

South Carolina Calvert Academy

Governing Board Meeting Minutes

Columbia, SC

Thursday, January 21, 2010

In Attendance:

Randy Wilgis*

Jean Halle*

Andrea Mathis*

Secaida Howell

Pauline Sternick*

Ann Miller*

Ross Norton, Jr. *

Bill Moser*

Gloria Julius*

Steve Brown*

Scott Moores*

Mike Wilmeth*

Absent: Tamra Misseijer

* Indicates participation via teleconference

Randy Wilgis opened the meeting at 4:07 PM

Mr. Wilgis took the role and offered a motion to approve the minutes from the 12-17-09 and 12-29-09 SC-CAL Governing Board meetings. The 12-17-09 minutes were approved with two corrections and approval of the 12-29-09 minutes were deferred until the next meeting. It was noted that Ann Miller has resigned from the Board's Budget Committee that was formed last month.

Headmaster's Report

Dr. Howell reported that 4 new students have enrolled bringing the total enrollment to 263. He further commented that re-enrollments were running strong at approximately 10 per day. The Board requested that Dr. Howell establish a system to provide a weekly cumulative status report on re-enrollments.

Dr. Howell then invited the Board to comment on his email summary report sent earlier in the afternoon. Questions and discussions followed:

- 1) A revised Title One Plan was completed and submitted by Dr. Howell and Bill Moser. The new report will provide an additional \$14,000 in funding for salaries, parenting and student incentives. Funds will be reimbursed after all schools in the district have submitted their plans.
- 2) PASS Testing schedule and dates have caused some parent concerns in families not experienced with standardized testing. Dr. Howell emphasized that make-up will be required for those who miss the test dates. Ms. Miller volunteered to rally the parents in the Charleston area.
- 3) In a District meeting last week new board members requested a review of each schools finances in light of the state's funding cuts. Dr. Howell will participate if reviews are scheduled.

The Board then asked Dr. Howell about his plans to fill a recent teacher vacancy. Discussion followed on how to spread the current teacher workload while the school is understaffed and how to assist teachers during peak testing times. Ms. Halle volunteered CES Academic Services to work with Dr. Howell on a plan to support the teachers. Dr. Julius will meet with her team, discuss with Dr. Howell and notify the Board of the plan. Ms. Mathis offered that the impact on students requiring special attention will also need to be considered. Ms. Halle stated that the board needs to be sensitive to families while also ensuring that the school has sufficient capacity and resources to serve them. Mr. Wilgis concluded that

the Board will need to monitor the situation and CES's ability to provide support for the teachers. He asked Dr. Howell to initiate the recruitment process for the open teaching position.

Student Recruitment and Marketing

Mike Wilmeth, CES Marketing Director, reviewed the student recruitment marketing plan. The enrollment objective will be 350 with estimates of 184 retained students and 166 new students. A monthly e-newsletter will be launched in early February and online information sessions will start later that month. DR. Howell will conduct 5 live information sessions in March. A promotional brochure has been printed and will be mailed to all "inquiries". The Google Ad Words campaign has started and will begin to ramp up next month. So far we have received 16 new applications.

School Policy and Agreements

Mr. Wilgis reported that the Conflict of Interest letter was completed and submitted and that he will report back to the board once he hears back from Mr. Medley. Mr. Wilgis also related that he was in the process of reviewing a charter amendment request letter drafted at his request by Mr. Moores. The letter addresses several changes that are needed to provide the school with financial flexibility including higher enrollment targets and the option to limit student computers. New student teacher-ratio parameters and the revised Services Agreement will be added to the letter that will be submitted to SCPCSD Superintendent Dr. Wayne Brazell.

Budget

Pauline Sternick, Board Treasurer, reviewed the recent budget reduction proposals submitted by Dr. Howell and fiscal services provider Bill Moser. She also outlined a request to transfer \$171,000 from accounts payable to the CES long-term debt note. Ms. Sternick acknowledged the need to provide CES with a 4-year payback plan and Mr. Moores offered three areas that can be investigated for expense reduction: 1) Minimized computers; 2) Return of student materials; and 3) Free textbooks from the SC School Depository. The board then discussed fund-raising opportunities and other cost cutting ideas. Mr. Moser indicated that he would work with Mr. Moores on budget assumptions in an effort to develop a cash flow document for FY10 and a long-term financial forecast for FY11-14. Mr. Wilgis summarized that the board will work out a long-term CES repayment plan once these budgets and forecasts are developed by Mr. Moser.

Computer Policy

Ms. Sternick led a discussion on the need for a new school computer policy based on the current funding and budget situation. Resolution: A motion was made and approved to suspend any further shipments of computers to new enrolling students until further notice

The board then discussed the importance of computers to currently enrolled student families and considered impact on future enrollment if computers were not provided to incoming students. Demonstration of need and/or Title One designated students was also discussed as a possible part of a new policy. Ms. Sternick volunteered to discuss with the Board Finance Committee and take the lead on drafting a new policy for Board consideration. It was further determined that parents should be notified of the realities of the school's funding situation and that the school's policy of providing free computers and internet subsidies was under review by the Board. It was further determined that a parent poll or

survey was needed to better understand the importance of providing computers. Mr. Moores was asked to draft a communication and survey to parents and send for review to Ross Norton, Jr., Chairman of the Parent and Community Committee. Mr. Norton will review with other board members and determine how to proceed.

PASS Test Logistics: The Board discussed the need to support Dr. Howells plan and schedule for administration of the upcoming PASS test. Mr. Norton agreed to lead a Parent and Community Committee effort to promote the schedule and get students to tests sites. Ms. Halle and Ms. Sternick volunteered to help.

501(c)3 Application: Dr. Howell informed the board that the IRS was requesting two clarifications on the currently application document regarding non-discrimination policies. After reading the request, Dr. Howell agreed to research the current charter document and to provide the necessary references.

Conflict of Interest addendum: Board counsel Charles Boykin has recommended that two paragraphs be added to the Board's current conflict of interest policy. Mr. Wilgis requested and Mr. Moores agreed to draft a letter describing the Boards intent to adopt the new language. Mr. Wilgis will then review and submit to Mr. Boykin.

Lottery Date: Mr. Moores pointed out that the Board needs to approve the lottery date for the current enrollment period. The board expressed the desire to make the date earlier than the proposed mid-April date. Mr. Moores will research with SCPCSD and send recommendations to Mr. Ross for consideration.

There being no further business, the meeting was adjourned at 5:41 PM. The Board went into executive session immediately thereafter.