

**RIVER CITY SCIENCE ACADEMY
GOVERNING BOARD MEETING**

Minutes

7565 Beach Blvd
Jacksonville, FL 32216
Thursday, October 3, 2019
5:30 pm at RCSA Meeting Room

-- Board members present—

Tonja Boswell, 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 last board meeting minutes
5. Approval of School Improvement Plans
6. Approval of Audit reports
7. Approval of Out of Field Teachers 2019-20 SY
8. Approval of Financials and budget amendments
9. Approval of change in non-salary compensation for employees
10. Approval of disposal items
11. Approval of contract with The StellarRea Group
12. Student Academic Performance
13. Employee Benefits update
14. Update on streamlining processes at business office
15. Title-I, PFEP, and Title II and Title IV updates
16. RCSA Mandarin Accreditation Update
17. RCSA Innovation Building update
18. Closure of the meeting

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Meeting Minutes

1. Meeting was called to order at 5:35 pm by Mrs. Dorrian.
2. Public remarks
None
3. Approval of agenda items
Motion by Mrs. Dorrian to approve the agenda and seconded by Mrs. Boswell.
Approved unanimously.
4. Approval of last board meeting minutes
Motion to approve the last board meeting minutes made by Mrs. Dorrian and seconded by Dr. Aktas. Approved unanimously.
5. Approval of School Improvement Plans (SIP)
Dr. T. presented (SIP) for each RCSA campuses. Based on the need assessment and data from prior year, each school identified goals to address areas of improvement. Motion to approve school improvement plans made by Mrs. Dorrian and seconded by Mrs. Boswell. Approved unanimously.
6. Approval of Audit reports
Audit reports were reviewed for each RCSA Schools. There were no findings or any issues. The auditor was asked to clarify the figures used in page 3 in elementary audit highlights. Auditor used the change on page 9 (statement of activities), not the figures on page 12 (statement of revenues, expenditures, and changes in fund balances).
Motion to approve the Audit Reports made by Mrs. Dorrian and seconded by Dr. Aktas. Approved unanimously.
7. Approval of Out of Filed Teachers
Dr. T. presented out of field teachers list for each RCSA campus for 2019-20SY. Teachers mostly need ESOL courses which RCSA offers an internal ESOL course every year via Shultz center to meet this compliance. OOF letters will be sent homes before FTE due date by each school. Motion to approve out of field teachers made by Mrs. Dorrian and seconded by Mrs. Boswell. Approved unanimously.
8. Approval of financials and budget amendments
Dr. T. and Mr. Ozturk presented financials and amended budgets as of September 30, 2019 for each school to the board. There were no alarming concerns or issues regarding the school financials and projected budgets. Each school is projected to finish the year with surpluses and no deficits.

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Motion to approve the school financials and budgets by Mrs. Dorrian and seconded by Mrs. Boswell. Approved unanimously

9. Approval of change in non-salary compensation for employees

The Board discussed proposed change in the rates for after work hour compensation for the weekend activities, home visits, planning time subbing, weekend camps, weekend tutoring, unused sick days, mileage reimbursement for in town travel with employee vehicles, conference/workshop attendance, etc. and made some improvements. This change will help incentivize teachers' and staff's extra efforts outside their regular work hours.

Motion to approve to change in non-salary compensation for employees by Mrs. Dorrian and seconded by Mrs. Boswell. Approved unanimously.

10. Approval of asset disposal

Assets slated for disposal due to being broken or non-functional were reviewed by the Board members. Items were from Innovation and Middle/High School campuses. We will return any grant related items to the district. Motion to approve the asset disposal report by Mrs. Dorrian and seconded by Dr. Aktas. Approved unanimously.

11. Approval of contract with The StellarRea Group

Contract with The StellarRea Group was discussed. The StellarRea Group will work for the school to find ongoing donations from businesses and organizations to help funding schools' programs such as robotics, Olympiad teams, after school clubs, field trips, etc. and establish business partnerships. The board asked to make sure the schools have rights to turn down any donation from such organizations that might damage the schools reputation and be transparent on all donations and expenses. The contract is one year with a 30 day notice of cancelation. Motion to approve contract with The StellarRea Group by Mrs. Dorrian and seconded by Mrs. Boswell. Approved unanimously

12. Student academic performance

Dr. T. gave a presentation regarding each school's academic performance. Overall, RCSA schools academically are doing much better in comparison of state and district averages. RCSA MH, Elementary, and Mandarin received "A" grade, Innovation received "B" grade in the most recent year. RCSA Mandarin and Elementary named school of excellence by FLDOE. Dr. T. addressed the weaknesses and how each school will cure those areas via SIP this school year. Board commended and congratulated each school's administration, teachers, staff , students and families for their successes.

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13. Employee Benefits update

Mr. Ozturk informed the Board that there won't be any increase on health benefits this year. It's been a great year and we were able to secure a flat deal from Florida Blue.

14. Update on streamlining processes at business office

Dr. T. and Mr. Ozturk informed the Board that the RCSA needs to streamline some of their processes at the business office and ultimately make some changes on the organizational chart. RCSA has grown significantly and this growth is pushing administration to make some changes on organizational structure. To start, RCSA works with Frontline to implement an online system for HR, hiring, time sheets, etc. The board authorized Dr. T. to work on similar size organizations like RCSA to identify crucial departments and key positions on the organizational chart and start transitioning. The first transition will be on our business offices since it's already been established, and cost will be very minimal. This will be an ongoing and longitudinal process.

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

Dr. T. updated the board about Title-I, PFEP, and Title II and Title IV progress for each school. PFEP meeting was done for MH campus. Each Title plan was approved by DCPS. Each campus meet their requirements for reimbursements and compliance. We are working with DCPS federal programs office very closely and they are helping us with funding and to address our issues or problems.

16. RCSA Mandarin Accreditation update

Dr. T. informed the board that accreditation process for RCSA Mandarin has been on schedule. Accreditation visit will be happening on November, 17th to 19th. Teams are working diligently and ready for the site visit.

17. RCSA Innovation Building update

Dr. T. informed the board that lease for RCSA Innovation will expire at the end of this fiscal year. There are some alternative options to relocate or we could stay at the current location. Board asked Dr. T. to continue working on alternative options as well as pros and cons of current facility.

Meeting adjourned at 7:25 pm by Mrs. Dorrian.

Respectfully submitted,

Dogan Tozoglu,

Executive Director