

CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

January 24, 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, January 24, 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, Mrs. Tanesha Martin, Mr. Reginald Graham, Dr. Shawn Johnson, Mr. Kurt Walker,

Guest Present: Mr. Robert Berman, Mr. Joseph Watson, Mr. Justin Kiddy (Veris CPA Accounting Firm)

Excused: Ms. Anjanetta Goodwin, Rev. Dr. William Swinton, Jr., Mrs. Clarice Lemon, Mrs. Crystal Rouse.

Pledge of Allegiance was recited by all present.

Opening reflections: Mrs. Minnie Parker – We can pull together for our children “A Shared Vision”

Mission Statement was recited by Mrs. Tanesha Martin

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.

Visitor's Comments:

- Mr. Joseph Watson: God is the Spirit. We must worship Him in Spirit and Truth

Approval of Meeting Minutes:

- Dr. Saylor requested that the second line of the second paragraph of the Finance Report be deleted
- Mrs. Minnie Parker made a motion, which was seconded by Mr. Michael Miller, and passed unanimously, to approve the meetings as printed with the removal of the line stated by Dr. Conway Saylor

Audit Report – Mr. Justin Kiddy

- Clean Audit Opinion
- Review of Balance Sheet
- Positive Fund Balance
- Statement of Net Position (Includes Capital Assets)
- Statement of Revenues, Expenditures and Change in Fund Balance (Profit & Loss)
- Notes to Financial Statements
- Schedule of Finding and Response
 - Summary of Audit Results
 - The auditor's report expressed an unmodified opinion on the financial statement
 - No significant deficiencies relating to the audit of the financial statement were disclosed during the audit
 - No material weakness relating to the audit of the financial statements were disclosed during the audit
 - One instance of noncompliance was discovered during the audit
 - There were no findings of the financial statement audit
 - Compliance findings
 - Teacher Certification of IDEA Funding
- Response No Time & Effect required for IDEA if using an outside source

Finance Committee – Dr. Conway Saylor

- Should the finance committee meetings be teleconference or In-Person
- Meetings are held the Thursday prior to the 4th Tuesday of each month
- Recommendations:
 - Move the \$175,000 back to the original accounts that was moved because of the shortfall in the general account due to late payments from CCSD
 - Dr. Conway Saylor made a motion, which was seconded by Mr. Michael Miller to move the funds to the appropriate accounts that they were obtained from. The motion was passed unanimously.
- Change of bank signatories:
 - Chairman – Mr. Michael Miller
 - Finance Chairperson – Dr. Conway Saylor
 - Treasurer – Mrs. Crystal Rouse
 - At-Large – Mrs. Minnie Parker
 - School Director – Dr. Shawn Johnson
 - Mrs. Minnie Parker made a motion, which was seconded by Mr. Michael Miller that the above name persons will be bank signatories, the motion was passed unanimously,
- Mr. Berman stated that there is one electronic signature at South State Bank
 - That signature is currently the previous Board Chair and will need to be change to the new Board Chair – Mr. Michael Miller
- Dr. Shawn Johnson has signed checks in the past and will still need to remain as a signer.
- Two signatures are required for all checks
- PTSA account will the signed by the Finance Chairperson

- Follow standard procedures to sign checks

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:

- The following Board Members attended the tour of Malcolm C. Hursey Montessori School, 4542 Simms St, North Charleston, SC 29405
 - Chairman, Michael K. Miller
 - Dr. Conway Saylor
 - Mrs. Clarice Lemon
 - Dr. Shawn Johnson
- The campus is a large building with a minimum bid of \$4.4M. Buyer must show that they are able to fund the purchase.
- There has been no return call from the Bishop's office
- Time is winding down, was as a board need to make a decision on location soon
- Chairman Miller will continue to reach out to Bishop Green

Dr. Saylor request a Board Retreat at her residence for Sunday, February 5, 2023 (3:00 - 6:00). Topics will be building space and the what if's. Mr. Miller will inform the Board members on information from CCSD on Capital Building Projects.

Policies & Procedures Committee:

- Need to come up with a date for the committee to meet

Director's Report - Dr. Shawn Johnson

- Teacher Recruitment
 - Letter of Intent /Staff Turnovers
 - Social Media Campaign
 - Teacher Recruitment Fairs
 - Internships
 - International Search
 - Indeed (On-line recruitment)
- Student Recruitment
 - Recruitment campaigns via social media platform now in full throttle
 - Mass Mailing for targeted area
 - Yard Sign across the City
 - Distribution of Flyers and Application
 - School Choice Fairs
 - School Visitations (Early Childhood and Elementary)
- School Culture and Climate
 - We celebrated 3 staff birthdays this month
 - Participated in the City of Charleston Christmas Parade
 - Participated in the MLK Parade and Breakfast

- Performance at MLK Picture Award
- Staff Christmas Social was a great success
- Facility Security Plan
 - Standard Response Protocol
 - Raptor Security System
 - Unification Plan
 - Trained Faculty for emergencies
- Community Partnerships
 - Citadel Spring Partner Expo
 - Roper St. Francis (CPR Training)
 - MUSC (Epipen and COVID-19 Tests)
 - CERDEP (CCSD)
 - First Tee Golf
 - AKA Chipp Program
- COVID-19 Status: OPEN 100%
 - 4 Positive cases among Students
 - 3 Positive cases among Staff
 - There were no quarantines
 - There were 7 COVID-19 test administered on campus
- Preventative Strategies
 - Continued Mask Wearing
 - Continued Use of Sneeze Guards
 - Care Packet
 - Distribution of COVID-19 Tests
- Student Achievement
 - Focus Groups
 - Benchmark/Mastery Connect
 - MAP
 - iReady Testing
 - Extended Day (After-School Program)

It was suggested that the Advisory Board and Community Stakeholders be invited to a dinner banquet to give a report on the school.

Adjournment:

There being no further business, and upon a motion by Dr. Conway Saylor, which was seconded by Mrs. Minnie Parker, and approved unanimously, the Board meeting adjourned at 6:58 p.m.

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair