

**RIVER CITY SCIENCE ACADEMY  
GOVERNING BOARD MEETING**

**Minutes**

**7565 Beach Blvd**

**Jacksonville, FL 32216**

**Thursday, December 5th, 2019**

**12pm at RCSA Meeting Room**

**-- Board members present—**

**Marilyn Young, Elvan Aktas, Elizabeth Dorrian**

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

1. Call to order
2. Public remarks
3. Approval of agenda items
4. Approval of prior Board Meeting Minutes
5. Approval of holiday card for staff
6. Approval of financials
7. Approval of 990
8. Approval of asset disposal
9. Approval of school financial committee items: School Recognition Fund and Best and Brightest Awards
10. Approval of change regarding ACH & Wire Transfers Policies
11. Approval of intent to charter extensions and new applications
12. IRS site visit
13. Title-I, PFEP, and Title II and Title IV updates
14. RCSA Mandarin Accreditation Update
15. RCSA Innovation Building update
16. Leadership evaluation
17. Closure of the meeting

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**Meeting Minutes**

1. Meeting was called to order at 5:42p by Mrs. Dorrian.
2. Public remarks  
None
3. Approval of agenda items  
Motion by Mrs. Dorrian to approve agenda and seconded by Mrs. Young.  
Approved unanimously.
4. Approval of prior Board meeting minutes.  
Motion to approve prior board meeting minutes by Mrs. Dorrian seconded by Mr. Aktas.  
Approved unanimously.
5. Approval of holiday card for staff  
Discussion for increasing amount if possible, to \$75.00. Dr T. will look into the possibility of increasing the amount spent on the holiday cards for staff and if possible, will increase it.  
Motion to approve the holiday card for staff by Mrs. Dorrian seconded by Mrs. Young.  
Approved unanimously.
6. Approval of financials  
No areas of concern from the financials for each campus for the month ending November 30, 2019.  
Motion to approve financials by Mrs. Dorrian and seconded by Mr. Aktas.  
Approved unanimously.
7. Approval of 990  
The Board reviewed the annual IRS Form 990 prepared by the CPA firm, King and Walker, for filing with the Internal Revenue Service.  
Motion to approve Form 990 as prepared by Mrs. Dorrian and seconded by Mr. Aktas.  
Approved unanimously.

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8. Approval of asset disposal

The Board reviewed the items listed on the asset disposal list.

Motion to approve asset disposal list by Mrs. Dorrian and seconded by Mrs. Young.

Approved unanimously.

9. Approval of school financial committee items: School Recognition Fund and Best and Brightest Awards

The Board agreed the financial committee will convene on the Best and Brightest Awards when amounts are received from the district if necessary, and the School Recognition Fund plan will be distributed similar to the last year's plan.

Motion to approve the School Recognition Fund plan and Committee Meeting on Best and Brightest Awards by Ms. Dorrian and seconded by Mr. Aktas.

Approved unanimously.

10. Approval of change regarding ACH & Wire Transfers Policies

The Board reviewed the policy changes. Dr. T explained the changes on fund transfers between the schools had been shared by the company attorney, CPA and the school district for any legal or statutory compliance.

Motion to approve the ACH & Wire Transfer policies by Ms. Dorrian and seconded by Mrs. Young.

Approved unanimously.

11. Approval of intent to charter extensions and new applications

Dr. T. proposed to request charter extensions for MH and Mandarin campuses due to their high performing status without renewal process and requested approval to start two replica applications to the school district for additional K-8<sup>th</sup> campuses in Duval county. Dr. T. will be working with school attorney for both items.

Motion to approve charter extensions and new applications by Ms. Dorrian and seconded by Mrs. Young.

Approved unanimously.

12. IRS site visit

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Mr. Ozturk announced a site visit from the IRS will be at RCSA on December 10, 2019. IRS will be auditing RCSA financial records and payroll data and training fellow IRS workers in the process.

13. Title-I, PFEP, and Title II and Title IV updates

Dr. T reported all documentation for federal Title programs have been filed timely and are on track.

14. RCSA Mandarin Accreditation Update

The accreditation visit at Mandarin in November was very positive and went well. RCSA Mandarin did a great job. No issues of immediate concern or requiring Board intervention were identified.

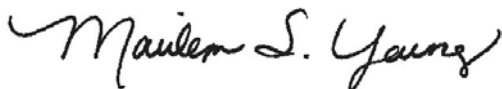
15. RCSA Innovation Building update

RCSA Innovation will remain at the current building location for at least another year and renovations will be started during that year for a possible new site near the current location. Dr. T. will be working on finalizing either option by May 2020 i.e. a possible new site or staying in the current facility.

16. Leadership evaluation

Dr. T's performance evaluation by the Board is due. Mrs. Dorrian will initiate the evaluation and submit to the other Board members for comment.

Meeting adjourned at 6:26 pm by Mrs. Dorrian.



Respectfully submitted,

Marilyn Young, Board Secretary