

**Greer Middle College Charter High School
Meeting of the Board of Directors Minutes**

for

Thursday, March 8, 2012

Greenville Technical College - Greer Campus

In attendance: Benjamin Buck, Jerry Denman, Ted Hoffman, Colton Keasler, Carol McDonald, Mark Sears, Mark Thornburgh, Joel Welch

Absent: Mary Beth Culbertson, Vernon Rutland,

1. Call to Order (Ted Hoffman)

Time: 6:08 pm

2. Approval of Agenda (Ted Hoffman)

Motion to approve agenda: Carol McDonald

2nd: Benjamin Buck

Vote: approved

3. Public Comments

No one signed up to address the board

4. Approval of February Meeting Minutes(Ted Hoffman)

Motion to approve January Minutes as written: Carol McDonald

2nd: Benjamin Buck

Vote: approved / none opposed

5. Administrative and Committee Reports

a. Executive Director's Report

- Principal's report:
- We need to negotiate a new price with the GTCHS board for rent.
- Charter Renewal: I meet with Marjorie Dowd and Alex Martin from the District to go over our new document on February 21st. We went through the entire document and they provided clarification on many pieces. I have to go back and correct the areas that we talked about in that meeting. Once I have done that I will email it to them and they will go back through it. The plan is to have it to the GCS board by the first of April so they can approve it at their regular board meeting at the end of April.
- TEE - Tapping Executive Educators. Thank you to those of you that had to fill out a survey for me with this program.
- Spring sports are starting up with competitions.
- We are walked the GTC property with Jacqui Dimaggio on Wednesday, February 8th. It was a very encouraging meeting and we were told to pick our top three areas that we would like to put the building. I will be getting that information to Jacqui in the very near future.
- Our English department was awarded a \$500 grant from the Greer Educational Foundation and each teacher has received their Kindle and has received training on how to use it.

- I have represented GMC at the MCNC Winter conference and the PCSASC spring conference. Both of these conferences were very good and I was able to learn what is going on in other Middle Colleges and Charter Schools.
- We had a Curriculum Night on February 23rd that was very successful.
- On Saturday, March 3rd we had our freshman intake conferences. Melanie did a wonderful job with this. From everyone I have spoken with it was a huge success. We had 96% of the incoming Freshman present on Saturday.

b. Development Report

Students

➤ 355 enrolled as of March 7, 2012

- 9th – 104
- 10th – 96
- 11th – 87
- 12th – 68

Enrollment

- For 2012-2013 school year: 115 Freshmen, 6 new Sophomores, 3 new Juniors
- Wait list for Fall 2012
 - 11 (10th), 10 (11th)
- Projections for 2012-2013:
 - 110 Freshmen
 - 110 Sophomores
 - 103 Juniors
 - 89 Seniors

Total: 412

- Family Intake Conferences held Saturday, March 2, 8-12.

Public Relations

- Visit from Leadership Greer on Tuesday, March 6th.
- Still working to secure Senior Project judges for May 2012.

Parents in Partnership

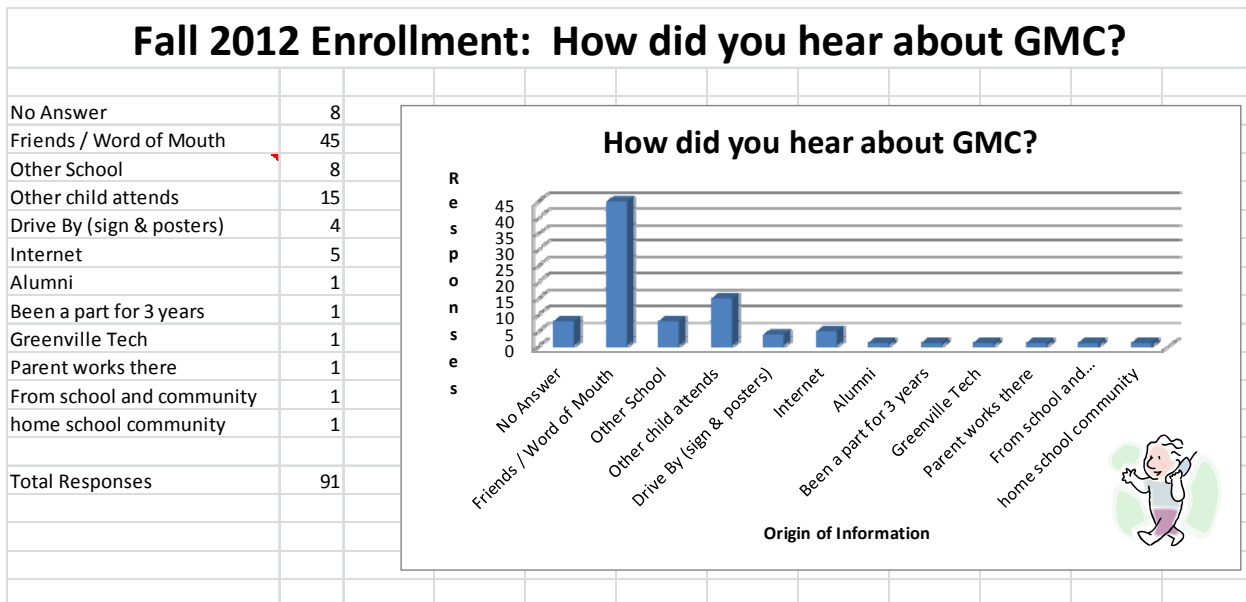
- PIP committee is considering purchasing new tables and chairs for the cafeteria. We should have a decision soon.

Capital Campaign / Fundraisers

- Drive for Ur School – George Coleman Ford – Saturday, April 14, 9-12pm. This is one driver per address. Ford will match up to a stated amount.
- Fall for GMC – October 20, 2012, 11-2pm at Greer City Park. Cost: \$510 includes 6 hours, police security and damage deposit (\$50). We have to provide our own tables, tents, etc. Bradshaw Automotive tentatively agreed to be event sponsor.
- CCC Committee meeting: March 14, noon.
- Sports/Athletics Fundraiser: Laurenda's in Greer

Guidance

- Junior students have visited Clemson University and North Greenville University. They will go to Anderson University, Spartanburg Methodist and USC Upstate in March and April.
- Our Senior students have been accepted to Clemson, USC, College of Charleston, Anderson, Winthrop, Citadel, Upstate, NGU, Lander, Coastal, Spartanburg Methodist.



c. Facilities Report

• Open Items-

- i. Grading Permit to be closed in March
- ii. New ramp to be installed on portables #25 & 26 before school year 2012-2013

• New Items-

- i. Met with GTC to discuss areas on the property where we are allowed to build. Facilities Committee is creating a site drawing to reflect our preferences. This will be completed and delivered to GTC before the April board meeting. Discussion on some details of information we want to get to make sound choices for three locations on the GTC campus.
- ii. Held an on campus meeting with Delisa Clark, Director of OSF and GMC Facilities Committee. Delisa reviewed and explained the construction delivery methods available to us for our project. It is our intention to present our recommendation to the board at the April board meeting.
- iii. Functionality statement for the various spaces that will be included in our new facility is in progress Financial Report

d. Financial Report

For information only.

We are doing great financially! We are working on some information requested for the Capital Campaign Committee

e. Chairman's Report

- Attended GMC work day on 2/11 and assisted Wendy with organizing efforts of a great group of (40+) volunteers. We were able to finish the campus landscaping punch list item.

- Continued working with Bill and Colton in February to determine preferred site locations for new facility.
- Attended Leadership Greenville board training on 2/16 and 2/23. Thank you to the others that attended one or both of these sessions. Our group took several board recruitment and retention ideas away from these sessions that will be implemented later this school year.
- Attended OSF meeting at GMC on 2/27.

6. Old Business

a. Charter Renewal Update

Covered in Executive Director's Report

b. Permanent Facility Planning

Covered in the Facilities Report

c. Parent/Teacher Survey

22 of 29 invited Teacher Survey Invitations

Parent survey should roll out next month

d. Parents in Partnership (PIP) Bylaws

Covered in the Development report

e. Board Member Elections

Coming up, Filing period is now open. Deadline March 30 at 3:00 pm.

The bio should be 200 words or less. If it runs over it will be cut off

Elections are April 26

7. New Business

a. Board Calendar Events

- March 14 Pelham Power Breakfast @Papa Murphy's Pizza 8-9 am
- March 16 Jr. Ring Ceremony @NGU 6 pm
- March 24 Miss GMC Pageant 7 pm
- March 30 Board Election Filing form due by 3:00 pm
- April 12 April Monthly Board of Directors Meeting @ Café BLT 6:00 pm
- April 14 Drive For Ur School at George Coleman Ford, 10-3 pm
- April 19 Meet the Candidates – Board
- April 26 Board Elections
- May 10 Sr. Project Judging 4-8 pm (parents can attend and have dinner with the community guests thought they can't judge)
- May 22 GMC Graduation at Fairview Baptist Church 6:00
- June 6, 8am --- VERY IMPORTANT -- Handshakes and Hashbrowns breakfast with community. We are hosting this Greer Chamber event.

b. Colton thanked the school, Wendy and Bill

8. Executive Session

Motion to enter Executive session Mark

2nd Carol McDonald

6:50 pm

Motion to exit Executive session: Benjamin Buck
2nd Carol McDonald
7:24 pm

9. Adjournment

Motion to exit Executive session Benjamin Buck
2nd Joel Welch
7:25 pm

**Greer Middle College Charter High School
Parents In Partnership Association
By-Laws**

ARTICLE 1

Name and Office

Section 1.Name: The name of this group shall be Greer Middle College Charter High School Parents In Partnership Group of the Greer Middle College Charter High School, a South Carolina non-profit corporation.
Section 2.Offices: The Office shall be located on the main campus of Greer Middle College Charter High School or at such other locations as may be determined by the Parents In Partnership Group.
Section 3.Creation and Oversight: The Parents In Partnership is created by and shall be under the authority of the Greer Middle College Charter High School Board of Directors.

ARTICLE II

Objectives and Policy

Section 1. The objectives of the Association are:

- a. To arrange activities and special events to supplement the academic program and enhance the school's sense of community;
- b. To serve as a liaison to encourage and facilitate communication between families and the school's director of development, administration, staff and school board;
- c. To be a vehicle for fundraising to help meet expenditures not covered by the school budget;
- d. To ensure that the student body has a lunch program available during the operational hours of the school calendar year.

Section 2. The Association shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by the Association. Neither the name of the Association nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest, or for any purpose other than the regular work of the Association.

ARTICLE III

Membership

Section 1. A member is any and all legal guardians of students assigned and attending Greer Middle College Charter High School.

ARTICLE IV

Steering Committee
Board of Directors

Section 1.Number of Directors. The management of all the affairs, properties, and work of the Association shall be managed by the Steering Committee, which shall consist of 6 members, 5 parents and the Greer Middle College Charter High School Director of Development. All members of the Steering Committee except the Greer Middle College Charter High School Director of Development are non-paid volunteers.

Section 2.Ex Officio Members. In addition to the Steering Committee elected as set forth in Section 1 of this article, the Principal and the Greer Middle College Charter High School Board of Directors Chair-person of the School shall serve as ex officio members (without vote).

Section 3.Election of Members. Election to the Steering Committee shall be by vote of the Steering Committee, a majority of votes cast shall be required to elect.

Section 4.Increase/Decrease Number of Directors. The Steering Committee, by majority votes, at any time may increase or decrease the number of members constituting the Parents In Partnership Steering Committee.

Section 5.Authority of Members. Subject always to the terms of the Articles of Incorporation of the School, applicable state and federal law, and to the objectives and purposes of the GMC Board of Directors, the Steering Committee may adopt, amend, modify, or revoke at any time, rules which shall govern the administration and management of the Steering Committee and the Steering Committee in accordance with the terms contained herein.

Section 6.Terms of Office. The terms of each member shall be for one year for parents of seniors and two years for parents of underclassmen. No one will serve more than two years (except the GMC Director of Development). All members other than the GMC Director of Development shall have at least one student enrolled and attending Greer Middle College Charter High School.

Section 7.Regular Meetings. Regular meetings of the Steering Committee shall be held on a monthly basis, until or unless changed by a majority vote of the PIP Board, or at such other time as designated by the committee. Special meetings may be called by the school Principal or Director of Development, or any three (3) members of the Steering Committee.

Section 8.Notice of Meetings. Written(email) notice of all regular and special meetings of the Steering Committee shall be provided no less than two (2) days prior to such meetings.

Section 9.Quorum. A quorum of the Steering Committee shall consist of not less than a majority of the members. Less than a quorum may adjourn any meeting, which may be held on a subsequent date without further notice, providing a quorum be present at the deferred meeting. The affirmative vote of a majority of a quorum shall be necessary and sufficient at any meeting to authorize any action of the members. Written records setting forth all action in any meeting of the committee and the voting thereon shall be kept in a permanent minute book of the Greer Middle College Charter High School Parents In Partnership Steering Committee.

Section 10.Motions. All matters requiring decision by the Steering Committee shall be presented in the form of a motion. Such motions, when seconded, will be voted upon. Committee approval requires a favorable vote by a majority of the members of the Committee present and voting, a quorum being present. The minutes will reflect the name of the member making a motion, the name of the member seconding, and the result vote. Voice vote will normally be used except in matters as the committee may otherwise decide.

Section 11.Proxy Voting. When a member of the Steering Committee cannot attend a meeting, he/she may authorize another member of the board to cast his/her ballot provided:

- a) The absent committee member has been informed of the issues to be considered, and
- b) A signed statement by the absent member is presented authorizing the designated person to cast his/her vote.

Section 12.Mail/Fax Vote. When a situation arises that requires the action of the full Steering Committee between the scheduled meeting dates and a special meeting is not required; a mail or fax vote may be utilized from a majority of members in the event there is not a quorum. Such a vote must be reported at the next regularly scheduled Steering Committee meeting and included in the minutes.

Section 13.Removal of a Director. Any member of the Steering Committee who shall have failed to attend fifty percent (50%) of the scheduled Committee meetings within one year without cause satisfactory to the Steering Committee shall be deemed to have resigned.

Section 15. Compensation of Members. No salary or compensation shall be paid to a member for any services rendered as a member of the Steering Committee. The members may be reimbursed out of the funds of the Parents In Partnership Association for all reasonable and necessary expenses incurred in the administration, management, or protection of the Parents In Partnership Association.

Section 16. Bond or Security. No member shall be required to give bond or other security for the performance of the duties of a member, and to the fullest extent permitted by the laws of the State of South Carolina, as amended from time to time, the Steering Committee shall indemnify members in respect to their actions and decisions as members.

Section 17. Steering Committee Members and their Duties. The Steering Committee members shall carry out the objectives of the Association. They have full power to take such action and to make such rules and regulation consistent with the Greer Middle College Charter High School Parents In Partnership association bylaws as they may deem necessary and in the best interest of the Association. In all cases, the Steering Committee shall be consulted for its recommendation and/or approval when required.

Section 18. Duties of the Steering Committee.

- a. The Director of Development will prepare the agenda for the Steering Committee meeting with recommendations from the Steering Committee, student lunch coordinators and the Co-Chairs of the Hospitality, Teacher Appreciation, Fundraising, and Special Events.
- b. The Committee has the ultimate responsibility of all financial and programmed activities of the Parents In Partnership Association. The Director of Development will report to GMC Charter High School Board of Directors and the GMCCHS Principal as needed.
- c. The Steering Committee will be responsible for overseeing the chairpersons who head all and any committees associated with the Greer Middle College Charter High School Parents In Partnership Association. All committees will be led by co-chairs with one co-chair rotating off at the end of the school year, and then on all co-chairs will be appointed for a two year term. It will be the responsibility of the Steering Committee to appoint these committee co-chairpersons.
- d. The Steering Committee will appoint one member each year to keep the minutes of any and all meetings. These minutes will be kept in the Greer Middle College Charter High School Parents In Partnership Association's notebook located in the Office of Development.
- e. Any and all funds of the Greer Middle College Charter High School Parents In Partnership Association will be maintained in an account with the records kept in the business office at the school. A copy of all financial records will be given to the Steering Committee for the Association's notebook.
- f. The funds will be managed by the Steering Committee. Any funds available for disbursement after all debts are met will be determined by the Steering Committee.
- g. An annual budget will be prepared by the Steering Committee each May.
- h. The Association has and will have annual events for which they will provide funding and volunteers, such events include but are not limited to: Teacher Appreciation Days, Jr. Ring Ceremony, Board of Directors special dinners, Open House reception, Family Intake Conference reception, Back to School meeting and reception, Prom.

- i. Teachers and Administration may apply for a Mini Grant, by filling out an application and returning it to the school's Office of Development. Mini Grants will not exceed the amount of \$500.00. The Steering Committee will vote on all grant requests at the monthly meetings; a copy of the request will be returned with the committee's decision.
- j. Copies of all approved grants, bank statements, receipts and other financial records will be kept in the Association's notebook in the Office of Development.

ARTICLE V
Committees

Section 1.Committees. The Association will have standing committees and may at any time add or remove or change the duties of the committees as deemed necessary. The standing committees are as follows:

- a. Steering Committee
- b. Fundraising
- c. Hospitality
- d. Special Events
- e. Student Lunch
- f. Teacher Appreciation
- g. Volunteers
- h. School Store

Section 2.Administration. The Principal's role is to act as an advisor to the Steering Committee. The Principal is considered an ex-officio member of the Steering Committee.

**Greer Middle College Charter High School
Parents in Partnership**

Request for Funds

To request funds from Parents in Partnership please fill out and return to Melanie Bargar, Director of Development, in the front office, B-1. The committee meets once a month and will inform you in writing of their decision.

Name _____ **Amount requested** _____
Teacher, Club Director, etc.

How would the funds be used? _____

Date Funds are needed _____

Other sources of funding _____

Committee remarks _____

Administration remarks _____

Administration approval _____ **Date** _____
Principal

Committee approval: _____
Committee Chairman Committee Member

Committee Member

Committee Member

Date Approved _____ **Amount Approved** _____