

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

Board of Directors Meeting Minutes* March 19, 2018, 6:00 p.m. CCSMS Auditorium

Present: Russ Campbell (Vice Chair), Ashley Cannon (Middle School Representative), Mary Carmichael (Executive Principal), Delores Gray, Michael Horner, Michael Porter (High School Faculty Representative), Ashley Redmond, Jacqui Sechrest, and David Wolf (Chair)

Guests Present – Melissa Frasier (Lead Principal), Hope Carter (Assistant Principal), Mary Allen (Director of Research & Development), Kelly Ferderigos (Administrative Assistant), Jenny Holland (KM Consulting)

- 1. The meeting was called to order at 6:05 p.m.
- 2. Chair David Wolf declared a quorum was present, gave a welcome and led the Pledge of Allegiance.
- 3. The Mission Statement was read by Dr. Michael Horner.
- 4. Russ Campbell moved to adopt the Agenda. It was seconded by Delores Gray. The motion passed with a unanimous vote of Yes-5, No-0 and Abstain-0.
- 5. Russ Campbell moved to adopt the Minutes from the February 20, 2018 Meeting. The motion was seconded by Ashley Redmond. The motion passed with a unanimous vote of Yes-5, No-0 and Abstain-0.
- 6. There were no individuals present to make Public Comment.
- 7. Mary Carmichael presented the Executive Principal's report with the assistance of Melissa Frasier, Hope Carter, Mary Allen and Kelly Ferderigos.

^{*} 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.



- 8. Jenny Holland and Mary Carmichael presented the February 2018 Financial Report. Russ Campbell made a motion to approve the report and Delores Gray seconded the motion. The motion passed with a unanimous vote of Yes-5, No-0 and Abstain-0.
 - David Wolf made a motion to approve budget adjustments as presented by Executive Principal Mary Carmichael and that the adjustments will be presented in detail, to the Board in the March Financial Report at the April 16, 2018 Board Meeting. The motion was seconded by Russ Campbell. The motion passed with a unanimous vote of Yes-5, No-0 and Abstain-0.
- 9. Dr. Michael Horner made a motion to enter into Executive Session and that motion was seconded by Ashley Redmond. At 6:59 p.m., the motion was passed with a unanimous vote of Yes-5, No-0 and Abstain-0. The Chair announced that the Board was entering into Executive Session to discuss: i) Student Matters and ii. Personnel Matters.
- 10. Dr. Michael Horner made a motion to return to Open Session and that motion was seconded by Ashley Redmond. At 7:40 p.m., the motion passed with a unanimous vote of Yes-5, No-0 and Abstain-0 and the Board returned to Open Session.
- 11. No action items were taken following Executive Session.
- 12. Russ Campbell made a motion to adjourn at 7:41 p.m. It was seconded by Dr. Michael Horner. The motion passed with a unanimous vote of Yes-5, No-0 and Abstain-0.

Respectfully submitted, David Wolf - Acting Secretary



Board of Directors Meeting Agenda March 19, 2018 6pm

CCSMS Auditorium, 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

Welcome/Pledge of Allegiance Member

3. Mission Statement Member Member

4. Adoption of Agenda Action Chair

5. Approval of Minutes Action Secretary

6. Public Comment Chair

7. Executive Principal's Report Mary Carmichael

8. Financial Report

i. FY 18 February Action KM Consulting

ii. Budget Adjustments Action Mary Carmichael

9. Executive Session

i. Student Matters

10. Action Items from Executive Session Action Chair

11. Action Items

Action Mary Carmichael

12. Adjourn

Next Meeting: April 16 STEM Night: March 28

Advanced Ed: April 15-17, with Board Meeting April 16



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Board of Directors Meeting Minutes* February 20, 2018, 6:00 p.m. School Auditorium

Present: Chuck Bevers (Treasurer), Russ Campbell (Vice Chair), Mary Carmichael (Executive Principal), Leroy Connors, Delores Gray, Michael Horner, Michael Porter (High School Faculty Representative), Evan Reich (Secretary), Jacquie Sechrest, Cassie Watson, and David Wolf (Chair)

Guests Present -Hope Carter (Assistant Principal), Johnny Orr (Student Concern's Specialist)

- 1. The meeting was called to order at 6:00 p.m.
- 2. Chair David Wolf declared a quorum was present, gave a welcome and Student Body President, Timothy Simmons, led us in the Pledge of Allegiance.
- 3. The Mission Statement was read by Timothy Simmons.
- 4. Evan Reich moved to adopt the Agenda, as amended. It was seconded by Cassie Watson. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
- 5. Evan Reich moved to adopt the Minutes from the January 20, Meeting. The motion was seconded by Delores Gray. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
- 6. There were no individuals present to make Public Comment.
- 7. Mary Carmichael presented the Executive Principal's report with the assistance of Hope Carter and Johnny Orr.

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.

^{*} 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.



8. Mary Carmichael presented the January 2018 Financial Report. Chuck Bevers made a motion to approve the report and Leroy Connors seconded the motion. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

Evan Reich made a motion to approve budget adjustments as presented by Executive Principal Mary Carmichael and that the adjustments will be presented in detail, to the Board at the March, 2018 Board Meeting. The motion was seconded by Cassie Watson. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

- 9. No motion was made to enter into Executive Session.
- 10. No action items as there was no Executive Session.
- 11. Mary Carmichael requested that the Board grant her authority to request a waiver for a single snow day a result of the time missed from the winter storm in early January. Chuck Bevers made a motion to approve the request and Leroy Connors seconded the motion. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
- 12. Chuck Bevers made a motion to adjourn at 7:19 a.m. It was seconded by Delores Gray. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

Respectfully submitted, Evan Reich - Secretary

	N	lonth Ending 02/28/2018	Year To Date 02/28/2018	Year Ending 06/30/2018	Year To Date 02/28/2018	Target > 33%
		Actual	Actual	Current Budget	Remaining Budget	Remaining
Revenues				3	0 0	S .
Dividends on Investments		4	635	1,500	865	58 %
Athletics Revenue		5,643	28,096	30,000	1,904	6 %
Pupil Activity Income		4,205	47,708	57,000	9,292	16 %
Field Trips		1,622	7,539	10,000	2,461	25 %
Contributions & Donations Income		0	3,505	3,505	2,101	(0) %
MUSC Wellness Grant		ŏ	250	250	Ŏ	0 %
Speedwell Grant		Ŏ	42,000	42,000	0	0 %
Teacher Supplies Grant		0	11,825	11,825	0	0 %
KMB - EFA Revenues		534,749	3,435,283	5,574,281	2,138,998	38 %
KMB - EIA Revenues		52,153	126,273	264,597	138,325	52 %
IDEA Revenues		0	97,699	97,700	0	0 %
Total Revenues		<u>598,376</u>	3,800,813	6,092,658	2,291,845	38 %
			0,000,010	0,032,000	2,231,040	00 70
Expenditures						
Athletic Program Expenditures						
6110 - Regular Salary	\$	4,702 \$	37,618 \$			33 %
6116 - Salary Coaches Stipends		0	6,250	15,000	8,750	58 %
6210 - Group Health & Life Insurance		376	3,200	4,659	1,459	31 %
6220 - Employee Retirement		896	8,361	13,881	5,519	40 %
6230 - Social Security		354	3,448	5,838	2,391	41 %
6260 - Unemployment Compensation Tax		60	59	517	458	89 %
6270 - Worker's Compensation Tax		0	0	606	606	100 %
6325 - Rentals		0	4,515	6,257	1,742	28 %
6329 - Other Property Services		0	1,428	0	(1,428)	0 %
6331 - Student Transportation & Travel		0	7,219	3,000	(4,220)	(141) %
6411 - Athletic Uniforms & Supplies		419	7,635	11,116	3,482	31 %
6540 - Equipment		5,698 241	6,093	2,600	(3,494)	(134) %
6640 - Registration, Dues & Fees			4,053 0	4,000 4,836	(52)	(1) %
6650 - Liability Insurance		0 0	28,298	•	4,836	100 % 14 %
6661 - Coaching Stipends 6662 - Athletic Trainer				33,000	4,702	3 %
		0 816	4,000	4,120 11,100	120	
6663 - Stipends for Officials 6664 - Athletic Awards		0	7,774 814	11,190 1,000	3,416 186	31 % 19 %
6665 - Coach Certification/PD		0	1,980	500	(1,480)	(296) %
6667 - Game Security & Personnel		100	1,980	2,163	2,063	95 %
Total Athletic Program Expenditures	\$	13,662 \$	132,845 \$			26 %

For Management Use
UNAUDITED Internally Prepared

	Month Ending 02/28/2018	Year To Date 02/28/2018	Year Ending 06/30/2018		Year To Date 02/28/2018	Target > 33%
	 Actual	 Actual	 Current Budget		Remaining Budget	Remaining
Field Trip Expenditures						
6658 - Field Trips - Middle School	\$ 0	\$ 497	\$ 4,000	\$	3,503	88 %
6659 - Field Trips - High School	0	9,192	15,000		5,808	39 %
Total Field Trip Expenditures	\$ 0	\$ 9,689	\$ 19,000	\$	9,311	49 %
Graduation Program Expenditures						
6490 - Graduation Program	\$ 0	1,000	10,000		9,000	90 %
Total Graduation Program Expenditures	\$ 0	\$ 1,000	\$ 10,000	\$	9,000	90 %
Instructional Expenditures						
6110 - Regular Salary	\$ 164,084	\$ 1,207,414	\$ 1,700,301	\$	492,887	29 %
6210 - Group Health & Life Insurance	14,449	111,764	197,376		85,612	43 %
6220 - Employee Retirement	30,247	224,586	321,187		96,601	30 %
6230 - Social Security	12,914	91,419	130,073		38,654	30 %
6260 - Unemployment Compensation Tax	2,057	6,290	21,193		14,903	70 %
6270 - Worker's Compensation Tax	1,412	12,867	16,879		4,012	24 %
6311 - Instructional Services	13,196	28,179	47,000		18,820	40 %
6410 - Supplies	2,163	61,114	96,000		34,886	36 %
6420 - Textbooks	0	839	4,700		3,862	82 %
6445 - Hardware, Software & Licenses	0	53,769	59,000		5,231	9 %
6487 - Teacher Supply Stipends	0	11,825	11,825		0	0 %
6540 - Equipment	0	22,903	72,000		49,097	68 %
6545 - Technology Equipment and Software	 (158)	62,365	 65,000	_	2,634	4 %
Total Instructional Expenditures	\$ 240,364	\$ 1,895,334	\$ 2,742,534	\$	847,199	31 %
Instruction Expenditures Special Programs						
6110 - Regular Salary	\$ 18,183	\$ 110,550	\$ 188,375	\$	77,825	41 %
6210 - Group Health & Life Insurance	377	3,006	7,213		4,208	58 %
6220 - Employee Retirement	2,273	12,936	35,584		22,648	64 %
6230 - Social Security	1,444	8,601	14,411		5,810	40 %
6260 - Unemployment Compensation Tax	233	680	1,551		871	56 %
6270 - Worker's Compensation Tax	0	0	1,428		1,428	100 %
6311 - Instructional Services	3,224	20,532	36,000		15,468	43 %
6410 - Supplies	0	0	5,000		5,000	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	\$ 25,734	\$ 156,305	\$ 295,062	\$	138,758	47 %

		Month Ending 02/28/2018 Actual		Year To Date 02/28/2018 Actual		Year Ending 06/30/2018 Current Budget		Year To Date 02/28/2018 Remaining Budget	Target > 33%
Support Services Guidance						ŭ		3 3	ŭ
6110 - Regular Salary	\$	16,741	\$	133,994	\$	177,561	\$	43,567	25 %
6210 - Group Health & Life Insurance		2,197		17,581		26,016		8,435	32 %
6220 - Employee Retirement		3,191		25,539		33,541		8,002	24 %
6230 - Social Security		1,246		9,856		13,583		3,727	27 %
6260 - Unemployment Compensation Tax		205		423		1,551		1,128	73 %
6270 - Worker's Compensation Tax		0		0		1,844		1,844	100 %
6410 - Supplies		0		0		1,200		1,200	100 %
Total Support Services Guidance	\$	23,580	\$	187,393	\$	255,296	\$	67,903	27 %
Support Services Nurse									
6110 - Regular Salary	\$	4,404	\$	35,229	\$	58,519	\$	23,290	40 %
6210 - Group Health & Life Insurance		376	·	3,011	•	4,659	·	1,647	35 %
6220 - Employee Retirement		841		6,725		11,054		4,330	39 %
6230 - Social Security		333		2,571		4,477		1,906	43 %
6260 - Unemployment Compensation Tax		53		110		517		407	79 %
6270 - Worker's Compensation Tax		0		0		637		637	100 %
6311 - Instructional Services		0		525		1,300		775	60 %
6410 - Supplies		33		2,004		2,004		0	(0) %
Total Support Services Nurse	\$	6,040	\$	50,175	\$	83,167	\$	32,992	40 %
Support Services Psychological									
6313 - Student Services	\$	0	\$	7,320	\$	30,000	\$	22,680	76 %
Total Support Services Psychological	\$	0		7,320		30,000	\$	22,680	76 %
Support Services College Consulting (Hundall)									
6399 - College Consultant (Hundall)	\$	2,333	\$	18,917	\$	28,000	\$	9,083	32 %
Total Support Services College Consulting (Hundall)	\$	2,333		18,917		28,000		9,083	32 %
Support Services Professional Development									
6312 - Professional Development	\$	422	\$	17,430	\$	39,000	\$	21,569	55 %
Total Support Services Professional Development	\$	422		17,430		39,000		21,569	55 %
Support Services Board									
6314 - Staff Services	\$	0	\$	0	\$	2,000	\$	2,000	100 %
6315 - Administrative Support Svcs	~	0	Ť	0	~	1,000	+	1,000	100 %
6318 - Audit Services		0		13,900		14,000		100	1 %
6319 - Legal Services		0		0		3,000		3,000	100 %
6410 - Supplies		132		1,662		3,000		1,339	45 %
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For Management Use
UNAUDITED Internally Prepared

		Month Ending 02/28/2018		Year To Date 02/28/2018		Year Ending 06/30/2018		Year To Date 02/28/2018	Target > 33%
		Actual		Actual		Current Budget		Remaining Budget	Remaining
6640 - Registration, Dues & Fees		0		3,715		4,300		585	14 %
6650 - Liability Insurance		491		19,100		31,874		12,774	40 %
Total Support Services Board	\$	623	\$	38,377	\$	59,174	\$	20,798	35 %
Support Services Administration									
6111 - Principal / Assistant Princi	\$	22,566	\$	179,468	\$	289,222	\$	109,754	38 %
6115 - Teacher Assistant/Clerical Salary		15,598		125,633		192,937		67,304	35 %
6210 - Group Health & Life Insurance		2,589		20,707		33,705		12,997	39 %
6220 - Employee Retirement		7,274		58,153		89,191		31,039	35 %
6230 - Social Security		2,867		22,803		36,885		14,082	38 %
6260 - Unemployment Compensation Tax		418		1,330		4,786		3,455	72 %
6270 - Worker's Compensation Tax		0		0		3,441		3,441	100 %
6315 - Administrative Support Svcs		500		8,532		10,532		2,000	19 %
6332 - Travel		1,131		2,767		9,000		6,234	69 %
6410 - Supplies		4,777		39,431		50,000		10,569	21 %
6540 - Equipment		13		213		3,000		2,787	93 %
6545 - Technology Equipment and Software	_	0	_	10,434	_	14,000	_	3,566	25 %
Total Support Services Administration	\$	57,733	\$	469,471	\$	736,699	\$	267,228	36 %
Support Services Fiscal Services									
6315 - Administrative Support Svcs	\$	3,750	\$	36,576	\$	45,000	\$	8,424	19 %
6690 - Other Objects		56		380		2,800		2,420	86 %
Total Support Services Fiscal Services	\$	3,806	\$	36,956	\$	47,800	\$	10,844	23 %
Support Services Operations/Maint									
6321 - Public Utility Services (Excl energy)	\$	144	\$	11,138	\$	19,000	\$	7,862	41 %
6322 - Cleaning Services		0		87,280		124,600		37,320	30 %
6323 - Repairs & Maintenance Servic		7,959		80,692		160,000		79,308	50 %
6324 - Property Insurance		0		0		5,283		5,283	100 %
6329 - Other Property Services		941		10,801		14,000		3,198	23 %
6340 - Communication		491		4,498		6,600		2,103	32 %
6410 - Supplies		3,572		23,719		30,000		6,281	21 %
6470 - Energy (Electric, Gas, and Other Heating Fuels)		20,037		130,907		226,817	_	95,910	42 %
Total Support Services Operations/Maint	\$	33,144	\$	349,035	\$	586,300	\$	237,265	40 %
Support Services Transportation									
6331 - Student Transportation & Travel	<u>\$</u>	32,086		207,487		385,027		177,540	46 %
Total Support Services Transportation	\$	32,086	\$	207,487	\$	385,027	\$	177,540	46 %

	 Month Ending 02/28/2018 Actual	Year To Date 02/28/2018 Actual	 Year Ending 06/30/2018 Current Budget	 Year To Date 02/28/2018 Remaining Budget	Target > 33%
Support Services Marketing					
6350 - Advertising	\$ 220	\$ 5,111	\$ 6,500	\$ 1,389	21 %
Total Support Services Marketing	\$ 220	\$ 5,111	\$ 6,500	\$ 1,389	21 %
Support Services Technology					
6110 - Regular Salary	\$ 4,248	\$ 33,991	\$ 50,980	\$ 16,989	33 %
6210 - Group Health & Life Insurance	377	3,011	4,659	1,648	35 %
6220 - Employee Retirement	810	6,479	9,630	3,151	33 %
6230 - Social Security	331	2,559	3,900	1,341	34 %
6260 - Unemployment Compensation Tax	53	109	517	408	79 %
6270 - Worker's Compensation Tax	0	0	587	587	100 %
6345 - Technology	0	19,976	20,000	24	0 %
6445 - Hardware, Software & Licenses	246	10,200	20,000	9,800	49 %
6545 - Technology Equipment and Software	224	2,915	4,000	1,085	27 %
Total Support Services Technology	\$ 6,289	\$ 79,240	\$ 114,273	\$ 35,033	31 %
Support Services Security					
6329 - Other Property Services	\$	\$ 7,286	\$ 8,000	\$ 714	9 %
Total Support Services Security	\$ 59	\$ 7,286	\$ 8,000	\$ 714	9 %
Pupil Activity					
6110 - Regular Salary	\$ 1,840	\$ 26,360	\$ 56,426	\$ 30,066	53 %
6210 - Group Health & Life Insurance	93	1,515	4,659	3,144	67 %
6220 - Employee Retirement	332	5,006	10,659	5,653	53 %
6230 - Social Security	148	2,010	4,317	2,307	53 %
6260 - Unemployment Compensation Tax	23	81	517	436	84 %
6270 - Worker's Compensation Tax	0	0	606	606	100 %
6660 - Pupil Activity	5,499	24,943	30,000	5,057	17 %
Total Pupil Activity	\$ 7,935	\$ 59,915	\$ 107,184	\$ 47,269	44 %
Stipends					
6110 - Regular Salary	\$	\$ 0	\$ 25,000	\$ 25,000	100 %
6220 - Employee Retirement	0	0	4,723	4,723	100 %
6230 - Social Security	0	0	1,913	1,913	100 %
Total Stipends	\$ 0	\$ 0	\$ 31,636	\$ 31,636	100 %
Awaiting Admin. Classification					
6999 - Awaiting Admin Classification	\$ 4,361	30,163	\$ 0	\$ (30,163)	0 %
Total Awaiting Admin Classification	\$ 4,361	\$ 30,163	\$ 0	\$ (30,163)	0 %

For Management Use
UNAUDITED Internally Prepared

	Month Ending 02/28/2018	Year To Date 02/28/2018	Year Ending 06/30/2018	Year To Date 02/28/2018	Target > 33%
	 Actual	Actual	Current Budget	Remaining Budget	Remaining
Total Expenditures	\$ 458,391	\$ 3,759,449	\$ 5,765,361	\$ 2,005,912	35 %
Net Income / (Deficit)	\$ 139,985	\$ 41,364	\$ 327,297	\$ 285,933	87 %

Charleston School for Math & Science

Budget Adjustments

March 16, 2018

Revenue

- 1. Athletics Decrease by \$10.000.00 to adjust to actual
- 2. Pupil Activity Decrease by \$38.000.00 to adjust to actual
- 3. Field Trips Decrease by \$28,000.00 to adjust to actual
- 4. Contributions & Donations Set budget to actual \$3,505.00
- 5. Boeing Grant Deleted budget of \$25,000.00 School will not be receiving those funds.
- 6. Summer Reading Camp Deleted budget of \$3,400 School does not have reading camp.
- 7. EFA Increase by \$302,163.00 to adjust for 45 Day adjusted weights
- 8. EIA Increase budget by \$50,997 to adjust for 45 Day adjusted weights
- 9. IDEA Increased by \$2,586.00 to adjust to actual.

Expenditures

- 1. Field Trips Middle School Decreased by \$13,000 to adjust to actual
- 2. Field Trips High School Decreased by \$7,500.00 to adjust to actual
- 3. Equipment Increased by \$35,000 to buy furniture better suited for project-based learning.
- 4. Nurse Supplies Increased by \$904.00 to adjust to actual.
- 5. Administrative Assistant Salary & Benefits Increased by \$21,660.00. Moved from the Transportation Salary & Benefits lines to cover Yvette Sellers salary and benefits.
- 6. Administrative Support Services Increased budget by \$8,948 to cover Regina Kale's consultant fee.
- 7. Repairs & Maintenance Increase budget by \$85,000 to adjust to actual, cover any further repairs for the year, and to landscape the back lot.
- 8. Operations/Maintenance Supplies Increase by \$4,000 to adjust to actual and to cover any further custodial supplies for the year.
- 9. Energy-Increased budget by \$60,000 to energy expense for the remainder of the year.
- Transportation Salary & Benefits Deleted budget lines of \$21,660.00. Moved budget to Administrative Assistants Salary & Benefits lines to cover half of Yvette Sellers salary and benefits.
- 11. Advertising Increased by \$1,500 to adjust to actual and to cover any further expenditures for the year.
- 12. Technology Equipment & Software Increased budget by \$1,000.00 to cover any further expenditures for the year.
- 13. Pupil Activity- Increased by \$10,000.00 to cover spring Stemester activities.

Net Income for the year was increased by \$4,343 because of these changes.