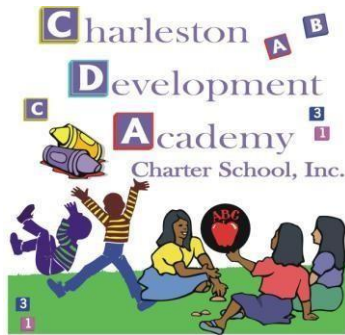


CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

November 23, 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 5:08 p.m. by Board Chair, Mr. Michael Miller, subsequent by the roll call of board members and reading of the CDA Mission.

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

Guest: Mr. Robert Berman,

Excused: Dr. Conway Saylor, Mr. Kurt Walker

The Pledge of Allegiance was recited by Mr. Michael Miller.

The CDA Mission Statement was recited by Mr. Michael Miller.

The Adoption of the Agenda:

It was motioned by Mrs. Minnie Parker and 2nd by Mr. Clarice Lemon to adopt the agenda as printed. The motion was carried and approved.

Opening reflections by Mr. Joseph Watson – Jeremiah 17:5

Approval of Minutes:

October 26, 2021 –It was motioned by Mrs. Minnie Parker and 2nd by Mrs. Crystal Rouse to accept the meeting minutes with no corrections:

Finance Committee

Mr. Watson:

- Presentation of the Audit next month
- Funds received from government are categorized and PSG Ltd has been doing a good job with the accounting

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. Miller inquired if the additional funds could be spent as we see fit? Funds has to be spent as outlined. Dr. Johnson stated that we are working on two different funding; ESSER II and ESSER III. ESSER II funding has been received but ESSER III funding has not been determined as of yet. ESSER II funding has been spent school infrastructure at the beginning of the school year, also on payroll and computers. Funds are used to combat the learning lost due to COVID-19. We have two years to spend the funds. We have to follow the template and guidelines as set by the state department.

Mr. Miller in terms of payroll, the last two pay cycles has had come clutches on deposits. 1) Do we foresee this happening in the future? 2) How do we plan on remedying and/or was that a once in a time occurrence? Mr. Berman stated that direct deposit funds are guaranteed in the accounts on payday by 5:00 p.m. Most of the time the funds are deposited into accounts by Midnight the day before and sometimes it just happens to be deposited later. The only way to avoid is to deposit the funds a day earlier. The last time was a holiday and the banks were closed and didn't open until Friday at 9:00 a.m. so there was nothing around that. Both times the funds were in the banks by noon on payday. Everyone has become accustomed to waking up on Friday morning of payday and the funds being in their accounts. We can only assure that the funds will be in the accounts the day of payroll. If we need to, we can move payroll back a day to make sure everyone is happy.

Mr. Miller recommended that Mr. Berman craft a letter to the staff that funds will be available by the end of the day on payday. Mr. Miller doesn't want the staff to think that the Board is negligent on meeting payroll but the funds were available by the end to the day on payday. We are during business as usual it was just that the funds were not available in the banks as early as they have been accustomed to. Dr. Johnson asked that Chairman Miller co-signs the letter to the staff. Mrs. Lemon asked when should we expect the letter? Mr. Miller asked if the letter will be able to go out before the next pay period. It was determined that a had copy will be included in the payroll.

Ms. Goodwin asked if ESSER III will have the same guidelines as ESSER II. The guidelines will be a little different but the ESSER III has not been released as of yet. EESER (Elementary and Secondary School Emergency Relief).

Building Committee

CCSD visited both of CDA's campuses on November 12, 2021. Those in attendance were: Mr. Miller, Dr. Saylor Dr. Johnson, Ms. Goodwin, Dr. Holmes, Mrs. Lemon, and Mrs. Greene joined at the Middle School. Members from CCSD were: Mr. Jeff Borowy, Mr. Bob Olsen, Ms. Michelle Simmons, Mr. Joe Williams, and Ms. Karolyn Belcher. The team toured each classroom and asked questions on the class size (number of students) number of teachers per class. They also toured the kitchen and computer lab.

Mrs. Inell Greene joined the team at the Middle School. Due to COID-19 the students no longer change classes, the teachers are changing classes. The team was greeted by a student at each class. The CCSD staff will get back with Mr. Miller.

Mr. Miller stated that he texted the Superintendent to thank her for allowing her staff to visit CDA to view our needs for a potential swing space and facility usage at CCSD location. Mr. Miller stated that the Superintendent apologized for not being more involved with CDA as she would like to be, but she is in full support of a partnership with CDA and in support of the school as a whole. Mr. Miller stated that we are now waiting to hear back from CCSD to see what the next step will be, should be or will be to move forward. Mr. Miller then polled the board members that were present for the tour to see what they obtained from the visit. All members stated that they seem that the tour was positive.

Director's Report:

- Education is moving in the right direction
- SC Virtual classes are going well
- PSAT testing in January
- This series of MAP testing has ended
- Partnerships
 - SCSU – Youth Day
 - College Tour was held a few weeks
 - Citadel Leadership Day
 - College of College Internship Program
 - Citadel Field Experience Students
- Thanksgiving and Award Program – divided into 3 sessions
- Guidance person has been hired and now on staff
- New Title I Parenting Person has been hired
- Currently seeking teachers for next year. Nationally teachers are leaving the profession in numbers because of COVID-19. Want to make sure we have the right persons in front of our students
- ESSER Funds – we have to very smart on how we use our resources. We must be cautious on how we spend
- Currently working with CCSD on grant to fund our Full-time Nurse
- Trying to put together a Christmas Presentation in December
- Staff Bonus – Dr. Johnson proposed Classroom Teacher to receive \$600 and Paraprofessional to receive \$300. Less than 1.0 FTE will be prorated. Mrs. Parker asked if we the amount for paraprofessionals could be raised to \$400. After Dr. Johnson review, he stated that we should be able to comply with Mrs. Paker's request. It was then motioned by Chairman Miller and 2nd by Mrs. Crystal Rouse to pay the Christmas bonuses not to exceed \$20,000.00. The motion was approved. Mr. Watson stated that the Finance Committee came up with a proposal for the Christmas bonuses according to the funds

available. Mr. Miller then asked Mr. Watson as the Finance Chair are the funds available? Mrs. Parker stated that she was grateful that Dr. Johnson came up with an amount higher than what the Finance Committee came up with. Dr. Johnson took the time to review the proposal and came back with his recommendations. Mr. Miller then asked Mr. Berman if the funds were available. Mr. Watson stated that the Finance Committee needed to be included. Mrs. Rouse asked if Mr. Watson is suggesting that we wait and have the Finance Committee ensure that the funds are available and then come back to continue the motion? Mr. Watson stated that he is only asking that the steps be made to the proposal to ensure that the funds are coming from the correct category. We can still move forward by the first of the month. Funds will come from the General and Additional funds. The bonus will be post tax.

Mr. Miller asked if there are any future plans for other college tours for our 8th grade. Yes, Charleston Southern University, College of Charleston, and perhaps North Carolina A&T. Mr. Miller also asked will we be hosting an 8th Grade Graduation; he would like to assist with the graduation. Dr. Johnson stated that Mrs. Greene is the chair for the graduation and as of now it would be held outdoors perhaps at the same venue as last year.

Mrs. Parker stated that she would like to get an event email in advance. Dr. Johnson stated that he sends letters to the parents monthly and will include the board members on the email list.

Mrs. Greene stated that the College tour of SCSU was cut short because of the weather. SCSU will invited us again so that our students will be able to tour the entire campus.

Mr. Watson asked about the tour of the school that the entire board was not aware. Mr. Waston also spoke again on the funding from CCSD for our building. Stated that CCSD needs to know what we are doing at CDA.

Ms. Goodwin asked if we will be touring other HBCU's within the State of South Carolina. Dr. Johnson stated that we usually visit Allen University and Clifton College. Mr. asked about Howard University. Mrs. Rouse is working with a committee that perhaps can bring Howard University to CDA.

CDA Personnel Committee Report

November 22, 2021

- 1- The personnel committee has not met this quarter but is working to schedule our quarterly review of Dr. Johnson's performance.
- 2- As chair I have discussed some recent personnel actions and hires with Dr. Johnson including Artemus Cunningham's move to Sanders Clyde and the hire of Ms. Frasier as her replacement.
- 3- In the most recent financial meeting, I asked if we had the resources to offer a particularly generous cash bonus this holiday season for all teachers and staff. **The board needs to discuss and vote on the exact numbers in the November meeting in order for bonus payments to be processed in time.**
- 4- It has been suggested that we find ways to solicit feedback from employees in a more routine and constructive fashion. Please talk to me or to Ms Parker if you have suggestions on how that should (or shouldn't) be done. We will take this issue up at our next meeting

- 5- Right now I believe the only members of the personnel Committee are Mrs. Parker, Mr. Miller, and myself. Please correct me if I am wrong and am leaving anyone out. Per the bylaws current employees are not able to serve on this committee due to its sensitive business with confidential personnel issues. We would welcome one or two other new members if you are willing and interested. Also, per bylaws, it is up to the Board Chair to appoint all committees and committee chairs. Please let Mr. Miller know if you have an interest in serving on the personnel committee.

It was motioned by Ms. Goodwin and 2nd by Mrs. Minnie Parker to adjourn the meeting.

There being no further business the meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Ms. Anjanetta Goodwin, Secretary

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael K. Miller, Board Chair