

# CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

## Governance Board Meeting Minutes

September 28, 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 5:10 p.m. by Board Vice Chair, Dr. Conway Saylor, subsequent 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, Mr. Michael Miller

The Pledge of Allegiance was recited by Mrs. Clarice Lemon.

The CDA Mission Statement was recited by Ms. Pleshette Grant.

The Adoption of the Agenda:

It was then motioned by Mrs. Minnie Parker and 2nd by Dr. William Swinton to add the following to the agenda after the Director's Report:

- Board Training Requirements
- Partnership Grant for the 3<sup>rd</sup> round of stimulus funds

The motion to adoption the agenda with the forementioned additions was then carried and approved.

Opening reflections by Rev. Dr. William Swinton - "CDA was not an accident"

Approval of Minutes:

- July 27, 2021 – It was motioned by Mrs. Minnie Parker and 2<sup>nd</sup> by Mrs. Cecelia Rogers to accept the minutes as printed. The motion was carried and approved.
- August 24, 2021 - It was motioned by Dr. Swinton and 2<sup>nd</sup> by Mrs. Minnie Parker to accept the minutes as printed. The motion was carried and approved.
- September 13, 2021 – Special Called Meeting. It was motioned by Mrs. Clarice Lemon and 2<sup>nd</sup> by Mrs. Crystal Rouse to accept the meeting with the following corrections:
  - Mr. Kurt Walker was excused

- Mrs. Rouse “if” staff members on the board will be counted as Board Members, yes. The motion was carried and approved.

Dr. Saylor stated that she wanted to hold off on the Financial Report until Mr. Watson is able to get his technology corrected. Also, Dr. Saylor received a text message from Mr. Michael Miller has some type of situation that he would not be able to sign on to this meeting.

After Mr. Watson was able to join via audio, he wanted to return to the meeting minutes and stated that the information that was voted to be removed needs to stay in the minutes. Ms. Goodwin advised, the motion has been made and carried; therefore, no changes can be made. Dr. Saylor advised Mr. Watson to speak with Ms. Goodwin after the minutes with his concerns. Dr. Saylor also advised Mr. Watson to utilize the chat box for his input should he lose audio again.

### **Finance Committee**

Mr. Watson:

- CD with Pinnacle Bank that has matured without a lot of interest earned. Nevertheless, it was stated our best option is to leave the CD at Pinnacle at this time. Mr. Watson has check with another bank but the current interest rate is below one percent.
- Our procedures may need to reviewed before the audit because we still have checks that have not been cashed by a couple vendors

Mrs. Parker asked if we can note on the checks that checks must be cashed within 90 days. Mr. Berman stated that Mr. Watson is now hand delivering the checks the City of Charleston Housing Authority and this process seems to be working better. The two checks that were steal dated has been re-written.

Ms. Goodwin inquired about doing direct deposit with the City of Charleston Housing Authority due to outstanding checks not being cashed. Mr. Berman advised that the two checks, October and January, we were waiting to be cashed by the City of Charleston Housing Authority have been cashed. Mr. Berman stated the finance committee will continue to have Mr. Watson hand deliver the checks to the City of Charleston Housing Authority. On the other hand, if we were to direct deposit the check to the City of Charleston Housing Authority , we wouldn't have any proof of who made the deposit.

Mrs. Parker stated that she was voted to serve on the Finance Committee, not that she called and asked to be on the committee. It was reiterated, the Finance Committee meets the Thursday before the Governance Board meets.

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 asked about the grade categories.

- Early Childhood - Pre-K
- Kindergarten – Kindergarten
- 1, 2, 3 – Primary
- 4-8 – Elementary

Mrs. Goodwin asked about accounts receivable for outstanding pledges. Dr. Saylor was looking for a motion to remove any pledges older than two years. Mrs. Parker stated that one last effort should be made to collect the outstanding pledges by sending a letter. If no response is received within a timely

manner, the pledgee would be removed from the accounts receivable. Mr. Graham would provide assistance to Mr. Berman by drafting a letter for the individuals in question. Mrs. Parker suggested the Ms. Goodwin also take the lead on this project.

Due to Mr. Watson having technical difficulties, Mr. Watson utilized his cellular device to speak via Mr. Berman about the request to change bank signature (Now that the minutes have been approved this request should acted upon.). Dr. Saylor inquired if Mr. Miller will have to go into the bank to sign the signature card. Mr. Graham stated that most banks require all signers to come into the bank and sign the signature card with the other signers present. A copy of the organization meeting minutes or a letter from the organization will need to be on hand. The person whose signature is to be deleted does not have to be in attendance. Dr. Saylor asked Mr. Waston is this something that he would take the lead on scheduling? Mr. Watson stated that he will handle this. The following members will be the signers: Mr. Watson, Mr. Miller and Dr. Johnson. Dr. Saylor ask Mr. Graham to be Mr. Waston's backup if they need administration assistance.

#### Director's Report:

- New A/C unit being installed at the Elementary Campus upstairs west wing
- MAP testing has been completed and is being reviewed. It has been a challenge not only for CDA but for all school because of students being out for COVID-19 exposures
- Invested in Accelerated Reader (AR). AR is a website used by teachers and parents to improve or accelerate their scholar's reading skills. Students will have reading quizzes to monitor comprehension, while literacy skills and vocabulary quizzes extend student learning and build skills mastery. The initiative started with the Middle School. We are currently working with the Elementary School.
- ChromeBooks are now in the hands of our elementary school students.
- ESSER initiative is to acquire 60 additional ChromeBooks, replace computers in the computer lab and also in some of the classrooms
- Looking at another reading program for 2<sup>nd</sup> grade downwards
- No paper and pencil test this year. Test will be done on the computer
- Proud of Middle School Teachers, they have taken on the monster task of exposing our Middle School Students to High School courses. Some of our 8<sup>th</sup> graders are currently taking the following high school classes for credit: English I, Algebra I, Computer Science and Biology I. Some students are doing 4 high school classes along with their other classes
- Mrs. Lemon is doing a wonderful job with the new Early Childhood Program, (CERDEP) Child Early Reading and Development Education Program. The district is still learning and we are learning along with them
- Based upon the past SCReady and SCPASS scores, we will have a math tutor come into the Middle School
- Hosting afterschool for the SC Virtual students who need additional help at present. Will have other students when the COVID-19 numbers go down. Also, there will be an investment in afterschool books to assist the teachers
- The biggest task is to keep our students and staff safe of COVID-19. Last week we had to put our 4<sup>th</sup> grade class on Virtual Learning. Parents get credit for notifying the school when a case arises in their home. We also thank the Leadership Team for acting quickly when COVID-19 cases have been identified in the school
- Continuing our Community Partnership with the College of Charleston, starting Monday we will have a Student Intern in the 3<sup>rd</sup> grade class and two Field Students at the Middle School to observe the ELA and Science classes

Mrs. Rouse: Great report Dr. Johnson, her middle school student is taking some of the advance classes. What are the protocols for College of Charleston students as it relates to COVID-19? We go by the same rules that the College requires of them. The students must be vaccinated and if not, they must provide weekly negative test results.

Ms. Goodwin: Is there any more information on the Charter School Committee Bill that was brought to the House, HR4402 - Section 3-14? The Charter School Alliance is working with this issue.

Mrs. Paker commends Dr. Johnson on the Accelerated Reader. It was stated that we should see an improvement in the students' reading.

Dr. Saylor asked when the test scores came out in the paper not sure what she was looking at but they didn't look good and no one's looked good. When will be a good time to brief the board on the test scores? Dr. Johnson stated that the staff has been briefed but will find a time when we are not slammed before January.

Ms. Goodwin:

- Is the Gifted and Talented program still up and running? Yes, all of our teachers have been Gifted and Talented endowed so the class serves as Gifted and Talented.
- Is there a way if a family has more than two students in the school to get reduced pricing on uniforms? We have slightly used uniform shirts for sale and also there is an organization that supports (Halos). Families can also speak with Dr. Johnson on a one-on-one basis.
- Do our students have an opportunity to participate in extracurricular activities like band. Yes, in the past we have had students in Burke Band. We currently have a couple of students in the band as well as cheerleaders.
- Nurse Hours – 8:00 a.m. – 3:30 p.m. split between the two campuses and will serve at either campus when she is needed.

The purchase order process was reviewed. Mr. Watson is looking for someone to replace Mr. Scott to be a signer for the Purchase Order.

Ms. Grant and Mrs. Lemon need to leave for another meeting.

Mr. Graham will follow-up on the Charter School Board Training for Board Members. Mr. Graham stated that the Board Training is an annual event. The event is usually recorded for person that can't attend.

CCSD received the third round of grants for ESSER. School can't apply for the grant but partners of schools can apply. There will be a meeting tomorrow with ECM to review the possibility of partnering for this grant.

Follow on Special Meeting

- Persons approved by the board will be notified of the date of the tour
- If someone can't make the meeting Ms. Grant will serve as an alternate
- Meet at 3:45 at the school
- Need updated document of classroom needed
- Mr. Berman stated that we have a 5-year renewal extension on the renewed lease

Mr. Berman reviewed summary of operating cost for the Elementary/Middle School without payroll. The loan with the Middle School will be paid off within 14 months and we will still have rent but you could not find rent for this amount we are paying nowhere in downtown Charleston at today's fair market rate.

Dr. Saylor stated that the lease states "if both parties agree". We received a letter that the rent will not be renewed. The current lease is extended to July 2023. This lease has a clause added that we could end the lease early if we desire. Please send all questions concerning the tour to Ms. Goodwin.

There being no further business the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Ms. Anjanetta Goodwin, Secretary

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael K. Miller, Board Chair