



CHARLESTON CHARTER School *for* Math + Science

1002 King Street Charleston, SC 29403 • 843.720.3085 • www.charlestonmathscience.org

Board of Directors Meeting Minutes* **September 27, 2018, 6:00 p.m.** **Auditorium, CCSMS, 1002 King Street, Charleston**

Present: Charles Bevers (Treasurer), Russ Campbell (Vice Chair), Mary Carmichael (Executive Principal), Susannah Elliot (Friends of CCSMS President), Delores Gray, Michael Horner, David Neff, Cassie Watson, and David Wolf (Chair)

1. The meeting was called to order at 6:08 p.m.
2. Chair David Wolf declared a quorum was present, gave a welcome and lead attendees in the Pledge of Allegiance.
3. The Mission Statement was read by Johnny Orr.
4. David Wolf made a motion to Amend the Agenda to include item 7. c. to authorize an emergency expenditure of up to \$20,000.00 for a replacement phone system (because the phone system is intermittently inoperable and could be a health risk if law enforcement or EMS need to be called to the school) above and beyond any funds currently budgeted for such expenditures and to correct a typographical error to reflect the Financial Report to be approved is for the month of August, not July. The motion was seconded by Chuck Bevers. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0.
5. Cassie Watson moved to adopt the Amended Agenda. It was seconded by Michael Horner. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0.
6. Russ Campbell moved to adopt the Minutes from the August 23 Meeting. The motion was seconded by Cassie Watson. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0.
7. Public Comment. No one appeared and requested the opportunity to make public comment.

* In accordance with S.C. Code Ann. § 30-4-80(E), notice of the time, date, place and agenda for this Regular Meeting of the Board of Directors was provided to the Charleston County School District's Charter School Liaison and reporters from the Post and Courier, pursuant to their prior request for such information.



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8. Mary Carmichael presented to FY19 August Financial Report. Russ Campbell made a motion to approve the report and Cassie Watson seconded the motion. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0. Mary Carmichael and David Wolf then provided an update on the audit which is close to being finalized and discussed fraud prevention and determine no Board member had any indications of fraud or noncompliance. Mary Carmichael next explained the situation with the rapidly deteriorating phone system and the concerns the administration has that it could prevent calls for help during an emergency, as calls are being dropped for no apparent reason and on occasion some calls were unable to be placed without significant delays. David Wolf made the motion to approve the expenditure of up to Twenty Thousand Dollars (\$20,000.00) in addition to any sums already budgeted that could be involved in the purchase of a phone system as an emergency measure to replace the malfunctioning system at the school. The motion was seconded by Delores Gray. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0.
9. Mary Carmichael presented enrollment data current as of today's date along with upcoming dates relevant to recruitment, applications and the lottery. Melissa Frasier next presented information on behalf of Mary Roueche regarding reading intervention, Paideia seminars, speakers and survey results and actions in response to those results. Hope Carter presented academic data that is being analyzed and used to help classroom teachers better understand their students' needs and work to improve outcomes. Melissa Frasier then presented data regarding student discipline.
10. There were no Executive Session matters, Action Items from Executive Session or Action Items in general.
11. Mary Carmichael provided information regarding upcoming Recruitment and Enrollment events, as well as Homecoming activities. Discussion regarding the Policies and Procedures committee initiation were also held.
12. Delores Gray made a motion to adjourn at 8:15 p.m. It was seconded by Chuck Bevers. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0.

Respectfully submitted,
David Wolf - Acting Secretary



CHARLESTON CHARTER *School for Math + Science*

Board of Directors Meeting Agenda **September 27, 2018 6pm**

Auditorium, CCSMS, 1002 King Street, Charleston

The mission of the Charleston Charter School for Math and Science is to educate students for success in college and careers by providing an innovative learning environment that is academically excellent, developmentally responsive and socially equitable.

- | | | |
|---|--------|-----------------|
| 1. Call to Order | | Chair |
| 2. Welcome/Pledge of Allegiance | | Member |
| 3. Reading of Mission Statement | | Member |
| 4. Adoption of Agenda | Action | Chair |
| 5. Approval of Minutes | Action | Chair |
| 6. Public Comment | | Chair |
| 7. Financial Report | | |
| a. FY 19 July | Action | Mary Carmichael |
| b. Audit Update | | Mary Carmichael |
| 8. Executive Principal's Report | | Mary Carmichael |
| 9. Executive Session | | Chair |
| a. | | |
| 10. Action Items from Executive Session | | |
| a. | Action | Chair |
| 11. Action Items | | Chair |
| 12. Informational Items | | |
| a. Recruitment and Enrollment Process | | Mary Carmichael |
| b. Committee Work Coordination | | |
| 13. Adjourn | | |



CHARLESTON CHARTER School *for* Math + Science

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Board of Directors Annual Meeting Minutes* **August 23, 2018, 6:00 p.m.** **Room 106, CCSMS, 1002 King Street, Charleston**

Present: Charles Bevers (Treasurer), Russ Campbell (Vice Chair), Mary Carmichael (Executive Principal), Susannah Elliot (Friends of CCSMS President), Tyeka Grant, Delores Gray, Michael Horner, David Neff, Michael Porter (High School Faculty Representative), Ashley Redmond (Secretary), and David Wolf (Chair)

1. The meeting was called to order at 6:03 p.m.
2. Chair David Wolf declared a quorum was present, gave a welcome and lead attendees in the Pledge of Allegiance.
3. The Mission Statement was read by Tyeka Grant.
4. David Wolf invested Tyeka Grant as a 2018-2020 Director.
5. Russ Campbell moved to adopt the Agenda. It was seconded by Chuck Bevers. The motion passed with a unanimous vote of Yes-6, No-0 and Abstain-0.
6. Chuck Bevers moved to adopt the Minutes from the July 16 Meeting. The motion was seconded by Michael Horner. The motion passed with a unanimous vote of Yes-7, No-0 and Abstain-0.
7. Public Comment. Regina Keene spoke to encourage participation /attendance at football games this fall.
8. Mary Carmichael presented to FY19 (July) Financial Report. Russ Campbell made a motion to approve the report and Chuck Bevers seconded the motion. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

* In accordance with S.C. Code Ann. § 30-4-80(E), notice of the time, date, place and agenda for this Regular Meeting of the Board of Directors was provided to the Charleston County School District's Charter School Liaison and reporters from the Post and Courier, pursuant to their prior request for such information.

These are draft minutes and will only become official minutes of the CCSMS Board of Directors once they have been adopted by the affirmative vote of a majority of the Board of Directors at the next Regularly Scheduled Meeting, so are subject to revision at any time until adopted.



CHARLESTON CHARTER School *for* Math + Science

9. Mary Carmichael presented the current enrollment of 560 students. Students will be attending a NASA expo on August 29, 2018 and "Meet the Teacher Night" is on August 30, 2018 and encouraged everyone to come out and meet the faculty. Mrs. Carmichael provided additional updates on maintenance issues, including the gym floor.
10. Chuck Bevers made a motion at 6:38 p.m. to enter Executive Session. The motion was seconded by Russ Campbell. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0. Chair, David Wolf announced that we were in Executive Session to discuss Contractual, Employee and Student Matters.

Chuck Bevers made a motion at 7:06 p.m. to exit from Executive Session. The motion was seconded by Delores Gray. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0. Chair, David Wolf announced that we were no longer in Executive Session and while in Executive Session, no votes took place.
11. Chuck Bevers moved that the CCSMS adopt the same Administrative Pay Matrix as CCSD (attached below) and Ashley Redmond seconded the motion. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
12. Russ Campbell made a motion to adjourn at 7:11 p.m. It was seconded by Chuck Bevers. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

Respectfully submitted,
Ashley Redmond - Secretary

Charleston Charter School for Math & Science
Statement of Revenues and Expenses vs Budget
As of August 31, 2018

	Month Ending 08/31/2018 Actual	Year To Date 08/31/2018 Actual	Year Ending 06/30/2019 Current Budget	Year To Date 08/31/2018 Remaining Budget	Target 08/31/2018 Remaining
Revenues					
Dividends on Investments	164	332	700	368	53 %
Athletics Revenue	2,354	2,354	30,000	27,646	92 %
Afternoon Academy Funds	1,225	1,225	10,000	8,775	88 %
Pupil Activity Income	30,098	30,098	45,000	14,902	33 %
Field Trips	0	0	2,500	2,500	100 %
Contributions & Donations Income	150	2,872	3,500	628	18 %
MUSC Wellness Grant	0	0	250	250	100 %
Speedwell Grant	0	0	15,000	15,000	100 %
Teacher Supplies Grant	0	0	11,825	11,825	100 %
EFA Revenues	456,556	913,113	5,594,209	4,681,096	84 %
EIA Revenues	0	0	305,805	305,805	100 %
IDEA Revenues	0	0	97,700	97,700	100 %
Total Revenues	490,547	949,994	6,116,489	5,166,495	84 %

Expenditures

Middle School Expenditures

6110 - Regular Salary	\$ 60,212	\$ 100,466	\$ 807,450	\$ 706,984	88 %
6210 - Group Health & Life Insurance	6,022	15,637	93,672	78,035	83 %
6220 - Employee Retirement	10,631	19,221	166,416	147,194	88 %
6230 - Social Security	4,249	9,839	61,770	51,932	84 %
6260 - Unemployment Compensation Tax	219	295	5,585	5,289	95 %
6270 - Worker's Compensation Tax	0	0	24,816	24,816	100 %
6311 - Instructional Services	2,654	2,654	47,000	44,346	94 %
6410 - Supplies	33,903	39,835	55,000	15,165	28 %
6420 - Textbooks	0	0	2,000	2,000	100 %
6445 - Hardware, Software & Licenses	225	225	15,000	14,775	99 %
6487 - Teacher Supply Stipends	13,200	13,200	12,000	(1,200)	(10) %
6540 - Equipment	9,627	15,305	55,000	39,695	72 %
6545 - Technology Equipment and Software	3,475	59,115	65,000	5,885	9 %
Total - Middle School Expenditures	\$ 144,417	\$ 275,792	\$ 1,410,709	\$ 1,134,916	80 %

High School Expenditures

6110 - Regular Salary	\$ 105,186	\$ 160,023	\$ 1,127,001	\$ 966,979	86 %
6210 - Group Health & Life Insurance	5,842	10,685	70,104	59,419	85 %
6220 - Employee Retirement	20,913	32,457	232,275	199,818	86 %

Charleston Charter School for Math & Science
Statement of Revenues and Expenses vs Budget
As of August 31, 2018

	Month Ending 08/31/2018	Year To Date 08/31/2018	Year Ending 06/30/2019	Year To Date 08/31/2018	Target 08/31/2018
	Actual	Actual	Current Budget	Remaining Budget	Remaining
6230 - Social Security	8,154	12,204	86,216	74,012	86 %
6260 - Unemployment Compensation Tax	626	625	2,000	1,374	69 %
6410 - Supplies	0	0	55,000	55,000	100 %
Total - High school Expenditures	\$ 140,721	\$ 215,994	\$ 1,572,596	\$ 1,356,602	86 %
Instruction Expenditures Special Programs					
6110 - Regular Salary	\$ 19,197	\$ 34,549	\$ 197,487	\$ 162,939	83 %
6210 - Group Health & Life Insurance	388	1,065	16,470	15,405	94 %
6220 - Employee Retirement	3,957	6,556	40,702	34,146	84 %
6230 - Social Security	1,508	2,665	15,108	12,442	82 %
6260 - Unemployment Compensation Tax	104	104	1,084	980	90 %
6311 - Instructional Services	(20)	260	36,000	35,740	99 %
6410 - Supplies	0	4	5,000	4,996	100 %
6445 - Hardware, Software & Licenses	0	0	2,000	2,000	100 %
6545 - Technology Equipment and Software	0	0	3,500	3,500	100 %
Total Instruction Expenditures Special Programs	\$ 25,134	\$ 45,203	\$ 317,351	\$ 272,148	86 %
Support Services Guidance					
6110 - Regular Salary	\$ 16,946	\$ 33,658	\$ 203,345	\$ 169,688	83 %
6210 - Group Health & Life Insurance	1,331	2,663	20,694	18,030	87 %
6220 - Employee Retirement	3,493	5,767	41,909	36,143	86 %
6230 - Social Security	1,267	2,466	15,556	13,090	84 %
6260 - Unemployment Compensation Tax	73	147	542	395	73 %
6410 - Supplies	20	20	1,200	1,180	98 %
Total Support Services Guidance	\$ 23,130	\$ 44,721	\$ 283,246	\$ 238,526	84 %
Support Services Nurse					
6110 - Regular Salary	\$ 4,806	\$ 9,410	\$ 58,000	\$ 48,590	84 %
6210 - Group Health & Life Insurance	388	777	4,685	3,908	83 %
6220 - Employee Retirement	991	1,939	11,885	9,946	84 %
6230 - Social Security	344	673	4,437	3,764	85 %
6260 - Unemployment Compensation Tax	0	0	181	181	100 %
6311 - Instructional Services	0	0	1,300	1,300	100 %
6410 - Supplies	321	354	2,500	2,147	86 %
Total Support Services Nurse	\$ 6,850	\$ 13,153	\$ 82,988	\$ 69,836	84 %
Support Services Psychological					
6313 - Student Services	\$ 915	\$ 1,890	\$ 10,000	\$ 8,110	81 %
Total Support Services Psychological	\$ 915	\$ 1,890	\$ 10,000	\$ 8,110	81 %

Charleston Charter School for Math & Science
Statement of Revenues and Expenses vs Budget
As of August 31, 2018

	Month Ending 08/31/2018 Actual	Year To Date 08/31/2018 Actual	Year Ending 06/30/2019 Current Budget	Year To Date 08/31/2018 Remaining Budget	Target 08/31/2018 Remaining
Support Services College Consulting (Hundall)					
6399 - College Consultant (Hundall)	\$ 2,333	\$ 4,666	\$ 28,000	\$ 23,333	83 %
Total Support Services College Consulting (Hundall)	\$ 2,333	\$ 4,666	\$ 28,000	\$ 23,333	83 %
Support Services Professional Development					
6312 - Professional Development	\$ 7,785	\$ 21,406	\$ 40,000	\$ 18,594	46 %
Total Support Services Professional Development	\$ 7,785	\$ 21,406	\$ 40,000	\$ 18,594	46 %
Support Services Board					
6318 - Audit Services	\$ 5,000	\$ 5,000	\$ 14,000	\$ 9,000	64 %
6319 - Legal Services	300	300	3,000	2,700	90 %
6410 - Supplies	0	0	1,500	1,500	100 %
6640 - Registration, Dues & Fees	30	100	4,300	4,200	98 %
6650 - Liability Insurance	(4,728)	4,377	32,000	27,623	86 %
Total Support Services Board	\$ 602	\$ 9,777	\$ 54,800	\$ 45,023	82 %
Support Services Administration					
6111 - Principal / Assistant Princi	\$ 24,483	\$ 47,444	\$ 290,246	\$ 242,802	84 %
6115 - Teacher Assistant/Clerical Salary	19,570	37,749	298,292	260,544	87 %
6210 - Group Health & Life Insurance	2,878	5,755	36,916	31,160	84 %
6220 - Employee Retirement	9,079	17,558	121,298	103,740	86 %
6230 - Social Security	3,288	6,354	45,023	38,669	86 %
6260 - Unemployment Compensation Tax	40	79	1,445	1,366	95 %
6315 - Administrative Support Svcs	1,717	3,434	20,604	17,170	83 %
6332 - Travel	0	619	5,000	4,381	88 %
6410 - Supplies	2,290	4,313	25,000	20,687	83 %
6540 - Equipment	184	637	3,000	2,363	79 %
6545 - Technology Equipment and Software	102	1,998	3,000	1,002	33 %
Total Support Services Administration	\$ 63,631	\$ 125,940	\$ 849,824	\$ 723,884	85 %
Support Services Fiscal Services					
6315 - Administrative Support Svcs	\$ 3,750	\$ 7,500	\$ 45,000	\$ 37,500	83 %
6690 - Other Objects	0	72	3,000	2,928	98 %
Total Support Services Fiscal Services	\$ 3,750	\$ 7,572	\$ 48,000	\$ 40,428	84 %
Support Services Operations/Maint					
6321 - Public Utility Services (Excl energy)	\$ 3,507	\$ 3,507	\$ 20,000	\$ 16,494	82 %
6322 - Cleaning Services	13,551	25,196	130,000	104,803	81 %

Charleston Charter School for Math & Science
Statement of Revenues and Expenses vs Budget
As of August 31, 2018

	Month Ending 08/31/2018	Year To Date 08/31/2018	Year Ending 06/30/2019	Year To Date 08/31/2018	Target 08/31/2018
	Actual	Actual	Current Budget	Remaining Budget	Remaining
6323 - Repairs & Maintenance Servic	22,213	58,394	150,000	91,606	61 %
6324 - Property Insurance	0	0	5,300	5,300	100 %
6329 - Other Property Services	1,694	3,601	14,000	10,399	74 %
6340 - Communication	184	362	6,600	6,238	95 %
6410 - Supplies	697	928	30,000	29,072	97 %
6470 - Energy (Electric, Gas, and Other Heating Fuels)	8,838	25,849	225,000	199,151	89 %
Total Support Services Operations/Maint	\$ 50,684	\$ 117,837	\$ 580,900	\$ 463,063	80 %
Support Services Transportation					
6331 - Student Transportation & Travel	\$ 22,032	\$ 22,032	\$ 415,000	\$ 392,968	95 %
Total Support Services Transportation	\$ 22,032	\$ 22,032	\$ 415,000	\$ 392,968	95 %
Support Services Marketing					
6350 - Advertising	\$ 2,639	\$ 2,839	\$ 8,000	\$ 5,161	65 %
Total Support Services Marketing	\$ 2,639	\$ 2,839	\$ 8,000	\$ 5,161	65 %
Support Services Technology					
6110 - Regular Salary	\$ 5,650	\$ 5,650	\$ 67,795	\$ 62,146	92 %
6210 - Group Health & Life Insurance	0	0	4,685	4,685	100 %
6220 - Employee Retirement	1,164	1,164	13,973	12,808	92 %
6230 - Social Security	466	466	5,186	4,720	91 %
6260 - Unemployment Compensation Tax	73	73	181	108	60 %
6345 - Technology	1,578	2,178	20,000	17,823	89 %
6445 - Hardware, Software & Licenses	7,528	9,427	10,000	573	6 %
6545 - Technology Equipment and Software	380	2,485	3,000	514	17 %
Total Support Services Technology	\$ 16,839	\$ 21,443	\$ 124,820	\$ 103,377	83 %
Support Services Security					
6110 - Regular Salary	\$ 0	\$ 0	\$ 37,000	\$ 37,000	100 %
6230 - Social Security	0	0	2,831	2,831	100 %
6260 - Unemployment Compensation Tax	0	0	181	181	100 %
6329 - Other Property Services	0	491	8,000	7,510	94 %
Total Support Services Security	\$ 0	\$ 491	\$ 48,012	\$ 47,522	99 %
Afternoon Academy					
6110 - Regular Salary	692	692	25,000	24,308	97 %
6220 - Employee Retirement	142	142	4,765	4,622	97 %
6230 - Social Security	52	52	1,913	1,861	97 %
Total Afternoon Academy	886	886	31,678	30,791	97 %

Charleston Charter School for Math & Science
Statement of Revenues and Expenses vs Budget
As of August 31, 2018

	Month Ending 08/31/2018 Actual	Year To Date 08/31/2018 Actual	Year Ending 06/30/2019 Current Budget	Year To Date 08/31/2018 Remaining Budget	Target 08/31/2018 Remaining
Stemester Activities					
6668 - Stemester	\$ 190	\$ 190	\$ 28,000	\$ 27,810	99 %
Total - Stemester Activities	\$ 190	\$ 190	\$ 28,000	\$ 27,810	99 %
Pupil Activity					
6657 - Clubs	\$ 0	\$ 0	\$ 3,000	\$ 3,000	100 %
6658 - Field Trips - Middle School	0	0	5,000	5,000	100 %
6659 - Field Trips - High School	0	0	5,000	5,000	100 %
6660 - Pupil Activity	0	5	20,000	19,995	100 %
Total Pupil Activity	\$ 0	\$ 5	\$ 33,000	\$ 32,995	100 %
Athletic Program Expenditures					
6110 - Regular Salary	\$ 0	\$ 0	\$ 10,000	\$ 10,000	100 %
6116 - Salary Coaches Stipends	0	0	20,000	20,000	100 %
6220 - Employee Retirement	0	0	1,906	1,906	100 %
6230 - Social Security	0	0	765	765	100 %
6325 - Rentals	77	77	6,000	5,923	99 %
6329 - Other Property Services	400	525	1,500	975	65 %
6331 - Student Transportation & Travel	0	0	7,500	7,500	100 %
6411 - Athletic Uniforms & Supplies	4,487	5,057	12,000	6,943	58 %
6540 - Equipment	718	719	16,500	15,782	96 %
6640 - Registration, Dues & Fees	85	1,897	4,100	2,203	54 %
6650 - Liability Insurance	0	0	5,000	5,000	100 %
6661 - Coaching Stipends	0	0	38,000	38,000	100 %
6662 - Athletic Trainer	0	4,000	4,120	120	3 %
6663 - Stipends for Officials	0	0	11,190	11,190	100 %
6664 - Athletic Awards	0	0	1,000	1,000	100 %
6665 - Coach Certification/PD	0	0	2,000	2,000	100 %
6667 - Game Security & Personnel	0	0	6,000	6,000	100 %
Total Athletic Program Expenditures	\$ 5,767	\$ 12,275	\$ 147,581	\$ 135,307	92 %
Graduation Program Expenditures					
6490 - Graduation Program	\$ 0	\$ 0	\$ 10,000	\$ 10,000	100 %
Total Graduation Program Expenditures	\$ 0	\$ 0	\$ 10,000	\$ 10,000	100 %
Stipends					
6110 - Regular Salary	\$ 0	\$ 0	\$ 30,000	\$ 30,000	100 %
6220 - Employee Retirement	0	0	5,718	5,718	100 %
6230 - Social Security	0	0	2,295	2,295	100 %

Charleston Charter School for Math & Science
Statement of Revenues and Expenses vs Budget
As of August 31, 2018

	Month Ending 08/31/2018 <u>Actual</u>	Year To Date 08/31/2018 <u>Actual</u>	Year Ending 06/30/2019 <u>Current Budget</u>	Year To Date 08/31/2018 <u>Remaining Budget</u>	Target 08/31/2018 <u>Remaining</u>
Total Stipends	\$ 0	\$ 0	\$ 38,013	\$ 38,013	100 %
Awaiting Admin. Classification					
6999 - Awaiting Admin Classification	\$ (858)	\$ (808)	\$ 0	\$ 807	0 %
Total Awaiting Admin Classification	\$ (858)	\$ (808)	\$ 0	\$ 807	0 %
Total Expenditures	\$ 517,447	\$ 943,304	\$ 6,162,518	\$ 5,219,214	85 %
Net Income / (Deficit)	\$ (26,900)	\$ 6,690	\$ (46,029)	\$ (52,719)	115 %

Charleston Charter School for Math & Science

Balance Sheet - Modified Accrual

07/01/2018 Through 08/31/2018

Assets

Current Assets

Cash and Cash Equivalents	
SOUT4975 OP Cash	38,827.42
SOUT1777 SW	866,098.19
SOUT0798 CK Cash	1,012.95
Petty Cash	300.00
Total Cash and Cash Equivalents	<u>906,238.56</u>

Prepaid Items and Deposits	
Prepaid Expense	62,545.65
Total Prepaid Items and Deposits	<u>62,545.65</u>
Total Current Assets	<u>968,784.21</u>

Total Assets

968,784.21

Liabilities and Fund Balance

Liabilities	
Current Liabilities	143,616.76
Total Liabilities	<u>143,616.76</u>

Fund Balance	
Net Income	6,689.55
Fund Equity	818,477.90
Total Fund Balance	<u>825,167.45</u>

Total Liabilities and Fund Balance

968,784.21

Internally Prepared
****UNAUDITED****
 For Management Use Only