

MEETING MINUTES

Name of Foundation: The Renaissance Charter School, Inc.
 Board Meeting: November 7, 2008

School(s): Hollywood Academy of Arts & Sciences
 North Broward Academy of Excellence
 Renaissance Charter School

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:
11.07.08	10:20 a.m.	11:35 a.m.	02.06.09	TBD	Mary Vecchione
Meeting Location:					
Charter Schools USA, 6245 N Federal Hwy, Fort Lauderdale, Florida 33308					
Attended by:					
Mr. Kenneth Haiko, Chairman Mr. Dennis Clark, Vice Chairman Mr. Clarence McKee, Secretary Absent: Ms. Laura Seidman, Director Colonel Thomas Wheeler, Treasurer			Mr. Richard Page, VP of Operations, CSUSA Ms. Lorrie Davidson, VP of School Finance, CSUSA Mr. Mike Essik, Director of Finance, CSUSA Ms. Diane Ratcliff, Sr. Director of HR, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Mr. Derek Kelmanson, Operations Manager, CSUSA Ms. Ana Cordal, Principal, RECS Ms. Donte Fulton, Principal, HAAS Mr. David McKnight, Principal, NBAE		
Highlights:					

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 10:20 a.m. with a Call to Order by Chairman Haiko. Roll call was taken and quorum was established.

I. APPROVAL OF MINUTES

Mr. Kenneth Haiko, Chairman

Chairman Haiko asked the Board to review the minutes from the August 29, 2008 Board of Director's meeting and note any corrections or comments. The minutes stand.

Motion made by Mr. McKee with a second by Mr. Clark to approve the minutes from the August 29, 2008, Renaissance Charter School, Inc., Board of Director's meeting. The motion passed 3-0. (2 absent)

II. SCHOOL REPORT

Renaissance Charter School

Ms. Ana Cordal, Principal

- Ms. Cordal reported student enrollment at 502 with a budgeted enrollment of 490. The school is currently fully staffed.
- Tutorial programs for the lowest 25% of the students will begin in November. The teachers will submit a list of those students who qualify for this program.
- Benchmark 2 was administered. Student data will be analyzed.
- Facility concerns are the leaks in the roof due to the A/C unit and windows and walls are leaking.

- The Renaissance Charter School received the No Child Left Behind Award and Blue Ribbon School Flag. 420 schools were nominated, 320 schools received an award, and of those schools, only 15 were charter schools. The awards were presented in Washington DC.
- School and community activities were reviewed.

Hollywood Academy of Arts & Sciences

Ms. Donte Fulton, Principal

- School enrollment is 682 students with a budgeted enrollment of 683. The school is fully staffed.
- Benchmark 2 has been administered and data is currently being analyzed.
- Ms. Arscott, with CSUSA's education team, has completed teacher and student goals.
- After school tutoring has begun.
- Facility updates include the repair on the mesh fencing around the school.
- Ms. Fulton reported on relevant school and community activities.
- There was little information to provide for the new school. CSUSA is in the process of locking in the financing and all permits and approvals have been cleared. They anticipate breaking ground in December.

North Broward Academy of Excellence Elementary School

Mr. David McKnight, Principal

- Student enrollment is 556 with a budgeted enrollment of 550. One teacher resigned and 2 are on disability. These positions are being filled.
- Benchmark 2 has been administered and data will be analyzed.
- CSUSA held a site visit in October and a plan was mapped for the commendations and recommendations.
- There has been in-school remediation for reading with students being pulled out of special classes and after school.
- The housekeeping for the school will be transitioned to in-house beginning in December.
- The PTO purchased for the school a sound system for the cafeteria and ten BEEP subscriptions with lesson plans, videos, etc.
- Mr. McKnight reported on relevant school and community activities.

Middle School

- Student enrollment was reported at 287 with a budgeted enrollment of 308. A new art teacher was hired and the media specialist is out on disability.
- In-school remediation focusing on reading and math are being held during student's specials.
- Benchmark 2 has been administered and the data is being analyzed.
- CSUSA held their site visit in October.
- Mr. McKnight reported on relevant school and community activities.

Board Comments

- Chairman Haiko commented that he distributed an email to all principals for competition to enter an essay for a Zero G flight from Space Florida. The idea is for teachers to experience this and bring their knowledge back to the classroom for discussion and instructional purposes. He encourages all to apply.

III. FINANCE

Ms. Lorrie Davidson, VP of School Finance & Mr. Mike Essik, Director of School Finance

Audit

- Ms. Davidson reported that the school audits have been completed and filed, showing strong financial results. She indicated that some funds were rolled forward to balance the budget for this year.
- The auditors made two comments for improvement over the next year. The first is a fixed asset inventory. We need to improve the system by which we use to record and track fixed assets. This would include tagging inventory and looking for a vendor to perform a complete fixed assets inventory and providing us with software to maintain our records.
- The second comment was on updating our accounting policies and procedures and internal controls. Ms. Davidson indicated that this process has begun internally. This will then be used as a training manual going forward.

Quarterly Financials

- Student enrollment was very close to plan in all the schools. The shortfalls for NBAE Middle School were offset by favorable enrollment in the elementary school.
- FTE revenue per student was favorable in all schools with the exception of RCMS and NBAEMS, which were on target with the plan.
- School revenues have shortfalls for NBAE and NBAEMS due to unadjusted FEFP, which are not reflected in the first quarter receipts.
- School expenses showed a slight variance for RECS due to FFE in excess of plan and for RCMS and NBAEMS due to the purchase of textbooks that were planned for FY08 but realized in FY09.
- School deficits for NBAE and NBAEMS are attributed to the true enrollment not reflected in the FTE revenue for the first quarter for these schools.

Motion made by Mr. McKee with a second by Mr. Clark to approve the Quarterly Financials as of June 30, 2008 for the Renaissance Charter School, Inc. The motion passed 3-0.
(2 absent)

IV. OLD BUSINESS

Hollywood Academy of Arts & Sciences Staff Survey Results

Ms. Diane Ratcliff, Sr. Dir of HR

- Ms. Ratcliff reported on the end of year staff survey results. 57 employees were given the opportunity to complete the survey and 9 were returned.
- The sections were divided into three "buckets": Workforce Strength; Leadership; and Work Environment. Overall, results were slightly lower than last year.
- Most importantly, 100% responded that they are "Happy working at HAAS".
- Ms. Ratcliff listed the top three questions which scored the highest and listed the lowest three, for improvement.
- Results of the scores are used in school strategic planning sessions for goal setting and improvements.

North Broward Academy of Excellence Staff Survey Results

Ms. Diane Ratcliff, Sr. Dir of HR

- Ms. Ratcliff reported on the year end staff survey results. 59 employees were given the opportunity to complete the survey, and 21 surveys were returned.
- The sections were divided into three "buckets": Workforce Strength; Leadership; and Work Environment. Overall, the results were similar to those of last year.

- Ms. Ratcliff listed the top three questions which scored the highest and listed the lowest three, for improvement.
- 80% of the results agreed with the question “Happy working at NBAE”.
- Results of the scores are used in school strategic planning sessions for goal setting and improvements.

V. NEW BUSINESS

Governance Training Requirement

Ms. Mary Vecchione, Governing Board Liaison

- Ms. Vecchione reviewed the governance training requirement mandated by the Florida Department of Education. She explained the process and showed the “approved” trainers list.
- The board decided to use The Clarion Council as their trainer. This is a totally on-line instructional course that allows members to complete individually and at their own speed.

Motion made by Mr. McKee with a second by Mr. Clark to approve the Clarion Council as their “approved” provider for the governance training requirement issued by the FLDOE. The motion passed 3-0. (2 absent)

Update on Homestead Merger

Mr. Richard Page, VP of Operations

- Mr. Page reviewed the objectives of the merger between the Renaissance Charter School, Inc. and The Homestead Charter School, Inc. The intent is to structure the board so that they are aligned; making the existing KGCS an elementary school and the new school a middle school. This will then provide a feeder pattern into a new high school.
- The purpose is to take the existing Homestead Charter Foundation and incorporate it as a part of the Renaissance Charter School, Inc. The Homestead Charter Foundation would then become an advisory board, which reports directly to the Renaissance Charter School, Inc. The high school would then be matriculated in under one governing board. The main reason for structuring this would be the funding which can be provided by Renaissance Charter School, Inc. and their experience in raising bonds for financing.
- Mr. Page asked the board if they would be interested in this new structure and pursuing this option legally. The board instructed CSUSA to proceed with negotiations on their behalf.

Motion made by Mr. McKee with a second by Mr. Clark for legal councils to pursue negotiations with The Homestead Charter Foundation, Inc. and the Renaissance Charter School, Inc. to merge as one, under the Renaissance Charter School, Inc. The motion passed 3-0. (2 absent)

St. Lucie Charter Update

Mr. Richard Page, VP of Operations

- Mr. Page reported that Red Apple Development has selected the site for the school location and submitted the final permits for the site plan. The closing on the land should happen at the beginning of December. We currently have a deposit on the land.

Board Meeting Dates

- Chairman Haiko asked for the board to review their schedules for the next meeting of the Renaissance Charter School, Inc. It was decided they would meet on February 6, 2009 and the meeting would be held at Gateway Charter School, in Lee county.
- Ms. Vecchione will contact all board members and provide further details when the date is closer.

VI. OPEN FORUM

- None

Motion made by Mr. Clark with a second by Mr. McKee to adjourn the Renaissance Charter School, Inc. Board of Director's meeting. The motion passed 3-0. (2 absent)



Kenneth Haiko, Chairman

Date: 01/13/09