

CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

August 24, 2021



~ 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.

The Official Zoom Meeting of the Charleston Development Academy Governance Board was called to order at 5:03 p.m. by Board Chair, Mr. Michael K. Miller, subsequent by the roll call of board members and reading of the CDA Mission.

Attending: Mr. Michael Miller, Dr. Conway Saylor, Dr. Shawn Johnson, Mrs. Minnie Parker, Mr. Joseph Watson, Ms. Anjanetta Goodwin, Mrs. Inell Greene, Mrs. Crystal Rouse, Mrs. Clarice Lemon, Mrs. Pleshette Grant, Mr. Reginald Graham, Rev. Randolph Miller, Dr. William Swinton
Guest: Mr. Robert Berman,
Excused: Mr. Kurt Walker

Adoption of the Agenda: It was moved by Mrs. Minnie Parker and 2nd by Dr. Conway Saylor to move the Director's Report before the Pledge so that Dr. Johnson could report and attend another important meeting. The motion was carried and passed.

Director's Report:

Start of the Year:

- School was restarted successfully
- Four families were affected by the Corona Virus and were not able to start school the first day
- Our safety plan remains the same as we move forward
 - Plexiglass will remain in place
 - Students and Staff will continue to wear face mask
 - Lockers will remain off limits
 - Water fountains will remain shut off, parents are bringing bottled water for students at both campuses

Facebook Grant:

- Funds from the Facebook grant were used for the purchase and installation of the new Public Address System and Network System upgrade at the elementary campus

Chromebooks:

- Elementary campus has been instructed to roll out the Chromebooks as soon as possible
- Would like for the students to take the Chromebooks home in the event we need to switch to Virtual Learning

- CCSD doesn't provide Chromebooks for CD students but we would like for our CD students to have the opportunity

ESSER funding:

- Purchase new desktop computers for Elementary School Computer Lab
- Purchase new desktop computers for classrooms

CD Program:

- New legislation now allows all school districts to participate in the state's Pre-K program, CERDEP (Child Early Reading Development and Education Program)
- Charleston Development Academy has been selected as a CERDEP site. Our 4K/Child Development classroom will receive CERDEP funding for salaries and classroom supplies
- Overall, CERDEP classrooms operate like a typical CD class in CCSD with some additional requirements. Requirements include collecting income documentation from families, specific data entry in PowerSchool, and annual monitoring visits
- We will start with (1) K4 class and then next year hopefully we will add another K4 class
- Thanks to Mr. Miller and Board members for making the necessary telephone calls to express our needs

Community Partnerships

- We are continuing our partnership with South Carolina State University with a Finance Class with our Middle School students

Our main task at this time is to keep everyone safe as this virus is relentless.

Mr. Michael Miller asked how are we with teacher positions? We are currently seeking Humanities teachers but not necessary in Spanish or Art. Trying to give the students an exposure to a "Round Robin" Humanities schedule. The 1st Nine Weeks will be Finance and the next Nine Weeks will be another Humanities class.

Mrs. Minnie Parker - What about planning time? As she remembers, teachers couldn't have a planning period unless another teacher comes into the class. Dr. Johnson explained that all teachers have a planning period somewhere in their schedule. We still have PE and other classes.

Mr. Joseph Watson - How much funding will be allotted for Early Childhood? It works out to be about \$4,500 per child up to 10 students. Also, would like to see if Allen University will repair or place the A/C unit at 165 St Philip Street with the government funds that are available for such.

Dr. Saylor inquired if we need to not follow up on the Legislators visiting the school until after the virus numbers are lowered. Are the Early Childhood funding in addition to the program that is in place now? Yes, twenty students total for two classrooms, the school will take on the remainder.

The Mission Statement was read by Dr. Conway Saylor.

The Adoption of the amended agenda was motioned by Dr. Conway Saylor and 2nd by Mrs. Minnie Parker.

July's meeting minutes will be corrected and presented at the next meeting.

Mr. Robert Berman asked that the bank account signers be added to the agenda. Dr. Conway Saylor motioned to add the proposal and resolution of bank accounts signers after the Finance Committee Report. Mrs. Parker accepted the amended motion and 2nd the motion. The motion was then passed.

Opening Reflections - Mrs. Minnie D. Parker Poem by Crystal Robinson "Promise Me That You Would Always Remember"

Finance Committee Report: - Mr. Joseph Watson

Review at the remaining balance of the loan at Pinnacle Bank, we might be able to pay that loan off.

Mr. Watson stated that he wants the board to pursue the efforts of getting the A/C at the Reid House replace with the government funds that are available. Mr. Miller wanted to know who was the point of contact that Mr. Watson spoke with. He in fact hasn't spoken with anyone, he saw something on the news about six months ago. Mrs. Parker stated that the A/C has not been working for some time since she was there. Mr. Graham explained a point of correction: Mrs. Parker was referring to the wrong A/C. Mr. Watson is referring to the A/C at the Reid House.

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)

Mr. Berman explained that the Title I funds will be extended over 18 months instead of 12 months. Dr. Saylor asked if we have to apply for the Title I extension. The extension is coming from CCSD for the funds to spend over the 18 months. Dr. Saylor asked if SIC approves the Title I funding. The Title I plan is presented to the SIC and the planning meeting is held yearly. Dr Saylor requested to attend the SIC meeting, will get with Ms. Cunningham because SIC comes under parenting. The SIC committee meets monthly.

Early Childhood - K4 & K5

Primary 1st - 2nd

Elementary 3rd - 5th

Middle School 6th - 8th

Financial coding may differ some

Dr. Saylor inquired if the afterschool program is losing monies? There is no cost to parents for the afterschool program. Afterschool is paid from Title I (when budgeted) and general funds. The afterschool program is generally held after Labor Day until testing time which is in May. Historically, afterschool has been pushed back to October to keep the expenses down.

The Finance Committee is held the Thursday before the 4th Tuesday. The meetings are currently being held via telephone because of COVID-19.

Mr. Michael Miller is requesting the total monthly expenses for the Reid House. \$38,840.00 which includes the following:

- Rent - \$6,000.00
- Utilities - \$2,000.00
- Security - \$400.00

Mr. Berman will work it out and send to Mr. Graham to send to the board.

Mrs. Clarice Lemon asked if we can see a monthly break down instead of this large report to make it easier to review. This report is for the end of the year and is only done this way in July.

Mrs. Parker stated that her afterschool program was a cost to parents and had nothing to do with CDA.

Board Resolution:

Mr. Frasier signature remains on payroll. Mr. Frasier, Mr. Watson and Dr. Johnson are named as signers at five (5) banks under Charleston Development Academy. CDA prefers to have two signers on checks, but this is not required by the banks. There is a check writing process in place that has been working well for CDA. Invoice ⇒ Purchase Order ⇒ Check review by signers ⇒ check are mailed.

The person that has been signing the Purchase Orders from Ebenezer has requested to retire and be replaced with someone else from Ebenezer. He has done this job for 20 years. It is the hope to get someone else from Ebenezer to continue in this position of approval of PO's on Tuesdays of each week.

It was motioned by Dr. Saylor and 2nd by Mrs. Parker that signers on the accounts be Board Chairman, Mr. Michael Miller; Finance Chairman, Mr. Joseph Watson; and School Director, Dr. Shawn Johnson. This should take effect as of today. The motion was passed.

Mr. Miller will replace Mr. Frasier and all new signers will have to go to each of CDA's banks to sign the signature card on file with those banks respectfully.

Election Results:

We are now fully compliant with our By-laws and the Charter School Laws. We have 11 members on the Board; 3 parents, 2 staff, and 6 At-Large with a two year staggered term.

Parents

- Mr. Micheal Miller (Term expires July 2022)
- Ms. Anjanetta Goodwin (Term expires July 2022)
- Mrs. Crystal Rouse (Term expires July 2023)

Staff

- Mrs. Inell Greene (Term expires July 2022)
- Mrs. Clarice Lemon (Term expires July 2023)

At-Large

- Mr. Kurt Walker (Term expires July 2022)
- Rev. Randolph Miller (Term expires July 2022)
- Mr. Joseph Watson (Term expires July 2022)
- Ms. Pleshette Grant (Term expires July 2023)
- Dr. Conway Salyor (Term expires July 2023)
- Mrs. Minnie Parker (Term expires July 2023)

Special thanks to our regular attendees

- Rev. Dr. William Swinton (Ex-Officio)
- Dr. Shawn Johnson (Ex-Officio)
- Mr. Robert Berman
- Mr. Reginald Graham
- Mrs. Cecelia Gordon Rogers

Plans are now to activate the Advisory Board. CDA staff members voted at the Professional Development Session and Parents voted at Meet-the-Teacher Night. The elections were held at both campuses and all went well. Ballots were counted by Dr. Conway Saylor and Mrs. Inell Greene.

Building Committee

Mr. Micheal Miller stated that he reached out to CCSD to see if they had anymore thoughts of CDA using any swing space on the peninsula. CCSD has made two suggestions.

1. If CDA would be interested in absorbing the campus of Simmons Pinckney Middle School and becoming the Middle School for the peninsula.
2. CDA uses swing space on Simmons Pinckney campus

Mr. Miller stated that he didn't reply to the suggestions but did inquire if we could tour the campus of Simmons Pinckney to see what our footprint would look like. Mr. Miller stated that if the board wants to do the swing space, we would need to have an answer to CCSD at the latest October 2021 and at the earliest September 2021.

Comments from Board Members:

- Dr. Conway Saylor
 - We need to see the space to consider the two options. Dr. Saylor has concerns about becoming the one and only middle school for downtown and maintaining our programming as it has been successfully run. The urgent thing is to get in and see if the space is viable. All for a tour as quickly as we can get in.
- Mrs. Minnie Parker
 - Agrees with Dr. Saylor, we need to see the space. Mrs. Parker's concern is also looking at our Mission Statement to see if we can stay in line if we absorb Simmons Pinckney Middle School. It's just too many ifs and ands, and just not sure about this. We must think about the problems that we have heard that Simmons Pinckney already has. Are we willing and can we correct all of their problems?
- Ms. Inell Greene
 - The building is special to me. Mrs. Greene went to elementary school there when it was Rhett School. She also did her student teaching there and Rhett was her first job. Would like to see the building again to see what changes they have made.
- Mr. Joseph Watson
 - CCSD needed to show you the contract that they try to get us to sign on that same building years ago. CCSD is not our friend. We need to know all the requirements that they are going to hold us to and is there really space there to grow our school. You must understand when you combine two schools there are other frictions that come about. The same opportunity we had with Frasier Elementary School. The meetings with CCSD should not be with one person, but as a board as a whole. We must understand CCSD's goal.
- Mrs. Clarice Lemon
 - Agree with Dr. Saylor and Mrs. Parker. There is a lot that we have to consider. Mrs. Lemon's issue is with location. It's a plus that it is close to our current location. The Middle School will be closer and a move to us coming back together. There are many things that we have to consider, don't think that we would find a permanent place.
- Mrs. Crystal Rouse
 - Agree with going to see the space first. One of the things that attracted her to CDA when returning to Charleston was that CDA was feeding back into Burke High School. What would it entail if we absorb the Middle School and be the only Middle School on the peninsula? We spoke before about using space at Burke High School, where does that stand? We need to ensure that our students are able to execute and be successful at Simmons Pinckney just as they are in the current space at the Reid House.
- Ms. Pleshette Grant
 - Stands on the fence. Asked if we are talking about Simmons Pinckney across from Burke High School? Not sure that she has a response at this time.
- Rev. Randolph Miller
 - We need to go see the space. Doesn't think that we have a choose. We need to consider to remain in the community where we began.

- Ms. Anjanetta Goodwin
 - Agree to remain in the community. We are a charter school, will CCSD still need a regular public school on the peninsula? Only 2 options so using one of the halls at Burke is out of the question? We need to see the space before we go forward.
- Mrs. Cecelia Rogers
 - Simmons Pinckney because it's in the community
- Dr. Shawn Johnson
 - Welcomes Simmons Pinckney as space to be used. As to take over Simmons Pinckney as the only Middle School on the peninsula, NO. We would love to keep the CDA culture intact. Not in agreement to taking over Simmons Pinckney as the only middle school. Dr. Johnson said that he has seen what happens to a school that doesn't have the right resources in place, they were forced to shut down. There was a charter school on Rivers Avenue that took in all of the kids that CCSD rejected and didn't have the resources to serve those students. Simmons Pinckney has a track that is well rooted in the community. We don't have the resources to go in and correct that school. We can't go in and do what CCSD couldn't do. If we do we would be heading into failure. Strongly believe that if we go in, we go in as CDA with our own outline, our own program, and our own teachers. If over the years our program outgrows Simmons Pinckney so be it. But it is not a wise choice to take over Simmons Pinckney, seen it happen too many times. We must remain separate.
- Mr. Michael Miller
 - Not in favor of us taking over Simmons Pinckney. Where can we make gains to be successful. MOU with CCSD would be to the success of CDA. We need a more stable home for our children. Our current contract is up in two years. We all can't tour all at once because it would make a quorum so we need to split up in groups so that the entire board would be able to view the space. .
- Mr. Joseph Watson
 - What Allen University or the Bishop wants to do at the Reid House will not happen. The BAR and others will not let that happen downtown. This is nothing that we need to rush into. Did CCSD share their long term goal of Simmons Pinckney? Goals with CCSD change.

Dr. Saylor stated that there is a lot of details that we need to know from CCSD. What is the duration of time for CDA at Simmons Pinckney? What will we be charged for use of the space? Suggests that everyone brainstorm and put on paper their questions that might need answers and send in email to Mr. Miller. We need everyone's input.

Mr. Miller stated that he may have copies of other CCSD MOU's on file that he could share. We don't have a lot of time to move forward. There are other options that we could take.

Thanks for your thoughts, send your questions via email. Thanks for being on the call. This information should not be shared with other parents and staff members at this time.

There being no further business the meeting was adjourned at 6:44 p.m.

Respectfully submitted,

Ms. Anjanetta Goodwin, Secretary

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael K. Miller, Board Chair