

CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

March 28, 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, March 28, 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 5:17 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, Mr. Kurt Walker, Mrs. Cecelia Gordon Rogers, Mr. Reginald Graham, Mrs. Tanesha Martin, Mrs. Clarice Lemon, Mrs. Pleshette Grant, Rev. Dr. William Swinton, Jr., Mrs. Minnie Parker

Via Telephone: Dr. Conway Saylor, Mrs. Crystal Rouse

Guest Present: Mr. Robert Berman

Excused Members: Ms. Anjanetta Goodwin, Dr. Shawn Johnson,

Pledge of Allegiance was recited by all members present

Opening reflections: Dr. William Swinton, Jr. - Unity and commitment to the purpose and mission - Now is the time to prepare for the next level.

Mission Statement was recited by all members present

The Adoption of the Agenda:

- Add Board Training
- Mrs. Cecelia Gordon Rogers made a motion, which was seconded by Mrs. Tanesha Martin, and passed unanimously, to adopt the agenda.

Approval of Meeting Minutes:

- Mrs. Parker stated that there was a typo "his" instead of "this".
- Mrs. Cecelia Gordon Rogers made a motion, which was seconded by Mrs. Minnie Parker, and passed unanimously, to approve the meetings as printed with the one aforementioned correction.

Finance Committee – Dr. Conway Saylor

The finance committee meeting was held face-to-face Thursday, March 23, 2023. The meeting was the regular monthly meeting as well to focus on the 2023/2024 budget draft. Several line items that were funded by COVID-19 ESSER funds are not sustainable with our current and/or future monthly budget. Without a significant increase in enrollment, we are having to tighten belts on multiple budget items and reduce or eliminate some extra resource items that were possible under ESSER funding.

The Finance committee members present at the aforementioned meeting voted unanimously to present the budget draft to the full board. There will be a formal vote on whether the board approves this budget.

Dr. Saylor is hopeful that some of the items we are proposing to cut or reduce could be fully funded by grants or other partnerships.

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)

2023/2024 Budget Review

Mr. Berman presented the proposed 2023/2024 Budget. After review of the proposed budget, several of the board members were not in agreement with the deletion of After-School and Summer School from the budget.

Mr. Watson inquired about the signature on the SIC account. Dr. Saylor stated that this is the parent's account and she feels that a parent signature should be on this account. Mr. Berman stated that parents come and go and from past experience with other clients with PTSA accounts are more open to trouble if a parent is in charge of the account because of the lack of accountability.

A letter of proposal to include issues that needs to be addressed with the Reid House building. Mr. Michael Miller will call the Bishop's office to get on his schedule.

It was then discussed to delay the vote on the budget until the lease agreement with Allen University has been signed and the meeting has been held with CCSD.

Dr. Conway Saylor made a motion, which was seconded by Mrs. Minnie Parker to not vote on the budget until not month's meeting when we have more information. The motion was carried and unanimously passed.

Policies & Procedures Report - tabled

Director's Report - tabled

Chairman's Comments: - Mr. Michael Miller

When the school decided to get another building will that increase student learning? What happens when that happens? I believe that coming into the Reid House building didn't benefit us financially. As a business model it didn't make much sense. This budget tells us that we can't afford this building. A real hard decision need to be made as to where we need to be. We need to add three students per class.

Adjournment:

There being no further business, and upon a motion by Mrs. Minnie Parker, which was seconded by Mrs. Cecelia Gordon Rogers, and approved unanimously, the Board meeting adjourned at 6:48 p.m.

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair