

CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

June 27, 2023



~ 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.

Meeting Minutes | Board of Directors Meeting

Tuesday, June 27, 2023 | 5:00 p.m.
165 St. Philip Street, Charleston, SC 29403

Call to Order:

Chairman Michael Miller called the CDA Governance Board of Directors meeting to order at 5:08 p.m., subsequent The Pledge of Allegiance, reading of the CDA Mission and roll call of board members.

Board Members Present for all or a Portion of the Meeting: Mr. Michael Miller, Dr. Conway Saylor, Mrs. Minnie Parker, Mrs. Cecelia Gordon Rogers, Ms. Pleshette Grant, Mr. Reginald Graham, Dr. Shawn Johnson, Mr. Kurt Walker, Mrs. Clarice Lemon, Dr. William Swinton, Ms. Anjanetta Goodwin

Guest Present: Mr. Robert Berman, Mr. Joseph Watson

Excused: Mrs. Crystal Rouse.

Pledge of Allegiance was recited by all present.

Mission Statement was recited by Dr. Conway Saylor

The Adoption of the Agenda:

- Add By-Laws Dr. Conway Saylor made a motion, which was seconded by Mrs. Clarice Lemon, and passed unanimously, to adopt the agenda.

Opening reflections: Dr. William Swinton – “Seven Steps to Getting Older”

Approval of Meeting Minutes:

- Mrs. Minnie Parker made a motion, which was seconded by Dr. Swinton, and passed unanimously, to approve the meetings as printed.

Finance Committee – Dr. Conway Saylor

- Achievement Bonus for Retired Teachers (Mrs. Inell Greene and Ms. Cheryl Levin)
 - It was discussed that the aforementioned teachers were a part of the student achievement and that since they were active teachers during the school year that they should also receive the \$250.00 achievement bonus even if they have retired.
 - Dr. Saylor made a motion to pay Mrs. Greene and Ms. Levin each the \$250.00 achievement bonus, the motion was seconded by Mr. Michael Miller, and passed unanimously.
- CD and Money Markets rates has increased. The finance committee will research banks for updated rates and report at the next meeting.
 - Dr. Saylor made a motion for the finance committee to research CD and Money Market rates, the motion was seconded by Mr. Michael Miller, and passed unanimously.
- A/C unit at St. Philip Street – The A/C unit is at it's end of life. We have received several written bids to replace the A/C unit. Bids range between \$18,000.00 to \$48,000.00. No duct work is included in the rates. Dr. Saylor stated that the more bids we receive the more she is confused because of the range of pricing. The bids need to be reviewed for a clearer understanding.
 - It was suggested that we have Allen University to refund the difference in the price of the A/C unit for term we do use the A/C if the lease is not renewed.
 - It was suggested that funds come the Purple Gala account to purchase the A/C
 - Chairman Miller stated that as of today, we don't have a signed lease for the Reid House
 - Dr. Swinton stated the Presiding Elder Keith called and stated that he thought that Bishop Green had signed the lease
 - Chairman Miller stated that the current lease sunsets June 30, 2023.
 - Dr. Swinton stated that there has been a lot of traveling with the Bishop and Ministers lately. But most travel has ended for now.
 - Chairman Miller will contact the Bishop's office tomorrow to schedule a meeting
 - The A/C work needs to begin ASAP in order to have the A/C up and running by August 1, 2023
 - We need a group to meet with Bishop Green and stick with the August 1, 2023 deadline
- Yearly Audit
 - We don't have an alterative company so we will remain with the current company
 - Uncleared checks need to be reviewed once the audit is completed
- Training for Signatories
 - Michael Miller, Conway Saylor, Crystral Rouse, and Minnie Parker
 - Training will be scheduled and announced no later than August 2023
- Orientation for Finance Chairperson
 - Manual of financial policies and procedures to be defined

Mr. Robert Berman stated that we still don't have an approved Budget for 2023/2024. We as a Board must have an approved budget. We are required to submit a copy of our approved budget to Charleston County School District yearly. Thus far CCSD has not requested a copy of our budget. Dr. Saylor stated that she is apart of the hold up because when we were scheduled to approve the budget, she was uneasy with the budget not including Summer School and After School.

Mr. Joseph Watson stated that we need to see about the Afterschool Grant with the City of Charleston. Mr. Watson also stated that he has paperwork on rates with South State Bank, Bank of America, and Wells Fargo. Mr. Watson stated that we need to have a written letter to the Bishop on what we want.

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)

Building Committee:

- Chairman Michael Miller stated that we can't be apprehensive on spending funds on A/C when we don't have lease. We need to prepare ourselves for the worst scenario. What if we can't get the building up and running until mid-August? What is our plan? What is three months of rent to cover \$18,000.00 when we are spending \$30,000.00.
- Dr. Saylor stated that everyday that we sit without a running A/C we are running a chance of developing mold in the building.
- Chairman Miller stated that we need questions answered before we move forward.

Policies and Procedures Committee:

- Mrs. Grant stated that the committee has not met. They have been missing meetings because of busy schedules.

By-Laws Committee:

- Dr. Saylor reported that the committee needs to work on the timeframe of membership and voting. Change in the By-Laws to Calendar year for membership.
- The following persons are slated to come off of the Board this term:
 - Mrs. Minnie Parker
 - Dr. Conway Saylor
 - Mrs. Clarice Lemon
 - Mrs. Crystal Rouse
 - Mrs. Pleshette Grant
- Dr. Conway Saylor made a motion to extend the term of the aforementioned persons to December 31, 2023, the motion was seconded by Mr. Michael Miller, and passed unanimously to extend their board term until December 31, 2023.

Director's Report – Dr. Shawn Johnson

- Thanks to all for your support in our many graduations
- We currently have 42 students attending summer school
 - Three Cohorts
 - Grades 2 & 3 – Fort Sumter
 - Grades 4 & 5 – Fort Moultrie
 - Grades 6 & 7 – The Battery
- It is heartfelt sympathy that I announce the passing of Mr. Allen Barnhardt the beloved husband of Mrs. Sandra Singleton Barnhardt. Also, the passing of Retired Bishop Richard Franklin Norris, Sr. who was the Bishop of the 7th Episcopal District when we obtained the lease of the Reid House.
- We are currently in the process of the getting the buildings ready for next year. Light repairs, cleaning and painting of both buildings.
- The A/C at the middle school needs to be replaced ASAP. It has been repaired and patched for years at little to no cost.
- CCSD has approved \$5,000.00 increase to salaries and a one time \$5,000.00 bonus. There is a Federal Grant that credit schools that worked doing the Pandemic. Mr. Berman is working on the procedure for this grant. The funds will not be available for another 8-9 months.
- CCSD Salary scale has changed by \$5,000.00 for starting teachers
- We have 12 teachers of record
- Dr. Johnson stated that we have good people working for us and we must be good to them.

- The Gates School will be closing. The school is located in the Tangler Outlet area just off I-526. There is bond on the building and the bond holders are looking for interested buyers to take over bond.
 - \$4.5M
 - \$420,000.00 down
 - \$36,000.00/month
- Current 2023/2024 Enrollment
 - 99 Elementary Students have been enrolled
 - 60 Middle Students have been enrolled
- South Carolina Charter School Board Registration
- Middle School Career and Technical Education Teacher (CTE). CTE provides an important pathway to success for high school students and offers each student opportunities to personalize his or her education based on their career interests and unique learning needs.

Adjournment:

There being no further business, and upon a motion by Mrs. Minnie Parker, which was seconded by Dr. Conway Saylor, and approved unanimously, the Board meeting adjourned at 6:28 p.m.

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair