff members use phone to access school e-mails.

**Motion 24.8 to approve the audit was made by Marilynn Patterson Grant and seconded by Dale Klein. A roll call vote was taken.**

- |                            |               |
|----------------------------|---------------|
| • Nan Westervelt           | <b>Yes</b>    |
| • Dale Klein               | <b>Yes</b>    |
| • Steven Gordon            | <b>Yes</b>    |
| • Marilynn Patterson Grant | <b>Yes</b>    |
| • Alan Lockwood            | <b>Yes</b>    |
| • Audrey Cummings          | <b>Absent</b> |
| • Bert Brinkerhoff         | <b>Yes</b>    |

**49. Facilities Committee [Steven Gordon & Alan Lockwood]**

- Update on Phase II Renovations: Paperwork has already been submitted to the state for review. Construction is anticipated to begin June 1 and finish August 1. The staff will re-arrange certain classes to permit construction to begin prior to the end of the academic year with a minimum of disruption.

**50. Human Resources Committee Report [Alan Lockwood]**

- No Committee Report

**51. Motion 24.9 to enter into Executive Session made by Alan Lockwood and seconded by Nan Westervelt at 5:30 PM. Dr. Cozine, Mr. Eichmann, and Ms. Hart were invited to attend.**

- Returned to open meeting at 5:40 PM

**52. Governance Committee Report [Dale Klein]**

- The Board acknowledges the resignation of Patrick C. Burke as a member of the Renaissance Academy Charter School Board of Trustees and thanks him for his service as a Board member of Renaissance Academy Charter School of the Arts.

- Governance Committee will meet to discuss adding another member. Recommendations are welcome for new board members.

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

- Report on Strategic Planning Retreat Results
  - A big “thank you” to Denise Baccari for typing up the report provided to each member prior to the meeting.
  - Strategies and objectives for attaining the five goal statements identified at the retreat will be drafted by board member teams assigned to each goal.
  - A template modeled on the Dashboard format will be provided to each team.
  - Dale Klein will lead an Ad Hoc Committee to study the long term concern of what will happen to RA students graduating from 6<sup>th</sup> grade. Members of the committee will be: Darryl Kittelberger, Steven Gordon, Alan Lockwood, Dale Klein, Dr. Donna Marie Cozine-Mills, and Allen Williams.

### 54. **Resource Development Committee Report [Nan Westervelt]**

- **Upcoming Fundraising Event - Artists’ Stroll**
  - Board, staff, and parents are invited to purchase \$25 tickets to attend Artist’s Stroll, a fundraising event to raise funds for the Young Audiences and RA Arts 4 Learning Partnership. The adult event will be held on Thursday, November 4 from 5:30 to 8:30 at ARTISANworks. Some RA students will be performing for ½ hour from 5:45 to 6:15. (Children have been working during Academic Collaboration and Enrichment time with the arts staff and will be performing at the events.)
  
- **Future Fundraising Opportunities**
  - **Barnes & Noble Book Fair**
    - The committee has explored supporting a full day Book Fair at the Pittsford Barnes & Noble store after Young Audiences offered their slot to RA. (RA receives up to 20% cash back on anything parents, teachers, friends, neighbors, etc. purchase (in store or on line). RA is given vouchers to send to our constituents prior to the event.
    - November 21 was selected as a target date for the event
    - RA can use multiple methods to communicate our Book Fair day (e.g., FaceBook, website, school newsletter, special e-mail to parents, staff, board, etc.) It was suggested that parents receive the information as soon as possible.

- Nan will check the availability of holding the Book Fair alternatively at the Barnes and Nobel store at either College Town or Greece.
- **Father/Daughter & Mother/Son Dance**
  - Dr. Cozine inquired about a previous idea to hold a Father/Daughter and Mother/Son dance.
  - The idea was supported by the Board. Suggested dates for each dance are: December 5<sup>th</sup> – Father (Male role model)/Daughter Dance; February 13 – Mother (Female Role Model)/Son Dance.
  - The Board welcomed parental involvement in planning the event.

**55. Old Business**

- Nan Westervelt commended Dr. Donna Marie Cozine for bringing in \$358,358 from grants.

**56. New Business**

- It was suggested the Board sponsor a Meet and Greet event with the staff (on an early release day if possible). Dr. Cozine will propose several possible dates to the board.
- **Motion 25 to approve new hires** [sent under separate cover] made by Bert Brinkerhoff and seconded by Marilyn Peterson Grant.
  - **There was no discussion**
  - **Roll Call Vote**

|                           |               |
|---------------------------|---------------|
| ● Audrey Cummings         | <b>absent</b> |
| ● Steven Gordon           | <b>Yes</b>    |
| ● Marilyn Patterson Grant | <b>Yes</b>    |
| ● Dale Klein              | <b>Yes</b>    |
| ● Alan Lockwood           | <b>Yes</b>    |
| ● Nan Westervelt          | <b>Yes</b>    |
| ● Bert Brinkerhoff        | <b>Yes</b>    |

**57. Chief Educational Officer Report**

- Dr. Cozine reviewed the CEO report that was distributed to the board members and parents.
- It was suggested that the Board receive the parent newsletter. Dr. Cozine suggested also sending the staff weekly bulletin to the Board.
- It was noted that Ms. Kimble sends out daily communication to the parents with a text message app that she gave good feedback on. Dr. Cozine will

have Ms. Kimble present to the rest of the staff at the staff meeting on Thursday to encourage other teachers to use it.

- Ms. Loury and Dr. Cozine discussed reading data (DRA2 and NWEA) and provided insights into why 1<sup>st</sup> grade scores decreased since the spring. Dr. Cozine also explained that NWEA data is used to move each individual child at his or her own pace.

#### 58. Public Comments

- The members of the public in attendance (parents) raised several areas of concern, which were discussed between the parents and the Board. The Board agreed to take these concerns under advisement; the issues were referred to the Human Resources Committee or the Governance Committee (as appropriate) for further review and recommendations to the full Board in due course.

#### 59. Adjournment

60. **Motion 25.1 to approve adjournment** at 8 PM was made by: Nan Westervelt and seconded by Dale Klein

- There was no discussion and the motion was unanimously approved. (Ayes 5; Nays 0)

**EXECUTIVE SESSION - SPECIAL MEETING APPROVED MINUTES**  
**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**  
**Board of Trustees Executive Session**  
**Tuesday, October 13, 2015; 5:30 to 5:40 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.*

- **Attending:** Nan Westervelt; Alan Lockwood; Steven Gordon; Dr. Marilynn Patterson Grant; Dale Klein; Dr. Donna Marie Cozine; Craig Eichmann; Faith Hart
- **Absent:** Audrey Cummings

61. **Motion 24.9 to enter into Executive Session made by Alan Lockwood and seconded by Nan Westervelt at 5:30 PM. Dr. Cozine, Mr. Eichmann, and Ms. Hart were invited to attend.**

The Board returned to Open Meeting @ 5:40 PM.

## **APPROVED MINUTES**

### **RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

#### **Board of Trustees**

**Tuesday, November 10, 2015; 5:00 - 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.*

#### **62. Welcome/Call to Order and Introductions**

- **Attending: Board Members:** Nan Westervelt, Dale Klein, Steven Gordon, Alan Lockwood, Bert Brinkerhoff, Audrey Cummings; **Absent:** Marilynn Patterson Grant; Board Member Waiting Approval: Allen Williams
- **Staff:** Faith Hart, Craig Eichmann, Dr. Donna Marie Cozine-Mills, Darryl Kittelberger, Caitlin Loury (Note-taker)
- **Parents:** Mrs. Pacygua , Mrs. Torres, Mrs. Hewitt

#### **63. 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 25.2 to approve Consent Agenda for Items listed below made by Audrey Cummings Seconded by Steven Gordon**
- **(Motion 25.3 Approve Minutes from October 13, 2015)**
- **(Motion 25.4 Approve November 10, 2015 Agenda)**
- **(Motion 25.6 to Approve IRS 990 completed by Heveron & Co.)**
- **(Motion 25.7 to Approve submittal of IRS 990 form to the IRS by Heveron & Co. on behalf of Renaissance Academy Charter School of the Arts—sent under separate cover)**
- **(Motion 25.8 to Approve a revision to Finance Policies and Procedures Manual (Page 16) based on comments in the management letter from**

**Heveron & Co subsequent to the 2014 audit. The audit was reviewed at 10-13-15 Board Meeting [Sent under separate cover]**

- o **No Discussion; Motion unanimously passed (Ayes 6 Nays 0)**

**3. Chief Educational Officer Report**

- Alan Lockwood, Board Chair, recommended that the CEO Report be moved up on the agenda for future meetings. Board members agreed with the suggestion. Highlights of the report (sent under separate cover):
  - o Letters sent home to all students with test scores. Cheryl Moss is the Title I coordinator for this school year and is working with Donna Marie Cozine and Barbara Cozine for Title I services.
  - o Mrs. Loury and Donna Marie Cozine are creating a “Parent Corner” to give ideas for parents to do at home with students.
  - o Collegial Circles have begun to give staff professional development for teaching and learning. Topics covered are differentiation instruction, student led learning, higher order thinking and explicit teaching. Teachers will be part of research based discussion to talk and grow in the area in 8 week cycles.
  - o Peer mentoring program has been rolled out. Teachers will meet with their mentor weekly.
  - o Received the Crayola Grant for \$2,500 and \$1,000 in art supplies (received today).
  
  - o Sent out a parent survey and have not received as many as last year. Working on getting back more of them.
  - o Number of discipline referrals is significantly lower than last year at this time. Donna Marie attributes that to having more administrative staff, the Dean of Students, and Whole Brain Teaching.

**4. Motion 25.9 to approve new hires: Laura Vormwald, 1.0 Assistant Teacher; Jennifer Wheaton .9 Response To Intervention (RTI) teacher; Emily Malloy, Substitute Teacher; Allison Bohhman, Substitute Teacher,** was made by Dale Klein and seconded by Bert Brinkerhoff. There was no discussion and a roll call vote was taken.

- o **Roll Call Vote:**
  - Audrey Cummings x Yes
  - Steven Gordon x Yes
  - Marilyn Patterson Grant Absent
  - Dale Klein x Yes
  - Alan Lockwood x Yes
  - Nan Westervelt x Yes

- Bert Brinkerhoff

x Yes

## 5. Finance & Audit Committee Report [Bert Brinkerhoff]

- The Monthly Balance Sheet, P & L Statement, and July to October, Budgeted vs Spent was reviewed. Expenses are running below in many categories.

## 6. Facilities Committee [Steven Gordon & Alan Lockwood]

An update on Phase II renovations was presented by Craig Eichmann. Board approval of the plan of renovation is required for SED review and approval of the project. Steven Gordon and Audrey Cummings will meet with The Nichols Team to emphasize the Board's interest in having a diverse construction team.

- **Motion 26 to approve the following resolution: Renaissance Academy Charter School of the Arts approves the Phase 2 renovation project, identified as SED Project #2616008-0067-001, for bidding and construction as indicated in construction documents prepared by Bergmann Associates dated 10-29-15**” was made by Audrey Cummings and seconded by Steven Gordon. There was no discussion and a roll call vote was taken.

- **Roll Call Vote:**

- Dale Klein x Yes
- Steven Gordon x Yes
- Marilynn Patterson Grant Absent
- Audrey Cummings x Yes
- Alan Lockwood x Yes
- Nan Westervelt x Yes
- Bert Brinkerhoff x Yes

- **Motion 26.1 to approve the following resolution: Renaissance Academy Charter School of the Arts Board declares itself to be Lead Agency under SEQRA. Chapter 6 Part 617.5 of the SEQRA states: (a) Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of this section apply to all agencies. Resolved: Renaissance Academy Charter School finds that the renovation project identified as SED#2616008-0067-001 is a Type II Action owing to its classification under section 617.5(c) (8): routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings; Accordingly the Board concludes its review under SEQRA was made by Bert Brinkerhoff and seconded by Steven Gordon. There was no discussion and a roll call vote was taken.**

➤ **Roll Call Vote:**

- Steven Gordon x Yes
- Dale Klein x Yes
- Marilynn Patterson Grant Absent
- Nan Westervelt x Yes
- Alan Lockwood x Yes
- Audrey Cummings x Yes
- Bert Brinkerhoff x Yes
- 

**7. Human Resources Committee Report [Alan Lockwood]**

- The HR Committee met and discussed a grievance letter received by a parent. A response will be provided.
- The committee will meet in December to complete the CEO review.

**8. Governance Committee Report [Dale Klein]**

- The committee met and reviewed the composition of the Board of Trustees. Potential candidates were targeted.

**9. Development Committee Report [Nan Westervelt]**

- The Back to School and Artist Stroll events raised \$2,050 in sponsorship contributions. Formal thank you letters have been sent to: The Nichols Team (\$200); Austin & Co., Inc. (\$200); Postler & Jaeckle Corp (\$200); Kevin Garden (\$150); Bergmann & Associates (\$200); Boylan Code (\$150); Day Automation Systems, Inc. (\$200); Mills Painting (\$250); WestProIT (\$250); Harter, Secrest & Emery (\$250)
- Thanks to Toyia Wilson, founding Board member of RA, Resource Committee members met with representatives of the Young Women's College Prep Charter School Fundraising Foundation and gathered several ideas about fundraising possibilities for RA.
- After receiving a tour from Dr. Cozine, Suzanne Gouvernet suggested RA apply to her foundation for funding.
- Several upcoming Fundraising Opportunities were mentioned:
  - Barnes & Noble Book Fair November 21, 2015 @ Pittsford Barnes & Noble
  - Sweetheart Dance December 5, 2015
    - Kudos to Patrice James for her assistance!
  - Parent-Sponsored Coin Collection—thanks to the parents!

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

- A Strategic Plan Format was sent to the Board for use by the SP Working Groups.

- The Mission/Vision Working Group will make a slight adjustment to the proposed Mission & Vision and e-mail it to the Board. The Board must official accept the change and submit the revised Mission/Vision to SED as a Non-Material Change.

### **11. Old Business**

- Potential dates for Board/Staff “Meet & Greet” are being reviewed.

### **12. New Business**

- Mr. Darryl Kittelberger, Family Resource Coordinator, provided the Board with a comprehensive presentation of the recruitment process. Thank you, Mr. Kittelberger.

### **13. Public Comments**

- The members of the public in attendance (parents) asked several questions and made a couple of suggestions which were discussed between the parents and the Board. As a result, information about the Code of Ethics signed by each Board member will be put on the website and additional activities pertaining to Hispanic Heritage will be undertaken.

### **14. Adjournment**

**15. Motion 26.2 to approve adjournment** was made by Dale Klein and seconded by Nan Westervelt. There was no discussion and the motion unanimously passed (Ayes 6 Nays 0).

## **APPROVED MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**Board of Trustees**

**Tuesday, December 8, 2015; 5:00 – 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.*

**64. Welcome/Call to Order and Introductions**

- **Attending:** Alan Lockwood, Marilyn Patterson-Grant, Burt Brinkerhoff, Nan Westervelt, Audrey Lewis-Cummings, Dale Klein, Caitlin Loury (notetaker), John Loury (CESM), Michael Sutton (CESM), Adriana Polizzi (CESM), Anoosha (CESM)
- **Attending: Board Members:** Nan Westervelt, Dale Klein, Alan Lockwood, Bert Brinkerhoff, Audrey Cummings; Marilynn Patterson Grant; **Absent:** Steven Gordon;
- Board Member Waiting Approval:** Allen Williams
- **Staff:** Dr. Donna Marie Cozine-Mills, Craig Eichmann, Caitlin Loury (Note-taker)
- **Guests:** John Loury (Cause +Effect Strategy and Marketing); Michael Sutton (CESM); Adriana Polizzi; (CESM); Anoosha (CESM)

**65. 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 26.3 to approve Consent Agenda for Items listed below made by Dale Klein Seconded by Bert Brinkerhoff.**
- **(Motion 26.4 Approve Minutes from November 10, 2015)**
- **(Motion 26.5 Approve December 8, 2015 Agenda)**
  - **There was no Discussion; Motion unanimously passed (Ayes 6 Nays 0)**

**3. Presentation by Cause & Effect Marketing**

- RA Branding & Web Design Proposal (Attached)
  - The professionals from Cause + Effect Strategy and Marketing reviewed the proposal with the Board.
  - A potential conflict of interest was discussed because Caitlin Loury, Literacy Specialist at Renaissance Academy, recently married the President of Cause + Effect Strategy and Marketing. The Board determined a conflict of interest exists but determined the Corporation could not reasonably obtain a more advantageous transaction or arrangement. Caitlin Loury will provide Dr. Cozine and the Board with written disclosure which will be made part of and the minutes of the meeting as well as a signed copy of the Code of Ethics document.

**4. Motion 26.6 to approve entering into marketing proposal with Cause + Effect Strategy and Marketing the made by Nan Westervelt and seconded by Marilyn Patterson-Grant. There was no discussion and a roll call vote was taken.**

- |                           |               |
|---------------------------|---------------|
| ● Nan Westervelt          | <b>Yes</b>    |
| ● Dale Klein              | <b>Yes</b>    |
| ● Steven Gordon           | <b>absent</b> |
| ● Marilyn Patterson Grant | <b>Yes</b>    |
| ● Alan Lockwood           | <b>Yes</b>    |
| ● Audrey Cummings         | <b>Yes</b>    |
| ● Bert Brinkerhoff        | <b>Yes</b>    |

**4. Resource Development Committee Report [Nan Westervelt]**

- Final Report: A final count of - Barnes & Noble Book Fair November 21, 2015
- Update - Father Figure/Daughter Dance
  - Committee met and decided to replicate the Board sponsored fundraisers (e.g., Barnes & Noble Book Fair, Artist's Stroll) in 2016-17. However, the Board needs to continue working on finding other ways to raise money, such as engaging a development consultant or furthering the relationship with Cause + Effect Strategy and Marketing.
  - RA parents launched a coin drive that has brought in approximately \$500 so far.
  - The Adult male/Child dance is rescheduled for January 16, 2016.
  - Committee members will also be taking on the task of creating a donor solicitation letter.
  - New sources of funding to pursue are: United Way Donor Designation program and Amazon Associates.
  - The Committee is drafting a 3 year fund development plan that will dovetail with the Strategic Plan. It will be presented to the Board at the January meeting.
  - Holiday cards to be sent to businesses that donated to RA events were purchased and addressed by Dr. Grant. RA will stamp and mail.

**5. Chief Educational Officer Report**

- Reviewed the parent survey results. 22% of the school families responded to the survey. Three general areas that parents felt needed improvement – more arts experiences including field trips, communication with teachers and uniforms. School is addressing all issues.
- The wording of the school vision and mission statement have been updated. Mission needs to be approved at the January meeting.
- Report card conferences are going on right now. Report card grade report will be presented in the January meeting.

- Met with a nonprofit organization, Free Partnership, who recruits volunteers that can volunteer in our school to enrich students as well as help with those students who need extra remediation.
- The school is continuing to work on unit maps.
- The school conducted a lock-down drill. Will have a walk through with State Troopers on Friday to review all safety procedures.
- Wednesday, December 9 and Thursday December, 10 will be showcase days. Thursday, December 17 will be a Holiday Concert.
- Enrollment data is good. We currently have 243 students.
- Our behavior data shows that students are being referred for smaller issues.

#### **6. Finance & Audit Committee Report [Bert Brinkerhoff]**

- The monthly Balance Sheet, P & L Statement and July to November, Budgeted vs Spent were reviewed.
- The Finance Committee will participate in the development of the 2016-17 budget.

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

- Update on Phase II Renovations: The contractor will make an effort to employ minority workers in the subcontracting of the work for the building.

#### **8. Human Resources Committee Report [Alan Lockwood]**

- HR committee will meet before December 19 to finish CEO Evaluation and Contract.

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

- The Committee continues to identify and meet with potential board candidates.

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

- Status of Strategic Planning Retreat Working Groups – Reports postponed until January.

#### **11. Old Business**

- Finding possible dates for Board/Staff “Meet & Greet” still in process.

## 12. Public Comments

## 13. Adjournment

- **Motion 26.7 to approve adjournment was made by: Marilyn Patterson Grant Seconded by Audrey Cummings.**
- **No Discussion; (Ayes 4 Nays 0)**

**APPROVED MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

**Board of Trustees**

**Tuesday, January 12, 2016; 5:00 - 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.*

## 66. Welcome/Call to Order and Introductions

- **Attending: Board Members:** Audrey Lewis-Cummings, Steven Gordon, Nan Westervelt, Alan Lockwood, Marilynn Patterson Grant, Bert Brinkerhoff, Bert Brinkerhoff; **Absent:** Dale Klein; **Board Member Waiting Approval:** Allen Williams; **Staff:** Dr. Donna Marie Cozine-Mills, Craig Eichmann, Caitlin Loury (Note-taker)

## 67. 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 26.8 to approve Consent Agenda for Items listed below made by Nan Westervelt Seconded by Steven Gordon**
- **(Motion 26.9 Approve Minutes from December 8, 2015)**
- **(Motion 27 Approve January 12, 2016 Agenda)**
- **(Motion 27.1 Approve updated Renaissance Academy Charter School of the Arts Vision and Mission)**
  - **There was no Discussion; Motion unanimously passed (Ayes 7 Nays 0)**

## 68. Chief Educational Officer Report (Highlights)

- Dr. Cozine presented a review of Atlas Rubicon, a tool for RA's comprehensive curriculum.
- Dr. Cozine and Mr. Eichmann met with State Troopers to review the SAVE plan.
- Job postings will begin to be posted in the next few months.
- The Board reviewed the analysis of 1<sup>st</sup> trimester's report cards and behavior report that was sent under separate cover.

#### **4. Finance & Audit Committee Report [Bert Brinkerhoff]**

- Review Monthly Balance Sheet, P & L Statement and July to December, Budgeted vs Spent [To be sent under separate cover]
  - On track with finances.
  - Met with the Comptroller's Office auditors who will be on campus for 2 months reviewing operations.

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

- Update on Phase II Renovations
  - Would like to meet with the CEO and COO to further discuss.

#### **6. Human Resources Committee Report [Alan Lockwood]**

- CEO Evaluation and Contract
  - Will meet once all members return from being out of town.

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

- Update
  - A potential candidate will be touring the school on January 19<sup>th</sup>.

#### **8. Resource Development Committee Report [Nan Westervelt]**

- Made \$591 at the Barnes and Noble fundraising event.
- Parent Coin Drive raised \$792.14. Thank you parents and families for your help!!!
- Meeting with the Artist Stroll contacts to discuss how to make the event even better in the future.
- Committee is recommending exploring contracting with a consultant or consulting firm to help with fundraising efforts. Dr. Cozine asked the committee to target the cost for budgeting purposes.
- A committee member will help facilitate subscribing to the United Way Donor Choice program.

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

- Status of Strategic Planning Retreat Working Groups
  - Various committees will draft segments of the strategic plan that pertain to the three Key Result Areas.

## **10. Old Business**

- Potential dates for Board/Staff “Meet & Greet”
  - Board members available from 11:30-12:30pm this Friday, January 15 – can meet the staff during their PD day lunch break.

## **11. New Business**

- **Motion 27.2 Approve receipt of signed Disclosure of Possible Conflict of Interest and Code of Ethics from Caitlin Loury, Literacy Specialist, Renaissance Academy Charter School of the Arts by Bert Brinkerhoff seconded by Audrey Lewis-Cummings**
- **There was no Discussion; Motion unanimously passed (Ayes 7 Nays 0)**

## **12. Public Comments**

## **13. Adjournment**

- **Motion 27.3 to approve adjournment made by: Bert Brinkerhoff; Seconded by Nan Westervelt**

**There was no Discussion; Motion unanimously pa**

## **APPROVED MINUTES**

### **RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**

#### **Board of Trustees**

**Tuesday, February 9, 2016; 5:00 – 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.*

**69. Welcome/Call to Order and Introductions @ 5:04 PM**

- **Attending:** Audrey Lewis Cummings; Dale Klein; Alan K. Lockwood; Steven Gordon; Marilyn Patterson Grant; Nan Westervelt; **Absent:** Bert Brinkerhoff, Board Member  
Waiting Approval: Allen Williams; **Staff:** Dr. Donna Marie Cozine-Mills, Craig Eichmann, Sue Lococo

**70. 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 27.4 to approve Consent Agenda for Items listed below made by Nan Westervelt and seconded by Audrey Lewis Cummings**
- **(Motion 27.5 Approve Minutes from January 12, 2016)**
- **(Motion 27.6 Approve February 9, 2016 Agenda)**
  - **There was no discussion; Motion unanimously passed (Ayes 7; Nays 0)**

**3. Chief Educational Officer Report**

- Dr. Cozine and Sue Lococo, Director of Special Services, presented an enlightening and informative overview of the Response To Intervention (RTI) program at RA.
- Highlights of the CEO Report included information about RA's current recruitment efforts (facilitated by Darryl Kittelberger), an update on follow up actions relating to the staff survey responses; and plans to de-brief and plan for the 2016-17 Back to School event.
- Dr. Grant commended Dr. Cozine for the survey distributed to the staff and the working groups focusing on hallway behaviors.

**4. Finance & Audit Committee Report [Bert Brinkerhoff]**

- The Monthly Balance Sheet, P & L Statement and July to January, Budgeted vs Spent was reviewed by Steven Gordon in Bert Brinkerhoff's absence. Overall income is up and expenses are down at this point in time. Net income for grants is up and the Board commended Dr. Cozine on her efforts to secure grant funding.

**5. Facilities Committee [Steven Gordon & Alan Lockwood]**

- Board and staff will meet with The Nichols Team in preparation for the renovations beginning in June.

**6. Human Resources Committee Report [Alan Lockwood]**

- The evaluation was completed by the Committee and the contract will be signed by Dr. Cozine.

**7. Governance Committee Report [Dale Klein]**

- The committee is waiting to hear if one prospective Board member is willing to serve and another candidate will tour the school in March.

## **8. Resource Development Committee Report [Nan Westervelt]**

- **Board Annual Contribution:** The committee drafted and distributed a letter requesting each Board member consider contributing an annual donation to RA.
  - It was suggested a Board fundraising and personal giving policy be discussed at a future meeting. Questions relating to help develop a policy along with a sample policy will be sent to the Board for review prior to a discussion.
- **Artist's Stroll: RA will participate in the Young Audiences Artists' Stroll event being planned for next fall. Plans call for RA students to be the "Opening Act" from 4:30 to 6:30 with parents participating as well.**
- **Gouvernet Grant:** RA received \$5000 via a gift to Young Audiences from the Gouvernet Foundation and the funding will be used to provide the "Gouvernet After School Enrichment Program." Tentative plans call for Young Audiences teaching artists to offer fun and engaging arts activities in music, visual arts, and dance.

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

- The Resource Development and Human Resources Committees are working on completing the Plan.

## **10. Old Business**

- Staff "Meet & Greet" Alan Lockwood and Nan Westervelt visited the school during a professional development day and thanked the teachers in small groups for their dedication and professionalism.

## **11. New Business**

- Report Young Audiences Charter School Visit (Nan)
  - Thanks to the grant Young Audiences of Rochester secured from National Young Audiences, Caitlin Loury, Literacy Specialist and Nan Westervelt visited the Young Audiences Charter School in New Orleans for 2 days in January. Being able to see another arts integration school in action was stimulating and highly informative. Nan Westervelt provided an overview of the school, what was learned about their arts integration delivery system, and highlights of the visit. Caitlin and Nan will report on the visit to the RA staff this week.
- **Motion 25.7 to approve receipt of signed Disclosure of Possible Conflict of Interest and Code of Ethics from Dr. Donna Marie Cozine, CEO,**

Renaissance Academy Charter School of the Arts was made by Steven Gordon and seconded by Dale Klein. There was no Discussion; Motion unanimously passed (Ayes 7 Nays 0)

- **Motion 25.8 to approve adjournment at 6:50 PM was made by: Marilynn Patterson-Grant and seconded by Dale Klein. There was no discussion; Motion unanimously passed (Ayes 7; Nays 0)**

## APPROVED MINUTES

### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

#### Board of Trustees

Tuesday, March 8, 2016; 5:00 – 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.*

#### 71. **Welcome/Call to Order and Introductions was made at 5:02 PM**

- Bert Brinkerhoff; Audrey Lewis Cummings; Dale Klein; Alan K. Lockwood; Steven Gordon; Marilynn Patterson Grant; Nan Westervelt; **Absent:** Board Member Waiting Approval: Allen Williams; **Staff:** Dr. Donna Marie Cozine-Mills, CEO; Craig Eichmann, COO

#### 72. **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 28.9 to approve Consent Agenda for Items listed below made by Dale Klein and seconded by Marilynn Patterson Grant**
- **Motion 29 Approve Minutes from February 9, 2016)**
- **(Motion 29.1 Approve March 8, 2016 Agenda)**

- **There was no discussion; Motion unanimously passed (Ayes 7; Nays 0)**

### 3. **Chief Educational Officer Report (See Attached Report)**

- The Black History Month performance was a huge success with over 140 family members attending. Dr. Cozine praised Faith Hart, for her hard work in planning and executing the performance as well as Patrice James, and Darryl Kittleberger for their contributions to the success of the event. Board members Audrey Lewis Cummings, Marilynn Patterson Grant, and

Nan Westervelt, also praised those responsible for the event as well as the children who performed and the children who were a great audience.

#### **4. Finance & Audit Committee Report [Bert Brinkerhoff]**

- Bert Brinkerhoff reviewed the Monthly Balance Sheet, P & L Statement and July to March Budgeted vs Spent which are on target. The 2016-2017 Draft Budget and Draft Capital Budget process is underway and will be approved at the April or May meeting.

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

- Renovations will begin in June.

#### **6. Human Resources Committee Report [Alan Lockwood]**

- Contract completed to be signed by Dr. Cozine.

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

- Governance Committee will meet in April to review potential Board candidates.
- Nan Westervelt Board Member Resignation is effective as of March 9, 2016. She will continue to serve on the Resource Development Committee as a volunteer and as Board meeting note-taker through June.

#### **8. Resource Development Committee Report [Nan Westervelt]**

- After discussion and review of sample Board Giving Policies, the Board agreed on parameters for an RA policy. The following draft language will be adopted at the April meeting: ***Each Board member acknowledges that the Board is committed to raising funds for the operations and capital improvement of the school. Each Board member will contribute to the best of his/her ability to the success of these efforts.***
  - Barnes & Noble Book Fair Date is scheduled for Saturday, November 12, 2016
  - The Committee will meet to discuss further steps to secure the services of a Development consultant. Funds for the consultant will be included in the 2016-17 budget.
  - Young Audiences has offered several options for RA to consider to raise funds for the school via the Artists Stroll fundraiser. We will receive 50% of any money raised by RA through the sales of tickets, auction items, sponsors, and/or program ads. Marilyn Patterson Grant, Nan Westervelt, and Venora Rodgers (RA volunteer) are members of the Artists Stroll Committee.

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

- **Motion 29.3 to adopt the revised RA Mission and Vision crafted during the 2015-16 Strategic Planning Process** was made by Nan Westervelt and seconded by Marilynn Patterson Grant.
  - There was no discussion; Motion unanimously passed (Ayes 7; Nays 0)

**10. Old Business - None**

**11. New Business**

- Dr. Cozine announced RA will be participating in the New York State Mentoring Program, chaired by Mrs. Matilda Cuomo. The program connects private sector and nonprofit partners with schools that struggle to provide for underserved youth..." The program "creates supportive mentor relationships for underserved youth in elementary and middle schools, in a school-based, one-to-one setting. Dr. Cozine is submitting the names of possible private and non-profit partners that might be willing to participate.

- **Motion 29.4 to approve adding a .5 Director of Arts position (See Job Description) made by \_\_\_\_\_**  
**Seconded by \_\_\_\_\_**

**Roll Call Vote**

- |                            |     |     |
|----------------------------|-----|-----|
| ● Audrey Cummings          | Yes |     |
| ● Steven Gordon            |     | Yes |
| ● Marilynn Patterson Grant | Yes |     |
| ● Dale Klein               | Yes |     |
| ● Alan Lockwood            | Yes |     |
| ● Bert Brinkerhoff         | Yes |     |
| ● Nan Westervelt           | Yes |     |

- **Motion 29.5 to approve new hires: William Schumacher, 1.0 Assistant Teacher; Melody Hudson, Substitute Teacher; Evelyn Santiago, Substitute Teacher** was made by Marilynn Patterson Grant and seconded by Bert Brinkerhoff.

➤ **Roll Call Vote**

- |                            |     |     |
|----------------------------|-----|-----|
| ● Dale Klein               | Yes |     |
| ● Nan Westervelt           | Yes |     |
| ● Bert Brinkerhoff         | Yes |     |
| ● Steven Gordon            |     | Yes |
| ● Marilynn Patterson Grant | Yes |     |
| ● Audrey Cummings          | Yes |     |

- Alan Lockwood

Yes

## 12. Public Comments - None

## 13. Adjournment

- **Motion 29.6 to approve adjournment made at 6:45 PM** by Nan Westervelt and seconded by Alan Lockwood.

### APPROVED MINUTES

#### RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS

##### Board of Trustees

Tuesday, April 12, 2016; 5:00 – 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 was made at 5:02 PM

- Bert Brinkerhoff; Dale Klein; Alan K. Lockwood; Marilynn Patterson Grant; **Absent:** Audrey Lewis Cummings; Steven Gordon; Board Member Waiting Approval: Allen Williams; **Staff:** Dr. Donna Marie Cozine-Mills, CEO; Craig Eichmann, COO; Nan Westervelt

**2. Note: A quorum was not present. All motions for approval were postponed until May.**

#### 3. There was no approval of 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 28.9 to approve Consent Agenda for Items listed below made by Dale Klein and seconded by Marilynn Patterson Grant**
- **Motion 29 Approve Minutes from February 9, 2016)**
- **(Motion 29.1 Approve March 8, 2016 Agenda)**

#### 4.. Chief Educational Officer Report

- The first year of New York State benchmark testing for third grade began with ELA last week and math this week.
- The lottery was conducted on April 5 and letters are being sent to all accepted and waitlisted parties.
- Enrollment totals for 2016-17 are 338 students. Being fiscally conservative, the budget is predicated on 315 students.

**5. Finance & Audit Committee Report [Alan Lockwood]**

- The Finance Committee has reviewed the budget and will present for approval in May.

**6. Facilities Committee [Steven Gordon & Alan Lockwood]**

- Renovations will begin in June. The Nichols Team is providing excellent service.

**7. Human Resources Committee Report [Alan Lockwood]**

- Dr. Cozine has signed her contract.
- The committee reviewed the recommendations from the strategic planning session and discussed various improvement possibilities including changes to the current status of the 403.B plan to be discussed with L & M Financial.

**8.. Governance Committee Report [Dale Klein]**

- Governance Committee will meet to review potential Board candidates.

**9. Resource Development Committee Report [Nan Westervelt]**

- Development consultant interviews are being scheduled for May.

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

- No report.

**11. Old Business - None**

**12. New Business**

**13.. Public Comments - None**

**14. Adjournment**

**APPROVED MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS  
Board of Trustees**

**Tuesday, May 10, 2016; 5:00 – 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 at 5:05 PM.**

- **Attending:** Alan Lockwood, Bert Brinkerhoff, Steven Gordon, Audrey Lewis-Cummings
- **Absent:** Dr. Marilyn Patterson-Grant; Dale Klein; Board member waiting approval: Allen Williams **Staff:** Dr. Donna Marie Cozine; Craig Eichmann

**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]*

**Note: A quorum was not present at the April 12 meeting. All motions for approval were postponed until May 10, 2016 meeting.**

- **Motion 29.7 to approve Consent Agenda for Items listed below made by Bert Brinkerhoff and seconded by Audrey Lewis-Cummings.**
  - **(Motion 29.8 Approve Minutes from March 8 and April 12 ,2016)**
  - **(Motion 29.9 Approve April 12, 2016 and May 10, 2016 Agenda)**
  - **Motion 30 to approve 2016-17 school calendar (to be sent under separate cover)**
- **There was no discussion; Motion unanimously passed (Ayes: 4; Nays 0)**

**3. Chief Educational Officer Report**

- Dr. Cozine reviewed the monthly CEO report and shared information about the state visit.

**4. Motion 30.1 was made by Alan Williams and seconded by Bert Brinkerhoff to hold an Executive Session to discuss a personnel issue.**

- **There was no discussion; Motion unanimously passed (Ayes 4; Nays 0)**

**DRAFT EXECUTIVE SESSION MINUTES**

**RENAISSANCE ACADEMY CHARTER SCHOOL OF THE ARTS**  
**Board of Trustees**  
**Tuesday, May 10, 2016; 5:00 – 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.*

- **Attending:** Alan Lockwood; Steven Gordon; Audrey Lewis Cummings; Bert Brinkerhoff; Dr. Donna Marie Cozine; Craig Eichmann;
- **Absent:** Marilyn Patterson Grant; Dale Klein

**1. Motion 30.1 to enter into Executive Session made by Alan Lockwood and seconded by Bert Brinkerhoff at 5:15 PM. Dr. Cozine and Mr. Eichmann were invited to attend.**

The Board returned to Open Meeting @ 5:35 PM.

**5. Finance & Audit Committee Report [Bert Brinkerhoff]**

- Review Monthly Balance Sheet, P & L Statement and July to April, Budgeted vs Spent [Sent as attachment]  
Bert reviewed the discussion of the Finance Committee
- **Motion 30.2 to approve 2016-17 school budget and 4 year projections was made by Bert Brinkerhoff and seconded by Steven Gordon .**
- **Discussion:** Craig Eichmann reviewed the budget and projections. Specific focus was placed on the number of new hires and how they affect the budget numbers.
- **Roll Call Vote**
  - Bert Brinkerhoff **Yes**
  - Dale Klein **Absent**
  - Alan Lockwood **Yes**
  - Marilynn Patterson Grant **Absent**
  - Audrey Cummings **Yes**
  - Steven Gordon **Yes**

## 6. Facilities Committee [Steven Gordon & Alan Lockwood]

- Update on Phase II Renovations
- Steven Gordon commended Craig Eichmann for his ability to interface between the contractors and the Board

## 7. Human Resources Committee Report [Alan Lockwood]

Board went into executive session and invited the CEO and COO to discuss a personnel issue.

## 8. Governance Committee Report [Dale Klein]

- New Board Member Update

## 9. Resource Development Committee Report

- Development Consultant Interviews being held.

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

- Mission/Vision Revision submitted to SED for non-material charter revision

## 11. Old Business

- After discussion and review of sample Board Giving Policies, the Board agreed on parameters for an RA policy.
  - **Motion 30.2 to approve the RA Board Giving Policy by Steven Gordon and seconded by Audrey Lewis Cummings. *Each Board member acknowledges that the Board is committed to raising funds for the operations and capital improvement of the school. Each Board member will contribute to the best of his/her ability to the success of these efforts.***
    - **There was no discussion; Motion unanimously passed (Ayes 4; Nays 0)**

## 12. New Business

- **Motion 30.3 to approve new Nan Westervelt as part-time Director of Arts was made by Audrey Lewis-Cummings and seconded by Steven Gordon.**
  - **There was no discussion**
- **Roll Call Vote**

|                           |            |            |
|---------------------------|------------|------------|
| ● Dale Klein              | Absent     |            |
| ● Bert Brinkerhoff        | <b>Yes</b> |            |
| ● Steven Gordon           |            | <b>Yes</b> |
| ● Marilyn Patterson Grant | Absent     |            |
| ● Audrey Cummings         | <b>Yes</b> |            |
| ● Alan Lockwood           | <b>Yes</b> | No         |
  
- **Motion 30.4 to approve receipt of signed Disclosure of Possible Conflict of Interest and Code of Ethics from Nan Westervelt, Director of Arts. [see attached] was made by Steven Gordon and seconded by Bert Brinkerhoff**
  - **There was no discussion; Motion unanimously passed ( Ayes 4; Nays 0)**
  
- **Motion 30.5 to acknowledge in the minutes of the retroactive receipt and approval of signed Disclosure of Possible Conflict of Interest from Alan Lockwood, Steven Gordon, and Barbara Cozine was made by Bert Brinkerhoff and seconded by Audrey Lewis Cummings. [see attached]**
  - **There was no discussion; Motion unanimously passed (4 Ayes; 0 Nays)**
- **Motion 30.6 to approve revisions to Organizational Chart (Non-material Charter Change) was made by Bert Brinkerhoff and seconded by Audrey Lewis Cummings**
  - **There was no discussion; Motion unanimously passed (Ayes 4; Nays 0)**

### **13.. Public Comments**

### **14 . Adjournment 6:20**

- **Motion 30.7 to approve adjournment made by Steven Gordon and seconded by Bert Brinkerhoff at 6:20 PM**

- **There was no discussion; Motion unanimously passed (Ayes 4; Nays 0)**

## Renaissance Academy Charter School of the Arts Enrollment and Retention Targets

Renaissance Academy Charter School of the Arts employs a Family Services Coordinator whose role is to meet with community entities to ensure we are meeting our enrollment targets for ELL, SWD and ED students. RA has met its goals for economically disadvantaged students at 93% as well as SWD students at 14%. RA has not met its goal for ELL students. The Family Services Coordinator has meetings set up with refugee resettlement agencies and other community agencies in an attempt to become better known to the ELL communities. We are hopeful that our outreach efforts will begin to have an impact and anticipate being close to our target by the 5 year charter conclusion. RA also has a very high retention rate for all of our students. Between 93-96% of our students return for the following year.



# Entry 12 Teacher and Administrator Attrition

Last updated: 07/05/2016

Report changes in teacher and administrator staffing.

Page 1

## Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

### 2015-16 Teacher Attrition Table

|  | FTE Teachers on June 30, 2015 | FTE Teachers Departed 7/1/15 - 6/30/16 | FTE Teachers Filling Vacant Positions 7/1/15 - 6/30/16 | FTE Teachers Added in New Positions 7/1/15-6/30/16 | FTE of Teachers on June 30, 2016 |
|--|-------------------------------|--|--|--|----------------------------------|
|  | 17                            | 4                                      | 4  | 3  | 20                               |

### 2015-16 Administrator Position Attrition Table

|  | FTE Administrative Positions on June 30, 2015 | FTE Administrators Departed 7/1/15 - 6/30/16 | FTE Administrators Filling Vacant Positions 7/1/15 - 6/30/16 | FTE Administrators Added in New Positions 7/1/15-6/30/16 | FTE Administrative Positions on June 30, 2016 |
|--|---|--|--|--|---|
|  | 3   | 0  | 0  | 1  | 4   |

**Thank you**



# Entry 13 Uncertified Teachers

Last updated: 07/05/2016

## Page 1

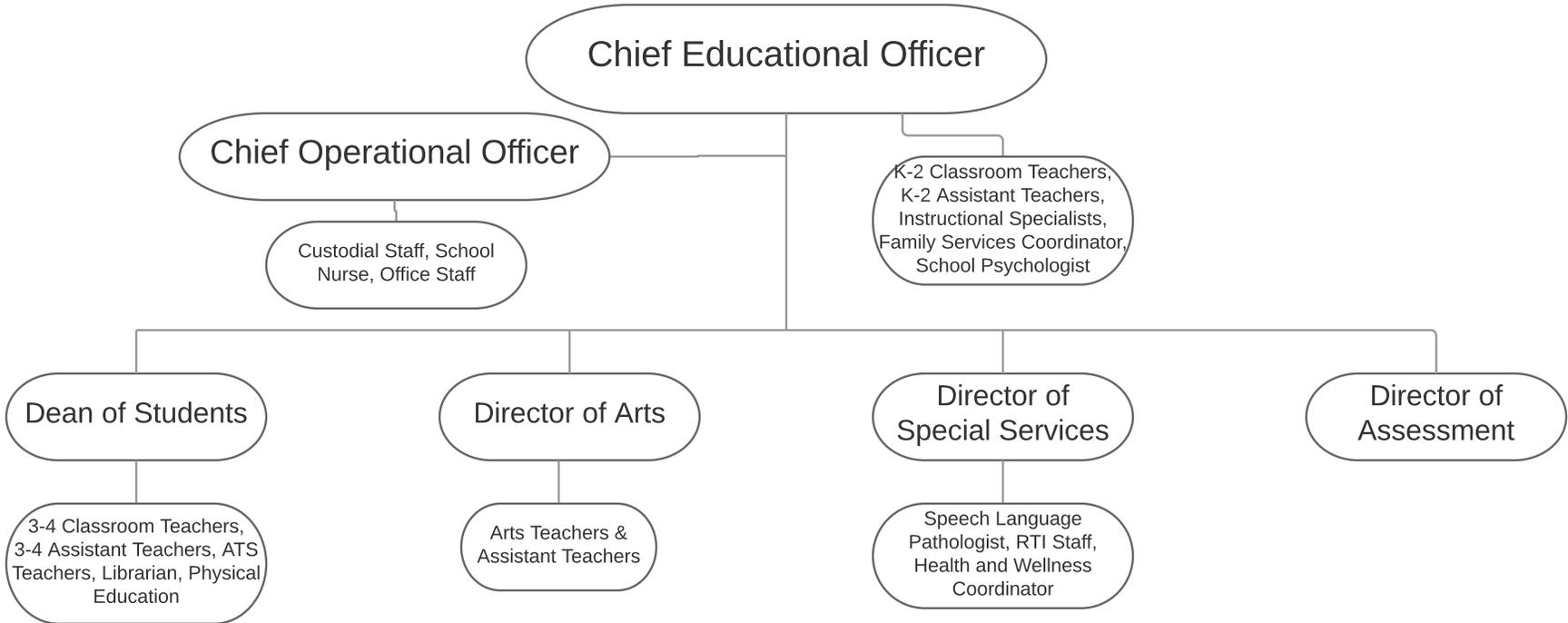
**The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count.**

### **Staff Qualifications (June 30, 2016)**

**Note: Columns should sum to the FTE count of Teachers on June 30, 2016, and each teacher should be in only one column.**

|  |     |
|--|-----|
| 1. FTE Count of Uncertified Teachers (6-30-15)   | 3   |
| 2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-15) | 1   |
| 3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-15)   | 0   |
| 4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-15)  | 0   |
| 5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-15)       | 2   |
| 6. FTE count of uncertified teachers who do not fit into any of the prior four categories  |     |
| Total  | 6.0 |

**Thank you.**



| JULY 2016 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

**4** Independence Day

**2** No School  
Staff Dev. Day  
**3** School Resumes  
**11** 1:30 Dismissal  
**16** M.L. King Day  
No School  
**25** 1:30 Dismissal

| JANUARY 2017 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| AUGUST 2016 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

**8** New Hire Orientation  
**11** Staff Reports  
**20** Back to School Kickoff  
**22** School Opens

**15** 1:30 Dismissal  
**20-24** No School  
Winter Recess

| FEBRUARY 2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 |    |    |    |    |

| SEPTEMBER 2016 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    | 1  | 2  | 3  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 |    |

**2** No School  
Staff Dev. Day  
**5** Labor Day-No School

**8** 1:30 Dismissal  
**22** 1:30 Dismissal

| MARCH 2017 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

| OCTOBER 2016 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

**7** No School  
Staff Dev. Day  
**10** Columbus Day-No School  
**19** 1:30 Dismissal

**3** No School  
Staff Dev. Day  
**14** No School  
Good Friday  
**17-21** No School  
Spring Recess

| APRIL 2017 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         |    |    |    |    |    |    |

| NOVEMBER 2016 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

**4** 1:30 Dismissal  
**11** Veterans Day  
**16** 1:30 Dismissal  
**23** No School  
Parent Teacher Conf.  
End of 1<sup>st</sup> Marking Per.  
**24-25** Thanksgiving Recess  
No School

**3** 1:30 Dismissal  
**17** 1:30 Dismissal  
**29** No School  
Memorial Day

| MAY 2017 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

| DECEMBER 2016 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 | 31 |

**23** 1:30 Dismissal  
**26-30** No School  
Winter Recess

**19** Field Day  
**22** Last Day of School

| JUNE 2017 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |