

**South Carolina Calvert Academy
Founding Board Meeting Minutes**

Thursday, September 17, 2009

In Attendance:

Randy Wilgis (by phone)	Bill Moser (by phone)	Steve Brown
Susan Frew (by phone)	Dr. Secaida Howell (by phone)	Scott Moores
Laura Blackmore (by phone)	Dr. Gloria Julius	

Randy Wilgis opened the meeting at 11:16 AM

The board approved the minutes from the August 20, 2009 meeting.

Finance Report:

Bill Moser updated the Board on recent financial matters as well as changes to the latest SC-CAL budget plan. Bill reported that the State Budget Control Board has authorized a 4% across-the-board budget cut, 1% less than the 5% that had been anticipated. Further, the SCPSCD has to write a request for all of its schools to receive the \$300 per student Federal Stabilization funds. In addition there will be delays in accessing "Fringe" and "Proviso" funding. Dr. Howell added that Title I funding will now have to be requested on a reimbursement basis according to information provided by Linda Hawkins at the recent SCPSCD School Leaders Meeting. Randy Wilgis advised Bill to create a revised budget and cash flow document based on the latest five-day enrollment report and incorporating all of the latest known variables by Wednesday, September 23. This should include the latest shipping, travel and funding information and be based on the actual SASI upload data. Once received, the board will be in a position to determine bill payment schedule and if a budget contingency is in order.

Head Master's report:

Dr. Secaida Howell reported the following:

- We are obviously no longer in a planning mode and have a lot to deal with in terms of start up operations and parent/student interaction. Parent feedback on the degree of instructional oversight ranges from "not enough", "too much" and "just perfect" so we are working to find the right balance. Budget and financial work appears to be in order.
- The 5-day enrollment reported via SASI was 246.
- We are making good progress with our online classes and are receiving positive comments from parents.
- CES will be providing teachers with an in-service session on asynchronous instruction.
- The paperwork to request Title I and Stimulus reimbursement is voluminous. Assistance is needed – possibly from CES - if the school is to participate in these funding categories
- The state retirement plan documents have been sent to Randy for review, signature and return.
- Dr. Howell will be attending the Palmetto Charter Network Conference on September 19 and 20.

At the conclusion of Dr. Howell's report, the Board approved a motion to give Dr. Howell authority to terminate employees as needed and necessary based on his judgment.

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Curriculum and Teaching Support:

- Dr Gloria Julius reported that CES has assigned Online Instructors as mentors to each SC-CAL teacher and that generally teachers are doing well.

Operational Services:

- Facility - Steve Brown reported that the real estate broker has sent a letter to the landlord to replace the shutter and fix certain lights. Dr. Howell has looked into upgrading the phone system but in light of budget limitations is considering working with a local contact to address the voice mail portion of the system.
- All computers and related equipment have been shipped to parents with the exception of writing tablets that are on back order. This will not impact the educational program but the Dell supplier's performance has not been good.
- Scott Moores reports that the CES Marketing team estimates that we will need to increase the budget for next year's student recruitment. CES will continue to analyze this offline and determine what will be needed.
- The CES return policy that was presented at the last meeting continues to be in effect until it receives final approval from the Board. The policy will be added as an addendum to the CES Service Agreement

Board Elections and Membership:

Randy outline the goal to get parents involved in the governance of the school as soon as reasonably possible. As discussed in the last meeting, this will involve a change in the bylaws in order to provide more schedule flexibility. Laura Blackmore announced her intention to resign from the Board and plans to submit her resignation letter to Randy. Once received, the Board will operate with three members until the elected board assumes responsibility for the school. Randy thanked Laura for her service to the Board and for her invaluable assistance in launching the school.

Randy will draft a parent letter to announce the upcoming election and to provide the voting members with criteria, procedure and timeframe. Scott will use Randy's draft to amend the bylaws for the Board's review and approval.

There being no further business, Randy moved to close discussion and the meeting was adjourned at 12:30 PM.