

MINUTES

BOARD OF DIRECTORS
SOUTH CAROLINA WHITMORE SCHOOL
501 Commerce Drive NE
Columbia, SC 29223
March 16th, 2017

CALL TO ORDER

The meeting was called to order by Board of Directors Chair, Dr. Terry Hitch, at 9:30 am.

ATTENDANCE

Dr. Terry Hitch, Chair; Christopher McClure, Treasurer; Ann Brown, Board Member (via phone); Allison Bullard, Board Member; and Roger Sears, Board Member; and. Additionally, John Loveday, Principal; Ebone' Adams, Assistant Principal; Annette Havens, Testing/Social Media Coordinator; Amanda Reilly, Spanish/Director of Curriculum and Instruction; Kendall Stewart, Office Manager; Peyton Bryant, NAI Avant, LLC (via phone); and Bill Moser, Kelley-Moser Consulting (via phone).

APPROVAL OF MINUTES

The minutes of December 15, 2016 were presented for approval by Dr. Hitch, in absence of DuJuan Council. Motion was made by Dr. Hitch to approve the minutes, 1st was done by Christopher McClure and 2nd by Roger Sears. Approved by unanimous vote.

REAL ESTATE UPDATE

Peyton Bryant of NAI Avant, LLC provided an update regarding the Chapin property and the status of it. Although we've had no luck selling the property, two ideas were presented as to why. The first of which was that we are attempting to sell to a smaller buying market. Next, was that of the size of the building as it relates to the (smaller) market. Otherwise we are dealing with a 5000 sq ft perfect, excluding the bathrooms. Peyton then mentioned that the marketing of the property was made premium for some time, for it to populate at the top of searches. With this move, he commented how marketing was as good as it could be. Chris asked how much would it be if we were to split the building and add a bathroom, if we found the right buyer? With Peyton not being a contractor, a quote wasn't easy. This would be a more extensive project, regarding plumbing where it's not. As a rough ballpark, a \$15k price tag was projected. In the meantime, Peyton will reach out to get a better figure for us.

DECEMBER 2016 – FEBRUARY 2017 FINANCIALS (FY-18 draft)

Bill Moser provided a quarterly update including December 2016, January 2017, and February 2017 financials.

December was calm, seeing as how there were no changes in revenue. Two new expense lines (104 and 105) were added regarding Bonus and Social Security, respectfully.

In January, the revenue increased due to the 45th day ADM numbers coming into effect. Testing and Assessments (line 28) was increased based on projected increased services, as was Water and Sewer (line 85).

Along with the first draft of the Fiscal Year 2017-2018, February brought no change in revenue. Psychological Services, line 49, was based on increased services. Dr. Hitch questioned that growth. John addressed her concern with the fact that we do not know the details of students we enroll because it is discriminatory to ask if students have an IEP, needing services. This is in preparation for the unknown and the upcoming school year.

As mentioned during February's review, the first draft of the FY 18 budget has begun. We are taking things like the number of students we have, our retention rate, as well as adding in half a year's worth of budget into lines 90 and 91, for the Chapin building, all into consideration. This is in hopes of the Chapin building selling by December 2017. With the mention of student retention rates, John explained the way the South Carolina Department of Education (SCDE) calculates funds for districts/schools; the 45th and 135th day counts. These numbers are pulled from PowerSchool, which Bill explained in detail. If EFA codes are not correctly coded for each, individual student, it can become a costly mistake. The Average Daily Membership (ADM) is what gets pulled as well to calculate funding. We had projected to have 379 students as of our 135th day, which is today. We have an ADM of 388 students, with a slight increase expected due to the extension provided. Praise was given for Vicky Robertson for her talent with data entry into PowerSchool.

After Chris gave a brief recap, Anne made a motion to accept the financials, Roger 2nd the motion and it was a unanimous vote.

FINANCE COMMITTEE UPDATE

Per our Treasurer, Christopher McClure, an overall update was given regarding SCWS finances.

In looking at our balances, they are looking up, as always. Chris mentioned it as a good thing to have an idea and estimate for the idea of adding a bathroom to the Chapin campus. Having that idea in our back pocket can only help us down the line if/when we run into that concern. Our CDs are in line and the line of credit hasn't been touched, which is good.

SOCIAL MEDIA AND TESTING UPDATE

Annette shared quite a bit of information regarding ACT testing as well as our social media campaigns.

Out of 73 students who were eligible to test for the ACT, 67 showed up. Three more are signed up to take the national test, so we are looking closely at hitting the 95% testing percentile. While our goal is always 100%, we are proud of 95%! Annette mentioned how the ACT is a test primarily geared toward students who are looking at attending a two, or four-year collegiate institution. Dr. Hitch asked if we provide students with the option to take the ASVAB, the Armed Services Vocational Aptitude Battery, the military's evaluation tool. Annette explained that we do not. Due to the test being the military's property, it would require a recruiter and one on one with students to set this up.

As we continue to gear up for testing season, the WorkKeys career readiness testing begins March 30th, 2017, so not too far from today. Not only are we preparing for administering the WorkKeys, but we also

have in mind that EOCs will be here at the end of May before we know it! The EOCs will be testing a lot of the same population of students. Testing season is in full swing and one is already done.

Moving onto our social media campaigns, Annette mentioned how we just hit, this week, 1,400 followers on Facebook! Over the last two and a half years, we have tripled our presence. We are also venturing to using different aspects of our campaigns: Facebook live and Facebook events. Coming up on March 22, we are using both for our Graduation Night evening. Where students, families, faculty, staff, recruiters, and colleges gather to have an information session. We also used the Facebook live channel for our orientations, and from National Counselor's week. With two new flyers, regarding 2017-18 enrollment and our activity on social media, we are expecting big results!

GRADUATION UPDATE

Ebone' shared with everyone an update on our upcoming graduation ceremony, held Saturday, June 3rd, 2017 at the Columbia Metropolitan Convention Center. Excitingly, we already have 17% of our 122 total students that have already reached their graduation credit requirements! Also, out of those total students, 30% of them have received invitation to be a member of the Blue Diamond Honor Society. All students have until April 28 to RSVP to this prestigious accolade.

So much is coming up towards the end of the year, including our Junior/Senior Grad Night! We are having this grad night in hopes of sharing with students all the possibilities to life after SC Whitmore School. We have multiple colleges represented, including USC, as well as a financial aid advisor, and even an Army recruiter. Aside from this event, Senior Day, Friday, May 12th, 2017 will be here before we know it. We let seniors pick what they want to do to celebrate, and it is currently a tossup between visiting Charleston's harbor, or taking a trip to Carowinds.

PRINCIPAL'S REPORT

John opened with praise to all our teachers, including the newly added Teacher of the Year, Kristen Jones. In past years, John and the Board have agreed on monetary congratulations to said Teacher of the Year. This year, is hopefully no different, so John brought the idea up to the Board. Dr. Hitch thought it was a wonderful idea and she nominated the idea to occur again. Chris made a motion for it, Ann 2nd the motion, and the vote was unanimous.

In light of one congratulations, came another. Another of our teachers, Trisha Lekovich, along with her husband, welcomed a beautiful baby girl into the world. The birth announcement was passed around the room. With Trisha being out for maternity leave, John and Michelle took over her courses. John mentioned the insight, and humbleness in doing so.

Enrollment was another point John wanted to mention. While our ADM was estimated to be at 388.8, we successfully have 390 students as of today! With a few orientations left, our ADM will increase by a couple more. While we know our student population can have the tendency to be rather transient, we are ecstatic to be so close to the 400 mark, especially going into the Spring and even Summer. One idea to be noted is that of Summer School. We are instituting this year, that only current students have access to our summer program. Too often, we've learned that those who only want summer school, will take it, and then leave again, hurting our numbers/reputation. As we near the end of the school year, it

was mentioned that we already have 50 re-enrollments along with 50 brand new to us students for the 2017-2018 school year. This is great seeing as how we aren't even through with March.

Late last year, John looked for some Professional Development to better himself as a leader. Specifically, something that aligns with SC Whitmore School and our operations. After searching and searching, he located a program that Harvard sponsors. Almost on a whim, John applied seeing as how this program helps leaders within virtual programs and develops them as leaders. To his surprise, he was accepted!

OTHER BUSINESS

Ann Brown requested an Executive Session.

Next Board meeting will be held June 15th, 2017.

ADJOURNMENT

Next Board meeting in June. No other new business.

Ann Brown made the motion to adjourn, Roger Sears 2nd. Unanimous vote to adjourn the meeting.