

**Richland One Middle College  
School Board Minutes July 17, 2019  
9:00 am**

**Board Members Present:**

Dr. Erica Fields

Mrs. Sandra Hackley

Ms. Christine Benson

Mrs. Doretha Glymph

Mrs. Beverley Leeper

Ms. Tracy Dixon

**Absent:** Ms. Jeannetta Scott, District Liaison

**Staff Members Present:** Dr. Carla Brabham, and Mrs. Teresa Niles

Chairwoman Fields called the meeting to order at 9:00 a.m.

**Invocation**

Mrs. Teresa Niles gave the invocation

**Roll Call**

Ms. Christine Benson called the roll as well as passed around a sign-in sheet for those in attendance.

**Adoption of the Agenda**

Mrs. Sandra Hackley made a motion to consent the agenda. Motion was seconded by Mrs. Beverley Leeper and the motion passed unanimously.

Mrs. Sandra Hackley made a motion to accept the minutes with following corrections:

- Change Prestigious Schools to Prestige School Solutions on Page 1, 2<sup>nd</sup> line on page 2 and 3<sup>rd</sup> paragraph on page 2.
- Add ORGANIZATIONAL MEETING after Staff Members Present on page 1.
- Add BOARD MEETING before Items of Consideration For Approval.

Motion was seconded by Mrs. Beverley Leeper and the motion passed unanimously.

**June Financial Report**

Christy Nicklauson of Prestige School Solutions presented the June Financial report via conference call.

**OLD BUSINESS**

- A. Swearing in of Tracy Dixon – Chairwoman Fields asked the new elected board member Tracy Dixon to stand and administered the oath of office. She received her certificate of election. She was elected for a two year term.
- B. **Nomination for the Position of Treasurer** – Ms. Tracy Dixon was nominated by Mrs. Beverley Leeper for the position of Treasurer. Motion was seconded by Mrs. Doretha Glymph and the motion passed unanimously. Ms. Dixon accepted the position.

- C. **Self-Nomination for Open Board Seat** – The Board reviewed the Self-Nomination packet submitted by Ms. Tracy Harrell Dunn. After careful review and discussion, Mrs. Sandra Hackley made a motion to accept the nomination. The motion was seconded by Mrs. Beverley Leeper and the motion passed unanimously.
- D. **Updates to Vital Board Documents** – Dr. Brabham made a proposal to schedule a work session for Board Members to review and update the Richland One Middle College (ROMC) Charter and Bylaws, discuss having a lawyer to review changes to ROMC Bylaws and Charter, and forward these documents to Midlands Technical College and Richland One Board of School Commissioners.

Chairwoman Fields suggested forwarding the ROMC Charter and Bylaws to ROMC Board Members to review prior to the meeting. Dr. Brabham stated that she would send draft Bylaws, draft of contract and the current version of the charter in Google Docs for ROMC Board Members to review.

Mrs. Beverley Leeper made a motion to proceed with a working board meeting to edit and review vital documents on August 13<sup>th</sup>. The motion was seconded by Ms. Tracy Dixon and passed the motion passed unanimously.

- E. **2020-21 Financial Services Contract** – Chairwoman Fields informed the Board that Ms. Scott spoke with Sherry Matthews-Hazel in the Richland County School District One (RCSD1) Finance Department who feels that the RCSD1 Finance Department can handle ROMC financial accounting for 2020-21 fiscal year.

## **NEW BUSINESS**

### **2019-20 Enrollment Update**

Dr. Brabham shared with the Board that we have thirty-eight (38) students returning. ROMC accepted thirty-nine (39) students with ten (10) of those applications pending. ROMC had seven (7) applicants there were accepted, but later the applicants declined for various reasons. ROMC has eight (8) applications that have pending denials for various reasons.

### **2019-20 Staff Recommendations**

Dr. Brabham recommended Ms. Chenoa Burgess-Lindsey for the English position and Mr. Stephen Machuga for the Social Studies position.

Ms. Tracey Dixon made a motion to accept the teacher recommendations. The motion was seconded by Mrs. Sandra Hackley and the motion passed unanimously.

Dr. Brabham requested to fill the Curriculum Specialist position that has been vacant since July 2018. Mrs. Sandra Hackley made a motion to fill the position of Curriculum Specialist. The motion was seconded by Mrs. Beverley Leeper and the motion passed unanimously.

Mrs. Sandra Hackley made a motion to begin to advertise for the Curriculum Specialist position. The motion was seconded by Mrs. Beverley Leeper and the motion passed unanimously.

### **Technology Upgrade Total Cost**

Dr. Brabham shared with the Board that the Technology Upgrade proposal presented and approved at the last meeting can be adjusted due to changes in enrollment. Dr. Brabham presented that the number of laptops was reduced from 100 to 85 based on enrollment and laptops that are currently in working condition and the number of interactive white boards was reduced from 8 to 7. Ms. Tracey Dixon made a motion to accept the Technology Upgrade adjustment as presented. The motion was seconded by Mrs. Doretha Glymph and the motion passed unanimously.

### **Salaries Recommendations for Staff 2019-20**

The Board discussed the upcoming 4% salaries will include a step and 4% raise. This has not been made clear since the 2019-20 pay scale has not been approved. Dr. Brabham requested to wait for the new district scale to ensure that we are paying the certified staff according to the District pay scale. Mrs. Beverley Leeper made a motion to table Salary Recommendations until the next meeting. The motion was seconded by Ms. Christine Benson and the motion passed unanimously.

### **ROMC Webpage Updates/Management**

Chairwoman Fields made some cosmetic suggestions for the ROMC website. These changes have been submitted to Mitchell Wyatt at RCSD1 Information Technology Department. Pictures of the Board members will be taken at the next meeting. Dr. Brabham agreed to send a link to each member so that they may submit their bio for the ROMC website.

### **Proposed Change for August Meeting**

A motion was made to change the August meeting date to August 13, 2019 at 9:00 am. The motion was made by Ms. Tracy Dixon. The motion was seconded by Mrs. Beverley Leeper and the motion passed unanimously.

### **Adjournment**

Ms. Tracy Dixon made a motion to adjourn the meeting. The motion was seconded Mrs. Beverley Leeper and the motion passed unanimously. The meeting adjourned at 11:00 am.