



GREER MIDDLE COLLEGE  
CHARTER HIGH SCHOOL  
HOME OF THE BLAZERS

**Board of Directors Regular Meeting Minutes**

**May 21, 2015**

Greer Middle College Café (Bldg. B-7)

Type of Meeting: Regular Board Meeting

Meeting Facilitator: Vernon Rutland, Chair

Mission Statement: The mission of Greer Middle College is to provide equitable opportunities for all students to acquire an education focused on linkages among technology, careers, and rigorous academics to produce graduates who are prepared to enter the global workforce of the 21<sup>st</sup> century. Greer Middle College aspires to create an equitable community of learners in which mutual respect, trust, integrity, and the pursuit of ideas are valued and appreciated.

**In attendance:**

**Board:** John Mansure (Vice-Chair), Ted Hoffman (Treasurer), Pauline Sternick (Secretary), Russell Christopher, Brian Dentler, Ron Hofmann

**Absent:** Eddie Burch, Tony Kouskolekas, Vernon Rutland (Chair), Darin Scheidly, Donna Smith

1. Call to Order at 6:10 PM
2. Approval of Agenda  
Motion to approve agenda: Ron Hofmann  
2<sup>nd</sup>: Ted Hoffman  
Vote: Unanimous
3. Blazer Minute by Pauline Sternick  
The 2015 GMC graduating class has been awarded over \$2.2 million dollars in scholarships. 99% of our graduates had a GPA of 3.0 or higher. Mr. Ryan Stone was named Teacher of the Year.
4. Public Comments  
Linda Hammond asked why we can't use the GCSD facilities for athletics, etc. She is also concerned about parents not being notified when teachers leave GMC. She asked if parents could be emailed when there is a change in staff. She also wants an update on the facility and ground lease approval since she missed the April 27 board meeting.
5. Approval of April 27, 2015 Minutes  
Motion to approve April 27, 2015 minutes: Ron Hofmann  
2<sup>nd</sup>: Russell Christopher  
Vote: Unanimous
6. Administrative and Committee Reports
  - a. Chairman Report (Vernon Rutland) – see below
  - b. Principal Report (Jimmy Armstrong) – see below
  - c. Financial Report (Ted Hoffman) – see below
    - FY16 Budget Second Reading  
Discussion Points:
      - i. We currently have \$60,000 expense budgeted in 233 Services Administration [Line item 34] for fundraising contract and only \$35,000 revenue in 1921 Capital Campaign [Line item 3] which funds fundraising contract. John

Mansure suggested allotting \$60,000 revenue for 1921 Capital Campaign to balance this out.

- ii. Ted Hoffman recommended having written procedures for the fundraising contract. Finance Committee will work on this.
  - iii. Pauline Sternick asked about whether a motion was required for Mr. Armstrong's request for purchase of 80 TI NSpire CX calculators not to exceed \$11,500, and 25-28 computers not to exceed \$13,000 from the "At Risk" funds received from the District. Ted Hoffman said the purchases were pre-approved in Committee in April.
- d. Facilities Report (Vernon Rutland) – see below
- Ground Lease Approval Process Update – Jacqui DiMaggio, Vice-President for Finance at Greenville Tech, emailed on 5/21/2015 with additional revisions to the ground lease proposed by the Building and Grounds Committee. She indicated that there are a couple of additional changes pending, and she will let us know. Being able to make the agenda for the Budget and Control Board meeting in June is now uncertain due to having to get the Ground Lease finalized by Greenville Tech, reviewed by our attorney, and voted on by the board. We will follow up on this.
- e. Policy/Governance Report (Darin Scheidly) – see below
- Welcome to newly elected board members for the July 1, 2015-June 30, 2017 term. Thank you to departing board members: Russell Christopher, Ted Hoffman, and Ron Hofmann for your service to GMC.
- f. Development Report (none)
- New Director of Development will begin May 26, 2015.

**Action Item:** Pauline Sternick will get current enrollment numbers from Mr. Armstrong and email them to board members.

7. Old Business - Committee Assignments for new board members were discussed including the addition of Academic Oversight Committee and Fundraising Committee. Since all newly elected board members were present, they also signed up for committees.

Executive: We will need a Treasurer since Ted Hoffman is leaving the board.

Facilities: Ryan Summey

Finance: Keith King and Pauline Sternick

Governance/Policy: Patty Baucom

Academic Oversight: Brian Dentler, Keith King, Pauline Sternick

Fundraising: Patty Baucom, Brian Dentler, Ryan Summey

Personnel (ad hoc):

Appeals (ad hoc): Patty Baucom, Pauline Sternick

8. New Business

- a. Ratify meeting date change

Motion to ratify change of meeting to May 21, 2015 due to conflict with Awards Ceremony on May 18, 2015: Ted Hoffman

2<sup>nd</sup>: Brian Dentler

Vote: Unanimous

b. FY16 Annual Strategic Calendar First Reading (see below)

We will have FY16 Strategic Calendar second reading in June. Mr. Armstrong requested a change in June board meeting so he can attend the National Charter School Convention from June 21-24. Patty Baucom requested to move the July board meeting date due to a prior commitment.

Motion to move meetings to June 29 and July 20: John Mansure

2nd: Ted Hoffman

Vote: Unanimous

All newly elected board members attended tonight's meeting, and the 4<sup>th</sup> Monday work for their schedules moving into FY16.

c. Parent/Teacher Surveys

Two surveys, one for parents and one for teachers/staff go out the 2 weeks before or after Spring Break via Survey Monkey. Dates for FY16 surveys will be added to the Annual Strategic Calendar.

**Action Item:** Pauline Sternick will track down previous surveys for reference in preparing FY16 surveys.

d. Principal End of Year Review

Principal mid-year review is completed during the first 2 weeks of January and the end of year review takes place in late April or early May. Mr. Armstrong's contract offer is considered this year's review.

9. Adjournment (7:07 PM)

Motion to adjourn: Ted Hoffman

2<sup>nd</sup>: Russell Christopher

### **Chairman Report**

I had email contact with David Atchley to update him on where we stood in reference to ground lease and capital campaign.

Election went well, and new board members will be sworn in at the July meeting.

GMC held their annual awards banquet. I was unable to attend but heard it went very well.

### **Principal Report**

- On April 29, Joy Grayson, our GCSD board area representative, visited and toured our campus.
- Our students have completed Greenville Tech exams.
- We had yearbook day on Wednesday, May 13.
- On Thursday, May 14, we had our senior project presentations. We had over 100 people on our campus throughout the upstate to judge our senior presentations. They were very complimentary of our students.
- Our seniors last day was Friday, May 15.

- Our awards night took place on Monday, May 18.
- Our 15-16 internship students met their business partners for the first time on May 19 in the café.
- The GCS D honored our 14-15 teacher of the year and our salutatorian and valedictorian at the Salute to Education banquet on Thursday, May 21.
- The boys' cross country team traveled to Columbia to visit and be recognized by both chambers. This was a great honor for these young men and Coach Smith on Thursday, May 21.
- McKay Kiddy and Associates, out of the Mt. Pleasant/Charleston area, will be our new accountant moving forward.
- Our audit will be conducted by Martin and Smith from Greenville.
- Our underclassmen exams will start on Thursday, May 21 and end on Thursday, May 28.
- We have hired Whitney Looper as a school counselor. She comes to us from Hampton High School and is originally from Pickens. Also, we have hired Lorinne Clement as a math teacher. She comes to us from the Mt. Pleasant/Charleston area. Both will start in August.
- We hope to have the other positions filled by May 27.

### **Greer Middle College – Treasurer's Report**

#### **May 2015**

The following items have occurred since our last board meeting. All "Committee" references are to the GMC Finance Committee unless noted otherwise.

1. The monthly Finance Committee meeting was held on May 15th. The following votes were taken and unanimously approved during the meeting by attending committee members Russell Christopher, Nina DeMaria and Ted Hoffman.
  - a. The April financial reports were accepted. Notable items are listed below.
    - i. An additional \$3200 TAP travel grant (Special Revenues).
    - ii. TAP stipends paid in April are reflected in 114 salaries. The April TAP (Special Revenues) income offsets these stipends.
    - iii. SC DEW refunded the school \$7611 for overpayment of unemployment taxes and this reduced account 114 Benefits.
    - iv. Capital Campaign expenses that had been reported previously as negative income are now shown in a new account 330.350 Capital Expenses for future tracking.
    - v. Special Revenues of \$85,700 were received from Greenville County Schools (GCS) for "At Risk" from prior years FY10 – FY14. This is a one-time event. GCS has assured us that all future special revenues the school is entitled to will be paid in a timely manner.
  - b. Mr. Armstrong requested funding authorization for 2 non-budgeted items (math calculators and additional computers) above the \$5,000 limit. Specifically, Mr. Armstrong is requesting to purchase 80 TI NSpire CX calculators not to exceed 11500, and 25-28 computers not to exceed 13000. This request would be paid from the "At Risk" funding that was received in April. Fund spending will comply.
2. GMC has a net income of \$669,938 since July 1, 2014.
3. Mr. Armstrong has engaged McKay Kiddy and Associates as our new accountants. They are the leading Charter school accounting firm in South Carolina.

4. Mr. Armstrong provided the Committee with an updated FY16 budget. The second reading of this budget will be presented at the May board meeting. The 3<sup>rd</sup> and final reading will be at our June board meeting.
5. The GMC new facility Ground Lease with Greenville Technical College (GTC) is still in the review process for a June 16<sup>th</sup> SC Budget & Control Board meeting approval.

Greer Middle College  
FY15/FY16 Comparison Budget

Revenues		FY16	FY15
1	1510 · Interest Earned	1,500	1,500
2	1920 · Contributions	75,000	75,000
3	1921 · Capital Campaign	35,000	35,000
4	2100 · EFA Base Funding	2,949,323	2,756,732
5	2101 · Special Revenues	431,405	366,520
6	4000 · Income - Other	18,000	8,000
Total Revenues		3,510,228	3,242,752
Expenses			
7	114 Salaries - High School	1,242,869	1,139,737
8	114 Benefits - High School	410,147	371,823
9	114 Services - High School	20,000	10,000
10	114 Tuition to Others (FAC)	12,500	-
11	114 Supplies - High School	40,000	50,000
12	114 Supplies - Textbooks	60,000	60,000
13	114 Assets - High School	15,000	5,000
14	114 Insurance - High School	9,000	8,000
15	127 Salaries - Special Ed	87,204	83,299
16	127 Benefits - Special Ed	27,033	24,633
17	127 Services - Special Ed	2,000	2,000
18	127 Supplies-Special Ed	2,000	2,500
19	127 Assets-Special Ed	-	-
20	212 Salaries - Guidance	111,475	109,070
21	212 Benefits - Guidance	38,013	35,893
22	212 Services - Guidance	500	500
23	212 Supplies - Guidance	1,000	750
24	213 Supplies - Health	100	100
25	221 Services - Prof Development	-	-
26	221 Travel - Prof Development	25,000	20,000
27	221 Supplies - Prof Development	1,000	1,000

28	231 Services - Board	15,000	8,000
29	231 Supplies - Board	1,000	1,000
30	231 Insurance - Board	1,800	1,600
31	231 Contingency Fund	2,000	-
32	233 Salaries - Administration	301,935	326,411
33	233 Benefits - Administration	91,642	97,988
34	233 Services - Administration	116,400	36,000
35	233 Supplies - Administration	10,000	10,000
36	233 Assets - Administration		
37	233 Dues Fees - Administration	5,000	5,000
38	254 Services - Cleaning	42,500	20,000
39	254 Services - Facility Rental	55,000	85,000
40	254 Services - Maintenance	16,000	45,000
41	254 Services - Utilities	42,000	40,000
42	254 Supplies	2,000	10,000
43	254 Assets - Facility	20,000	20,000
44	264 Staff Services	500	150
45	271 Fund activities	-	-
46	271 Pupil Service Activities	5,000	5,000
47	271.100 · Stipends - Athletics	17,000	17,000
48	271.230 · Benefits - Athletics	1,530	1,360
49	271 Team Sports	15,000	-
50	271 Vehicle Expenses & Assets	35,000	15,000
51	272 Charter Parents	(5,000)	(5,000)
52	330 Salaries - Development	52,500	73,830
53	330 Benefits - Development	17,850	26,579
54	330 Services - Development	5,000	5,000
55	330 Supplies - Development	1,500	1,500
	Total Expenses	<u>2,972,997</u>	<u>2,770,723</u>
	Revenues less expenses	<u>537,231</u>	<u>472,029</u>

Total salaries from Budget #'s	1,812,982	1,749,347
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### Facilities Report

We are still working with Greenville Tech and SCBCB on ground lease issue; it looks like we are still on for June agenda.

Once school is out, we will be going through each portable to make a spread sheet of possible repairs that need to be done. All major repairs, if any, will take first priority. We hope to have all repairs done by start of new school year.

## **Governance Report**

**5/21/2015**

On May 5, 2015 GMC held an election for open board seats for the term of 7/1/2015 – 6/30/2017 in which 130 ballots were cast. The positions were filled by the following candidates.

Patty Baucom  
Brian Dentler  
Keith King  
Ryan Summey

The board would like to welcome the newly elected board members and look forward to their contribution to GMC in the upcoming term. The board also would like to thank Ted Hoffman, Russell Christopher, and Ron Hofmann for their contributions to GMC and our appreciation for their willingness to serve on the board.

Darin Scheidly  
GMC Board Member  
Governance Committee

Minutes as submitted May 21, 2015 pds