

The Renaissance Charter School 2

Freedom of Information Law – Subject Matter List

Last Updated: **January 10, 2022**

The Renaissance Charter School 2 (the “Corporation”) maintains the following list, by subject matter and/or category, of all records maintained by the Corporation. Not all records of the Corporation are publicly available under the Freedom of Information Law (“FOIL”). In accordance with FOIL, certain of the Corporation’s records or portions thereof are exempt from disclosure.

Board of Trustees Records

Agendas
Minutes of Board and Committee meetings
Bylaws
Board Policies

Charter Records

Provisional Charters
Charter Agreements
Charter Revisions
District Correspondence
SED Correspondence
Annual Reports Submitted to the Charter School Authorizer (CSO)
Site-visit Reports from CSO

Administrative Records

Grants and Contracts
Fixed Asset Inventory List
Leases and Other Property Documentation
Fundraising Records
Food Service Records

Human Resources Records

Employee Payroll Records and Reports
Employee Personnel Records
Employee Timesheets and Attendance Records
Employee Assignments and Garnishments
Employee Benefit Plan Documents
Employee Workman’s Compensation Documents
Employment Applications
Professional Development Records
Fingerprint Clearance Records
Certification Records
Employment Handbooks
Union Contracts

Financial Records

Accounts Payable Ledgers and Schedules
Accounts Receivable Ledgers and Schedules
Audit Reports of Independent Accountants
Financial Statements
Depreciation Schedules
Bank Statements & Reconciliations
Cancelled Checks
Cash Receipts and Disbursements
Expense Analyses & Distribution Schedules
Fixed Asset Records & Appraisals
General Ledgers
W-2 / W-4 / 1099 Forms, etc.
Banking agreements
Vendor invoices
Tax Returns and Correspondence

Insurance Records

Insurance Policies
Accident Reports and Claims

Student Records

Student Cumulative Education Records
Examination Test Results
Application, Lottery and Enrollment Documents
Attendance Records
Disciplinary Records
Health Records