

# CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

## Governance Board Meeting Minutes

October 25, 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.*

Meeting Minutes | Board of Directors Meeting

Tuesday, October 25, 2022 | 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 5:15 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, Mr. Joseph Watson, Dr. Shawn Johnson, Mrs. Crystal Rouse, Mr. Reginald Graham, Ms. Anjanetta Goodwin, Mr. Kurt Walker, Mrs. Inell Greene (via telephone).

Excused Members: Rev. Dr. William Swinton, Mrs. Clarice Lemon, Ms. Pleshette Grant, Rev. Randolph Miller

Guest: Mr. Robert Berman, Mrs. Cecelia Gordon Rogers

The Adoption of the Agenda:

- Dr. Conway Saylor made a motion, which was seconded by Mrs. Minnie Parker, and passed unanimously, to adopt the agenda.

Opening reflections: Mrs. Minnie Parker – “Together We Stand Divided We Fall – By Unity We Can Get the Job Done”

Approval of Meeting Minutes:

Mr. Watson stated that since we have paid off the loan for the Reid House, we could look at obtaining a bus. Mrs. Rouse called for a point of order as we are still in the approval of the minutes.

Mrs. Minnie Parker made a motion, which was seconded by Dr. Conway Saylor Mrs. Crystal Rouse, and passed unanimously, to approve the minutes, with the following corrections:

- “Goal” was to obtain a school bus

- Name should be “Goodwin” instead of Grant

### **Finance Report:**

Mr. Watson congratulated Mr. Berman and the entire school on a favorable audit and requested that the Finance Committee look into i-bonds for the school.

Mr. Berman stated that the audit has been sent to the State Department of Education and Charleston County School District. A mistake was found in the finance audit report and new copies of the report will be issued. The only issue found in the audit was the same as last year, which is out of CDA’s control. We still don’t know who to send the IDEA report to. This a state requirement and is not required by CCSD. Every time we get in touch with someone at the State Department then they are no longer working with the State Department of Education.

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. Berman stated that benefits are now paid in advance. We also need grants to off-set funding that we will no longer receive because of COVID. The per pupil income is an average of \$9,052.05. Mr. Graham stated that additional funding are received for resource, speech and GT students.

Mr. Michael Miller inquired about the student headcount from year 2000 to present. Would like to see the ebb and flow of student enrollment. We need to ensure that funds and not only well spent but also well invested. Dr. Johnson state that the data would be skewed because of the population downtown and COVID impact. We currently have more students in middle school classes that we ever had.

Dr. Saylor stated that we need a baseline of what we are spending to have additional space.

Mr. Watson stated we need to look at not only the money but we also need to look at what we are doing to help our students.

### **Building Committee:**

- No new updates
- Dr. Johnson requested that the Board not engage staff members in the building issues, it puts questions in their mind on job security.

### **Nominations and Elections - Ms. Goodwin**

- We have three (2) applications on file
  - Mrs. Rogers
  - Mr. Walker
- The deadline for applications was April 7, 2022 @ 12:00 noon
- The deadline was extended a couple of times

- Mr. Watson stated that he needed the telephone number and never received the telephone number as requested
- Ms. Goodwin stated that her number was listed at the bottom of all her emails
- Mr. Watson stated that he gave the application to Mr. Graham in March
- Mr. Graham stated for the record; "I never received an application from Mr. Watson only copies of newspaper stories and copies from the Bible"
- Ms. Goodwin asked if the application was turned in, why wasn't it stated that the application was already submitted when she inquired about the applications at meetings.
- Mr. Watson then stated that he gave the application to Mr. Raysor
- Recommendation:
  - Give all eleven (11) Board Members a chance to then give a week to cast their votes.
- Mrs. Crystal Rouse made a motion, which was seconded by Dr. Conway Saylor that the committee would present a slate of candidates by November 1, 2022 and a meeting will be held Tuesday, November 15, 2022 for elections, the motion passed unanimously.

### **Policies and Procedures Committee**

Chairperson Crystal Rouse stated they are a committee of two (2). Mrs. Rouse is requesting that the By-Laws Committee and the Policies and Procedures Committee have a joint meeting to review By-Laws and identify what needs to be Policies and Procedures and what needs to be revised in the By-Laws by January 2023 meeting.

### **Personnel Committee:**

- Christmas Bonus
  - Suggestion of \$500.00

### **Director's Report:**

- State Department of Education Report Card
  - Elementary School rating moved from Average to Good
  - Middle School moved from Good to Excellent
  - Only eight (8) CCSD Middle School received a rating of Excellent and CDA was one of them
- Celebrations
  - Monday
    - Mimosa (non-alcoholic) and Lunch for teachers
    - Students received a Pizza Party
  - Wednesday
    - Donuts and Report Information Card for Elementary School Parents
  - Thursday
    - Donuts and Report Information Card for Middle School Parents
- Dr. Conway Saylor made a motion, which was seconded by Mr. Michael Miller to look at some type of bonus - \$250.00 to staff members who are still employed and was employed last year. This will not include any new hires. An amended motion was offered and accepted by Dr. Saylor to include pending the review of finances by Mr. Berman. The motion passed unanimously.
- After-school started yesterday, still working out some logistics.
- Annie the Musical – Wednesday, December 7, 2022
- Allen University Homecoming Parade – Saturday, October 22, 2022
- Annual Awards and Thanksgiving Celebration – November 16 & 17, 2022
- Going Places Bike Give-Away – Wednesday, November 16, 2022
- Building Hope IMPACT Summit and Awards Grant
- A School Bus is needed

Adjournment:

There being no further business, and upon a motion by Ms. Goodwin, which was seconded by Dr. Conway Saylor, and approved unanimously, the Board meeting adjourned at 6:47 p.m.

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair