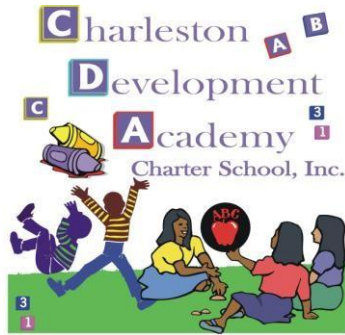


CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

October 26, 2021



~ 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, subsequently by the roll call of board members and reading of the CDA Mission.

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

Guest: Mr. Robert Berman,

Excused: Mr. Kurt Walker

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 then motioned by Mrs. Minnie Parker and 2nd by Dr. William Swinton
The motion to adoption the agenda was then carried and approved.

Opening reflections by Rev. Dr. William Swinton

Approval of Minutes:

September 28, 2021 –It was motioned by Mrs. Clarice Lemon and 2nd by Mrs. Crystal Rouse to accept the meeting with the following corrections:

- Mrs. Parker was asked to be the signer on the Purchase Orders

Building Committee

Mr. Miller reported that the four board members voted along with invited non-board persons; Dr. Johnson, Dr. Holmes, and Mr. Graham attended the tour of Simmons Pinckney Middle School. During the tour talks were about each corridor and space/room availability along with the potential entrances and exits. Currently awaiting CCSD projections of student enrollment per school to determine the amount of space needed for schools. Simmons Pinckney is at the top part of the list because CCSD is aware of CDA's needs. Mr. Miller stated that Mr. Jeff Borowy stated that he and some of his staff wanted to visit CDA to see our current space. Mr. Miller stated that he informed Mr. Borowy prior to the meeting that CDA needs 10-15 rooms based on his count and the information and layout from Dr. Johnson and Mr. Graham. Mr. Miller reported that we were informed that where Simmons Pinckney student enter in the mornings from the back side is very congested with students and buses. This could prevent a problem with the start of the day with both schools starting at the same time. Mr. Miller suggested that maybe we could change the start time of our school day. Mr. Miller suggested to the board that we not look at the visit as why we couldn't move into the building but why is it imperative that we can't stay where we are. Mr. Miller is awaiting a return telephone call from Mr. Borowy as to when he wants to tour our school and when we can tour Burke High School. We need to consider all options. Long term if we don't have any options, we could look at going back home to Line Street.

Mr. Watson stated that we do have the \$18M, it is on the list that he showed Dr. Saylor and was informed when he spoke with CCSD. Mr. Watson stated that the option for us to stay where we are is there. It should be that in every meeting that there is more than one person that is speaking to the individual so that when it's returned to the board it is factual. We don't do things by chance.

Mr. Miller stated that the board voted on the four board members that would attend the tour and Mr. Watson's name was not on the list. Mrs. Rogers is no longer a board member and was able to attend the tour as a non-board member. As to the \$18M, Mr. Miller stated that he is unaware of those funds. During a previous conversation, we all were made aware that we must be cautious and careful with our communications with CCSD and to who and whom we speak with at CCSD in terms of CDA because of the serious situation that we are currently in. We must be aware that when we communicate with CCSD that we are doing it with the Board's direction and permission not just a member of the board that feels the need to reach out to CCSD to garner information. If we are going to do things right, we must remember that the negative ramifications and interaction with CCSD or any other entity may have an impact on our school rather it be the City of Charleston with the Lind Street project, Bishop Green with the AME Church or Allen University.

Mrs. Parker stated that Mrs. Roger's name was called when naming the persons to attend the tour.

Dr. Conway Saylor stated that she only emailed the persons named to attend the tour because she didn't want to confuse anyone. The minutes reflects twice, the persons to attend as well as Mrs. Grant was named as an alternate.

Mr. Watson stated that he texted Mr. Miller and Dr. Saylor but didn't get a return message. It is important to be aware of the problems in that location. He also stated that he asked for a review of the agreements.

Mr. Miller stated that he is unaware of any MOU or MOA between Burke High School, Mitchell Elementary or CCSD. In the event that a contract with CCSD or the AME Church, it will be gone through with a fine-tooth comb.

Finance Committee

Mr. Watson:

- Asked that the board review the bottom-line balance

Mr. Berman:

- Title I funds were released early this year than usual
- The annual audit has been completed and there were no findings. The auditor was more fastidious than usual because they were trying to find something and couldn't find anything out of order. Many thanks to everyone at CDA. The auditors would like to present at the December of January meeting.

Dr. Saylor:

- What is the timeline to spend Title I funds? We have 18 months to spend Title I funds.

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)

Mr. Watson stated that the Finance Committee wanted to add Allen University to the agenda to engage them in repairs to the AC unit. Mr. Watson also stated that we will come to the point when we must move funds or spend within 4 weeks funds over \$250K in order to remain within FDIC regulations.

Mr. Miller stated that he would like the board to review the contract on repairs to the AC. Mr. Miller then asked if we have a contract with the AME Church or with Allen University? Mr. Graham explained that the contract is signed by the President of Allen University. Bishop Green is the head of the Board of Directors for Allen University. Mr. Miller then asked if CDA has to pay for all repairs? Mr. Graham stated that in our lease we are responsible for repairs up to \$50,000.00 but please don't quote him on the amount he will have to review that lease. Mr. Miller stated that he has a copy of the lease and will look to verify the amount.

Mr. Graham stated what Mr. Watson is averring about the grant for HVAC systems, that he has been stating this for some time now. The Government has a program subsidy for repairs on HVAC systems, but not sure on the details, this may have to be another conversation with Mr. Watson to define the details. With Allen University being the owner of the building then yes, we would have to speak with Allen University to seek the repairs from the Government.

Dr. Saylor stated that one of the things on the list of the ESSER partnership grant were funded projects for HVAC systems. Dr. Saylor stated that she called Mr. Kimpson's office and they stated that it hasn't been decided on which state office would administer those funds. 80% of ESSER funds has to go to student instructions. Dr. Saylor volunteered to circle back to Mr. Kimpson's office to find out more details. The question is also, who could apply for these grant funds: CDA Board, Allen University, or CCSD. Dr. Saylor stated that ESSER I and II funds have already been designed and ESSER III is still pending. Partnership Grant are only available through CCSD and partners of schools.

Mr. Watson stated that the Housing Authority has already used those funds on A/Cs at Line Street. We need to engage Allen University for the Reid House. We can speak to other members on Allen's board to

what is needed here in Charleston to grow our population. Dr. Saylor asked who has connections that we can reach out to them.

Mr. Graham stated that we first need to define the details of this grant and once we have the correct information then we could approach Allen University as the owner of the property.

Dr. Saylor volunteered to find out more details on this grant this week and have information by this time next week. Also, ask that others investigate other sources.

Mrs. Lemon, Mrs. Rouse and Ms. Grant were excused from the meeting to attend another meeting.

Mr. Watson will follow-up with Mr. Wendell Gilliard

Dr. Saylor will follow-up with Mr. Kimpson

Dr. Saylor stated that ECM submitted the grant to include CDA. Thanks, Mrs. Parker for your help.

Dr. Swinton asked about some type of partnership with Allen University and CDA for training of their education students. Dr. Swinton stated that there maybe a possibility that Ebenezer may be able to assist with housing for students, but can't guarantee anything at this time.

Director's Report:

- October 13, 2021 Breast Cancer Awareness Day (Wear Something Pink including the students)
- October 19, 2021 Title I Informational meetings - Elementary (Times to be announced)
- October 20, 2021 Title I Informational meetings - Middle (Times to be announced)
- October 20, 2021 Unity Day (Wear Something Orange including the students)
- October 20, 2021 Citadel Leadership Day
- October 22, 2021 End of the First Quarter
- October 22, 2021 E-Learning Day (Please plan accordingly)
- October 23 - 31 National Red Ribbon Week
- October 25, 2021 Report Cards Distribution This Week
 - October 29, 2021 Storybook Character Dress Up Day (Elementary School)
 - October 29, 2021 Fall Festival (Middle School)

FaceBook Grant Fellow UP Meeting

PSAT Testing (8th Grade) November

Guidance Counselor (Ms. G. Miller) is going well

College of Charleston

- Internship (3rd Grade)
- Field Student

The Citadel

- Fellowship

It was motioned by Mrs. Minnie Parker and 2nd by Mr. Joseph Waston to adjourn the meeting.

There being no further business the meeting was adjourned at 6:04 p.m.

Respectfully submitted,

Ms. Anjanetta Goodwin, Secretary

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael K. Miller, Board Chair