



GREER MIDDLE COLLEGE  
CHARTER HIGH SCHOOL  
HOME OF THE BLAZERS

Board of Directors Meeting  
Monday, June 29, 2015  
Greer Middle College Café (Bldg. B-7)

Type of Meeting: Regular Board Meeting  
Meeting Facilitator: Vernon Rutland, Chair

Judge Mark Edmonds administered the oath of office to our newly elected board members: Patty Baucom, Keith King, and Ryan Summey and our returning appointed board members: Tony Kouskolekas, John Mansure, and Donna Smith. The new terms will begin on July 1.

**Board Roll Call:**

**Present:** Vernon Rutland (Chair), John Mansure (Vice-Chair), Ted Hoffman (Treasurer), Pauline Sternick (Secretary), Eddie Burch, Brian Dentler, Tony Kouskolekas, Darin Scheidly, Donna Smith

**Absent:** Russell Christopher, Ron Hofmann

Call to Order by Vernon Rutland at 6:26 PM

1. Approval of Agenda

Motion to approve agenda: Darin Scheidly

2<sup>nd</sup>: Tony Kouskolekas

Vote: unanimous

2. Blazer Minute - none

3. Public Comments - none

4. Approval of May 21 and May 29, 2015 Minutes

Motion to approve May 21 and May 29, 2015 minutes: Pauline Sternick

2<sup>nd</sup>: Tony Kouskolekas

Vote: unanimous

5. Administrative and Committee Reports

a. Chairman Report – see below

b. Principal Report – see below

Discussion: A question was asked about what “increasing capacity” meant. Mr. Armstrong explained that this involved expanding storage capability of school records, including student and personnel, beyond current paper files into electronic filing for permanent storage.

Another question: Do any of our students participate in sports that are not available at GMC, like football, at zoned District schools? Mr. Armstrong said we do have a handful of students who play football, tennis, and other sports not available at GMC with their zoned District schools.

c. Financial Report – see below

Motion to approve FY16 Budget: Ted Hoffman

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

Vote: unanimous

Discussion: clarification of two line items: Line Item 3 - 1921 Capital Campaign Revenue is a conservative projected minimum revenue to be generated from capital campaign kicking off this year to offset fundraiser expense, and Line Item 32 - 233 Services Administration includes Fundraiser expense, which was moved from Salaries Development to better reflect nature of this position as a contracted service, and the McKay Kiddy contract.

d. Facilities Report – see below

e. Policy/Governance Report - none

f. Development Report – see below

The board welcomed Heather Wyss, our new Development Coordinator. Update on enrollment: we are at capacity with 440 students and 187 on the waiting list. The tentative date for Fall4GMC is September 12.

6. Old Business

a. FY16 Annual Strategic Calendar Second Reading

Listing of board meeting date changes due to school events: August 31 (Aug. 24 is Open House), November 16 (Nov. 23 is Thanksgiving week), March 21 (Mar. 28 is Spring Break), and May 16 (May 23 is Awards Ceremony)

b. Ratification of Calculator/Computer Purchase

Motion to ratify purchase of calculators and computers with At Risk Funds: John Mansure

2<sup>nd</sup>: Donna Smith

Vote: unanimous

Discussion: Donna Smith reminded the board that committees bring recommendations to the board for approval. Only the board has authority to vote.

c. Ratification of McKay Kiddy and Associates contract

Motion to ratify McKay Kiddy and Associates contract: Tony Kouskolekas

2<sup>nd</sup>: John Mansure

Vote: unanimous

7. New Business

a. Election of Board Officers

Motion to table election of board officers until July 20 meeting: Eddie Burch

2<sup>nd</sup>: Donna Smith

Vote: unanimous

Discussion: Even though newly elected and appointed board members were sworn in tonight, their official term begins on July 1. Since the new board should elect their own officers, we will table board officer election until July 20 meeting.

b. Signatories on Bank Account

Motion to appoint Executive Committee members (board officers) as signatories on bank accounts: Donna Smith

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

Vote: unanimous

c. Code of Ethics Forms were signed by all board members.

d. Records Retention Policy including Google Vault email retention

Discussion: Mr. Armstrong explained that the "Super Administrator" has access to content of all GMC emails in the Google Vault system. For accountability on access of Super Administrator, 2 Administrator accounts have been established for Mr. Armstrong and Rodney Harris, our new IT systems administrator. Any access to Super Administrator account will be automatically flagged and both Administrators notified.

Action Item: Pauline Sternick will forward [General Records Retention Schedules for School District Records](#) to Mr. Armstrong.

8. Executive Session

Motion to go into Executive Session to discuss personnel and contractual matters related to fundraising: Eddie Burch

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

Vote: unanimous

Entered Executive Session at 7:10 PM. Returned from Executive Session at 7:22 PM.

9. Board Action after Executive Session

Motion to accept and remit payment of Final Invoice dated May 31, 2015 from contractor A: Darin Scheidly

2<sup>nd</sup>: John Mansure

Vote: unanimous

10. Adjourned at 7:25 PM

Motion to adjourn: John Mansure

2<sup>nd</sup>: Eddie Burch

Vote: unanimous

Next meeting date: July 20, 2015

Minutes submitted June 30, 2015 pds approved July 20, 2015

## **Chairman Report**

- Spoke with our Attorney re new changes to FOIA law effective June 8<sup>th</sup> 2015.
- Spoke with a representative from EB-5 capital about possibly giving us a presentation. They provide different avenues of financing.
- The land lease was approved by the SCB&CB. Thanks to Pauline and Donna for attending.
- Our current lease, for where the portables are located, was also updated and signed. It's a 2yr contact.
- Spoke with David Atchley in ref to what next steps the board will take on Fund raising.

## **Principal Report**

**6-29-15**

- Our master teacher and math teachers attended a 3 day Texas Instruments workshop utilizing the calculators purchased with at-risk funds.
- Members of our Beta Club attended the national conference in Nashville.
- Members of our administration attended the National Charter Schools Conference in New Orleans.
- Members of our faculty and our administration attended the Middle College National Consortium in New Jersey.
- We have moved monies from our general fund to two interest bearing accounts.
- We have hired a systems administrator. Rodney Harris comes to us from the business sector.
- Our land lease, where portables are currently, has been signed. The lease is for the next two years. There are no changes to that lease.
- Our bookkeeper and administration visited each portable to determine possible facility needs. Carpet, paint, exterior siding, and some interior cosmetic issues are on the list in addition to teacher submissions.
- We are in the process of looking at ways to build our capacity at GMC. That includes asset management and digitizing documents/files.
- We would like to congratulate our athletics teams for an outstanding season. GMC finished as the 5<sup>th</sup> best overall athletics program in A. Coach Chas Crenshaw was selected as the region athletics director of the year.
- We would like to thank Skip Snow for his many years of service as our business/finance manager.
- On behalf of our faculty and staff, we would like to thank our out-going board members for their year(s) of service to our school. Thank you!

## **Facilities Report**

- Each portable was visited to determine possible facility needs. Carpet, paint, exterior siding, and some interior cosmetic issues are on the list in addition to teacher submissions.

## **Finance Committee Minutes**

June 25, 2015

Call to Order at 7.55 AM

Roll Call: Jimmy Armstrong, Todd Corey, Ted Hoffman, Donna Smith, Pauline Sternick

1. Review and Vote to Accept May Financial Reports

Motion to recommend May Financials for acceptance to board: Todd Corey 2nd: Ted Hoffman Vote: unanimous

Discussion: the difference between bank statement balance and May 31, 2015 financials balance recognizing the difference is due to pending transactions.

2. Review and Vote to Approve the FY16 Budget for Board Consideration – 3<sup>rd</sup> Reading

Motion to recommend FY16 Proposed Budget as amended for board approval: Ted Hoffman 2nd: Todd Corey Vote: unanimous

Budget Notes:

Line Item 2 - 1920 Contributions reduced to \$65,000 which is more in line with FY15 contributions of \$64,092.

Line Item 3 - 1921 Capital Campaign increased from \$35,000 to \$60,000 to reflect conservative projected minimum revenue from capital campaign this year.

Line Item 51 - 272 Charter Parents zeroed out to serve as placeholder for year over year comparison

3. Update on \$250K Fund Transfers -

One \$250K transfer has already been made to United Community Bank . We have deposited \$250,000 from Southern First to United Community Bank in a MM type account at 0.65%. We will need to get two board members as cosigners once that is determined at the next board meeting on June 29. I will have a UCBI information sheet for those two board members to complete.

Synchrony and other online accounts are for personal accounts. Mr. Armstrong will contact Southern First to deposit the second \$250,000 in a MM by June 30.

Meeting adjourned at 8:45 AM.

### Greer Middle College FY16 Proposed Budget

|   | Revenues                | FY16             |
|---|-------------------------|------------------|
| 1 | 1510 · Interest Earned  | 1,500            |
| 2 | 1920 · Contributions    | 65,000           |
| 3 | 1921 · Capital Campaign | 60,000           |
| 4 | 2100 · EFA Base Funding | 2,949,323        |
| 5 | 2101 · Special Revenues | 431,405          |
| 6 | 4000 · Income - Other   | 18,000           |
|   | <b>Total Revenues</b>   | <b>3,525,228</b> |

|    | Expenses                    |           |
|----|-----------------------------|-----------|
| 7  | 114 Salaries - High School  | 1,242,869 |
| 8  | 114 Benefits - High School  | 410,147   |
| 9  | 114 Services - High School  | 20,000    |
| 10 | 114 Tuition to Others (FAC) | 12,500    |
| 11 | 114 Supplies - High School  | 40,000    |

|    |                                 |         |
|----|---------------------------------|---------|
| 12 | 114 Supplies - Textbooks        | 60,000  |
| 13 | 114 Assets - High School        | 15,000  |
| 14 | 114 Insurance - High School     | 9,000   |
| 15 | 127 Salaries - Special Ed       | 87,204  |
| 16 | 127 Benefits - Special Ed       | 27,033  |
| 17 | 127 Services - Special Ed       | 2,000   |
| 18 | 127 Supplies-Special Ed         | 2,000   |
| 19 | 127 Assets-Special Ed           | -       |
| 20 | 212 Salaries - Guidance         | 111,475 |
| 21 | 212 Benefits - Guidance         | 38,013  |
| 22 | 212 Services - Guidance         | 500     |
| 23 | 212 Supplies - Guidance         | 1,000   |
| 24 | 213 Supplies - Health           | 100     |
| 25 | 221 Services - Prof Development | -       |
| 26 | 221 Travel - Prof Development   | 25,000  |
| 27 | 221 Supplies - Prof Development | 1,000   |
| 28 | 231 Services - Board            | 15,000  |
| 29 | 231 Supplies - Board            | 1,000   |
| 30 | 231 Insurance - Board           | 1,800   |
| 31 | 231 Contingency Fund - Board    | 2,000   |
| 32 | 233 Salaries - Administration   | 301,935 |
| 33 | 233 Benefits - Administration   | 91,642  |
| 34 | 233 Services - Administration   | 116,400 |
| 35 | 233 Supplies - Administration   | 10,000  |
| 36 | 233 Assets - Administration     |         |
| 37 | 233 Dues Fees - Administration  | 5,000   |
| 38 | 254 Services - Cleaning         | 42,500  |
| 39 | 254 Services - Facility Rental  | 55,000  |
| 40 | 254 Services - Maintenance      | 16,000  |
| 41 | 254 Services - Utilities        | 42,000  |
| 42 | 254 Supplies                    | 2,000   |
| 43 | 254 Assets - Facility           | 20,000  |
| 44 | 264 Staff Services              | 500     |
| 45 | 271 Fund activities             | -       |
| 46 | 271 Pupil Service Activities    | 5,000   |
| 47 | 271.100 · Stipends - Athletics  | 17,000  |
| 48 | 271.230 · Benefits - Athletics  | 1,530   |
| 49 | 271 Team Sports                 | 15,000  |
| 50 | 271 Vehicle Expenses & Assets   | 35,000  |
| 51 | 272 Charter Parents             | -       |

|                        |                            |                       |
|------------------------|----------------------------|-----------------------|
| 52                     | 330 Salaries - Development | 52,500                |
| 53                     | 330 Benefits - Development | 17,850                |
| 54                     | 330 Services - Development | 5,000                 |
| 55                     | 330 Supplies - Development | 1,500                 |
| Total Expenses         |                            | <u>2,977,997</u>      |
| Revenues less expenses |                            | <u><u>547,231</u></u> |

**Development Coordinator Report**  
**June 29, 2015**

- We are on target to be at 440 enrolled students, and have a waitlist to support this number.  
 Added during meeting: We have 187 on our waiting list.
- Coupon book sales will kick off August 17th and go through the end of the month.
- New email program (Constant Contact) is being used and will give us a more professional appearance and make it easier to manage our recipients.
- Fall 4 GMC is in the works, we have a tentative kickoff meeting the week of July 20th.  
 Added during meeting: Fall 4 GMC tentative date of September 12.
- I am attending Greenville and Greer Chamber networking events.
- I had a meeting with Chuck Morton who is the Director over the Benson campus to reestablish relationship with the college.

Submitted by Heather Wyss, June 29, 2015