

CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

July 25, 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, July 25, 2023 | 5:00 p.m.
233 Line 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, Mr. Reginald Graham, Dr. Shawn Johnson, Mr. Kurt Walker, Mrs. Clarice Lemon, Ms. Anjanetta Goodwin

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

Excused: Mrs. Crystal Rouse, Dr. William Swinton, Jr.

Pledge of Allegiance was recited by all present.

Mission Statement was recited by all present.

The Adoption of the Agenda:

- Add Finance Procedure meeting following the general meeting. Mrs. Minnie Parker made a motion to adopt the agenda with the aforementioned addition which was seconded by Dr. Conway Saylor and passed unanimously to adopt the agenda.

Opening reflections: Mrs. Minnie Parker – “Good to Great” How do you measure your success, a level five leader.

Purple Gala Account

- This account is not recorded in the GL during the year and does not go through the normal IC processes. Information is summarized and included in the GL at year end.
- The Purple Gala did not take place for the following school years 2019 - 2023.

Mr. Graham cautioned the use of names rather positions as personnel changes but positions more or less remain the same.

It was then motioned by Dr. Conway Saylor and second by Mr. Michael Miller to accept the Internal Controls Documentation, the motion was passed unanimously to approved by the Board.

Building Lease:

- Dr. Saylor reported that a Zoom Teleconference was held with Mr. John Brown, Vice President of Fiscal Affairs (CFO). During the meeting Mr. Brown agreed to signing the lease addendum for two years. After further discussion Mr. Brown agreed to extend the lease for five (5) years.
- The second topic of discussion was the condition of the HVAC system. The amount to replace the HVAC system was presented to Mr. Brown and he agreed to our current rate will be used to offset the cost of the HVAC replacement. Therefore, we will not pay rent until the cost of the HAVC matches the rent.

Policies and Procedures Committee:

- The committee has not met.

By-Laws Committee:

- 1st Reading of the By-Law Changes – Please see attached...
- Dr. Saylor lead discussion on having an even number of board members rather than having an odd number of members.
- Dr. Saylor stated that we need to concentrate on the By-law changes in order to have a vote on the new By-laws by Thanksgiving.

Back-to-School Event:

- We need to have a back-to-school event to get parents together and discuss board expectations.

Mr. Berman suggested that PSG Ltd should be involved in the personnel meeting because they assist with personnel.

PC Training

Adjournment:

There being no further business, and upon a motion by Mrs. Minnie Parker, which was seconded by Dr. Conway Saylor, and approved unanimously, the Board meeting adjourned at 7:28 p.m.

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair