

**RIVER CITY SCIENCE ACADEMY
GOVERNING BOARD MEETING**

Minutes

7565 Beach Blvd

Jacksonville, FL 32216

Tuesday, December 8th, 2015

6:30 pm at RCSA Media Center

-- Board members present--

Ahmet Birdal, Elizabeth Dorrian, Elvan Aktas

**Staff member present: Dogan Tozoglu, Executive Director
Cihan Ozturk, Business Manager**

1. Call to order
2. Approval of agenda items
3. Public remarks
4. Approval of last board meeting minutes
5. Approval of policies for CSP grant:
 - a. Governing Board By-Laws
 - b. Procurement Policy
 - c. Enrollment/Admission Policy
 - d. Conflict of Interest Policy
 - e. Inventory Control Policy
6. Approval of updated Wellness Policy
7. Approval of rent payment from Elementary to Middle High
8. Approval of school recognition fund plan and gift for staff for winter holiday
9. Approval of amended Financial Policies Handbook
10. Approval of RCSA Mandarin Bank Account
11. Approval of Assets Disposal
12. Approval of amended 2014-15 SY Audit Reports and 990
13. Approval of financials and budget amendments for 2015-16 fiscal year
14. Approval of starting negotiations for RCSA Elementary site
15. Approval of letter of intent and lease negotiations for RCSA Mandarin site
16. Approval of SIP Plans
17. District Site Visit Updates
18. Closure of the meeting

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Meeting Minutes

1. The Board meeting was called to order at 6:30 p.m.

2. Approval of the agenda items

Motion: Approval of the agenda items by Mr. Birdal
Second: Mr. Aktas
Vote: Yea – 3
No – 0

3. Public Remarks

There were no public remarks

4. Approval of the last board meeting minutes

Motion: Approval of last board meeting (September-2015) minutes by Mr. Birdal
Second: Mrs. Dorrian
Vote: Yea – 3
No – 0

5. Approval of amended policies for CSP Grant

Amended policies have been presented to the Board by Mr. Ozturk and Dr. Tozoglu.

Motion: Approval of the following policies by Mr. Birdal:

- i. Governing Board By-Laws
- ii. Procurement Policy
- iii. Enrollment/Admission Policy
- iv. Conflict of Interest Policy
- v. Inventory Control Policy

Second: Mrs. Dorrian
Vote: Yea – 3
No – 0

6. Approval of updated Wellness Policy

Dr. Tozoglu presented updates on the wellness policy.

Motion: Approval updated Wellness policy by Mr. Birdal
Second: Mr. Aktas
Vote: Yea- 3
No -0

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7. Approval of share rent payment from Elementary to Middle High

Dr. Tozoglu reminded the Board about Elementary share rent to Middle High when the Bond was closed last year. Elementary needs to pay its remaining balance to Middle High since it was not paid at the bond closing in the amount of \$114,000.

Motion: Approval of the rent payment from Elementary to Middle High by Mr. Birdal

Second: Mrs. Dorrian

Vote: Yea – 3

No – 0

8. Approval of school recognition fund plan and gift for staff for winter holiday

Dr. Tozoglu informed the Board that this year both middle-high and elementary school are projected to receive an A grade again. If FLDOE distributes the recognition funds, the school will use it for instructional and technological improvements and distribute remaining funds to staff. Teachers and staff who were full time last year for the entire school year and still employed will be eligible to receive the fund. He asked the board to approve school recognition fund plan and \$50 gift card to all staff for the winter holiday.

Motion: Approval of school recognition fund plan and gift card for staff for winter holiday by Mr. Birdal

Second: Mrs. Dorrian

Vote: Yea – 3

No – 0

9. Approval of amended Financial Policies Handbook

Dr. Tozoglu and Mr. Ozturk presented updated Financial Policies Handbook based on the feedback received from District site visits.

Motion: Approval of amended Financial Policies Handbook by Mr. Birdal.

Second: Mr. Aktas

Vote: Yea – 3

No -0

10. Approval of RCSA Mandarin Bank Account

Dr. Tozoglu and Mr. Ozturk recommended the Board to proceed to open bank account for RCSA Mandarin site which is projected to start in 2016-17 school year. Mr. Birdal will work with Dr. Tozoglu and Mr. Ozturk on this.

Motion: Approval of RCSA Mandarin Bank Account by Mr. Birdal

Second: Mrs. Dorrian

Vote: Yea – 3

No - 0

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11. Approval of Assets Disposal

Dr. Tozoglu and Mr. Ozturk presented asset disposal list for the 3 RCSA schools (Elementary, Middle/High and Innovation) for Board approval.

Motion: Approve the 3 RCSA Schools Asset Disposal by Mr. Birdal.

Second: Mrs. Dorrian

Vote: Yea – 3

No -0

12. Approval of amended 2014-15 SY Audit Reports and 990

Dr. Tozoglu and Mr. Ozturk presented amended 990 and Audit Reports for the 3 RCSA schools (Elementary, Middle/High and Innovation) for Board approval. The Board had approved the draft versions in the last board meeting.

Motion: Approval of the amended 2014-15 SY Audit Reports and 990 by Mr. Birdal.

Second: Mrs. Dorrian

Vote: Yea – 3

No -0

13. Approval of financials and budget amendments for 2015-16 fiscal year

Dr. Tozoglu and Mr. Ozturk presented financial reports and budget amendments for the 3 RCSA schools (Elementary, Middle/High and Innovation) for Board approval.

Motion: Approval of the financial reports and budget amendments for 2015-16 FY by Mr. Birdal.

Second: Mrs. Dorrian

Vote: Yea – 3

No -0

14. Approval of starting negotiations for RCSA Elementary site

Dr. Tozoglu reminded the Board that there have been plans to move the elementary school from the beach campus to have its separate building. This would give option to elementary to grow and have more flexibility to middle high school for operation. The owner of old Kaplan College building across the street approached and offered that facility to RCSA. Dr. Tozoglu told the Board that he has visited the site with his team and mentioned that it would be great option for the Elementary. The facility is in great shape and owner is willing to do all renovations.

Motion: Approve and authorize Dr. Tozoglu to start negotiations with the property owner and begin lease negotiations for Elementary site by Mr. Birdal.

Second: Mrs. Dorrian

Vote: Yea -3

No – 0

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15. Approval of letter of intent and lease negotiations for RCSA Mandarin site

Dr. Tozoglu updated the board that the negotiation for the RCSA Mandarin site has been come to end. Preliminary plans have been presented. The owner is working on submitting permits to the City of Jacksonville. He presented the letter of intent to the Board and mentioned that RCSA Counsel and Owner rep is working on the lease.

Motion: Approval of letter of intent and authorize Dr. Tozoglu to start lease negotiations and approve building plans for RCSA Mandarin site by Mr. Birdal.

Second: Mrs. Dorrian

Vote: Yea -3

No – 0

16. Approval of SIP Plans

Dr. Tozoglu presented School Improvement Plans (SIP) to the Board and asked feedback; and informed that each school. SIP team will continue update the plans through the school year since it is a live working document.

Motion: Approval of SIP Plans by Mr. Birdal.

Second: Mrs. Dorrian

Vote: Yea -3

No – 0

17. District Site Visit Updates

Dr. Tozoglu presented the results of District Charter Office fall site visit results. He informed the Board that he was very pleased with the results. The areas of partial compliances has already been addressed and fixed. Overall district team's reactions were very positive and encouraging.

18. Closure of the meeting – Meeting adjourned at 7:35 p.m.

I acknowledge that these minutes reflect the business of the Board of Directors meeting of December 08, 2015.



Ahmet Birdal, Board Chair