

**RICHLAND ONE MIDDLE COLLEGE
BOARD OF DIRECTORS' MEETING**

(Via Microsoft Teams)

September 16, 2026

MINUTES

Present Board Members: Dr. Erica Fields, Dr. Mark Maltarich, Mrs. Tracy Dixon, Derrah Cassidy, and Chanda Booker

Absent Board Members: Dr. Tracy Dunn and Dr. Debra Knight

ROMC Staff Present: Mrs. Teresa Niles, Dr. Carla Brabham

District Staff: Mr. Frank Decker and Dr. Ryan Pool

Prestige Solutions Staff: Brittany Sloan

Call to Order

Dr. Erica Fields welcomed everyone to the Board of Directors Meeting. She officially called the meeting to order at 9:10 a.m.

Invocation

Prayer was given by Dr. Erica Fields.

Installation of New Board Member

The Board welcomed **Ms. Chanda Booker** as a newly appointed member of the Richland One Middle College Board of Directors to finish out Dr. Rob Gilmer's term and was formally sworn in. Ms. Chanda Booker was formally introduced and recognized during the meeting. The Board expressed appreciation for her willingness to serve and looks forward to her contributions in support of the mission, students, and continued success of Richland One Middle College.

Roll Call and Establishment of Quorum

Mrs. Niles conducted the roll call, and Dr. Fields noted a quorum.

Adoption of the Agenda (Action)

A motion to adopt the agenda as written was made by Mr. Derrah Cassidy. The motion was seconded by Mrs. Tracy Dixon and passed unanimously.

Public Comments*

No Public Comments.

Approval of August 12, 2026 (Action)

Mrs. Tracy Dixon made a motion to accept the minutes as published. The motion was seconded by Dr. Mark Maltarich and passed unanimously.

Financial Reports (Information)

A. August 2026

Brittany Sloan from Prestige Solutions presented the Critical Financial Metrics and Standard Financial Information for August. Key highlights included:

- Days Cash on Hand: 511, 359 Trailing

- Net Income: \$131,000

Financial Summary:

- Total Assets: \$2,194,839.89
- Total Liabilities: \$89,104.19
- Total Cash and Equivalents: \$1,990,160.80
- Total Fund Balance: \$ 2,194,839.89

Expenses -ROMC have spent a total of \$241,000 has been spent during the first few months of the year with 88% remaining

Unfinished Business

There was no unfinished business.

New Business

ROMC Business Credit Card (Action)

Dr. Brabham informed the Board of the potential risks associated with the school's current use of a debit card and discussed the benefits of transitioning to a Bank of America Business Advantage Credit Card. She noted that the credit card would provide increased account protection, improved purchasing controls, and reduced exposure of the school's primary bank account. Dr. Brabham also stated that the balance would be paid in full each month to avoid interest charges.

Dr. Tracy Dixon made a motion to approve the administration's request to apply for and obtain a Bank of America Business Advantage Credit Card. The motion was seconded by Dr. Maltarich and passed unanimously.

Dr. Dixon further recommended that Richland One Middle College review the financial procedures and purchasing processes used by Richland School District One and consider adopting applicable safeguards and internal controls to further protect the school's financial accounts and transactions.

School Updates

Dr. Brabham provided an update on recent and upcoming school events and activities. On September 11, Richland One Middle College hosted a College and Career Fair in conjunction with a Club Fair. Parent Success Night was held on September 15, followed by Meet the Teacher Night on September 17.

On September 18, the School Counseling Program will host FAFSA Day for seniors in partnership with the Midlands Technical College TRIO Program. September 25 will be an early dismissal day for students, with a Lunch and Learn professional development session scheduled for staff that afternoon.

Looking ahead, the District College Tour is scheduled for October 14, and Senior Picture Day will be held on November 2.

Committee Reports

No Committee Reports

Adjournment

Meeting adjourned at 9:31 a.m. with the next meeting scheduled for Wednesday, October 21, 2026.