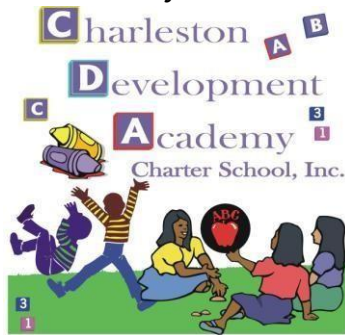


# CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

## Governance Board Meeting Minutes

February 22, 2022



### *~ MISSION STATEMENT ~*

*The mission of Charleston Development Academy Public Charter School is to provide a safe and nurturing environment that will encourage excellence and character-building initiatives in order to ultimately promote the personal and social development of motivated, responsible, and caring students.*

The Official Zoom Meeting of the Charleston Development Academy Governance Board was called to order at 5:04 p.m. by Board Chair, Mr. Michael Miller, subsequent by the roll call of board members and reading of the CDA Mission.

Attending: Mr. Joseph Watson, Mr. Michael Miller, Mr. Reginald Graham, Mrs. Minnie Parker, Rev Dr. William Swinton, Jr., Dr. Shawn Johnson, Ms. Anjanetta Goodwin, Mrs. Inell Greene, Mrs. Cecelia Rogers, Mrs. Clarice Lemon, Ms. Pleshette Grant, Dr. Conway Saylor, Mrs. Crystal Rouse,

Guest: Mr. Robert Berman

Excused: Mr. Kurt Walker, Rev Randolph Miller,

The Pledge of Allegiance was recited by Mr. Michael Miller.

The CDA Mission Statement was recited by Mr. Michael Miller

**The Adoption of the Agenda:** It was motioned by Mrs. Minnie Parker and 2nd by Dr. Conway Saylor to adopt the agenda as printed with the following additions:

- Face-to-Face Meeting (requested by Dr. Saylor)
- Face-to-Face Retreat (requested by Dr. Saylor)
- Explanation of Letter sent by Mr. Berman in reference to the Finance Committee (requested by Mr. Watson)

The motion was carried and approved.

**Opening reflections** by Mrs. Minnie Parker – “Cast Your Cares Upon The Lord”

**Approval of Minutes:**

January 25, 2022

- It was motioned by Mrs. Minnie Parker and 2<sup>nd</sup> Dr. William Swinton by to accept the meeting minutes with no corrections:
- Point of clarification by Mr. Graham that the slate of committee members included in the minutes was submitted by Dr. Saylor and updated by Mr. Graham during the meeting.
- Mr. Watson inquired if the names of the persons that complied the listing was included in the minutes. Mr. Graham explained that those names were not provided.
- Mr. Watson wanted to know if it was normal procedure that the names for nominations be provided and then voided upon. Mr. Graham explained that would have been the case for nomination of Board Members but the list in question is a list of committee members which is appointed by the Board Chair
- Dr. Conway Saylor explained that the committee is not nomination committee and we are following our By-laws as they are currently written. There may be a need for some clarification in the By-laws but we are following the By-laws as they are written.
- The motion was then carried and approved

### **Director's Report** – Dr. Shawn Johnson

#### **Finance Committee** –

Mr. Miller stated that there is a typo on the Agenda as Mrs. Inell Greene in the Chairperson of the Finance Committee.

Mr. Berman reviewed the following financial sheets:

- Balance Sheet
  - Profit & Loss YTD Comparison
  - Budget –vs- YTD Budget
  - Profit & Loss Budget –vs- Actual
  - Profit & Loss w/o Reid House Capital & Operating expenses
  - Cash Flow Projection
  - Profit & Loss by Class (Reid House)
- 
- Ms. Goodwin question on outstanding checks from June, August and September. Mr. Berman stated that one is a loan check that has not be cash and checks written to other persons that have not cashed their checks to date
  - Mrs. Parker asked have a call been given to these people to cash their checks
  - Mrs. Parker suggested that we add a note to our checks that the check is void after 90 days. Mr. Berman stated that we could do that when we order checks again. We have offered to replace the check if it has been misplaced. The Finance Committee tries to stay on this and not have any more that what we have
  - Mr. Watson stated that the review of the Finance Committee minutes without the Finance Chairperson being allowed to speak or the Treasurer being absent from the meeting is a violation of our By-laws. The breakdown of the discussion in the finance meeting should be expressed to the entire board
  - Ms. Goodwin asked if 90 days was standard on all checks to be cashed in 90 days. Mr. Graham stated that 90 days to cash a check is not standard banking procedures
  - Mr. Miller stated that we need to state in a letter to the employees that checks should be cashed in 90 days. Mr. Graham stated that the checks in questions are not to employees but were written to vendors. Mr. Graham expressed that the if the 90-day limit is written on the check, we have the right to cancel that check

### Building Committee:

- Mr. Miller stated that he did receive an email from Mr. Jeff Borowy that CCSD is unable to extend use of shared space at Simmons Pinckney or Burke to CDA at this time. Mr. Borowy that state that CCSD could offer CDA the use James Island Middle School for one year, but could not extend past the 2022-2023 school year. As much as this is a nice offer from them to us, one year wouldn't fit the need of the school.
- Dr. Saylor stated that the letter was sent to Allen University stating that we accept the offer to extend our use of the Reid House for another year.
- The committee needs begin working with Allen University now to further our use of the Reid House. An invitation was also written in the letter for Bishop Green to visit the school to see what we are doing
- Mr. Watson asked for a formal review of the agreement for Simmons Pinckney
- Mr. Watson stated that a conversation with Bishop Green to extend into the old Post Office. Mr. Watson feels that if we explain ourselves that they may extent for another five years. The lease calls for an option of five years at the end of the lease which is an agreed upon option which would extend us to 2030
- Dr. Swinton stated that he is on board with what is being done
- Dr. Saylor stated that she is not sure if the option is available because this is what started with the last letter for the extension
- Dr. Swinton suggested that the school put together a video of what is going on at the school and send it to Bishop Green
- Mr. Watson stated that the city is growing and the city needs our school. We need to meet to come together to unify the group
- Mrs. Parker asked what is the offer to Simmons Pinckney, Mr. Watson stated that they offered us the school and we didn't take it at the time
- Mr. Graham explained that in previous talks/meetings with CCSD years back. CCSD attempted to offer CDA to take over the Simmons Pinkney building and to be the only Middle School on the peninsula of Charleston. At the time CDA did not agree at we didn't want to take on all of the Middle School children of the peninsula
- Mr. Miller stated that at this time that was not the offer, the offer was only for shared space as a separate school
- Dr. Saylor suggested to collect ideas from board members to put together a presentation. Also gather knowledge, records and documents and get this information to Mr. Graham and he will get them to the committee by the next meeting.
- Mrs. Parker is it an option to see where we are on the list with CCSD

### Ad Hoc Committees

Dr. Saylor asked that everyone to review their emails for the committees. If you want to work on another committee, please voice your requests.

### Retreat

Requesting a retreat within the next month or two. We have new members and we have not been able to meet face-to-face.

- Mr. Watson stated that at 165 St. Philip Street we have a multi-purpose room where we could meet
- Dr. Johnson stated that he is also happy to host a meeting in the multi-purpose room but doesn't feel that the time is just right due to the high positive COVID-19 numbers, but a month could make a big difference.
- Mrs. Parker agrees with Dr. Johnson that the time is just not right, we need to wait another two months

- Dr. Saylor asked Mr. Graham to start looking at potential dates in April
- Mr. Miller stated that meeting together in person is important but understand the issues around it. Perhaps we could do a hybrid setting
- Ms. Goodwin agrees with a hybrid setting

**Email Letter** – Mr. Watson

Mr. Watson stated that the email sent by Mr. Berman of the persons on the finance committee was not discussed in the board meeting and he wasn't included in the email.

Dr. Saylor stated that the list was displayed at the last board meeting and was in the minutes. Mr. Berman was just relaying the same list.


Mr. Berman stated that he apologizes if he didn't include everyone on the email, he wasn't sure who he was to be sending the email to and included a note at the end of the email that he wasn't sure who the email was to go to.

Mrs. Parker stated that we need to come together and work together for the betterment of the children. Are we a part of the problem or we are a part of the solution?

**Director's Report** – Dr. Shawn Johnson

- Enrollment
- Recruitment Strategies
  - Continuous recruitment campaigns via CDA's Social Media Account
  - Mass mailing (in excess of 20,000 homes)
  - Newspaper (Students/Teachers)
  - Recruitment Fairs
    - Mitchell Elementary
    - North Charleston Elementary
    - CCSD School Choice
    - Burke High Parent Night
    - Personal visits to Middle Schools and Pre-Schools
    - Flyers to Community and Churches in 30-mile radius
    - Board help with flyers

# RECRUITMENT




Charleston Development Academy  
Public Charter School

**ENROLL NOW**

**2022-23  
ADMISSION  
NOW OPEN**

For more info visit: <https://www.ccsdschools.com/developmentacademy>  
843-724-1030 233 Line Street | 165 St. Philip Street, Charleston SC, 29403




Charleston Development Academy Public Charter School

Posted by Hezzy Raysor  
3h · 🌐

Looking for tuition FREE preschool options?

Enroll your child today in a CERDEP (Child Ea... See More



### School Culture & Climate

- Staff Birthdays
- Black History Door Decoration Contest
  - Judges from the Community and Burke High School
- Black History Activities
  - A taste of our past
  - Greek/Masonic Day
  - We wear a Black History Mask
  - African Attire Day

### Community Partnership

- Interns from College of Charleston, The Citadel, and Burke High School
- Will participate in CCSD D20 Family Engagement Night at Burke High School
- Attended Allen University Gala and had a chance to speak with Bishop Green

### COVID-19

- Employed a new Nurse: Crystal Davis
- School Open 100% In-Person for students
- Positive Cases among students: 12
- Positive Cases among staff: 5
- Quarantine: 32
- Number of Tests: 19
- Preventative Strategies
  - Continued Mask wearing
  - Continued use of guards
  - Care Packets
  - Reinforcement of Protocols
  - Limited Visitations



## Student Achievement

# STUDENT ACHIEVEMENT

Grade	Reading	Math	ELA
K-4			
K-5			
1	61%	54%	
2	75%	69%	75%
3	78%	33%	78%
4	62%	31%	62%
5	64%	20%	69%
6	47%	27%	50%
7	53%	47%	67%
8	63%	54%	75%

### Achievement Strategies

- \*Focus Groups
- \*Benchmark
- \*Mastery Connect
- \*Extended School Year



Ms. Goodwin inquired about the funding for Ads: Facebook boost was very cheap. Newspaper (\$500)  
Mail outs (\$3,000).

Dr. Saylor had to leave for another meeting.

Ms. Rouse had to leave for a class presentation.

ESSRiii Funding: \$546,530.57

Mrs. Clarice Lemon stated that the staff is very pleased with Dr. Johnson and the Leadership Team and his directions. He has always been there for us.

It was motioned by Mrs. Minnie Parker and 2<sup>nd</sup> by Mrs. Clarice Lemon to adjourn the meeting.

There being no further business the meeting was adjourned at 6:47 p.m.

Respectfully submitted,

Ms. Anjanetta Goodwin, Secretary

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael K. Miller, Board Chair