

# MEETING MINUTES

Name of Foundation: Renaissance Charter Schools, Inc.

Board Meeting: June 25, 2018

**School(s):**

Renaissance Charter School at Wellington  
 Renaissance Charter School at Pines  
 Renaissance Charter at University  
 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 School at Coastal

Renaissance Charter School at Central Palm  
 Governors Charter Academy  
 Renaissance Charter School at Boggy Creek  
 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

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 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:
June 25, 2018	10:00am	11:53am	August 2018	TBA	R. Weaver
<b>Meeting Location:</b>					
600 Corporate Drive, 1 <sup>st</sup> floor, Ft. Lauderdale, FL 3334					
<b>Attended by:</b>					
<b>Board Members:</b> Ken Haiko, Chairman Dennis Clark, Vice-Chairman Tom Wheeler, Director John O'Brien, Director Shane Strum, Director  <b>Absent:</b> Margaret (Peggy) Wells, Director			<b>Other Attendees:</b> Levi Williams, Board Attorney Rita Weaver, Board Governance Manager Jason Galucci, Regional Facilities Manager Myrna Laine-Hyppolite, VP Finance, CSUSA Damon Schnurr, Sr. Financial Analyst Ed Pozzouli, Tripp Scott Frank Johns, Facilities Director Jason Galucci, Regional Facilities Manager Aaron Murray, Regional Facilities Manager Mike Santoro, Regional Facilities Manager Chris Kober, Regional Facilities Manager Amy Reynolds, Principal, Governors Charter Academy		

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## CALL TO ORDER

Pursuant to public notice, the meeting commenced at 10:00am with a Call to Order by Chairman Ken Haiko. Roll call was taken and quorum established.

### I. ADMINISTRATIVE

- Approval of the April 4, 2018 Board Meeting Minutes
- Approval of the April 27, 2018 joint FCEF/RECS strategic planning session minutes
- Approval of the May 22, 2018 Special Board Meeting Minutes

**MOTION: A In Global motion was made by Shane Strum and seconded by Dennis Clark to approve the April 4, 2018 board meeting minutes, the April 27, 2018 joint FCEF/RECS strategic planning session minutes, and the May 22, 2018 Special Board Meeting minutes for Renaissance Charter School, Inc., as presented. Motion passed unanimously. (5-0, 1 absent)**

### II. CSUSA REPORTS

#### Facilities

Rita Weaver presented a summary of all capital improvement projects approved for completion over the summer. The board discussed the list and process for implementation. Mr. Wheeler thanked the Regional Facilities Managers for all of their constant hard work for ensuring that the schools are inviting and attractive campuses.

#### School Year 2018-19 Calendars

- The board reviewed the Duval County and Palm Beach County 2018-19 School Year Calendars for adjustments made by the districts.

**MOTION: A In Global motion was made by Tom Wheeler and seconded by Dennis Clark to approve the Duval County and Palm Beach County school calendars for the school year 2018-19, as presented. Motion passed unanimously. (5-0)**

### III. FINANCIALS

#### Q3 2018 Financial Review

- Damon Schnurr presented the third quarter financial results which included the enrollment shortfall impact on the fund balance of each school.

#### FY18 Update

- Myrna Laine-Hyppolite reviewed the report of the state of the ESP report in regard to the overall strength of CSUSA and the schools' financial deficit primarily due to the shortfall in Enrollment. Myrna Laine-Hyppolite reviewed the three options to reduce the shortfalls which were, two capital working loans for Renaissance Plantation and Renaissance Wellington, inter-school loans, and CSUSA support center cost reductions as well as incremental rent waivers that are all options to alleviate the financial shortfalls. The board reviewed the various options and all questions were answered by Mrs. Laine-Hyppolite. Mr. Wheeler is not comfortable with the approval of the two loans

without having guarantees that the schools will not be in a similar situation next year. The board discussed the improved tracking that enrollment has as well as the improved academic scores of Renaissance Plantation which will improve their funding. Mr. Wheeler remained firm in his opinion. The board had a robust discussion amongst themselves as to what the options were and requesting additional reporting throughout the year to try and ensure improvement moving forward.

- Board Attorney Levi Williams advised the board that he has reviewed the loan agreements and he approves them for form and legal sufficiency. The board had a robust discussion on the pros and cons of acquiring the two loans and the impact on the Foundation and the schools' future.

#### 2018-19 Financial Budget Review

- Damon Schnurr presented the 2018-19 Financial Budget review and the board reviewed the budget and all questions were answered by Mr. Schnurr and Mrs. Laine-Hyppolite.

#### 2019 SCCR Review

- Myrna Laine-Hyppolite reviewed the support center cost reimbursement and outlined per school reimbursement and the schools that had CSUSA contributions. The total of the SCCR is well below contractual levels. The board discussed the overall presentation and all questions were answered by Mrs. Laine-Hyppolite.

#### Form 990

- The board reviewed the Form 990 that was filed on behalf of the Foundation for the 2016 fiscal year and accepted as such.

**MOTION: A motion was made by Dennis Clark and seconded by John O'Brien to approve the capital working loans from CLI for Renaissance Charter of Plantation and Renaissance Charter School of Wellington as well as the loan agreements, including the terms, as presented. Mr. Wheeler renewed his concern and voted nay. Motion Passed (4-1, 1 absent).**

**MOTION: An In Global motion was made by Tom Wheeler and seconded by Dennis Clark to approve the Q3 2018 Financials, as presented; the FY18 Financial deficit remedies of the inter-school loans, as presented; the Florida Charter Education Foundation inter-district loan from Keys Gate Charter School to the Renaissance Charter School, Inc. Foundation's school Keys Gate Charter High School, as presented; the 2018-19 Financial Budget Review, including the capital improvements, as presented; the 2019 Support Center Cost Reimbursement, as presented; and the Form 990, as filed. Motion passed unanimously. (5-0)**

#### Audit Engagement Letter

- The board reviewed the engagement letters provided by the audit firm Keefe McCullough.

**MOTION: A motion was made by Tom Wheeler and seconded by Shane Strum to approve the audit engagement letter, as presented. Motion passed unanimously. (5-0)**

#### IV. NEW BUSINESS

##### School Safety Update

- Ed Pozzuoli, Legal Counsel from Tripp Scott, updated the board on the school security assessment that has been completed at all of the schools. They have been reviewed and priority levels have been assessed. Security improvements will begin implementation immediately. Many of the board's schools already have single point entry and Mr. Pozzuoli reported that he's heard from various districts that CSUSA is further along than the districts are. CSUSA is also looking at revising existing policies to ensure that they comply with all aspects of state law.
- Mr. Pozzuoli also updated the board on the status of contracting either SROs and/or SSOs for each of the schools and reported that not all schools will have SROs assigned as there is a shortage of man power across the districts. Included in the packet were two contracts for the board with the cities of St. Lucie and Kissimmee to contract with the county for SRO assignments at the schools within St. Lucie County and Osceola county, respectively.

**MOTION: An In Global Motion was made by Tom Wheeler and seconded by Dennis Clark to accept, authorize and approve the St. Lucie Agreement with Renaissance Charter School, Inc. and the City of Kissimmee Agreement with Renaissance Charter School, Inc. as well as authorizing the board chair to work with CSUSA and with board attorney approval to ensure that each school complies with the SRO/SSO/Guardian program as provide by statue and execute all necessary documents with prior board attorney approval as to form need to effectuate. Lastly, to have CSUSA provide an update at the next board meeting. Motion passed unanimously. (5-0)**

##### Mental Health Policy

- The board reviewed a draft of the Mental Health Policy. Mr. Pozzuoli reviewed the statutory requirements with the board and advised that the implementation of certain aspects of the draft are contingent upon obtaining grant funding. The finalized policy will be brought to the board at a future meeting.

**MOTION: A motion was made by Tom Wheeler and seconded by Shane Strum to accept and approve the draft Mental Health policy, as presented, and authorizes the board chair to work with CSUSA and the board attorney to finalize the Mental Health Policy to meet filing deadline dates. Motion passed unanimously. (5-0)**

##### SY2018-19 Parent/Student Handbook

- The board reviewed the draft of the Parent/Student Handbook for the school year 2018-19 for all of their schools.

**MOTION: A motion was made by John O'Brien and seconded by Shane Strum to approve the Parent/Student Handbook for its portfolio of schools, as presented. Motion passed unanimously.**

(5-0)

SY 2018-19 Uniform Policy

- The board reviewed the Uniform Policy.

**MOTION: A motion was made by Dennis Clark and seconded by Tom Wheeler to approve the Uniform policy for its portfolio of schools, as presented. Motion passed unanimously. (5-0)**

Land Sale

- The board reviewed and discussed the sale of a plot of land it currently owns adjacent to Renaissance Charter School of Tapestry that is unused. The board discussed the sale documents enclosed in the packet with the board attorney. The proceeds of the sale will be used to pay down the bond. All questions were answered by Mr. Williams.

**MOTION: A motion was made by Tom Wheeler and seconded by Dennis Clark to approve the sale of the land plot referenced in the sale agreement with Red Apple (insert actual legal name in agreement) and Renaissance Charter School, Inc. Motion passed unanimously. (5-0).**

2018-19 Board Meeting Calendar

- The board reviewed the proposed calendar and noted that the November dates fell on a Saturday and Sunday and adjusted that date to November 7<sup>th</sup> and 8<sup>th</sup>.

**MOTION: A motion was made by John O'Brien and seconded by Dennis Clark to approve the 2018-19 board meeting calendar schedule, with the November date edit. Motion passed unanimously. (5-0)**

Administrative and Instructional Evaluation Plans

- Rita Weaver presented the drafts of the Administrative Staff Evaluation Plans for CSUSA to the board. The board reviewed the drafts and all questions were answered by Mrs. Weaver.

**MOTION: A motion was made by Tom Wheeler and seconded by Dennis Clark to approve the drafts of the Administrative and Instructional Evaluations Plans, as presented; and authorize CSUSA to make appropriate edits, as necessary.**

MDCPS Evaluation Form and Relative Disclosure Form

- Rita Weaver presented to the board the template MDCPS Evaluation Form and the Relative Disclosure Form. The board reviewed the forms.

**MOTION: A motion was made by Tom Wheeler and seconded by Dennis Clark to approve the MDCPS Evaluation Form and the MDCPS Relative Disclosure Form, as presented. Motion passed unanimously. (5-0)**

Out of Field Waivers

- The board reviewed the out of field waivers for the following schools:
  - Renaissance Charter School at Hunters Creek
  - Renaissance Charter School at Crown Point

**MOTION: A motion was made by Dennis Clark and seconded by Tom Wheeler to approve the out of field waivers, as presented. Motion passed unanimously. (5-0)**

Renewals Resolution:

- The board intends to renew the following charters that are up for renewal during the school year of 2018-19:
  - Renaissance Charter School at Cypress
  - Renaissance Charter School at Central Palm
  - Renaissance Charter School at Wellington
  - Renaissance Charter School at Pines
  - Renaissance Charter School at Pines Middle
  - Renaissance Charter School at Doral
  - Governors Charter Academy
  - Duval Charter School at Mandarin
  - Duval Charter School at Southside
  - Duval Charter School at Flagler

**MOTION: A motion was made by John O'Brien and seconded by Dennis Clark to renew the charters for the above mentioned schools. Motion passed unanimously. (5-0)**

**V. OLD BUSINESS**

- There was no Old Business.

**VI. PUBLIC COMMENTS**

- There were no Public Comments.

**VII. ADJOURNMENT**

**MOTION: Motion was made by John O'Brien and seconded by Shane Strum to adjourn the Renaissance Charter Schools, Inc. June 25<sup>th</sup>, 2018 board meeting. Motion passed unanimously. (5-0)**



Ken Haiko, Chairman

Date: 8-9-18