



CHARLESTON CHARTER School *for* Math + Science

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

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.
8. Mary Carmichael presented the Executive Principal's report.

* 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.



CHARLESTON CHARTER School *for* Math + Science

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



CHARLESTON CHARTER School *for* Math + Science

Board of Directors Meeting Agenda

January 20, 2018 8:30 a.m.

Principal's Conference Room

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.

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|---|--------|-----------------|
| 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 December | Action | KM Consulting |
| ii. Budget Planning | | Mary Carmichael |
| iii. FY17 Audit Review | | McKay-Kiddy |
| 9. Executive Session | | |
| 10. Action Items from Executive Session | Action | Chair |
| 11. Adjourn | | |

Next Meeting: February 20th



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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.



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Respectfully submitted,
Evan Reich - Secretary

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

	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
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	\$ 32,917	\$ 56,426	\$ 23,509	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	2,745	47 %
6260 - Unemployment Compensation Tax	0	0	517	517	100 %
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	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 %

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

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	Actual	Actual	Current Budget	Remaining Budget	Remaining
6665 - Coach Certification/PD	0	1,980	500	(1,480)	(296) %
6667 - Game Security & Personnel	0	0	2,163	2,163	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 %

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

	Month Ending 01/31/2018 <u>Actual</u>	Year To Date 01/31/2018 <u>Actual</u>	Year Ending 06/30/2018 <u>Current Budget</u>	Year To Date 01/31/2018 <u>Remaining Budget</u>	Target > 58% <u>Remaining</u>
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	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	0	0	1,000	1,000	100 %

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	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					

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6110 - Regular Salary	\$ 0	\$ 0	\$ 16,120	\$ 16,120	100 %
6210 - Group Health & Life Insurance	0	0	2,330	2,330	100 %
6220 - Employee Retirement	0	0	1,156	1,156	100 %
6230 - Social Security	0	0	1,233	1,233	100 %
6260 - Unemployment Compensation Tax	0	0	648	648	100 %
6270 - Worker's Compensation Tax	0	0	173	173	100 %
6331 - Student Transportation & Travel	34,961	183,044	385,027	201,983	52 %
Total Support Services Transportation	\$ 34,961	\$ 183,044	\$ 406,687	\$ 223,643	55 %
Support Services Marketing					
6350 - Advertising	\$ 247	\$ 4,891	\$ 5,000	\$ 109	2 %
Total Support Services Marketing	\$ 247	\$ 4,891	\$ 5,000	\$ 109	2 %
Support Services Technology					
6110 - Regular Salary	\$ 4,248	\$ 29,742	\$ 50,980	\$ 21,238	42 %
6210 - Group Health & Life Insurance	377	2,636	4,659	2,024	43 %
6220 - Employee Retirement	809	5,668	9,630	3,961	41 %
6230 - Social Security	340	2,227	3,900	1,673	43 %
6260 - Unemployment Compensation Tax	56	57	517	460	89 %
6270 - Worker's Compensation Tax	0	0	587	587	100 %
6345 - Technology	305	7,139	20,000	12,862	64 %
6445 - Hardware, Software & Licenses	0	9,569	20,000	10,431	52 %
6545 - Technology Equipment and Software	11,193	13,825	3,000	(10,825)	(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	48	1,422	4,659	3,237	69 %
6220 - Employee Retirement	861	4,674	10,659	5,985	56 %
6230 - Social Security	371	1,863	4,317	2,455	57 %
6260 - Unemployment Compensation Tax	58	58	517	459	89 %
6270 - Worker's Compensation Tax	0	0	606	606	100 %
6660 - Pupil Activity	802	15,155	20,000	4,845	24 %
Total Pupil Activity	\$ 6,660	\$ 47,692	\$ 97,184	\$ 49,492	51 %

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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 %