

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

Thursday, June 01, 2023
5:30 pm

Board members present: Mr. Shahriyar Mammadov (Mr. Yar), Mr. Baybars Bakay, Dr. Sakhavat Mammadov, Mrs. Lakesha Burton

Staff members present: Dr. Dogan Tozoglu, Executive Director; Cihan Ozturk, Director of HR and Finance; Sel Buyuksarac, Parent Representative.

1. The meeting was called to order by Mr. Yar at 5:30 pm.
2. Public Remarks
None
3. Approval of agenda items
Motion to approve agenda items by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.
4. Approval of last board meeting minutes
Motion to approve the last board meeting minutes by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.
5. Approval of board policies and CSP Grant policies for the RCSA Southeast campus
Dr.T. informed the Board about start-up grant requirement for the RCSA Southeast campus. The Board requires approval of the CSP policies to include the RCSA Southeast campus. Dr. T. presented the parts related to CSP grants from the policy handbook.
Motion to approve board policies and CSP Grant policies for RCSA Southeast campus by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.
6. Approval of summer projects
Dr. T. presented the planned summer projects and estimated costs for each campus. The major projects: restrooms restoration, the pavement on the student recreation area for middle-high campus; PA IP system installation for MH, Elem, Southeast, and Intracoastal campuses; elevator improvements, canopy and parking space addition for Innovation; asphalt seal coating and striping for Mandarin and MH campuses; flooring replacements for Elementary and Mandarin campuses.
Dr.T. also provided information about the completion of the RCSA Mandarin GYM project. The project was completed very close to the project budget amount with all additional change order requests. It was over only about \$42K used from the general budget.
Motion to approve summer projects for each campus by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.
7. Approval of auditor engagement for 22-23SY Audits
Dr. T. presented the auditor engagement letters from King&Walker CPA for 2022-23 school year audits for each campus as well as combined audits.
Motion to approve auditor engagement letters for 2022-23SY audits by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

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8. Approval of service animal policy

The service animal policy was presented. The policy was drafted and reviewed by the school attorney. It includes requirements and processes for inquiring about service animals on school properties.

Motion to approve service animal policy by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

9. Approval of parent contract for RCSA Schools

Dr. T. informed the Board that the FLDOE grant office asked about the parent contract during the CSP grant process. The school attorney provided a sample contract, and the school leadership reviewed and modified the agreement for RCSA use.

Motion to approve parent contract for RCSA Schools by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

10. Approval of base salary and to authorize the executive director to prepare and adjust the plans for FLDOE when requested

Dr. T. informed the Board that the current market and teacher shortage affect every School. Based on the proposed increases for the upcoming school year from the State, the leadership team requested an adjustment to the based salary, increasing it to \$49,000 for 2023-24SY. There were also some minor changes on the salary scale worksheet. He also asked the Board to authorize the executive director to prepare plans and reports to the FLDOE when requested.

Motion to approve base salary and to authorize the executive director to prepare and adjust the plans for FLDOE when requested by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

11. Approval of supplements to the staff

Dr. T. reminded the Board that, like last year, the business office/HR staff work load significantly increased due to additional ESSER and other grants. Last year, business office/HR staff were given an additional one-month salary instead of hiring new staff for additional workload. We would like to recognize their effort this year and give this supplement again.

Motion to approve additional supplements to business/HR back office staff by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

12. Approval of associate teacher program with UNF

Dr. T. presented the associate teacher program with the University of North Florida. The program's purpose is to provide paid internships, increase the quality of the internship, and eventually employ UNF education graduates full-time. The Schools will use paraprofessional position funds to accommodate associated teachers at their campuses. RCSA-UNF partnership would be a model for the entire State.

Motion to approve associate teacher program with UNF by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

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13. Approval of new Board Member

Mr. Emre Mese was introduced as a new board member by Mr. Yar and Dr. T. He introduced himself and talked about his background and prior board experiences. He is also a parent at RCSA.

Mr. Yar made the motion to nominate Mr. Mese as a board member and was seconded by Mr. Bakay. There was no objection. Motion approved unanimously.

14. Approval of Financial Committee assignment and meeting

Mr. Ozturk, Dr.T. and Mr. Bakay were assigned to the finance committee. The committee will meet during the first week of July to finalize year-end budgets, work on projected budgets and any other financial requirements on the table. Committee meeting minutes will be shared with the Board and presented at the next meeting.

Motion to approve financial committee assignment and meeting by Mr. Yar and seconded by Mr. Bakay. Approved unanimously.

15. Review of School Financials

Mr. Ozturk presented school financials for each campus and explained some of the summer project expenses that will impact the year-end budgets. However, each School has a significant fund balance rollover from previous years, and these expenses will not create any cash flow issues and alarms on the budgets.

16. RCSA Innovation Charter Renewal

Dr.T. informed the Board that RCSA Innovation renewal contract for 15 years has been signed and put on the consent agenda for approval by the DCPS School Board.

17. Acknowledgement of Conflict-of-Interest Policy

Dr.T. informed the Board about the acknowledgement of the Conflict-of-Interest Policy for each RCSA board member. The acknowledgement letter was drafted with the guidance of the school attorney. Each board member will complete and submit it to him for the board's records.

18. Leadership changes for 2023-24SY.

Dr.T. informed the Board about the leadership changes for the upcoming school year:
RCSA Southeast Principal: Mr. Akgul, RCSA Mandarin Principal: Mr. Durmus, RCSA Elementary Principal: Mrs. Spanbauer, Director of Curriculum and Instruction: Mrs. Hough

19. RCSA Southeast project update

Dr. T. updated the Board about the southeast campus project and shared progress pictures. The construction is on schedule, and some sub-items are ahead of their timeline. The contractor targets to get the CO by mid-July. The progress goes on very smooth so far, and there are no unforeseen obstacles.

20. Closure of the Meeting

The meeting was adjourned at 7:05 pm.

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Respectfully submitted,



Mr. Baybars Bakay,
Board Secretary