

**RIVER CITY SCIENCE ACADEMY
GOVERNING BOARD MEETING
Minutes**

7565 Beach Blvd

Jacksonville, FL 32216

Thursday, August 19, 2020

5 pm Online meeting via Zoom

-- Board members present—

Marilyn Young, Elvan Aktas, Elizabeth Dorrian, Tanja Boswell

Board Member Candidates: Mr. Baybars Bakay and Shahriyar Mammadov

Staff members present: Dogan Tozoglu, Executive Director, Cihan Ozturk, Business Manager, Sel Buyuksarac, Parent Representative

Guest Speakers: Brian Brooks, Brown and Brown Insurance and Michelle Martinez, King and Walker, CPA

1. Meeting called to order by Ms. Dorrian at 5:07p.

2. Public remarks

None

3. Approval of agenda items

Motion to approve by Ms. Dorrian and seconded by Ms. Young. Approved unanimously.

4. Approval of last Board meeting minutes.

Motion to approve by Ms. Dorrian and seconded by Ms. Boswell. Approved unanimously.

5. General Insurance Updates and Presentation

Dr. T. introduced Mr. Brooks who explained the current coverages of insurance for the RCSA properties and staff. Mr. Brooks also discussed a proposed policy by the Stratford Insurance company for the RCSA Directors and Officers after a request was made by Ms. Young to look into expanded coverages for the Board of Directors and company Officers.

The policy was not available for review at the meeting, however, Mr. Brooks explained the policy would be available for review in the coming days and would include a retroactive date at least to 2013 and possibly to the inception of RCSA which Mr. Brooks will verify. Mr. Brooks recommended an endorsement to the current

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building policies to include the proposed campuses, and additional faculty and Board members.

6. Approval of Audits

Dr. T. introduced Ms. Martinez of the King and Walker CPA firm who shared a preliminary financial audit for all RCSA campuses during the 2019-2020 school year. Ms. Martinez expressed all schools were financially sound and all showed net income. In addition, all schools had increased revenue except Innovation which Dr. T. explained is expected to improve now that renovation cost embedded to the rent at Innovation is completed and the renovation cost has been paid.

Ms. Martinez presented the preliminary audit and explained the final audit would be prepared later in September when the Florida retirement amounts are available.

Motion to approve the 2019-20 school year audits by Ms. Dorrian and seconded by Mr. Aktas. Approved unanimously.

7. Approval of updated employee handbook

Dr. T. explained the employee handbook committee completed updating the employee handbook with parts taken from the Florida Charter Consortium that RCSA is a member of and from Duval county school board policies. A copy of the updated handbook was reviewed during the meeting. There were no questions on the updates.

Motion to approve the updated employee handbook by Ms. Dorrian and seconded by Ms. Boswell. Approved unanimously.

8. Approval of Teacher Salary Allocation Plan and salary scale

Dr. T. explained the recent Florida Governor's approval of HB 641 raised the starting salary to \$47,500 or the maximum amount available.

RCSA prepared a projection of how to comply with the new standards. The salary change applies only to fulltime classroom teachers. RCSA is projected to receive \$175/student in state allocations for the salary increases.

The initial projections came to an average increase of \$3,000 for veteran teachers and an increase in the base salary of \$4,000 to \$41,000. The average salary for all teachers would increase to \$45,500.

Dr. T. shared the spreadsheets of individual teachers who will be impacted, their salaries and the scale of salary add-ons currently given by RCSA.

Dr. T. explained the increase may not be available in the next school year if the Governor does not approve this legislation in the coming years and may require RCSA

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to return to the prior pay scale if the funds were not approved next year. Ms. Dorrian asked if the salary increase could be continued using the general funds of each campus if the funds are not available from the State. Dr. T. expressed that RCSA will strive to keep the increase in place.

Mr. Aktas expressed concerns of addressing the increases with a flat fee and suggested a percentage so that those who were high achievers with higher salaries are recognized to avoid have newer hired staff receiving close to or more than existing staff members.

The Board agreed to increase the starting salary to \$41,000 and use a percentage, the amount of which will be determined by RCSA Administration, to be applied to the current salary for the existing employees to ensure no current employees are below the new starting salary.

Motion to approve the Teacher Salary Allocation Plan starting salary increase to \$41,000 and use a “to be determined” percentage for existing teachers made by Ms. Dorrian and seconded by Ms. Young. Approved unanimously

9. Approval of Stipend for admin and business office

Dr. T explained the schools previously had incentives for bonuses for the Principals of the schools tied to school grades. This year there were no school grades to use for the bonus allocation. In addition, the Principals and Administration were unable to take vacations over the summer due to workload. The Business office personnel were required to work through the summer and were not included in any salary increases or bonuses during the year.

Mr. Aktas expressed that Dr.T. and whoever else worked through the summer without being able to take vacation should be compensated. Dr. T recommended a \$2,000 bonus each.

The Board discussed the amount to be paid and the hours worked without pay. Dr. T. explained the employees should have received 20 days of vacation time that was lost due to being unable to take time off.

The Board decided, if the budget permits, to give 20 days of salary for the effected staff to acknowledge the lost vacation days they would have otherwise received and the bonus that in prior years was received due to school grades.

Motion to approve the payment of a stipend calculated by taking 20 divided by 24 X one month salary, to be the equivalent of 20 working days, to be paid to the Principals, , Dr. T and Mr. Sel B and increase in Business Office by Ms. Dorrian seconded by Ms. Young. Approved unanimously.

10. Approval of out of field teachers

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Dr. T. presented the list of out of field teachers (OOF) on all campuses. RCSA provides in-house training to help teachers meet their teaching certificate requirements. The teachers identified as out of field are in need of additional training and are required to meet the compliance standards to retain their employment with RCSA. Majority OOF area was ESOL.

Motion to approve the out of field teachers by Ms. Dorrian and seconded by Ms. Young. Approved unanimously.

11. Approval of new board members

Dr. T. introduced Mr. Bakay and Mr. Mammadov as potential Board members. Both expressed their qualifications and their desire to work with the Board and support RCSA. The Board unanimously approved and welcomed both new Board members.

Motion to nominate and approve the new Board members by Ms. Dorrian and seconded by Ms. Boswell. Approved unanimously.

12. Approval of SIP Goals

Dr. T explained RCSA's School Improvement Plan goals for the 2020-21 SY. The first goal is to decrease behavior conduct by 3-5%. The second is to increase learning gains by 3-5% for the bottom quartile students and the third is to maintain the graduate rate which is currently 99% to 95-100%.

Motion to approve the SIP goals by Ms. Dorrian and seconded by Ms. Boswell. Approved unanimously.

13. Approval financials and budgets

Mr. Ozturk presented the projected budgets for 2020-21. The Middle High School is projected to have a \$82,000 surplus, Elementary school a \$76,666 surplus, Innovation \$230,032 and Mandarin a \$303,500 surplus. The budgets will be finalized once the final audit is completed. The fund balance and the proposed increases in teacher salaries will also be added once determined.

Motion to approve financials and budgets by Ms. Dorrian and seconded by Ms. Boswell. Approved unanimously.

14. Approval of asset disposal

The Board reviewed the list of assets to be disposed of all of which were broken chairs.

Motion to approve by Ms. Dorrian and seconded by Ms. Young. Approved unanimously.

15. Approval parent representatives

Dr. T. explained according to the District and the state, the Board of Directors needs to appoint a parent representative for each campus because RCSA is a charter school

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which operates multiple campuses within the State. Candidates were presented for approval by the Board and were all approved.

Motion to approve parent representatives by Ms. Dorrian and seconded by Ms. Young. Approved unanimously.

16. Resources for RCSA Board

Ms. Young expressed that when topics are presented to the Board that may need additional information and expertise by outside individuals who have insight on the topic such as Accounting or other professionals, it would be beneficial for the Board to have access to those individuals as references either by inviting the professionals to be included in the Board meeting or receive a professional opinion or review prior to the Board meetings. Ms. Dorrian recommended video explanations as well would be helpful if they are unable to be present at the meetings.

Dr. T will assist in coordinating the individuals by review of the agenda prior to the meetings and determining any additional input that may be needed.

17. Title I; PFEP, and grant updates

Dr. T. explained RCSA submitted the Title I and PFEP documentation to the district for approval.

In addition, RCSA applied for the GEER (targets students who are below certain learning levels) and ESSER(can be used for COVID supplies or technology supplies – can be amended for other purposes later on), and CSP grants (only the Middle High School was accepted for this “start up” grant). All grant applications were submitted on time and the business office is working closely with the district on providing what is needed for the grants.

RCSA is working with the bank on the COVID PPP grant.

18. School opening updates

Dr. T. explained parents were surveyed on their choice of in school or virtual school. Overall it was about 50/50 for each choice with more virtual school in the higher grades and more “in person” in the lower grades. A staggered school schedule will be offered in the beginning of the school year to stagger student schedules. Multiple PPE items were purchased. Virtual meetings were held with parents to answer questions. Deep cleaning schedules have been increased. Visitors will be kept to a minimum and by appointment only. All gatherings have been cancelled. Rapid COVID testing contracts are in place. Students will be screened on arrival. Plans are in place for COVID exposure with procedures handled case by case. The RCSA COVID plan has been submitted to the District.

Mr. Aktas expressed online school may be inevitable. Mrs. Young inquired what the threshold of cases would be before instruction would be moved to all online. Dr. T

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explained an expert from UF suggested 5% but the advice of the district is to evaluate case by case. Mr. Aktas suggested buying PPE supplies for the first quarter of the school year and then reevaluate future needs based on the situation at that time. Dr. T. agreed.

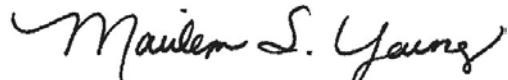
19. Updates on new Schools and School projects

Dr. T. explained the Intracoastal and Southeast campus contracts were approved by the District. The Intracoastal project continues on schedule with plans submitted to the City of Jacksonville. RCSA is working on financing with the bank or bond. There are gym, playground equipment and turf projects in progress at the Mandarin location. All projects are on schedule and in progress.

Mr. Aktas recommended sharing the prior project files with the new Board members which Dr. T expressed he would do an orientation workshop with both new members.

20. Meeting adjourned 7:10pm.

Respectfully submitted,



Respectfully submitted,

Marilyn Young, Board Secretary