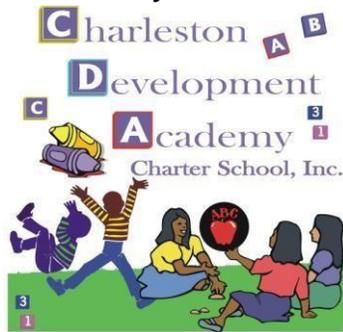


CHARLESTON DEVELOPMENT ACADEMY PUBLIC CHARTER SCHOOL

Governance Board Meeting Minutes

January 11, 2022



~ 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 5:07 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, Ms. Anjanetta Goodwin, Mrs. Inell Greene, Mrs. Crystal Rouse, Mrs. Clarice Lemon, Ms. Pleshette Grant, Rev. William Swinton, Dr. Conway Saylor, Mr. Joseph Watson, Mrs. Cecelia Rogers

Guest: Mr. Robert Berman, Mr. Chris Kerr

Excused: Mr. Kurt Walker, Rev. Randolph Miller

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 Ms. Pleshette Grant to adopt the agenda as printed. The motion was carried and approved.

Opening reflections by Mrs. Minnie Parker – Remember the Vision of the School

Independent Auditor's Review of Audit – Mr. Chris Kerr

- Summary of Audit Results
 - The auditor's report expressed an unmodified opinion on the financial statements.
 - No significant deficiencies relating to the audit of the financial statements were disclosed during the audit.
 - No material weaknesses relating to the audit of the financial statements were disclosed during the audit.
 - One instance of noncompliance was discovered during the audit.

- Findings – Financial Statement Audit None
- Findings – Compliance 2021-001 Teacher Certification for IDEA Funding Condition: The School did not remit the certified time and effort documentation for the employee salaries funded by Individuals with Disabilities Education Act (IDEA) funding for the year ended June 30, 2021.
- The school is required by The Department of Education of South Carolina to certify documentation of employee time and effort for salaries funded by Individuals with Disabilities Education Act (IDEA) funding.
- Mr. Kerr stated that issues usually found in school audits are as follows
 - Management override of controls
 - Two signers on checks
 - Improper revenue recognition
- None of the above issues were found at CDA

Mr. Miller thanked Mr. Kerr and his team, Mr. Berman and PSG Ltd, and to staff of CDA

Committee Assignments – Dr. Conway Saylor

- Finance Committee
 - Mr. Joseph Watson and Mrs. Minnie Parker
 - Committee meeting has been via telephone – Thursday before the 4th Tuesday
- Nomination Committee
 - Ms. Goodwin and Dr. Saylor
 - Mrs. Inell Greene to coming to the end of her two-year team. One staff member needs to be elected to replace her.
 - One parent representative needs to be elected

Ad Hoc Committees

- Building Committee
 - Dr. Saylor is asking Dr. Swinton to be on this committee as he was asked previously to work on the Building Committee
- Personnel Committee
 - Dr. Saylor stated that she is serving at the Chair of this committee but will change to where she is needed
- Achieve Committee
 - Dr. Saylor is requesting the Mrs. Rogers and Mrs. Parker serve on this committee

Mr. Graham suggested stated that we need a Grant committee and a Fundraiser Committee. We need to secure more grants and we need to raise funds for the school.

Mrs. Goodwin asked about volunteers, perhaps retired educators. Because of the current virus conditions virtual volunteering is an option.

Mrs. Parker is requesting a letter or information from Dr. Johnson for the 4-year-old program. Mrs. Parker volunteered to speak with the churches in the Mt. Pleasant area in reference to our 4-year-old program. Mrs. Parker stated that maybe other teachers could work with churches within the city.

Dr. Johnson - Because of the PPP we are in a better shape. We are a 501(3)c Non-Profit organization so we always need more money. We need to show our donors our need for funds.

Mrs. Parker asked if there are enough Chromebooks for each child. Dr. Johnson stated that we have 60 Chromebooks at the Middle School and additional Chromebooks have been ordered for the Elementary School. Students are not allowed to take the Chromebooks home.

Ms. Anjanetta Goodwin inquired if the letters were sent to the teachers in reference to the direct deposits. Yes, the letters were included the teacher's payroll check.

Building Visit:

Mr. Miller stated that we are still in conversation with CCSD but things are on hold because of the Superintendent leaving. Mr. Miller stated that he is in contact with Mr. Jeff Borowy weekly basis via email.

Mr. Joseph Watson stated that the audit was not a brief. There is a balance of \$33,000.00 remaining on Reid House loan, plan to vote on paying the loan in full at the next finance committee meeting. We must look at how we can get better at what we are doing.

It was motioned by Mrs. Minnie Parker and 2nd by Dr. Conway Saylor to adjourn the meeting.

There being no further business the meeting was adjourned at 5:58 p.m.

Respectfully submitted,

Ms. Anjanetta Goodwin, Secretary

Mr. Reginald C. Graham, Recording Secretary

Mr. Michael K. Miller, Board Chair