

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

June 13, 2019

CALL TO ORDER

The meeting was called to order by Board of Directors Chair, Terry Hitch at 10:05 am.

ATTENDANCE

Terry Hitch, Board Chair (via phone); Roger Sears, Secretary (via phone); Jim Rund, Board Member (via phone); Andrew Cilone, Prestige School Solutions (via phone); Shennice Cleckley, Board Member (via phone); Annette Havens, Testing Coordinator; Ashten Latta, Public Relations Manager; John Loveday, Principal; Michelle Bishop, Director of Compliance; Ebone Adams, Assistant Principal; Kim Dunbar, Lead School Counselor; Summer Yon, Office Manager.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

The Minutes of March 14, 2019 were presented for approval by Roger Sears and 2nd by Terry Hitch.

*Susan stepped out to call Shennice and Elizabeth.

PRINCIPAL'S REPORT

SCWS had 850 people in attendance with 82 students at the 2019 graduation ceremony. This is the highest number in attendance for any of the school's past graduation ceremonies. For next year, the school will need to have additional room to accommodate the number in attendance. Currently, SCWS has 118 students that have graduated, 15 more that have potential to finish by July 12th and the possibility of 130 graduates this school year, including 17 early graduates. Three graduates are Palmetto Fellow Recipients. Ebone is continuing to gather scholarship information and track where students are going after SCWS. She will share the information via email. The school received additional copies of Business Monthly magazine and the school will mail them to the board members. The Third Open House will be on August 17th from 10:00 am - 2:00 pm. Board Members are invited to attend Open House. There may be a more formal graduation ceremony at Open House for students that graduated over the summer.

The next Board Meeting will be September 12th.

The summer strategic planning meeting with the School's Administration and Department Chairs was held on Monday, June 10th, 2019. Purpose was to prioritize projects and plans for the upcoming school year.

CSI UPDATE AND TITLE II PLAN

Michelle Bishop, Director of Compliance, stated the Title II funds for professional development of teachers includes additional steps to the process this year. SCWS needs to have a plan before created before the funds will be received. The budgeted amount will be the same amount of funds received last year. The focus will be on teacher improvement and also around CSI plan to improve graduation rate. Michelle plans to go to a conference, send three teachers to SC English conference and send special education teachers to conference as part of the plan. The remaining funds will go to the reimbursement of teachers for completing the gifted and talented certification.

Shennice joined meeting at 10:19 am.

FINANCIAL UPDATE AND FINAL READING OF FY-20 BUDGET

Andrew Cilone with Prestige School Solutions presented the statement for revenues and expenses. Andrew stated the May financial report is on track with revenue. The repair and maintenance fund was increased to account for air conditioner work to be done. John explained that the school repaired the roof this year and will be repairing and replacing air conditioning units. The furnaces will be repaired or replaced in the fall. The air conditioner and furnace expenses will be broken up between FY 19 to FY 20. Andrew stated the school should come in under budget in many areas. The school is projecting an enrollment of 415 students for next year's budget. There will be a 4.3% increase in revenue from last year. The school is in a strong position for next year.

Shennice asked if the Public Relations Manager's salary came out of the marketing budget, it doesn't. John explained that the marketing budget includes swag, student incentives, social media ads, etc. John stated the discretionary fund are funds the board can spend how they see fit, for example, pay off mortgage or put the money in the bank. All returning full-time employees will get a 4% raise. The 1% raise received last year came out of our budget. This year the 4% for teachers will come from state funding.

Andrew stated the cash balance from last year to this year is high. The school could move the excess funds to a brokerage account. John believes the brokerage account is paying good dividends for the school. Jim Rund asked if the school is meeting our target goal in regards to revenue going to certain areas, for example, development as a percentage of the revenue? John explained the district breaks that down under financial category on the District SPF. Last year, 55% of revenue was spent on instruction. The district wants the school to spend 50% plus on instructional type services. Andrew explained that the school is at or over budget on

professional development. Roger made a motion to approve the budget. Jim 2nd the motion. Unanimous vote.

UPDATE SCWS BY-LAWS (SECOND READING)

Roger was concerned that the school is still operating under old by-laws, he recommends approving revised by-laws. Roger makes a motion to approve by-laws. Jim 2nd the motion. Approved by unanimous vote.

By-laws are to be approved at the first board meeting of each new school year.

ADJOURNMENT

Terry thanked the entire team for doing a good job at graduation ceremony. Roger motioned to adjourn meeting, Jim 2nd motion. Unanimous vote.

The next Board meeting will be on September 12, 2019 at 9:00 am.