

# MEETING MINUTES

Name of Foundation: Renaissance Charter Schools, Inc.

Board Meeting: December 08, 2016

## School(s) Present:

Renaissance Charter School at Wellington

Renaissance Charter School at Pines

Governors Charter Academy

Hollywood Academy of Arts/Science School

Renaissance Charter School at Plantation

Renaissance Charter School at Palm West

Renaissance Charter School at West Palm Beach

Renaissance Elementary Charter School

Keys Gate Charter High School

Duval Charter Scholars Academy

Duval Charter High at Bay Meadows

Duval Charter School at Bay Meadows

Duval Charter at Mandarin

Duval Charter at Southside

Duval Charter at Westside

North Broward Academy of Excellence

North Broward Academy of Excellence Middle School

Renaissance Charter School at Flagler Center

Renaissance Charter School at Central Palm

Renaissance Charter School at Cypress

Renaissance Charter at University

Hollywood Academy of Arts/Science Middle

Renaissance Charter School at Poinciana

Renaissance Charter School at Summit

Renaissance Middle Charter School

Renaissance Charter School at St. Lucie

Renaissance Charter School at Coral Springs

Renaissance Charter School at Cooper City

Renaissance Charter School at Crown Point

Renaissance Charter at Hunter's Creek

Renaissance Charter at Chickasaw Trail

Renaissance Charter School at Tradition

Four Corners Upper School

Renaissance Charter School at Goldenrod

Renaissance Charter School at Tapestry

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
December 08, 2016	10:30am	11:34pm	January 11, 2016	11am	R. Weaver
<b>Meeting Location:</b>					
Renaissance Charter School at Tradition, 10900 SW Tradition Parkway, Port St. Lucie, FL 34987					
<b>Attended by:</b>					
<b>Board Members:</b>			<b>Other Attendees:</b>		
Ken Haiko, Chairman			April Williams, Regional Director		
Dennis Clark, Vice-Chairman			Robin Sandler, Regional Director		
Tom Wheeler, Director			Donte Fulton-Collins, Regional Director		
John O'Brien, Director			Stacy Schmidt, Regional Director		
Absent:			Rita Weaver, Board Governance Manager		
Margaret Wells, Director			Levi Williams, Board Attorney		
Shane Strum, Director			Hilary Daigle, VP Accounting, CSUSA		
			Nicole Luicci, Principal		
			Amanda Wilson, Assistant Principal		
			Regina Brown, Dean of Students		
			Christiana Coburn, Assistant Principal		

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## CALL TO ORDER

Pursuant to public notice, the meeting commenced at 10:30am with a Call to Order by Chairman Ken Haiko. Roll call was taken and quorum established.

### I. ADMINISTRATIVE

#### Approval of Minutes from November 15, 2016

- Chairman Haiko asked the Board to review the Renaissance minutes from the November 15, 2016 board meeting and to note any changes. The minutes stand.

**MOTION: Motion was made by Dennis Clark and seconded by John O'Brien to approve the minutes from November 15, 2016 Renaissance Charter Schools, Inc. Board meeting. Motion was approved (4-0) (2 absent).**

### II. CSUSA Reports

#### NWEA Fall Results

- Meredith Ross, presented the NWEA Fall results, which included:
  - A review of the NWEA testing analysis
  - Comparison of Fall 2016 to Spring 2016 for each school.
- April Williams presented to the board the formation of the ASAP team which will focus on schools that are not achieving their goals and initiatives.

The board discussed these initiatives and the NWEA results and all questions were answered by both Mrs. Ross and Mrs. Williams.

### III. NEW BUSINESS

#### Approval of ESOL/Out of Field Waivers

- The board was presented with the ESOL/Out of Field Waivers for all schools governed by Renaissance Charter Schools, Inc. (See attachment)

**MOTION: Motion was made by Dennis Clark and seconded by John O'Brien to approve the list of ESOL/Out of Field Waivers, as presented. (see attachment) Motion was approved unanimously.**

#### Enrollment Policy

- Rita Weaver presented the new Enrollment Policy which included the Florida legislature changes from the 2016 session. The board discussed the new policy and all questions were answered by Ms. Weaver and Mr. Levi Williams, the board attorney.

**MOTION: Motion was made by John O'Brien and seconded by Dennis Clark to approve the CSUSA Enrollment Policy. Motion was approved unanimously.**

#### Bank Accounts

- Mr. Haiko requested to add Bank Accounts to the agenda. Hilar Daigle requested permission to move some schools' bank accounts to Florida Community Bank. The bank is offering a better rate than the current bank.

**MOTION: Motion was made by Dennis Clark and seconded by Tom Wheeler to move four schools' bank accounts to Florida Community Bank. Motion was approved unanimously.**

**IV. OLD BUSINESS**

Seminole Charter Amendment

- The board and their attorney discussed the need to add an additional planning year to the Seminole Charter as an amendment as there have been delays with zoning approval for the school property site.

**MOTION: Motion was made by Tom Wheeler and seconded by John O'Brien to approve the amendment to the Seminole Charter Agreement. Motion was approved unanimously.**

- Mr. Wheeler requested an update on the fence at Renaissance Charter School at Crown Point.

**V. PUBLIC COMMENTS**

- There were no public comments at this time.

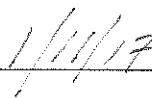
**VI. ADJOURNMENT**

**MOTION: Motion was made by Dennis Clark and seconded by Tom Wheeler to adjourn the Renaissance Charter Schools, Inc. December 8<sup>th</sup>, 2016 board meeting. Motion was approved unanimously.**



Ken Haiko, Chairman

Date: \_\_\_\_\_





<b><u>DCSA CHARTER SCHOOL</u></b>						
<b><u>ESOL AND OUT OF FIELD WAIVERS</u></b>						
	<b><u>TEACHERS' NAME</u></b>		<b><u>ESOL</u></b>	<b><u>Reading</u></b>	<b><u>Gifted</u></b>	<b><u>OOF WAIVER</u></b>
	<b><u>FIRST</u></b>	<b><u>LAST</u></b>				
1	Kahala	Adams	X			X
2	Auche	Cooper-Irwin	X			
3	Gregory	Forster	X			
4	Pearce	Fussell	X			
5	Sherril	Griffin	X			
6	Andrea	Mayfield-Price	X			
7	Kelli	McKinney-lafrate	X			
8	Shelissa	Mills	X			
9	Stacy	Sullivan	X			
10	Nancy	Waring	X			
11	Brian	Ahern	X			
12	Lindsey	Demeter	X			
13	Levi	Frost	X			
14	Glorimar	Gonzalex	X			
15	Mariko	Kawashima	X			
16	Tanya	Mccalop	X			
17	Robin	Michael	X			
18	Karmen	Pierce	X			
19	Tukz	Taaca	X			
20	Levi	Frost	X			X
21	Sandra	Burr				X
22						
23						
24						
25						

<u>North Broward Academy of Excellence Charter School</u>						
<u>ESOL AND OUT OF FIELD WAIVERS</u>						
	<u>TEACHERS' NAME</u>		<u>ESOL</u>	<u>Reading</u>	<u>Gifted</u>	<u>OOF WAIVER</u>
	<u>FIRST</u>	<u>LAST</u>				
1	Alicia	Stephens	X			
2	Tawny	Fetridge	X			X
3	Rhonda	Matthews	X			X
4	Keya	Lowe	X			
5	Hazel	Levy	X			
6	Brittany	Lawrence	X			
7	Ronald	Brown	X			X
8	Kefah	Farraj	X			
9						

<u>Renaissance CHARTER SCHOOL of St. Lucie</u>						
<u>ESOL AND OUT OF FIELD WAIVERS</u>						
	<u>TEACHERS' NAME</u>		<u>ESOL</u>	<u>Reading</u>	<u>Gifted</u>	<u>OOF WAIVER</u>
	<u>FIRST</u>	<u>LAST</u>				
1	Winnie	Nabukenya	X			X - K-6
2						
3						
4						
5						



## **Florida Enrollment Policy**

### **Overview**

The School is committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act, Section 1000.05(2)(a) of the Florida Statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

The School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Pursuant to section 1002.33(10)(b) - Eligible Students, the charter school shall enroll an eligible student who submits a timely application unless the number of applications exceed the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process.

Enrollment will also follow section 1002.33 (7)(a)(8), which includes enrolling students to achieve a racial/ethnic balance reflective of the community it serves or within the racial/ethnic range of the other public schools in the same school district.. In accordance with section 1022.33(10)(d), a charter school may give enrollment preference to populations denoted in its rules and procedures.

In compliance with 1002.33(7)(a)8, the school will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. The school will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same District. This effort will include marketing to underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

Also, in accordance with section 1002.31(2)(a), Controlled Open Enrollment, the school shall allow a parent from any school district in the state whose child is not subject to a current expulsion or suspension to enroll his or her child in and transport his or her child to this CSUSA-managed charter school, as long as the school has not reached its capacity. The school shall accept the student, pursuant to that school's established lottery procedures with the addition of preference being given to students that live in the school's local district. See Lottery Procedures and Preferences.

In subsequent years, applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by capacity minus the number of students who recommit. This is in compliance with 1002.33(10)(b). The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program,





class, or grade level in the order in which they are received. The lottery will be system generated. Parents will be notified in writing via email of their child's acceptance no later than twenty-one (21) days past the acceptance period deadline and will have a specific timeline to respond to the school ~~in writing~~ of their decision to attend. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

## **Florida Lottery Rules and Procedures**

### **Rules: General**

1. For the purposes of the following rules, the following terms are defined as follows:
  - a. All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
  - b. Lottery refers to the selection of applicant names by a random method such as a system generated process or the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
  - c. Lottery refers to the process whereby all eligible applicants are assigned a random number by ACE and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be moved to a pool for the subsequent lottery.
5. A lottery shall be conducted by a school to include all grades in which the number of applicants exceeds the number of expected seats available.
  - A. If the number of applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade. However, the computer system shall assign each applicant a random number. In the event the number of available seats for a grade level in which a public lottery was not conducted is less than the number anticipated at the close of the initial enrollment data, **ALL** offers shall be rescinded and applicants shall be offered admission based upon the system assigned numbers.
  - B. Siblings of applicants in another grade who are offered and have accepted admission based upon the preference established by the rescinded offer **SHALL** maintain the seat accepted and the sibling whose offer that has been rescinded shall be considered to have a preference of an applicant with a sibling applying for the same academic year.
6. **ALL** offers of registration shall be made in the order of the lottery results.

### **Rules: Preferences**

1. All preference categories shall be published prior to the lottery being conducted.



2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. All preferences shall be considered in the following hierarchy:
  - A. Applicant sibling of a currently enrolled student. The attending sibling must be enrolled in either the K-8 or high school system to which the applying sibling is seeking admittance.
  - B. Students of Active Duty military personnel.
  - C. Applicant children of an employee of the charter school. Due to the fact that all staff members at the school level are employed by Charter Schools USA, this preference will extend to the children of all Charter Schools USA employees.
  - D. Applicant child of a: charter board member, charter sponsor employer (charter in the workplace), charter school in a municipality, or other preference established in school charter application.
  - E. **An applicant who resides in the school's home district has preference over a student who resides in a different district.**
  - F. Applicant sibling of an accepted applicant applying for the same academic year.
5. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.

**Process:**

Applications will be made available online through our Enrollment System (ACE). The application is accessible through the school website, and schools have online resources available to assist parents in the application process. Charter Schools USA's Enrollment System (ACE) accepts student applications and monitors the number of applications submitted for each grade. ACE manages all aspects of the enrollment process including: online applications, application verification, sibling applicant record linking, admission preference management, manual and computerized lottery options, wait-list management, data exports (mail merges), and statistical reporting.

Upon submission of an application the information is reviewed for eligibility of attendance. Proof of residence in a particular area and age requirements are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored and reports created to determine the need for a lottery, waitlists, and letters of acceptance. If, at the end of the Open Enrollment period, there is an over subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided access to registration requirements and documents, via their parent dashboard through ACE. Documentation required by the School District is collected for review and verification. The following items are generally required for all students:



- Authorization for request of cumulative folder
- Proof of residence
- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, ESE, ESOL/ELL, literacy folder, and any conduct/discipline actions

**Procedure:**

Once all current students are registered and classes have been assigned, class size will determine the need for subsequent marketing efforts. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with perspective students is generated as appropriate.

For new schools, prior to the School's opening, an Open Enrollment period will be established and announced. During Open Enrollment, CSUSA staff will host informative meetings in areas where new schools will be opening for the upcoming school year. These meetings will not only focus on informing the community about CSUSA schools, but more specifically the meeting will provide direction for parents/guardians interested in enrolling their child(ren). At the end of the enrollment period, parents will be notified of acceptance to the School or assigned a lottery number in the event that applications exceed capacity. If capacity is not reached after the established Enrollment Period, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

In subsequent years, applications will be accepted each year during an Open Enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the Open Enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. The lottery will be both random and system generated.

Each applicant selected in the lottery will receive an offer letter, instructing the parent/guardian to log into their parent dashboard to accept or decline their child's seat. Through the data provided from ACE, the CSUSA enrollment team is able to track and confirm each applicant's plans for attendance in real time. An applicant will have no more than one week (7 days), starting from the date the offer was made, to respond to the offer letter via the internet or mail. They will have the opportunity to confirm their plans for attendance at the



school, by either accepting or declining the offer. If the applicant fails to respond to the offer, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list.

Should the applicant decide to accept the offered seat, they will receive a confirmation email within 24-48 hours of their response. The email will contain instructions for completing the enrollment and registration process. Starting from the day of the applicant's acceptance, the applicant will have no more than two weeks (14 days) to complete and submit several items of the required registration paperwork. If these specified registration items are not submitted within the specified time frame, the applicant will lose their seat. The registration items required to secure an applicant's seat can all be completed and electronically signed online through the parent/guardian's ACE dashboard and they include:

- Dress Code Agreement
- Internet Use & Promotion Form
- Parent Contract
- Photograph & Video Release Permission Form
- Volunteer Form
- Special Programs Information

**The ACE Enrollment System Lottery Process:**

1. Enrollment office will confirm the applicants eligible to participate in the lottery determined by the open enrollment time period.
2. Enrollment office will verify the grade levels which require a lottery.
3. Enrollment office will oversee the lottery process.
4. The lottery results module of ACE will highlight the students eligible for "offer" letters, along with noting the siblings.
5. Letters will be generated to offer students an acceptance in the charter school.
6. The remaining students will move to a waitlist based on their lottery number. Applications received after the enrollment period will be placed on the waitlist in the order in which they are received (according to date, time, and preference).