

MINUTES
BOARD OF DIRECTORS
SOUTH CAROLINA WHITMORE SCHOOL
501 Commerce Drive NE
Columbia, SC 29223

March 14, 2019

CALL TO ORDER

The meeting was called to order by Board of Directors Chair, Terry Hitch at 9:12 am.

ATTENDANCE

Terry Hitch, Chair; Roger Sears, Secretary; Shennice Cleckley, Board Member; Ashley Wheeling-Goodson, Board Member (via phone); Jim Rund, Board Member; John Loveday, Principal; Ebone Adams, Assistant Principal; Amanda Reilly, Director of Curriculum and Instruction; Michelle Bishop, Director of Compliance; Susan Herring, Director of Human Resources; Annette Havens, Testing and Social Media Coordinator; Kim Dunbar, Lead School Counselor; Andrew Cilone, Prestige School Solutions (via phone).

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

The Minutes of December 13, 2018 were presented for approval by Roger Sears. Small change to last page to remove A and then replace Chris McClure's name with Roger Sears. A motion was made to approve the minutes by Jim Rund and 2nd by Shennice Cleckley. Approved by unanimous vote.

FINANCIAL UPDATE AND FIRST READING OF FY-20 BUDGET

Andrew Cilone, with Prestige School Solutions (formerly KM Consulting), presented the statement for revenues and expenses. Increase in funding occurred after 45 day count. At this point during the fiscal year you should expect to see 33% of budgeted expenses remaining. Currently waiting on the expected CSI funds, but not entirely sure if the funding will be received in the current school year. Update from John Loveday, the MOA will be signed and sent in to the district. The money should be received in April or May. Additional CSI money will be received next fall to help improve graduation rate. As of right now, the IDEA funding has not been received. The district will be contacted to see if the IDEA will be received soon. Membership dues and fees will be reduced and changed to professional development in other areas. Repairs should be less in FY 20 due to roof replacement. Marketing budget was used earlier in the year to increase enrollment. Perfect attendance is included in Marketing. Pending Admin Classification, Andrew is working with Susan to get these running below 0 because funding for was for an 398 ADM and enrollment is now over 400 ADM. The balance sheet shows at the end of this year a full 5 months of operation again in board discretionary fund.

The first reading of the FY-20 budget the calculations are based on the current school year and Revenue numbers remaining the same, numbers will be updated by the 135 day count in June. Testing and assessment and supplies are based on current testing data. Compuhigh will be classified 6446 under Instruction software and support. State budget not been set as of the board meeting. Employees were given an intent to return without any salary changes. The school doesn't want to commit to additional salary amounts until the state budget has passed. The school will reissue intent to return letters in May/June with any increases. An increase in student

enrollment will mean an increase in revenue. Teacher salaries are given consideration on where the teacher resides in the state and comparable salary ranges in that geographic area.

The proposed FY-20 budget has a net income with 5.82 months in board discretionary. There will be a balloon mortgage payment due on the current school building in 3 years. The board discussed the keeping the board discretionary fund at 3% and move any excess amount over 5 months on hand, to be put to use in the budget. proposed to add 0.25 month to operation each year. Board wants to make sure the school has a strategic plan and initiatives for the next school year. Staff training is very important for the school to grow and the staff to be leaders.

2nd reading in June and vote next time.

*Andrew left the meeting

SCHOOLMINT, LIVECHAT AND SENIOR UPDATE

Ebone Adams presented a slide show on the Class of 2019. There are 147 students in the Class of 2019. There were 20 graduates in December 2018. So far this Spring/Summer, 28 seniors have completed their graduation requirements and 99 more to go. Approximately 20 students are eligible for \$1,000 Blue Diamond Scholarships. The extended school year ends July 12, 2019 and the school graduation is June 8, 2019 at 11 am.

Live Chat website feature launched on October 26, 2019. So far, there have been a total of 252 chats with approximately 6-10 chats per day. Pam Chick answering questions from 5:00 am -1:00 pm, and Ebone answering chats the remainder of the day. There were several chats in November inquiring about enrollment in January. Lots of chats are expected in May for next school year. Chats have been a mixture of new students and current students. Live Chat is easy to maintain.

SchoolMint student re-enrollment launched March 4, 2019. A slideshow of how Schoolmint enrollment looks for parents and students was viewed by the board. The platform is mobile friendly. There are currently 30 students that have been verified. Schoolmint is much more efficient for the staff and parents. Enrollment starts for new students April 1st. Shout out to Ebone for her hard work in putting all this together.

NEW STATE REPORT CARD AND ACCOUNTABILITY UPDATE

Michelle Bishop stated the State Report Card has been published. Three hundred and two student surveys have been completed compared to 8 last year. Another note, the state proviso for eliminating the number of minutes for special education students is still going to be upheld this coming year. The salary increase voted on by state representatives do not pertain to charter schools.

SCWS was chosen as a CSI school. The CSI funds spending plan, which was submitted to the SCDOE was presented to the board members. CSI funds will be spent next year. Graduation rate is the only reason SCWS is on the CSI list. Hoping to have three paid college interns for limited two year term to help the school increase the graduation rate. Questions from the board about using universities to tutor students and federal work programs through the colleges. Another part of the grant proposal is the professional development partnership with betterlessons.com. This partnership will provide one-on-one teacher coaching completed online. Teachers will meet with their coach bi-weekly over the next year. Teachers may receive recertification credit. There is a

personalized program for each full time teacher and has evidence based resources. BetterLesson started with a grant from the Bates Foundation and the need to train great teachers.

PRINCIPAL'S REPORT

The 135 day count is next Wednesday and currently the ADM is 410.5 as of March 13th. The current school budget is for 411.58 ADM. Currently, 433 active students with a waiting list. The school is accepting Intent to Returns from current students and will begin new student enrollment April 1st. The SPF, School Performance Framework, was given to board and implemented by the District in 2014. SCWS had the highest score of any virtual school in the history of the district. SPF was revamped in 2017 and is considered a baseline year. Compared to 2017-18, special education student population has increased and pupils in poverty has decreased. The SPF measures trends. The graduation rate does not meet standard, but shows growth and trends show exceeds. The backside of the SPF contains financial and compliance information. There will be a new SPF every spring. The school will discuss the SPF with faculty and staff at April In-Service. Terry expressed thoughts on the amount of time the administration will have to devote to CSI. Our CSI coach is Dr. Amy Nail. Dr. Nail attends the Monday staff meetings, CSI meetings, departmental meetings, administration meetings and is advocating for SCWS. John wants the SCDOE to look at virtual schools and create custom model of accountability for virtual schools. Jim congratulated the school on progress made on SPF.

*Ashley left the meeting

Proposed 2019-20 school calendar for the presented to the board. Roger Sears made a motion for approval and 2nd by Jim Rund. Unanimous vote.

PEBA resolution sent by the District was explained to the board. The board signed the resolution and agreed that the District Director of Human Resources would continue to be the PEBA benefits administrator for SCWS. The board signed the PEBA resolution.

The school will be interviewing four candidates today for the PR Manager position in the upcoming week. The school wants someone who will effectively recruit for our school, would assume all social media posts, video interviews with students, etc. The school administration is excited about this prospect.

SC Whitmore School was named one of the top workplaces in the media. This will be public on May 1, 2019.

OTHER BUSINESS

Roger Sears email the current by-laws with edits in red, on 3-13-19 to the board. Changes from last meeting will be incorporated in the next set sent out. The board reviewed the following and made revisions to the draft of the new by-laws. The Mission on the 2nd page was updated. Section 3.3 Board consists of 7 members, half of board must be active in education or business, the other half must be elected. Comment made to section 3.3 about completion of term and appointment of someone to seat. Roger has created a spreadsheet with start dates of the board and will continue to keep track of this information. The information is located on the school's website. Section 3.9: reviewed every year. Section 5.6 to read: at the first meeting of every year. Annual changes or updates and will voted on at the first meeting of the year. A change to include the maximum of 12 months for fund balance in section 5.1. Added section 3.1.2 concerning removal of board members if they are not participating and other members can vote to remove non-participating board members. Appendix A - change add notification of 48 hours.

Approve now or in June? Discussion and possible vote. Roger will update by-laws with today's updates and will email to the rest of the board. The board agrees to wait until June for final

reading of the new by-laws. History, the by-laws were created at the inception of the school and therefore needed to be amended. Kudos were given to for DuJuan working on the by-laws. There will be a final reading in June, then review a portion every meeting starting in March of 2020. District will look at the by-laws for charter renewal.

Motion to approve plan to approve new by-laws in June, by Shennice and 2nd Jim. Unanimous.

ADJOURNMENT

Roger Sears made a motion to adjourn the meeting and Jim Rund 2nd the motion.

Next Board meeting on Thursday, June 13th, 2019 at 9:00 am. No other business. Graduation is June 8th, 2019 at Columbia Convention Center. Board expected to be there one hour early.