

# CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

## Governance Board Meeting Minutes

September 26, 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, September 26, 2023 | 5:00 p.m.  
233 Line Street, Charleston, SC 29403

### **Call to Order:**

Vice Chairman Conway Saylor 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: Dr. Conway Saylor, Mrs. Minnie Parker, Mrs. Cecelia Gordon Rogers, Ms. Pleshette Grant, Mrs. Tanesha Martin, Mr. Reginald Graham, Dr. Shawn Johnson, Mrs. Clarice Lemon, Ms. Anjanetta Goodwin Mr. Michael Miller called in via telephone

**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:**

- Mrs. Minnie Parker made a motion to adopt the agenda as printed which was seconded by Mrs. Cecelia Rogers and passed unanimously to adopt the agenda.

**Opening reflections:** Mrs. Minnie Parker – “Unity” Trust in one another to do the job.

**Approval of Meeting Minutes – August 22, 2023**

- Mrs. Minnie Parker made a motion, which was seconded by Mrs. Clarice Lemon and passed unanimously to approve the meetings as printed.

**Finance Committee – Dr. Conway Saylor**

- Pinnacle Bank – offers an insured swipe accounts that will enable all accounts to be in one bank
- The committee will review accounts and hope to have a report at next month's meeting
- CD at Pinnacle Bank come due Thursday. The Finance Committee would like to move funds to one of the swipe accounts until they have a full picture where we want to put the funds.
- Mrs. Minnie Parker stated that there has been talk that the committee has over stepped their bounds and met with the bank. The minutes reflects that the committee was tasked to meet with the bank.
- Mr. Watson stated that there should have paper work before meeting with the bank.
- Mrs. Minnie Parker made a motion to move the full amount of the CD to a money market account, the motion was then 2<sup>nd</sup> by Mrs. Cecelia Rogers and passed unanimously.
- The funds will be in a high yield account that will be safe and accessible.

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 Lease:**

- Dr. Saylor reported she spoke with Mr. John Brown, Vice President of Fiscal Affairs (CFO), he thought that we had received the signed lease and was awaiting signature and return from CDA.
- Dr Saylor stated that Allen University will cover the cost of the thermostat.
- Dr. Saylor stated that Mrs. Rogers and herself attended the Meet and Greet with Superintendent Gallah at Ebenezer AME Church. They were working on a draft letter of invitation to Dr. Gallah to visit Charleston Development Academy but in light of what's going on now, they will hold off on the invitation.

Dr. Saylor stated that Mr. Joseph Watson took a copy of the draft By-laws to Mr. Bob Olson at Charleston County School District and threaten to take a copy to the Secretary of State of South Carolina.

Dr. Saylor then conducted the 3<sup>rd</sup> Reading of the revised By-Laws.

Mrs. Tanesha Marting called for Recess. The recess was granted by the Co-Chairperson and it was unanimously by all board members present.

Dr. Conway Saylor reconvened the Board Meeting.

Mrs. Minnie Parker made a motion, which was seconded by Mrs. Cecelia Rogers and passed unanimously to approve and accept the revised By-Laws and a copy be sent to Mr. Bob Olson for approval by Charleston County School District.

Dr. Saylor will provide Mr. Graham with the newly revised file document of the By-Laws for formatting and submittal.

**Director's Report:**

- School Culture and Climate
  - We Celebrated 2 birthdays this month
  - Annual Back-to-school Picnic
  - Hispanic American Heritage. Month (Forum)
- Grants
  - CERDEP \$2, 539.70 to purchase creative curriculum iCloud platform
- Community Partnerships
  - Citadel Fall Partner Expo
  - CERDEP (CCSD) x2
  - Rual Mayo de Restaurant
  - MOJA
  - Minerva King
- COVID-19
  - Status: OPEN 100%
  - Staff Quarantined = 1
- Student Achievement
  - MAP / Celebration
  - iReady / Celebration
  - GT Testing
  - SC Ready

**Executive Session was called by Dr. Conway Saylor**

Respectfully submitted,

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael Miller, Board Chair