

# CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

## Governance Board Meeting Minutes

May 23, 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, May 23, 2023 | 5:00 p.m.  
165 St. Philip Street, Charleston, SC 29403

Call to Order:

- Vice Chairperson Conway Saylor called the CDA Governance Board of Directors meeting to order at 5:18 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: Dr. Conway Saylor, Mrs. Minnie Parker, Mrs. Cecelia Gordon Rogers, Ms. Pleshette Grant, Ms. Anjanetta Goodwin, Mrs. Tanesha Martin, Mr. Reginald Graham, Dr. Shawn Johnson, Mr. Kurt Walker,

Guest Present: Mr. Robert Berman, Mr. Joseph Watson

Excused: Mr. Michael Miller, Rev. Dr. William Swinton, Jr., Mrs. Clarice Lemon, Mrs. Crystal Rouse.

Pledge of Allegiance was recited by all present.

Opening reflections: Mrs. Minnie Parker

Mission Statement was recited by all present.

The Adoption of the Agenda:

- Mrs. Minnie Parker made a motion, which was seconded by Mrs. Cecelia Gordon Rogers, and passed unanimously, to adopt the agenda with the addition of Visitor Comments after Committee Reports.

#### Approval of Meeting Minutes:

- Mrs. Cecelia Rogers made a motion, which was seconded by Mrs. Minnie Parker and passed unanimously, to approve the meetings as printed with the necessary corrections.

#### Finance Committee – Dr. Conway Saylor

- The finance committee met via conference call Thursday, May 18, 2023. The following items were agreed upon to present to the Governance Board at today's meeting.
  - The HVAC system at St. Philip Street was revisited. The finance committee recommends that if the Board votes to approve the purchase of a new HVAC unit and ductwork, the funds be withdrawn from the Pinnacle Account - Purple Gala budget line. Since we have not had a gala recently, this money has yet to be used. The finance committee does not recommend taking the funds from the building fund as donors specifically designated those funds for a new building.

The finance committee discussed at length the fiscal wisdom of spending \$38,000 or at least \$30,000 max per our lease without a written commitment from the AME Church. The finance committee proposes that the Board representatives speak with Bishop Green to relay their concerns.

- Bishop Green needs to be alerted to the need for this significant investment. Also, try to negotiate a fair plan for sharing the cost of this major repair to their building.
- We are currently seeking other bids for the A/C unit. Mrs. Rogers has a contact – Mr. Rhodes, that has worked with Charleston County.
- Mrs. Pleshette Grant suggested reviewing the City of Charleston's approved vendor website for other vendors.
- Dr. Saylor stated that Mrs. Inell Greene and Ms. Cheryl Levin were not awarded the achievement bonus last year because they were no longer school employees. The question was whether they were both teachers during the school year and were on staff when the students obtained the achievement mark. Dr. Saylor stated that she would take a vote from the members present and get the vote by phone of those not present to pay or not pay the bonus to these two persons.

#### 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)

Outstanding Checks need to be cleared. A report will be presented at the June Finance Committee meeting.

#### Building Committee:

- The only communication from Bishop Green was an email from his secretary that he doesn't have a signed lease, but he will not put us out this year.

- Dr. Saylor will speak with Board Chair Michael Miller to get a meeting with Bishop Green as soon as possible.

#### Director's Report – Dr. Shawn Johnson

- Testing
  - State Testing has been completed
  - Mrs. Greene assisted with testing
  - Preliminary test results are favorable
- Graduations
  - Thursday, May 25th – 8th Grade Graduation – Ebenezer AME Church
  - Wednesday, May 31st – K4 / K5 Graduation – Nichols Chapel AME
  - Thursday, June 1st – 5th Grade Graduation – Nichols Chapel AME
  - Requesting that Board Members be present at the Graduations
- K4 Open House
  - May 30, 2023
  - Currently have 20 (K4) students on roll for next year
  - We will have two K4 programs if we have 24 students
- Year End Staff Meeting
  - June 7, 2023
- Staff Openings:
  - Art Teacher
  - 4th Grade Teacher
  - Middle School Math Teacher

#### Visitor Comments:

- Mr. Watson spoke about professional dress for staff and students
- Grants with Genoa Shaw Johnson with the City of Charleston

The Board then went into Executive Session.

#### 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 7:18 p.m.

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair

Dr. Conway Saylor, Vice Chair