RLOACS Board Meeting

Meeting Minutes August 18, 2015 1398 Church Rd, Hardeeville, SC

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| Present:   Absent: | Dr. Rob McBrayer, Chair; Eunice Spilliards, Vice-Chair; Brandi Freeman, Secretary; Penny Daley; Dr. Karen Wicks, Executive Director, Les Wicks, Facilities Development; Brian Morse, Assistant Principal; Bill Moser, Kelly-Moser Consulting; Amleht Alston and Pershawn Patterson via phone  Sheree Darien, Treasurer, and Sergio Nuno |
| Venue  Royal Live Oaks Academy |  |
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A quorum was present.

* **Old business:** 
  + **Open Meeting** - Chair

The meeting was called to order at 6:38 pm. Penny Daley made a motion to start the meeting. Brandi Freeman seconded the motion. The motion carried.

* + **Approval of Minutes of June 16,2015 Board Meeting** – Secretary – A motion was made by Eunice Spilliards and seconded by Penny Daley to accept the minutes of the June 16, 2015 Board Meeting, and the motion carried.
* **New business:** 
  + **RLOA New Mission Statement** - The Chair read the complete mission statement.
  + **Finance Report for June/July 2015** – Bill Moser presented and discussed at length the details of the June Budget Report. Mrs. Freeman made a motion to approve the June Budget Report, and it was seconded by Dr. McBrayer. The motion carried. Mr. Moser also presented and discussed at length the July 2015 Budget Report. A motion to accept the July Budget Report was made by Dr. McBrayer and seconded by Mrs. Daley. The motion carried.
  + **Report on Meeting with District re: School Profile Financial Ratings-**  Bill Moser discussed at length the Performance Framework Profile finance formula and presented the opinion of the outside CPA, who found deficiencies in the formula. Mr. Moser also informed the Board that the recommendation is to reevaluate the formula and the Performance Framework. The information has been shared with Mary Carmichael, Director of the SC Charter School Alliance.
  + **Update on Building, Finance, and Architectural Work** – Les Wicks of Facilities Development Company informed the Board that the two new modular buildings have arrived and are being installed by Vanguard. He anticipates the buildings will be ready for inspection within 10-14 days. Also Mr. Wicks described the construction of a long-jump pit that he built for the track and field coach/P.E. teacher.
  + Mr. Wicks also gave the Board an Architect Schedule of Completion Dates for pre-construction and construction of the new campus project. The Board chose colors for the outside walls and roof for the new campus, as well as the glass color for the windows.

**Appendix D-** An appendix is to be added to the Employee Handbook describing in detail RLOA’s new policies and procedures for safety. Key cards will now be used at appropriate entry points to the campus. Phones are being installed in the classrooms to facilitate communication. Penny Daley made a motion to add Appendix D to the Employee Handbook, and the motion was seconded by Brandi Freeman. The motion carried.

**Updated Charter Goals and Objectives-** The Executive Director presented the Board with Updated Goals and Objectives to our Charter. Brandi Freeman made a motion to accept the revised Goals and Objectives, and the motion was seconded by Penny Daley. The motion carried. The Board Chair signed a Resolution and the Executive Director signed a Charter Amendment to update the goals and objectives. The Executive Director indicated that the district Superintendent for Academic Services has not yet provided feedback; therefore, the Amendment will not yet be sent as additional changes may be needed before a Charter Amendment is finalized and sent to the district.

**School Updates-** The Executive Director provided the following updates:

* **Advertising:** We are advertising on 4 billboards located on major routes in the Hardeeville, Ridgeland, Okatie areas over the next 6 months. Dr. Wicks gave a TV interview on Talk of the Town (WHHI TV station) on August 11th and a TV ad about RLOACS on August 18th. The TV interview is available on YouTube, and the TV ad will air in the football and basketball seasons. We also have an ad on Radio Sol, an Hispanic radio station. Genelle Williams from the *Jasper County Sun*, is doing a series of articles about our school. We have conducted two Open Houses and 3 parent information meetings over the last two weeks.
* **Safety Measures—Cameras and Phones:**  We have added more surveillance cameras on campus, including in classrooms and some offices as a safety measure. Please see the legal opinion on surveillance cameras and their use on campus. Phones have also been added to classrooms for more reliable communication for announcements, etc. **Phones** – IT is working with XBlue now to find out what we will need to put all the phones on the network. We are currently unable to do so because our modem only supports 24 phones, which are being utilized by office staff. Apparently, there is a key that we may be able to add to our modem to allow us to add up to 49 phones without having to upgrade or add another modem. It is in Beta testing, but we may be able to get it as our network is the ideal placement for this. For now, we have the walkies in all classrooms. **Gates/Doors** - The gates are all equipped with the card readers for the access system. They are not linked together, however, so the card that will work on the gate next to Kindergarten will not work on any other gates yet. As soon as they are linked, the system will update automatically. All admin staff has cards that will work on that one gate. The front door has the system installed, but the wrong type of handle. Karl has a new one and will replace it when he has the opportunity. The back door does not have the system installed because we were sent the wrong parts for it. Our installer is working to get the required parts as quickly as possible. Security cameras were installed in all classrooms over the summer and are operational.

* **Back to School Bash** with the city of Hardeeville occurred on Saturday. We raffled off a backpack full of supplies and the winner was the mother of one of our students. We handed out our Publix cards and we took down a list of students that are in need of school supplies. The school supplies that were donated by the city to the school were divided and handed out to those students this morning.
* **Installation of 2 New Modular Buildings for Related Arts & ESOL:**  Vanguard has delivered the modular. The installer is coming on Thursday. It should take another 10 days to be ready for the first level of inspection. Then we will wait for OSF to provide final C.O.s. Related arts teachers are pushing into classrooms and using tents for projects until we receive the C.O.s.
* **Performance Data.** There are a number of documents related to student performance that are in the Board packet for discussion at the August 18th Board meeting.
* **First Days of School.** The first two days have gone smoothly. We couldn’t have asked for a better opening. Enrollment is still fluctuating although we had half the number of no-shows on our first day than last year.

**Updated By-Laws-** The Executive Director presented the Board with two options for updating the By-Laws to address the procedure for replacing a Board Member who resigns before the end of his/her term. The Board discussed whether to hold a Special Election to fill the empty Board seat or to appoint a member from a list of qualified candidates. Penny Daley made a motion for the Board to hold a Special Election to fill the empty Board seat for the remainder of that Board member’s term. Brandi Freeman’s seconded the motion. The motion carried. The Board Chair signed a Resolution and the Executive Director signed a Charter Amendment to reflect this addition to the By-Laws.

* **Public Comment** – No public comment.
* **Executive Session**- None
* **Motion to Adjourn** – Brandi Freeman made a motion to adjourn at 8:27 pm, and the motion was seconded by Rob McBrayer. The motion carried.