

RENAISSANCE LEARNING ACADEMY

Minutes of May 25, 2017 Meeting of Board of Directors

A meeting of the Renaissance Learning Academy's Board of Directors was held on May 25, 2017 at 1310 North Congress Avenue, West Palm Beach, FL. The meeting was called to order at 12:00 p.m.

Directors present at the meeting included: Colette de Labry (Secretary), Jim Sappia, Hank Schmidt (presiding in Dick Busto's absence), Kyle Henderson, and Marlene Sotelo. Cyndee Zeck, Denise Baker and Toby Honsberger were present by invitation.

There were no public comments.

Cyndee Zeck reviewed the requirement, imposed generally by the Palm Beach County School Board, that each member of the Board sign and deliver to RLA a form of Conflict of Interests Policy and Statement. She presented an approved form of the policy for review and adoption by the Board. After discussion and a motion made by Marlene Sotelo and seconded by Colette de Labry, the form of Conflict of Interests Policy and Statement was approved. A copy is attached to these minutes.

Cyndee Zeck reviewed for the Board the financial report for the periods ended 3/31/2017 and 4/30/2017. As of 4/30/2017, the ending cash balance was \$557,842. As of 4/30/2017, deficiency of revenues over expenses was \$(88,484). Year to date, revenues were at 77% of budget, and expenses were at 81% of budget. On motion made by Kyle Henderson and seconded by Hank Schmidt, the financial report was approved.

Cyndee Zeck reported that she had confirmed that Toby Honsberger had fulfilled the criteria under his employment terms which would entitle him to a \$2,500 bonus, and that Dick Busto had approved payment of such bonus to Dr. Honsberger.

A preliminary budget for the year ended June 30, 2018 was also distributed and discussed. The preliminary budget was based on full capacity of 115 students, as well as the staffing that would be required if the school was at capacity. Thereafter, a motion was made by Kyle Henderson and seconded by Marlene Sotelo to approve the FY2018 budget. The budget was approved.

The Board then reviewed the Charter School Financial Services Agreement proposed by School Accounting Services, Inc. ("SAS") for the provision of financial services to RLA by SAS for the period beginning approximately June 1, 2017 and ending July 30, 2018. There were no material changes to this proposed agreement from the one that is currently in effect between SAS and RLA. After discussion and a motion made by Colette de Labry and seconded by Marlene Sotelo, the agreement was approved.

Toby Honsberger provided the Executive Director Report:

The need to continue to hire and use out-of-field teachers was raised by Toby and discussed by the Board. While all of RLA's teachers are certified in ESE, not all are certified to teach in all high school subject matters. Such teachers may continue teaching at RLA if the Board specifically approves of such "out of field" teachers on an annual basis. Thereafter, a motion was made by Hank Schmidt and seconded by Kyle Henderson to approve RLA's continued use of out-of-field teachers.

Toby then directed the Board's attention to the need to adopt a written Controlled Open Enrollment Policy which would permit students outside of Palm Beach County to apply to RLA as a Palm Beach County charter school. Toby proposed a policy for adoption by RLA; essentially, the policy would require RLA to deplete the in-county students on its waitlist before it would or could admit out-of-county students. Thereafter, a motion was made by Hank Schmidt and seconded by Colette de Labry to approve the Controlled Open Enrollment Policy proposed by Toby. The policy was approved; a copy is attached to these minutes.

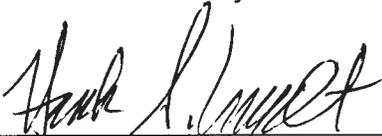
A list of upcoming events for 2017 was distributed to the Board.

A copy of the Conflict of Interests Policy and Statement adopted above was signed and delivered by each Board member present.

The next meeting is tentatively scheduled for June 29, 2017 at RLA in West Palm Beach at 12:00 p.m.

Upon motion made by Marlene Sotelo and seconded by Kyle Henderson, the meeting was adjourned at 1:20 p.m.

Minutes of the meeting were kept by Colette de Labry.



Hank Schmidt, Presiding Director