



# RISING LEADERS ACADEMY

## Governing Board Minutes – September 10, 2015

### CALL TO ORDER/ROLL CALL

A public meeting of the Governing Board was called to order by Dr. Eren Ozgen, President, at 12:00 p.m.

Other Board members present included: Mr. Osama Albibi, Dr. Ahmed Rezk, Mr. Todd Zaborski, Dr. Ahmed Baker, Mr. Tarone Watley

Administrative staff present: Mrs. Suha Jaber, Principal

Attorney present: Mr. Raymond Steinbrecher

### APPROVAL OF MINUTES:

Minutes of June 3, 2015 were unanimously approved by the Board.

### Attorney Raymond Steinbrecher on the purchase of the facility agreement:

Attorney Raymond Steinbrecher informed the Board that he contacted the School Board Attorney Franklin about the purchase of the school and purchasing the facility prior to the end of the 5-year lease. Mr. Franklin stated, "I have reviewed the minutes of the School Board Meeting and I am of the opinion that the Board agreed that if RLA exercised the option in the lease, it would be given credit against the purchase price for ½ of the lease payments made. If RLA wants to purchase the property prior to the end of the lease term, the lease would have to be amended. Only the School Board can amend the lease. An early exercise of the option would result in lost revenue to the School Board. Mr. Husfelt has indicated to me that he would recommend such an amendment to the least in spite of the lost revenue if RLA would agree to give the School Board the right to repurchase the property for the same amount in cash if RLA decided to sell or lease the property or discontinue the operations of the charter school at that location. Regardless, the School Board has the final say."

The RLA Board did not agree to give the School Board the right to repurchase the property for the same amount in cash if RLA decided to sell or lease the property.

The Board, specifically Dr. Ozgen, asked to look at the facility contract again. The board also requested the maintenance and cleaning cost for the facility to examine whether it would be better to purchase the facility at this time or continue leasing.

## **Review Vision, Mission, SIP, Budget:**

### **Vision**

Our VISION is to be recognized as one of the best schools in the state of Florida that empowers students to become Rising Leaders, who are lifelong learners with excellent character.

### **Mission**

Rising Leaders Academy (RLA) is dedicated to preparing students for outstanding academic achievement, interpersonal skills, elevated ethical character, and a firm command of foreign languages. Students will achieve academic excellence through a developmentally rigorous, innovative, challenging curriculum in a warm, nurturing environment with outstanding teachers. RLA will prepare students to have a sincere responsibility to give back to the community, with a focus on strong leadership skills. This mission will be achieved through sound financial management practices.

### **Goals**

RLA has defined a number of broad goals for the school that include both targets for student achievement and goals for the broader community.

- Goal 1: Demonstrate a high level of academic performance.
- Goal 2: Develop clear and effective oral and written communication skills in each student.
- Goal 3: Develop strong foreign language skills in each student.
- Goal 4: Enhance students' ethical character development.
- Goal 5: Develop an environmental consciousness in students.
- Goal 6: Empower students to pursue excellence.
- Goal 7: Encourage civic responsibility.
- Goal 8: Create an environment where parents and family members are actively engaged in students' education.
- Goal 9: Develop and maintain outstanding teachers. • Goal 10: Establish sound and accurate financial management practices in all areas of the school's business operations.

### **Values**

#### **RLA Code of Conduct**

#### **Trustworthy**

I tell the truth.

I follow through with what I say.

I do the right thing even when no one is watching.

#### **Respect**

I use kind words and good manners.

I complete work with quality.  
I listen to and learn from one voice at a time.  
I keep my hands, feet, and objects in my own space.

### **Citizenship**

I am crew.  
I make positive choices.  
I contribute to my community.  
I work and play fair with others.

### **Responsibility**

I work hard, follow directions, and meet expectations.  
I learn from my successes and failures.  
I persevere when things are hard.  
I use feedback to improve my work.

### **SWOT**

Strength: curriculum, goals, parental involvement,....  
Weakness: Resources, budget, marketing,....  
Opportunities: Grants, expansion, promotion,....  
Threat: Limited leadership, older facility, and limited space,....

### **REVIEW SCHOOL IMPROVEMENT PLAN (SIP)**

**SCHOOL GOAL:** Teachers will use MAP and baseline data to differentiate in class and ensure 100% of the students show growth.

<b>Student Performance Outcomes</b>		<b>Baseline</b>	<b>Target</b>
1.	Increase percentage of 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> grades students' writing performance on FSA	50%	75%
2.	Increase percentage of 5 <sup>th</sup> grade science performance on FCAT	50%	75%
3.	Increase math gains of grades 3 – 7 on FSA	50%	75%

**RECOMMENDATION:** Add Florida in the mission and make it around 250 words. Edit the vision.

### **Board Handbook:**

RLA started a board handbook, in which more items can be added by the board. The following items are from the Bylaws:

BOARD HANDBOOK FOR  
**RISING LEADERS ACADEMY, INC.**

(A Not-For-Profit Florida Corporation)

EIN: 80-0688292

**Article I. PURPOSE**

**Educational Institute.** Rising Leaders Academy is organized, and will be operated, exclusively for charitable, educational, scientific, literary and cultural purposes as described in section 501(c)(3) of the Internal Revenue.

**Nondiscriminatory.** Rising Leaders Academy will admit students of any race, color, gender, religion, and national or ethnic origin and will have all of the rights, privileges, and activities generally accorded or made available to students of the school.

**Restrictions.** In all events and under all circumstances, the following provisions shall apply: No part of net earnings of the Corporation shall inure to the benefit or be distributed to any of its officers, directors, Board members or other private persons, excepts that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in furtherance of its stated purpose notwithstanding any other provision of these Bylaws, the Corporation shall not carry on any other activities not permitted to be carried.

**Disposition on Dissolution.** Upon the dissolution of the Corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation in such a manner, or to such organization or organizations organized or operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualified as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code.

**Article II. BOARD OF DIRECTORS**

**RISING LEADERS ACADEMY COMMUNITY**

Anyone living within Bay County is eligible to be part of the Rising Leaders Academy Community.

**ELECTIONS**

**Nominations:**

Notice about the expiring positions will be announced prior to the expiration of the term of the position. Nominations must be submitted to the President of the Board one (1) month prior to the expiration of the term of a Board position. Any Rising Leaders Academy community member can nominate any member from the Rising Leaders Academy Community or non-paid staff to a Board position. In addition, to nominations made by the Rising Leaders Academy Community, the President shall consider and make all possible nominations and keep a report of such nominations.

**Elections**

Elections will be completed by the end of May of each year or as soon thereafter as is practicable. Newly elected board members start their service on August board meeting of that year. New members are elected by the majority votes of the Membership Council serving on the Governing Board. Elections

shall be supervised by the Board acting at the time.

### **Vacancies:**

Any vacancy occurring in a position in the Board may be filled by nomination and election by the Membership Council serving on the Governing Board. A board member elected to fill this vacancy shall serve for the un-expired term of the predecessor in office. Any member of the Board may resign his or her position at any time.

## **QUORUM**

Four (4) board members or a majority of the number of board members but not less than three (b) board members then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The President or Vice President must be present. The board members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough board members leave the meeting so that less than a quorum remains. However, no action may be approved without the consultation of at least a majority of the number of board members required to constitute a quorum. If a quorum is present at no time during a meeting, a majority of the board members present may adjourn and reconvene the meeting one time without further notice.

## **DUTIES AND RESPONSIBILITIES OF THE BOARD MEMBERS**

The Governing Board shall serve as the Corporation's Board of Directors and shall oversee the school operations. The Principal is responsible for running the daily operations of the school. The Governing Board has the following primary responsibilities to be carried out in accordance with the Rising Leaders Academy Charter and Bylaws:

**a) Develop Goals:** The Governing Board's most critical role is to develop and maintain the vision, mission, and long-term goals and strategies for Rising Leaders Academy. The management and implementation strategy shall be delegated to the Principal who has the responsibility to report to the Board.

**b) Develop Resources:** The Governing Board must develop the resources necessary to keep Rising Leaders Academy a viable, professionally staffed, well-functioning organization through the following:

1. Long-term financial planning and fundraising
2. Development of long-term plans to develop and maintain professional staff
3. Development of long-term plans to explore successful, beneficial partnerships.

## **BOARD COMMITTEES**

The Board of Directors may designate one or more committees to conduct the affairs of the Corporation to the extent authorized. Each Board committee shall consist of at least two members. The board shall have power to change the powers and membership of, fill in vacancies in, and dissolve any committee at any time. The designation of any committee and the delegation of authority thereto shall not operate to relieve the Board of Directors or any members thereof, of any responsibility imposed by the law.

## **PROXIES**

A Board member may vote by proxy executed in writing by the board member. No proxy shall be valid after three (3) months from the date of its execution.

## COMPENSATION

The Board of Director shall not receive salaries for their services. The Board of Directors may adopt a resolution providing payment to directors of a fixed sum and expenses of attendance, if any, for attendance at each meeting of the Board of Directors. A director may serve the Corporation in any other capacity and receive compensation for those services. Any compensation that the Corporation pays to a director shall be commensurate with the services performed and reasonable in amount.

## REMOVAL OF BOARD MEMBERS

The Board of Directors may vote to remove a board member at any time, only for good cause. Formally and informally, all Board members are ambassadors of the RLA community. They have the responsibility to represent RLA in a manner that is consistent with its vision, mission, and guiding principles. Additionally Board members are responsible for developing and maintaining positive relationships with the administration, partners, and community leaders. Therefore, any member who releases statements or proceeds with action that conflict with the school's interest must be removed from the Board. Board Members cannot use their title to interfere with the day-to-day operation of the administration of the school. The main duties of Board members is to review and maintain Bylaws and establish policies and plans consistent with the mission.

## MEETINGS OF THE BOARD

**Meetings of the Board:** The Board shall follow the Florida statutes regarding the meetings of the Board. Florida statutes state that each charter school's Governing Board must hold at least two public meetings per school year. The meetings must be noticed, open, and accessible to the public, and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative and charter school Principal, or his or her equivalent, must be physically present at each meeting and inform the parents of the public meeting.

**Executive Sessions:** All School business must be transacted in public meetings, except that the Board of Directors may meet in executive session, limiting attendance to those persons invited to participate, to consider any of the matters permitted under the Florida Open Meetings Law.

At all meetings of the Board of Directors, four (4) members of the Board shall constitute a quorum for the transaction of business. Except as otherwise specifically provided herein, all resolutions adopted and all business transacted by the Board shall required the affirmative vote of a majority of the Board members present and voting at any meeting at which a quorum is present shall constitute the official act of the Board. Attendance at board meetings is mandatory. If a Board member must miss a meeting, the President must receive 24 hours notice. The President, Vice President, or a designee shall preside at all meetings of the Board. He/She shall appoint a recording secretary to take minutes of the meetings of the Board.

## OFFICERS

The principal officers of the corporation shall consist of a President, Vice President, Secretary, and Treasurer. The President shall perform all duties and may exercise all rights as are incident to the office of the President of the Board and such other duties as may be prescribed by the Board or these Bylaws. When the President is absent, is unable to act, or refuses to act, a Vice-President shall perform the duties of the President.

## **AMENDMENTS**

The Bylaws maybe altered, amended, or repealed and new Bylaws may be adopted by the majority vote of the Board. The notice of any meeting at which the Bylaws are altered, amended, or repealed, or at which new Bylaws are adopted shall include the text of the new Bylaw provisions as well as the text of any existing provisions may include a fair summary of those provisions.

2015-2016 BUDGET APPROVED.

## **PUBLIC PARTICPATION**

No action needed