

# MEETING MINUTES

**Name of Foundation:** The Renaissance Charter School, Inc.  
**And Annual Meeting and Election of Officers**  
**Board Meeting:** March 11, 2011

**School(s):** Duval Charter School Arlington  
 Hollywood Charter Academy  
 Hollywood Charter Middle Academy  
 North Broward Academy of Excellence  
 North Broward Academy of Exc. MS  
 Renaissance Charter School St Lucie  
 Renaissance Elem. Charter School  
 Renaissance Middle 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:
03.11.11	12:00 p.m.	1:15 p.m.	TBD	12:00 p.m.	M. Vecchione

<b>Meeting Location:</b>
Charter Schools USA, 6245 N Federal Hwy, 5 <sup>th</sup> Floor, Fort Lauderdale, Florida 33308

<b>Attended by:</b>	
Ken Haiko, Chairman Dennis Clark, Vice Chairman Thomas Wheeler, Treasurer Lisa Peddy, Director Peggy Wells, Director	Mr. Jon Hage, CEO/President, CSUSA Ms. Debbie Von Behren, COO, CSUSA Mr. Richard Garcia, CFO, CSUSA Ms. Lorrie Davidson, VP of Finance, CSUSA Ms. Hillary Daigle, Controller, CSUSA Mr. Mike Essik, Director, CSUSA Mr. Rob Vilardi, Sr. Financial Analyst, CSUSA Ms. Judith Brown, Financial Analyst, CSUSA Ms. Mary Vecchione, Governing Board Liaison, CSUSA Ms. Teresa Brown, Principal, DCSA Ms. Donte Fulton, Principal, HAAS Ms. Robin Sandler, Principal, KGCS Mr. David McKnight, Principal, NBAE Mr. Eric Lewis, Principal, RCSSL Ms. Ana Cordal, Principal, RECS Mr. Ed Puzzouli, Counsel for Board

<b>Highlights:</b>
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## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 12:00 p.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 the January 14, 2011 and the February 14, 2011 Governing Board meetings and note any corrections or comments. The minutes stand.

Motion made by Mr. Clark with a second by Ms. Peddy to approve the minutes from the January 14, 2011 Renaissance Charter School, Inc. 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 February 14, 2011 Governing Board meetings and note any corrections or comments. The minutes stand.

Mr. Haiko noted that Mr. Corey Gold's resignation is effective immediately from the Board and the Board has accepted his resignation.

Mr. Haiko introduced Ms. Peggy Wells as a nominated Board member and she spoke to the Board on her background and qualifications for a Board member. Mr. Ken Haiko nominates Ms. Wells as a Director of the Renaissance Charter School, Inc. Governing Board.

Motion made by Mr. Clark with a second by Ms. Peddy to approve the nomination of Ms. Margaret Wells as a Board Director of the Renaissance Charter School, Inc. The motion was approved unanimously.

## II. SCHOOL REPORT

### Duval Charter School at Arlington

- Ms. Brown reported enrollment of 542 students with a budgeted enrollment of 641. There are two staffing positions currently open, middle school math and middle school reading.
- Ms. Brown provided an update on the school improvement plan and strategic plan. She also reviewed professional development topics for the month and the PTO updates.
- Numerous school, community and PTO activities were reviewed.
- Ms. Brown commented that she is aware of the need for promethean training for all her staff to better utilize this technology.
- Recommits and enrollment for the next school year were provided to the Board.

### Hollywood Academy of Arts & Sciences

- Ms. Fulton reported enrollment of 675 students with a budgeted enrollment of 680. There is currently one open position for a part time math teacher.
- Ms. Fulton provided an update on the school improvement plan and strategic plan. She also reviewed professional development topics for the month, the last SAC meeting notes, and the PTC updates.
- Numerous school, community and PTC activities were reviewed.
- Technology improvements include 7 new document cameras and 1 new LCD projector which were all purchased with fundraising dollars.
- A summary of recommits and enrollment for the next school year were provided to the Board.

### Keys Gate Charter High School

- Ms. Sandler reported enrollment of 176 students with a budgeted enrollment of 200. All staffing positions are currently filled.
- Ms. Sandler provided an update on the school improvement plan and strategic plan. She also reviewed the professional development topics for the month and the last SAC meeting notes.
- Numerous school, community and PTO activities were reviewed.
- A summary of recommits and enrollment for the next school year were provided to the Board.

### North Broward Academy of Excellence

- Ms. Evans spoke for Mr. McKnight and reported enrollment of 628 in elementary, 333 in middle school, with a total of 961 students and a budgeted enrollment of 971. All staffing positions are currently filled.

- Ms. Evans provided an update on the school improvement plan and strategic plan. She also reviewed the professional development topics for the month, the last SAC meeting notes, and PTO updates.
- The school has hired a new cleaning team which began on March 1<sup>st</sup>.
- Numerous school, community and PTO activities were reviewed.
- Lastly, a summary of recommits and enrollment for the next school year were provided to the Board.

#### Renaissance Charter School

- Ms. Cordal reported enrollment of 738 elementary students, 302 middle school students for a total of 1040 and a budgeted enrollment of 1060.
- Ms. Cordal provided an update on the school improvement plan and strategic plan. She also updated the Board on the professional development topics for the month and PTO updates.
- Facility updates include the hiring of a new cleaning company, AC units not working and waiting on parts, and the new playground is currently being installed.
- Numerous school, community and PTO activities were reviewed.
- Lastly a summary of recommits and enrollment for the next school year were provided to the Board.

#### Renaissance Charter School St Lucie

- Mr. Lewis reported enrollment of 1291 students with a budgeted enrollment of 1290. Currently all staffing positions are filled.
- Mr. Lewis provided an update on the school improvement plan and strategic plan. He also updated the Board on the professional development topics for the month and the last SAC meeting notes.
- Facilities has been working on re-waxing the office and common areas, water supply system flushed, quarterly fire sprinkler inspection, furniture inventory and a mulch path to the north rear doors for PE entrance.
- Numerous school, community and PTO activities were reviewed.
- Technology updates include the installation of LanSchool application in all iPads, Ergotron mobile cart given to the school, 2 interfit set of lights for video studio, and a new laptop for aftercare.
- Lastly a summary of recommits and enrollment for the next school year were provided to the Board.

#### KGCHS Florida Athletic Association

- Ms. Wells explained that in order for the school to compete with other schools that are similar in size, they had to join the Florida Athletic Association. This needs Board approval.

Motion made by Ms. Wells with a second by Mr. Clark to approve the membership for KGCHS to the Florida Athletic Association. The motion was approved unanimously.

#### Out of Field Waivers

- KGCHS has one teacher out of field and needs Board approval.

Motion made by Ms. Wells with a second by Mr. Wheeler to approve the out of field waiver for KGCHS. The motion was approved unanimously.

### **III. OLD BUSINESS**

#### Charter Development Updates

- *Bond Financing for Projects* - Mr. Hage reported that the Board's bond financing through Zeigler Capital is going well. The process is 3 tiered: 1. Credit approval, 2. Pricing the bond and sizing what the rate will be, and 3. Sell in the open market. We should know soon on the outcome. 5 schools will fall under this bond issuance: Renaissance Charter School at Coral Springs; Keys Gate Charter High School, phase II; Duval Charter School at Bay Meadows (K-12); and the Hollywood Academy of Arts & Sciences expansion.
- *KGCHS Construction & Interim Loan* - The construction on the high school has begun. The City will meet on March 23<sup>rd</sup> and we should have final approval on permits and Mr. Hage indicated that there would not be a problem. The enrollment for 9<sup>th</sup> and 10<sup>th</sup> grades next year is almost filled.
- *Renaissance Charter School at Coral Springs* - This school will be housed in an existing building and the Board has a lease with an option to purchase. The builder is supporting the financing of the building and will manage the renovations. The Board will purchase the building when the bond financing is complete. There are over 400 applications in the first week of open enrollment.

Motion made by Mr. Wheeler with a second by Mr. Clark to ratify the lease and the option to purchase the property and building to be known as Renaissance Charter School at Coral Springs. The motion was approved unanimously.

- *Duval Charter Schools at Bay Meadows (K-12)* - Construction will begin shortly on these schools. At this time, Mr. Pozzuoli asked the board to ratify the bond transaction for the financing of the above.

Motion made by Mr. Clark with a second by Mr. Wheeler to ratify the bond transaction through Zeigler Capital and to grant Mr. Ken Haiko, Chairman/President, the authority to execute all necessary documents to effectuate the Renaissance Charter School, Inc. projects along with the proposed bond transaction.

- *Charter Contracts* for Duval Charter School at Bay Meadows and Duval Charter High School at Bay Meadows have been effectuated on the approval of the Board.
- *Deferral of Applications* - Approved charter applications that are not going to open this 2011 school year and therefore have elected a 1 year deferral. Pursuant to S. 1002.33, Florida Statutes, Sponsor and School do hereby agree that this document shall constitute the School's Deferral and agree to the following:

The Sponsor grants a one-time deferral, not to exceed one year, allowing School to postpone the opening of its building until the first day of school, 2012. By the Sponsor granting this deferral the School agrees that it will not operate as a school in any educational capacity with students and the failure to open by the first day of school 2012 will automatically terminate the charter contract between the Sponsor and the School. Additionally, the School and Sponsor agree that such a deferral will not affect the five (5) year term of the contract.

Motion made by Mr. Clark with a second by Ms. Peddy to defer the following approved charter applications for one year.

1. Renaissance Charter School at Miami Lakes
2. Renaissance Charter School at Miami Lakes
3. Renaissance Charter School of Broward - West
4. Renaissance Charter School of Broward - East
5. Renaissance Charter School of Broward - South
6. Tradition Charter School of St. Lucie
7. Orange County Charter School

The motion was approved unanimously.

#### IV. NEW BUSINESS

##### 2012 Petition Cycle

- The Board asked that this item be reported on at the next Board meeting.

##### Acronyms

- At the request of Chairman Haiko, a list of acronyms has been drafted and will be in the Board packet each month for reference during discussions.

##### Board Meeting Times

- Chairman Haiko asked the Board to move back the starting times for the meeting one half hour. The Board agreed.

Chairman Haiko asked the Board to move up the Annual meeting and Election of Officers because he will have to leave early and wanted to be present for this portion of the meeting. The Board agreed.

#### ANNUAL MEETING AND ELECTION OF OFFICERS

Mr. Clark nominates Mr. Ken Haiko as Chairman/President.

Motion made by Mr. Clark with a second by Ms. Peddy to elect Mr. Ken Haiko as Chairman/President of the Renaissance Charter School, Inc. The motion was approved unanimously.

Mr. Haiko nominates Mr. Dennis Clark as Vice Chairman and Secretary.

Motion made by Mr. Haiko with a second by Ms. Peddy to elect Mr. Dennis Clark as Vice Chairman/Secretary of the Renaissance Charter School, Inc. The motion was approved unanimously.

Mr. Haiko nominates Ms. Margaret Wells as Treasurer.

Motion made by Mr. Haiko with a second by Mr. Wheeler to elect Ms. Margaret Wells as Treasurer of the Renaissance Charter School, Inc. The motion was approved unanimously.

Chairman Haiko left the meeting.

#### V. FINANCE

##### FY11 July - January Review

- Mr. Vilardi reviewed the FY11 financial review from July, 2010 through January, 2011. Student enrollment is below the projected enrollment for all

schools with the exception of HAAS. This represents an overall variance of (201).

- The summary of the FTE revenue for all Renaissance Charter Schools, Inc. schools are showing a positive variance with the exception of RCSSL & KGCHS.
- Mr. Vilardi reviewed with the Board the summary of significant budget variances for all the schools. The FY11 forecast is showing a variance of the following for each school:
  1. RCS K-5 - \$7,000
  2. RECS MS - (\$42,000)
  3. HAAS - \$190,000
  4. HAAS MS - \$19,000
  5. NBAE - \$191,000
  6. NBAE MS - \$6,000
  7. RCSSL - \$185,000
  8. DCSA - (\$51,000)
  9. KGCHS - (\$191,000)
- This results in the difference of the FY11 budget and the forecast of a total positive variance for the sum of all the schools to be \$314,349.
- Lastly, the changes in fund balances from the beginning balance, July 1, 2010 to the forecasted balance for the school year to be a positive variance for all the schools of \$2,086,762.


Motion made by Ms. Peddy with a second by Ms. Wells to approve the Q2 Financial Summary and Review through January, 2011 for the Renaissance Charter School, Inc. The motion was approved unanimously.

#### RFP Audit Process

- Mr. Clark chairs the audit committee for the Board. He has asked for a formal process for RFP's for the new schools. Ms. Daigle will oversee this project internally at CSUSA and will post the request on the websites and let the audit firms place their bids. She will bring this information back to the Board, provide them with CSUSA's recommendations and let the Board decide. This will begin immediately for the new schools of DCSA and KGCHS.
- It has also been mentioned that this process would be done occasionally for existing schools. The Board decided to wait a year for the Renaissance Charter School, Inc. schools for this year.

#### VI. OPEN FORUM

- None



Ken Haiko, Chairman

Date: 4/29/11