



# RISING LEADERS ACADEMY

## Governing Board Minutes – September 22, 2014

### CALL TO ORDER/ROLL CALL

A public meeting of the Governing Board was called to order by Mr. Tarone Watley, Vice President, at 12:05 p.m.

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

Administrative staff present: Mrs. Suha Jaber, Principal

### APPROVAL OF MINUTES:

Minutes of March 16, 2014 were unanimously approved by the Board.

### Vice President's Report

Vice President Tarone Watley presented about the facility the slides below:

#### **SLIDE 1: Basics Information**

- Physical Address: **1527 Lincoln Avenue**
  - (formerly Margaret K. Lewis School)
- RLA is a **501(c)(3) Not-for-Profit Corporation** (Florida)
- Base Lease is for **five (5) years** beginning 8/1/2012 between RLA and Bay District Schools (BDS)
- Jurisdiction is **Bay County**, Florida
- Provided **two Options** (Renewal or Purchase) at end of Base Lease
- Defaults must be remedied within **ten (10) days** for rent; or within **thirty (30) days** for all other issues

## **SLIDE 2: Terms of Lease (Lessee: RLA)**

- **Rent Payment of \$6,000 / month; No Security Deposit req'd**
- **Five (5) years duration beginning 8/1/2012**
- **Responsible for**
  - **Any facility maintenance costs in excess of \$5000/year**
  - **Annual Inspections (Fire Alarm, Fire Extinguishers, Kitchen Hood, Fire Sprinkler, etc.) and Grounds Maintenance as performed by BDS**
  - **Liability Insurance (\$1 - 2M personal injuries)**

## **SLIDE 3: Terms of Lease (Lessee: RLA)**

- **Make no material alterations/additions or sublease any portion** without consent of BDS
- **Pay Annual taxes** including Ad Valorem, Municipal, County or State
- May exercise one of **two Options** at the end of the base lease
  - Option 1: **Renew lease** for an additional five (5) years with a 10% increase in monthly rent (\$6,600 / month)
  - Option 2: **Purchase** facility for \$450,000 cash
- Must notify BDS within **45-days** of option

## **SLIDE 4: Terms of Lease (Lessor: BDS)**

- **Responsible for all mechanical and electrical costs for up to \$5,000 / year**
  - **In excess costs then results in a 50/50 split between BDS and RLA for any repair costs**
  - **Includes Electrical, Plumbing, HVAC, Roof, Exterior Walls**
  - **Doesn't include others repairs (annual inspections, grounds maintenance, etc.)**
- **Provide Insurance on the structure**

- Ensure cleanliness and freedom from health hazards
- Has right to render premises inhabitable (90 days)

## **PRINCIPAL'S REPORT**

Mrs. Suha Jaber presented the following:

### **SUGGESTIONS/ACTIONS FROM BOARD DURING LAST MEETING:**

1. Dr. Ozgen suggested that students are invited to attend SAC meeting too since a student representative is present.

*Our Student Council President, Loston Zaborski, has joined the SAC. Students are permitted to attend the meetings.*

2. Dr. Ozgen and Mr. Watley suggested that the goals should be specific and measurable. Mr. Albibi suggested that Performance should be part of the vision plan.

*Goals from School Improvement Plan (SIP)*

*Implement rigorous instructional strategies in a consistent and deliberate manner to engage students to better ensure the achievement of high learning expectations.*

- I. *FSA Math proficiency rate target: 80%*
- II. *FSA Reading proficiency target: 80%*
- III. *FSA Science proficiency target: 80%*
- IV. *FSA Writing proficiency target: 70%*
- V. *Teachers certified in-field: 100%*
- VI. *% Effective or Highly Effective Teachers: 100%*

3. Board suggested for advertisement for the school.

*Mostly online advertisement*

4. Board suggested to pursue grants.

*Digital Allocation: \$2004*

*DonorsChoose: \$2,284*

5. Dr. Mourad suggested that groups like Boys Scouts can volunteer to build things around school.

*SAC member contacting military volunteers.*

## NEW ITEMS:

### I. Facility

a. RLA will not receive Capital Outlay if it is in a District facility.

b. *Status 1022.32(18)(e) –*

*If a district school board facility or property is available because it is surplus, marked for disposal, or otherwise unused, it shall be provided for a charter school's use on the same basis as it is made available to other public schools in the district.*

*The charter school shall agree to reasonable maintenance provisions in order to maintain the facility in a manner similar to district school board standards.*

c. Charter schools that own their own facility will receive Capital Outlay and PECO funding to cover the facility cost.

### II. 2014 – 2015 RLA Budget from School Financial Services (SFS)

### III. Citizens Awareness “Joel Chandler” lawsuits against schools

## NEW APPROVED POLICY

### **RLA PUBLIC RECORDS POLICY**

#### Public Information and Inspection of Records.

All records made public by law shall be made available for inspection or copying, or both, at reasonable times during normal office hours of the school. Public requests must be made to the Administrator in person, over the phone, via regular mail, or via the District email address. When requesting through email, the title must say in caps: PUBLIC RECORDS REQUEST. The School is not responsible for regular mail requests that are not received by the School or email requests that go to spam due to suspicious email addresses. The request must be documented by the Administrator with the date of the request. The Administrator will inform the requestor when the records will be released and the cost, if any. Depending on the volume and nature of the request, records may be released within 30 days of the request.

Photocopying of any record will be performed upon request of any person based upon the following charges, which are computed as covering the actual cost of materials and supplies: \$.15 for each copy of each page; actual cost of postage if materials are to be mailed.

If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance by

personnel of the School, or both, the School may charge a reasonable special service charge, which shall be in addition to the duplication, charge, pursuant to Fla. Stat. 119.07(1)(b).

(a) The term “extensive use” means any time longer than 15 minutes needed to complete all tasks defined in subparagraphs (i) and (ii) below:

- i. The term “extensive use of clerical or supervisory assistance” includes longer than 15 minutes of locating and retrieving of records; reviewing records for statutorily exempt information; preparing records for inspection or copying by redacting or excising exempt or confidential information from records prior to review or copying of records when necessary to ensure the integrity of records; and instructing, or supervising personnel in performing the foregoing tasks when responding to a particular public records request.
- ii. The term “extensive use of information technology resources” includes longer than 15 minutes of writing or executing software commands or setting up information technology resources. Under Fla. Stat. 119.07(1)(b), the term shall include data processing hardware, software, or services; and/or communications, supplies, personnel, facility resources, maintenance, and technology training required to fulfill a given public records request. The terms do not include videotapes.

(b) The special service charge for “extensive use” may be based on either or both of the following, as applicable:

- i. The cost incurred for extensive use of information technology resources; and/or
- ii. The labor cost actually incurred by, or attributable to, the School for clerical or supervisory assistance of the personnel providing the service.

When a special service charge is based, in whole or in part, on labor costs the charge will be based on the current hourly rate of pay (including benefits) of the personnel whose time contributes to the “extensive use” of clerical or supervisory assistance required to fulfill the records request. When the “extensive use” consists of tasks that should be performed by an attorney, law clerk, or paralegal, such as reviewing materials for exemptions and confidential information requiring redaction, the School may reasonably charge the attorney’s or law clerk’s/paralegal’s hourly salary (excluding benefits).

Prior to the duplication of any public record, the School shall notify the requestor of the estimated cost. Prior to the assessment of any special service charge, the School shall notify the requester if the information does not appear to be readily identifiable, possibly does not exist, or will require additional time to review and copy. Upon agreement by the requester and payment of estimated charges, if any, the School will proceed to complete the request.

- (a) Of the monies deposited with the School for fulfillment of a public records request, those in excess of the actual costs incurred to fulfill the request will be refunded to the requester; or, in the alternative, the requester shall be required to remit additional monies to pay for any costs in excess of the monies deposited with the School.
  - i. In the event the requester fails to remit additional monies to cover costs in excess of the monies deposited, the School may withhold releasing any public records produced pursuant to the request until those amounts are paid in full.

Records maintained by the School, which are exempt from public inspection, by law, include:

- (a) Personally identifiable records of students, pursuant to Section 1002.22, FL. Statue.
- (b) Portions of personnel records, pursuant to Section 1012.31 FL. Statue.
- (c) All work products developed in preparation for collective bargaining, pursuant to Section 447.605, FL. Statue.
- (d) Appraisals, offers, and counter offers relating to purchase of real property, pursuant to Section 1013.14 FL. Statue.
- (e) Legal records prepared by an attorney exclusively for civil or criminal litigations, pursuant to Section 119.07(3)(o), FL. Statue.
- (f) Data processing software obtained under a licensing agreement which prevents its disclosure, and data processing software designated by the School as “sensitive”, pursuant to Section 119.03(3), FL. Statue.
- (g) Sealed requests for proposals or bids until such time as they are publicly opened, pursuant to Section 119.07(3) Florida Statue.

### **PUBLIC QUESTION/COMMENTS**

An opportunity was provided for parents to ask questions and make comments and suggestions. No comments required any action.

### **ADJOURNMENT**

The meeting was adjourned at 1:00 pm.