

# MEETING MINUTES

**Name of Foundation:** The Renaissance Charter School, Inc.  
**Board Meeting:** June 18, 2010

**School(s):** Duval Charter School at Arlington  
 Hollywood Academy of Arts & Sciences  
 Keys Gate Charter High School  
 North Broward Academy of Excellence  
 Renaissance Charter School, Inc.  
 Renaissance Charter School St Lucie

*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:
06.18.10	11:30 a.m.	12:30 p.m.	TBD	10:30 a.m.	M. Vecchione
<b>Meeting Location:</b>					
Charter Schools USA, 6245 N Federal Hwy, Fort Lauderdale, Florida					
<b>Attended by:</b>					
Mr. Ken Haiko, Chairman Mr. Dennis Clark, Vice Chairman Mr. Thomas Wheeler, Treasurer			Ms. Debbie Von Behren, COO, CSUSA Mr. Richard Page, VP of Bus Development, CSUSA Ms. Lorrie Davidson, VP of Finance, CSUSA Mr. David McLaughlin, CTO, CSUSA Ms. Roseanne Matthews, HR Consultant, CSUSA Mr. Mike Essik, Dir of Finance, CSUSA Ms. Hillary Daigle, Controller, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA		
Absent: Mr. Corey Gold, Director					
<b>Highlights:</b>					

## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 11:30 a.m. with a Call to Order by Chairman Haiko. Roll call was taken and quorum was established.

## **I. APPROVAL OF MINUTES**

Chairman Haiko asked the Board to review the minutes from April 23, 2010 and May 5, 2010 Governing Board meetings and note any corrections or comments. The minutes stand.

Motion made by Mr. Clark with a second by Mr. Wheeler to approve the minutes from the April 23, 2010 Governing Board meeting. The motion was approved unanimously.

Motion made by Mr. Clark with a second by Mr. Wheeler to approve the minutes from the May 5, 2010 Governing Board meeting. The motion was approved unanimously.

Chairman Haiko noted that the minutes from the May 24, 2010 and the June 8, 2010 Governing Board meetings are under legal review by the attorneys for the Homestead Charter Foundation, Inc. and the Renaissance Charter School, Inc. at the request of the governing board. The meetings were important, with both attorneys present, and the board wanted assurance that the minutes were accurate. They will be approved at the next meeting.

## **II. SCHOOL REPORT**

### Hollywood Academy of Arts and Sciences

- Ms. Fulton reported on enrollment of 671 students with a budgeted enrollment of 680. Currently there are no new open staff positions.

- Ms. Fulton spoke on Leadership Training and Leading Edge, Professional Development and SAC. Included were updates on the school improvement plan and strategic plan.
- She also noted the numerous school, PTO, and community activities.
- Student recommits for the new year are at 94% with new applications/enrollment of 85 students and a wait list of 613.
- Ms. Fulton acknowledged the results of the 3<sup>rd</sup> grade FCAT scores in both reading and mathematics. She walked the board through a presentation which analyzed the results.

#### North Broward Academy of Excellence

- Mr. McKnight reported on enrollment of 607 students for the elementary school and 325 students for the middle school. Budgeted enrollment is 932. One third grade teacher resigned and one has been hired.
- Mr. McKnight spoke on Leadership Training and Leading Edge, Professional Development and SAC. Included were updates on the school improvement plan and strategic plan.
- He also noted the numerous school, PTO, and community activities.
- Student recommits for the new year are at 746, with new enrollment of 225 and a wait list of 426. Total enrollment as of now is 971. Mr. McKnight noted that enrollment goals were met before the close of the school year.
- Mr. McKnight acknowledged the results of the 3<sup>rd</sup> grade FCAT scores in both reading and mathematics. He walked the board through a presentation which analyzed the results.

#### Renaissance Charter School

- Ms. Cordal reported enrollment of 634 students with a budgeted enrollment of 625. Currently there are no new open staffing positions.
- Ms. Cordal spoke on Leadership Training and Leading Edge, Professional Development and SAC. Included were updates on the school improvement plan and strategic plan.
- She also noted the numerous school, PTO, and community activities.
- Student recommits for the new year are at 100%. With the expansion, new enrollment for 2010-2011 for RECS is 735 and RMCS is 332. Currently there is a wait list of 525 for RECS and 30 for RMCS.
- Ms. Cordal acknowledged the results of the 3<sup>rd</sup> grade FCAT scores in both reading and mathematics. She walked the board through a presentation which analyzed the results.
- Ms. Cordal noted that due to the expansion, there will be many new staffing positions which will need to be filled. This recruiting will take place over the summer.

#### Renaissance Charter School St Lucie

- Mr. Lewis reported enrollment of 1148 students with a budgeted enrollment of 1242. Currently there are no staffing positions open.
- Mr. Lewis spoke on Leadership Training and Leading Edge, Professional Development and SAC. Included were updates on the school improvement plan and strategic plan.
- He also noted the numerous school, PTO, and community activities. Included, the school was used as a backdrop for one of the political candidates from St. Lucie. They were very proud he chose to use their school.
- Student recommits for the new year are 1127 and with the new enrollment, they should reach the goal of 1290. 976 students are on the wait list for next year.

- Mr. Lewis acknowledged the results of the 3<sup>rd</sup> grade FCAT scores in both reading and mathematics. He walked the board through a presentation which analyzed the results.

### III. FINANCE

#### FY 11 Budget

- Revenue - Primary source is from FEFP from the State. Budgets assume a 2% decrease from the FY10 actual FTE per student revenue, as a safe measure to ensure that results will be achievable. Capital Outlay revenue is planned with a 10% reduction of the per student allocation from FY10 actual amounts.
- NBAE, NBAEMS, and HAAS have been approved for Title One funds which are reflected in the revenue for these schools. These funds will be applied to existing expenses that qualify as eligible expenses.
- Start-up grant funds are included in the budgets for DCSA, KGCHS, and RCSSL. The amount planned for DCSA and KGCHS is \$275,000 per school. For RCSSL, the funding planned is \$50,000.
- Enrollment - Full enrollment is expected at RCSSL. HAAS, HAASMS, NBAE, and NBAEMS for 2010-2011. Enrollment will be increased at RECS due to the expansion and expected to be 429 students. Enrollment for KGCHS will be at 300 students and DCSA is planned for 641 students.
- Expenses - Wages for all positions will remain at FY10 levels for the 2010-2011 school year. Instructional expenses include textbooks and workbooks for the adoption of a new Math program that will be consistent with Next Generation Sunshine State Standards. Transportation costs will increase at RECS and RCMS to accommodate the greater number of students from the expansion. Capital expenditures for all schools include technology enhancements of netbooks, laptops, interactive boards, projectors, and software. In addition, this will include licensing, network equipment, and infrastructure. Additional capital required for the RECS expansion will be supported by the school fund balance. Capital for RCMS is supported by a loan from RECS. Proceeds from loans are included in the plans for KGCHS and DCSA for their first year capital needs. Rent for NBAE and NBAEMS is lower in FY11 as negotiated with Red Apple as a result of the bond financing.
- Surplus - The budgets for RCSSL, NBAE, NBAEMS, KGCHS, and DCSA show surpluses for FY11.
- Deficit - A deficit is planned for HAAS with a request of an appropriation of the school fund balance in order to allow for specific needs of the school which were presented to the Board. A deficit is planned for HAASMS partly due to the new Math program and a shift in student population to the upper grade levels. Deficits are also planned for RECS and RCMS. The new facility for RECS created the need for additional capital items and the school fund balance will cover this deficit. The RCMS fund balance is sufficient to cover the deficit planned for the upcoming year. Ms. Davidson asked the board their permission to have all the schools contribute management fees in FY11, with the exception of DCSA and RCMS. Ms. Davidson commented that there is no management fee planned for DCSA for the first year but reserve the right to come back to the board mid-year and, if the budget allows, request that CSUSA receive their management fee.

Motion made by Mr. Clark with a second by Mr. Haiko to approve Renaissance Elementary Charter School to loan funds up to \$200,000 to Renaissance Charter Middle School for the FY11 Budget. The motion was approved unanimously.

Motion made by Mr. Clark with a second by Mr. Haiko to approve the FY 11 Budget for the Renaissance Charter School, Inc. The motion was approved unanimously.

#### Engagement Letters

- Ms. Daigle spoke on the audit engagement letters for The Renaissance Charter School, Inc. Schools for the year ending June 30, 2010 and asked for Board approval.

Motion made by Mr. Clark with a second by Mr. Haiko to approve the Audit Engagement Letters for the Renaissance Charter Schools, Inc., for the year ending June 30, 2010. The motion was approved unanimously.

- It was suggested by the Board that in the future, every few years, CSUSA send a new RFP request for these audits. Ms. Daigle will note this on her calendar.
- Ms. Daigle asked the Board to approve the audit RFP for RECS St Lucie. This is standard procedure with a new school.

Motion made by Mr. Clark with a second by Mr. Haiko to approve the audit firm of Keefe, McCullough & Co to process the audit for Renaissance Charter School of St Lucie, for the year ending June 30, 2010. The motion was approved unanimously.

- M. Daigle shared the district CPA form for the schools and noted that it had been signed by the Chairman and sent to the District.
- Ms. Davidson spoke on the technology lease for RCSSL. CSUSA obtained an operating lease with First American for a portion of the technology equipment at RCSSL. Rather than spending the entire dollar amount up front, the company agreed to buy back the equipment and the school would make monthly payments.

Motion made by Mr. Clark with a second by Mr. Haiko to approve the lease with First American on a portion of the technology equipment for RCSSL. The motion was approved unanimously.

#### **IV. OLD BUSINESS**

##### Duval Charter School at Arlington

- Mr. Page stated that the DCSA is proceeding nicely and continues to be on schedule for the opening in August for the 2010-2011 school year.

##### Keys Gate Charter High School

- Mr. Kelmanson updated the Board and stated thAT the charter contract with Keys Gate Charter High School has been executed.

##### New Charter Applications for the Board

- Chairman Haiko discussed with the Board that they will be submitting several new charter applications for the 2011-2012 School year. Mr. Kelmanson reminded the Board that we would need their approval to submit these on their behalf. The applications are for the following school districts: Duval, Broward, Dade, St. Lucie, Palm Beach, Orange, Lake, Polk, and Osceola.

Motion made by Mr. Haiko with a second by Mr. Clark to authorize CSUSA to submit new Charter Applications for the School Year 2011-2012 on behalf of the Renaissance Charter School, Inc. The motion was approved unanimously.

Management Agreements

- Mr. Kelmanson reminded the Board that in order to submit the applications, we would also need management agreements signed between the Board and CSUSA.

Motion made by Mr. Clark with a second by Mr. Haiko to approve and authorize the Chairman to sign the Management Agreements between the Board and CSUSA, for those schools which we will be submitting new charter applications for on behalf of the Renaissance Charter School, Inc. for the school year 2011-2012. The motion was approved unanimously.

Renewal Process for NBAE

- Mr. Kelmanson commented that the 10 year charter is up for renewal for North Broward Academy of Excellence and we will follow the state mandated renewal process with the Broward School District.

Shared Facility Agreement

- Mr. Page reviewed the Shared Facility Agreement between KGCS and KGCHS, which has been discussed in previous board meetings. He asked the Board for approval.

Motion made by Mr. Clark with a second by Mr. Haiko to approve the Shared Facility Agreement between Keys Gate Charter School and Keys Gate Charter High School. The motion was approved unanimously.

**V. NEW BUSINESS**

Director of Development for the Board

- Mr. Page suggested to the Board to consider retaining a Director of Development for the Renaissance Charter School, Inc. This individual would have personal and business knowledge of the communities the Board is considering submitting an application in and assist in creating relationships with the Districts and developing local councils.

Motion made by Mr. Clark with a second by Mr. Haiko to establish a board administration fund of \$10/student to be used to hire staff to support ongoing board development and management for the Renaissance Charter School, Inc. The motion was approved unanimously.

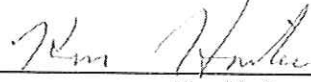
Fingerprinting Update

- Ms. Vecchione reminded the Board that in Broward County they need new clearance on their background checks every 5 years. She passed out the required forms and information for instructions.

VI. OPEN FORUM

- None

Motion made to adjourn the Renaissance Charter School, Inc. Governing Board meeting. The motion was approved unanimously.



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Ken Haiko, Chairman

Date: 10/12/10