

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

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), Jacqui 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.
- 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.

^{*} 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.



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



Board of Directors Meeting Agenda February 20, 2018 6pm

Room 106 at 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. 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 January Action KM Consulting

ii. Budget Adjustments Action Mary Carmichael

9. Executive Session

10. Action Items from Executive Session Action Chair

11. Action Items

a. Request for Waiver for Snow Action Mary Carmichael

Day from SC Board of

Education

12. Adjourn

Next Meeting: March 19 STEM Night: March 28

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



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Board of Directors Meeting Minutes* January 20, 2018, 8:30 a.m. Room 106

Present: Chuck Bevers (Treasurer), Russ Campbell (Vice Chair), Ashley Cannon (Middle School Faculty Representative), Mary Carmichael (Executive Principal), Leroy Connors, Delores Gray, Ashley Redmond, Evan Reich (Secretary), Cassie Watson, and David Wolf (Chair)

Guests Present –Mary Allen (Faculty) Hope Carter (Assistant Principal), Melissa Frasier (Lead Principal), Jenny Holland (KM Consulting), Melissa Kiddy

- 1. The meeting was called to order at 8:39 a.m.
- 2. Chair David Wolf declared a quorum was present, gave a welcome and led us in the Pledge of Allegiance.
- 3. The Mission Statement was read by Ashley Cannon.
- 4. David Wolf moved to amend the Agenda to include a FY 17 Audit Review with Melissa Kiddy. It was seconded by Evan Reich. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
- 5. Chuck Bevers moved to adopt the amended Agenda. The motion was seconded by Leroy Connors. The motion adopting the agenda passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
- 6. Leroy Connors moved to adopt the Minutes from the December 18, 2017 Meeting. The motion was seconded by Chuck Bevers. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.
- 7. There were no individuals present to make Public Comment.

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 Executive Principal's report.
- 9. Jenny Holland presented the December 2017 Financial Report. Chuck Bevers made a motion to approve the report and Ashley Redmond seconded the motion. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

David Wolf made a motion to enter into a recess for the Board Strategic Planning Workshop at 8:48am. The motion was seconded by Chuck Bevers. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

Board reconvened meeting with no motion at 11:26am and Melissa Kiddy presented the audit report. At 11:50am, Chuck Bevers made an official motion to reconvene and the motion was seconded by Cassie Watson. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

- 10. David Wolf stated that we had not had a motion to enter into executive session.
- 11. No action items as there was no Executive Session.
- 12. Chuck Bevers made a motion to adjourn at 11:51 a.m. It was seconded by Cassie Watson. The motion passed with a unanimous vote of Yes-8, No-0 and Abstain-0.

Respectfully submitted, Evan Reich - Secretary

	Month Ending 01/31/2018	Year To Date 01/31/2018	Year Ending 06/30/2018	Year To Date 01/31/2018	Target > 58%
	Actual	Actual	Current Budget	Remaining Budget	Remaining
Revenues					
Dividends on Investments	77	631	1,500	869	58 %
Athletics Revenue	1,392	22,453	40,000	17,547	44 %
Pupil Activity Income	7,529	43,503	95,000	51,497	54 %
Field Trips	50	5,917	38,000	32,083	84 %
Contributions & Donations Income	1,705	3,505	0	(3,505)	0 %
MUSC Wellness Grant	0	250	250	0	0 %
Boeing Grant	0	0	25,000	25,000	100 %
Speedwell Grant	0	42,000	42,000	0	0 %
EEDA Career Specialist	0	0	47,153	47,153	100 %
Summer Reading Camps	0	0	3,400	3,400	100 %
Teacher Supplies Grant	0	11,825	11,825	0	0 %
KMB - EFA Revenues	479,517	2,900,533	5,268,118	2,367,585	45 %
KMB - EIA Revenues	72,279	74,120	208,600	134,480	64 %
IDEA Revenues	97,700	97,700	95,114	(2,586)	(3) %
Total Revenues	660,249	3,202,437	5,875,960	2,673,523	45 %
Expenditures Athletic Program Expenditures					
6110 - Regular Salary	\$ 4,702				42 %
6116 - Salary Coaches Stipends	3,500	6,250	15,000	8,750	58 %
6210 - Group Health & Life Insurance	377	2,823	4,659	1,836	39 %
6220 - Employee Retirement	1,563	7,465	13,881	6,416	46 %
6230 - Social Security	772	3,093	5,838 547	2,745 517	47 %
6260 - Unemployment Compensation Tax 6270 - Worker's Compensation Tax	0	0 0	517 606	606	100 % 100 %
6325 - Rentals	0	4,515	6,257	1,742	28 %
6329 - Other Property Services	0	1,428	0,237	(1,428)	0 %
6331 - Student Transportation & Travel	133	3,901	3,000	(901)	(30) %
6411 - Athletic Uniforms & Supplies	343	8,332	11,116	2,784	25 %
6540 - Equipment	0	396	2,600	2,204	85 %
6640 - Registration, Dues & Fees	150	3,812	4,000	188	5 %
6650 - Liability Insurance	0	0	4,836	4,836	100 %
6661 - Coaching Stipends	3,987	28,298	33,000	4,702	14 %
6662 - Athletic Trainer	0	4,000	4,120	120	3 %
6663 - Stipends for Officials	1,505	6,871	11,190	4,319	39 %
6664 - Athletic Awards	0	813	1,000	187	19 %

For Management Use
UNAUDITED Internally Prepared

		Month Ending 01/31/2018 Actual		Year To Date 01/31/2018 Actual		Year Ending 06/30/2018 Current Budget	,	Year To Date 01/31/2018 Remaining Budget	Target > 58% Remaining
6665 - Coach Certification/PD 6667 - Game Security & Personnel		0		1,980 0		500 2,163		(1,480) 2,163	(296) % 100 %
Total Athletic Program Expenditures	\$	17,032	\$	116,894	\$	180,709	\$	63,815	35 %
Field Trip Expenditures									
6658 - Field Trips - Middle School	\$	225	\$	497	\$	17,000	\$	16,503	97 %
6659 - Field Trips - High School		214	_	9,192	_	22,500	_	13,308	59 %
Total Field Trip Expenditures	\$	439	\$	9,689	\$	39,500	\$	29,811	75 %
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	\$	154,364	\$	1,043,331	\$	1,700,301	\$	656,970	39 %
6210 - Group Health & Life Insurance		14,493		97,315		197,376		100,061	51 %
6220 - Employee Retirement		27,815		194,339		321,187		126,848	39 %
6230 - Social Security		12,206		78,504		130,073		51,569	40 %
6260 - Unemployment Compensation Tax		2,160		4,233		21,193		16,960	80 %
6270 - Worker's Compensation Tax		1,412		11,455		16,879		5,424	32 %
6311 - Instructional Services		4,257		17,290		72,500		55,210	76 %
6410 - Supplies		2,376		54,310		51,000		(3,310)	(6) %
6420 - Textbooks		0		838		14,700		13,862	94 %
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		6,991		22,903		37,000		14,097	38 %
6545 - Technology Equipment and Software	_	9	_	64,585	_	65,000	_	415	1 %
Total Instructional Expenditures	\$	226,083	\$	1,654,697	\$	2,698,034	\$	1,043,337	39 %
Instruction Expenditures Special Programs									
6110 - Regular Salary	\$	17,764	\$	92,366	\$	188,375	\$	96,009	51 %
6210 - Group Health & Life Insurance		377		2,629		7,213		4,584	64 %
6220 - Employee Retirement		1,523		10,663		35,584		24,921	70 %
6230 - Social Security		1,456		7,156		14,411		7,255	50 %
6260 - Unemployment Compensation Tax		242		447		1,551		1,104	71 %
6270 - Worker's Compensation Tax		0		0		1,428		1,428	100 %
6311 - Instructional Services		1,696		17,308		36,000		18,692	52 %
6410 - Supplies		0		0		5,000		5,000	100 %
6445 - Hardware, Software & Licenses		0		0		2,000		2,000	100 %

For Management Use
UNAUDITED Internally Prepared

		Month Ending 01/31/2018		Year To Date 01/31/2018		Year Ending 06/30/2018		Year To Date 01/31/2018	Target > 58%
		Actual		Actual		Current Budget		Remaining Budget	Remaining
6545 - Technology Equipment and Software		0		0		3,500		3,500	100 %
Total Instruction Expenditures Special Programs	\$	23,058	\$	130,569	\$	295,062	\$	164,493	56 %
Support Services Guidance									
6110 - Regular Salary	\$	16,742	\$	117,253	\$	177,561	\$	60,308	34 %
6210 - Group Health & Life Insurance		2,196		15,385		26,016		10,631	41 %
6220 - Employee Retirement		3,191		22,348		33,541		11,193	33 %
6230 - Social Security		1,311		8,609		13,583		4,974	37 %
6260 - Unemployment Compensation Tax		218		219		1,551		1,332	86 %
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	\$	23,658	\$	163,814	\$	255,296	\$	91,482	36 %
Support Services Nurse									
6110 - Regular Salary	\$	4,404	\$	30,825	\$	58,519	\$	27,694	47 %
6210 - Group Health & Life Insurance	,	376	•	2,635	Ť	4,659	•	2,024	43 %
6220 - Employee Retirement		841		5,884		11,054		5,170	47 %
6230 - Social Security		341		2,237		4,477		2,239	50 %
6260 - Unemployment Compensation Tax		57		57		517		461	89 %
6270 - Worker's Compensation Tax		0		0		637		637	100 %
6311 - Instructional Services		0		525		1,300		775	60 %
6410 - Supplies		158		1,972		1,100		(872)	(79) %
Total Support Services Nurse	\$	6,177	\$	44,135	\$	82,263	\$	38,128	46 %
Support Services Psychological									
6313 - Student Services	\$	1,195	\$	7,320	\$	30,000	\$	22,680	76 %
Total Support Services Psychological	\$	1,195		7,320		30,000		22,680	76 %
Support Services College Consulting (Hundall)									
6399 - College Consultant (Hundall)	\$	2,333	\$	16,583	\$	28,000	\$	11,417	41 %
Total Support Services College Consulting (Hundall)	\$	2,333		16,583		28,000		11,417	41 %
Support Services Professional Development									
6312 - Professional Development	\$	403	\$	17,009	\$	39,000	\$	21,991	56 %
Total Support Services Professional Development	\$	403		17,009		39,000		21,991	56 %
Support Services Board									
6314 - Staff Services	\$	500	\$	2,500	\$	2,000	\$	(500)	(25) %
6315 - Administrative Support Svcs	Ψ	0	Ψ	2,300	Ψ	1,000	Ψ	1,000	100 %
3313 Administrative Support Svos		O		O		1,000		1,000	100 /0

For Management Use
UNAUDITED Internally Prepared

		Month Ending 01/31/2018		Year To Date 01/31/2018		Year Ending 06/30/2018		Year To Date 01/31/2018	Target > 58%
		Actual		Actual		Current Budget		Remaining Budget	Remaining
6318 - Audit Services		0		13,900		14,000		100	1 %
6319 - Legal Services		0		0		3,000		3,000	100 %
6410 - Supplies		0		1,384		3,000		1,616	54 %
6640 - Registration, Dues & Fees		0		250		4,300		4,050	94 %
6650 - Liability Insurance		491		18,609		31,874		13,265	42 %
Total Support Services Board	\$	991	\$	36,643	\$	59,174	\$	22,531	38 %
Support Services Administration									
6111 - Principal / Assistant Princi	\$	22,565	\$	156,903	\$	289,222	\$	132,319	46 %
6115 - Teacher Assistant/Clerical Salary		15,449		110,034		176,817		66,783	38 %
6210 - Group Health & Life Insurance		2,589		18,118		31,375		13,257	42 %
6220 - Employee Retirement		7,245		50,879		88,035		37,156	42 %
6230 - Social Security		3,004		19,937		35,652		15,715	44 %
6260 - Unemployment Compensation Tax		503		911		4,135		3,224	78 %
6270 - Worker's Compensation Tax		0		0		3,268		3,268	100 %
6315 - Administrative Support Svcs		132		832		1,584		752	47 %
6332 - Travel		532		1,637		9,000		7,363	82 %
6410 - Supplies		5,834		34,654		50,000		15,346	31 %
6540 - Equipment		35		199		3,000		2,801	93 %
6545 - Technology Equipment and Software	_	2,406	_	10,435	_	14,000	_	3,565	25 %
Total Support Services Administration	\$	60,294	\$	404,539	\$	706,088	\$	301,549	43 %
Support Services Fiscal Services									
6315 - Administrative Support Svcs	\$	4,242	\$	37,525	\$	45,000	\$	7,475	17 %
6690 - Other Objects		33		325		2,800	_	2,475	88 %
Total Support Services Fiscal Services	\$	4,275	\$	37,850	\$	47,800	\$	9,950	21 %
Support Services Operations/Maint									
6321 - Public Utility Services (Excl energy)	\$	2,384	\$	16,585	\$	19,000	\$	2,415	13 %
6322 - Cleaning Services		23,887		89,649		124,600		34,951	28 %
6323 - Repairs & Maintenance Servic		9,976		80,961		75,000		(5,961)	(8) %
6324 - Property Insurance		0		0		5,283		5,283	100 %
6329 - Other Property Services		0		4,268		14,000		9,732	70 %
6340 - Communication		1,135		6,626		6,600		(26)	(0) %
6410 - Supplies		1,288		6,931		26,000		19,069	73 %
6470 - Energy (Electric, Gas, and Other Heating Fuels)	_	18,419	_	110,870	_	166,817	_	55,947	34 %
Total Support Services Operations/Maint	\$	57,089	\$	315,890	\$	437,300	\$	121,410	28 %

Support Services Transportation

		Month Ending 01/31/2018 Actual		Year To Date 01/31/2018 Actual		Year Ending 06/30/2018 Current Budget		Year To Date 01/31/2018 Remaining Budget	Target > 58%
6110 - Regular Salary 6210 - Group Health & Life Insurance 6220 - Employee Retirement	\$		\$		\$	16,120 2,330 1,156		16,120 2,330 1,156	100 % 100 % 100 %
6230 - Social Security 6260 - Unemployment Compensation Tax		0		0		1,233 648		1,233 648	100 % 100 %
6270 - Worker's Compensation Tax 6331 - Student Transportation & Travel Total Support Services Transportation	\$	34,961 34,961	•	0 183,044 183,044	<u>¢</u>	173 385,027 406,687	<u>¢</u>	173 201,983 223,643	100 % 52 % 55 %
	Ф	34,901	Ф	103,044	Ф	400,007	Ф	223,043	55 %
Support Services Marketing 6350 - Advertising Total Support Services Marketing	\$ \$	247 247	\$	4,891 4,891		5,000 5,000		109 109	2 % 2 %
	Ψ	241	Ψ	7,031	Ψ	3,000	Ψ	103	2 /0
Support Services Technology 6110 - Regular Salary 6210 - Group Health & Life Insurance 6220 - Employee Retirement	\$	4,248 377 809	\$	29,742 2,636 5,668	\$	50,980 4,659 9,630	\$	21,238 2,024 3,961	42 % 43 % 41 %
6230 - Social Security 6260 - Unemployment Compensation Tax 6270 - Worker's Compensation Tax		340 56 0		2,227 57 0		3,900 517 587		1,673 460 587	43 % 89 % 100 %
6345 - Technology 6445 - Hardware, Software & Licenses 6545 - Technology Equipment and Software		305 0 11,193		7,139 9,569 13,825		20,000 20,000 3,000		12,862 10,431 (10,825)	64 % 52 % (361) %
Total Support Services Technology	\$	17,328	\$	70,863	\$	113,273	\$	42,411	37 %
Support Services Security 6329 - Other Property Services	\$	118		7,427		0	\$	(7,427)	0 %
Total Support Services Security	\$	118	\$	7,427	\$	0	\$	(7,427)	0 %
Pupil Activity 6110 - Regular Salary	\$	4,520	\$	24,520	\$	56,426	\$	31,905	57 %
6210 - Group Health & Life Insurance 6220 - Employee Retirement 6230 - Social Security	Ť	48 861 371	Ť	1,422 4,674 1,863	·	4,659 10,659 4,317	·	3,237 5,985 2,455	69 % 56 % 57 %
6260 - Unemployment Compensation Tax 6270 - Worker's Compensation Tax 6660 - Pupil Activity		58 0 802		58 0 15,155		517 606 20,000		459 606 4,845	89 % 100 % 24 %
Total Pupil Activity	\$	6,660	\$	47,692	\$	97,184	\$	49,492	51 %

	Month Ending 01/31/2018		Year To Date 01/31/2018	Year Ending 06/30/2018	Year To Date 01/31/2018	Target > 58%
	 Actual	_	Actual	 Current Budget	 Remaining Budget	Remaining
Stipends						
6110 - Regular Salary	\$ 0	\$	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	\$ 4,816	\$	25,801	\$ 0	\$ (25,802)	0 %
Total Awaiting Admin Classification	\$ 4,816	\$	25,801	\$ 0	\$ (25,802)	0 %
Total Expenditures	\$ 487,157	\$	3,296,350	\$ 5,562,006	\$ 2,265,656	41 %
Net Income / (Deficit)	\$ 173,092	\$	(93,913)	\$ 313,954	\$ 407,867	130 %