



GREER MIDDLE COLLEGE
CHARTER HIGH SCHOOL
HOME OF THE BLAZERS

Board of Directors Minutes
Monday, July 20, 2015
Greer Middle College Café (Bldg. B-7)

Board in attendance: Vernon Rutland (Chair), Pauline Sternick (Secretary), Patty Baucom, Eddie Burch, Brian Dentler, Keith King, Tony Kouskolekas, Donna Smith, Ryan Summey

Absent: John Mansure (Vice-Chair), Darin Scheidly

1. Call to Order at 6:05 PM – Vernon Rutland
2. Approval of Agenda
Motion to approve agenda: Eddie Burch
2nd: Donna Smith
Vote: Unanimous
3. Public Comments - None
4. Approval of June 29, 2015 Minutes
Motion to approve June 29, 2015 minutes: Eddie Burch
2nd: Donna Smith
Vote: Unanimous
5. Administrative and Committee Reports
 - a. Chairman Report (see below)
 - b. Principal Report (see below)
 - c. Financial Report (see below)
Motion to accept June Financial Report: tony Kouskolekas
2nd: Donna Smith
Vote: Unanimous

Motion to approve FY16 Budget Revision: Donna
2nd: Brian Dentler
Vote: Unanimous

Motion to approve researching purchase of newer model (2005-2010) bus seating over 24 students for about \$30,000: Keith King
2nd: Eddie Burch
Vote: Unanimous

Action Item: Finance Committee will contact accountant to ask if leasing versus purchase would be financially beneficial. Mr. Armstrong will research quotes and bring to board in August.

- d. Facilities Report (see below)
- e. Policy/Governance Report (none)
- f. Development Report (see below)

Action Item: Heather will research possibility of collection of data for number of hits on our website and on social media to aid in capital campaign efforts. Begin research on production of new school brochure with value proposition statement, stories, etc.

There was a request for Enrollment Report by grade level.

Action Item: Heather will include enrollment by grade level in future Development Reports.

6. Old Business

a. Election of Board Officers

Motion to leave officers in place and just elect a Treasurer: Patty Baucom

2nd: Eddie Burch

Vote: Unanimous

Motion to nominate Donna Smith as Treasurer: Eddie Burch

2nd: Patty Baucom

Vote: Unanimous

Motion to approve 2015-16 Slate of Officers: Tony Kouskolekas

Chair: Vernon Rutland

Secretary: Pauline Sternick

Vice-Chair: John Mansure

Treasurer: Donna Smith

2nd: Ryan Summey

Vote: Unanimous

b. FY16 Annual Strategic Calendar

Motion to adopt FY16 Annual Strategic Calendar and Board Meeting schedule as amended with move to November 30, 2015: Eddie Burch

2nd: Ryan Summey

Vote: Unanimous

c. 2015-16 Student Handbook Revision

Motion to adopt 2015-16 Student Handbook Revision as amended to the discretion of the admin staff and sent to board for final approval by email vote: Donna Smith

2nd: Tony Kouskolekas

Vote: Unanimous

Discussion focused on amending discipline matrix for Academic Honesty and Dress Code and rewording parts of the Dress Code for clarity. Outerwear logos may be no larger than the palm of your hand.

Action Item: Mr. Armstrong will send the amended version Student Handbook to board for final review and approval by email vote as soon as possible.

c. Facility Update – see Facilities report

Action Item: Vernon will set up a facilities focus meeting in August with the committee chairs of Facilities, Finance, and Capital Campaign and David Langley to discuss funding, building priorities. Vernon will send out suggested meeting dates and send date and agenda to Pauline for posting.

Action Item: Pauline will add discussion of board committees and appointing of committee chairs to August agenda.

- d. Policies for revision and consideration: Confidentiality, Conflict of Interest, Enrollment Lottery, Global Limitations

Action Item: Board members will send suggestions and recommendations on these policies and the Global Limitations policy under consideration to Pauline. COI, Enrollment Lottery, and Global Limitation Policies will be added to agenda for 2nd reading in August.

7. New Business

- a. 7/16/2015 list of school vendors/contracts was submitted for information to the board.

- b. Fall Legislative Reception with Greenville Tech Charter High and Brashier Middle College
Motion to participate and share the costs of the Legislative Reception being organized by Dr. Nash at GTCHS: Patty Baucom
2nd: Donna Smith
Tabled until August meeting.

- c. Policies for consideration: Global Limitations, 2015-16 Principal Evaluation format including SMART (specific, measurable, attainable, realistic and time-bound) goals

Action Item: Policy/Governance committee will meet with Mr. Armstrong to decide on Evaluation format and present recommendation to the board in August.

- d. Executive Session (if required for legal, contractual, or personnel matter)
- e. Board Action, if necessary

- f. Adjournment 7:45 PM
Motion to adjourn at 7:45 PM : Eddie Burch
2nd: Tony Kouskolekas
Vote: Unanimous

Upcoming Board Events:

August 3: DA Davidson & Co. Onsite Meeting

August 19: Finance Committee Meeting 7:30 AM

August 31: Regular Meeting

Nov. 17-18 Professional Development: Public Charter School Alliance of SC Annual Conference

Upcoming GMC Events:

August 17 First Day of School

August 24 GMC Open House 6:00-7:30 PM

Minutes submitted for review on July 21, 2015 pds

Chairman Report

Signed signature card for our Southern First account

Made contact with two companies in ref to possible bonds/funding:

- DA Davidson & Co (possible onsite meeting on Aug 3rd)
- EB 5 Capital (no scheduled meeting date at this time)

Principal Report

- The deck and walls of the portables are in the process of being painted.
- Equipment for our art room has arrived and is in the process of being installed.
- Laura Sawicki will be our Master teacher moving forward.
- With Laura's change in position, we have one science position to fill. We hope to have the special needs position filled by Monday (July 20).
- We have hired Steven Pruitt as a science teacher. He comes to us from Clemson where he was a supervisor to student teachers. He has taught all areas of science with his last stint at Blue Ridge High School.
- We will have a synopsis of all new hires once the special needs position is finalized.

Administration, mentor, and master teachers attended the TSI East (TAP) conference in Charleston.

Financial Report

Finance Committee Minutes
Thursday, July 16, 2015

1. Call to Order by Pauline Sternick at 8:50 AM.

Present: Jimmy Armstrong, Todd Corey, Keith King, Pauline Sternick

Absent: Donna Smith

2. June Financial Report

- McKay Kiddy is still in process of end of year finalization. Estimated FY15 net income is \$644,432 subject to adjustment after finalization.
- GCSD notified us that FY16 EFA Base Funding was reduced to \$2,694,117, but we are receiving a \$126,802.60 Transition Payment (Hold Harmless Funding) from the State which will increase our FY15 bottom line. Payment offsets the EFA Base Funding loss incurred due to new funding formulas that adversely affect charters. Our projected FY16 EFA Base Funding is now \$2,694,117 changing our bottom line is \$292,025. GCSD is expecting our EFA allocation to increase after January adjustment. The Finance Committee is submitting the revised FY16 Budget (attached) reflecting those changes for board consideration and approval.
- Todd Corey asked about acceptable investment alternatives to our very low interest money market and CDs. Pauline will research GCSD policies. Mr. Armstrong will contact Jeff Knotts, GCSD Executive Director of Finance, for his input. We will also discuss with McKay, Kiddy and then continue discussion at August Finance Committee meeting.

3. Suggested Format for FY16 Financials and Monthly Budget Report

- Monthly Budget Report in same format recommended in PCSASC Board Orientation:

FND	CODE	Revenue/Expense Description	FY16 BUDGET	MTD	YTD	Remaining	%
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- Rolling YTD for Finance Committee

4. Bus Payment Options

- Mr. Armstrong discussed the possibilities for purchasing the new used bus budgeted in Line Item 50: Vehicle Expenses & Assets. The cost difference between an older model (early 2000s) and a newer model (mid to late 2000s) is about \$10,000. We discussed payment options: cash up front, lease, and financing. Since we have the fund balance to pay cash up front it is prudent to avoid paying finance charges or hassling with a lease. The cost of a newer model may be partially offset by reduced overall repair costs. The Finance Committee recommendation is to purchase a newer bus and pay cash up front. Upon Board approval, Mr. Armstrong will research cost and secure quotes for our next meeting.

5. Adjournment at 8:45 AM.

Next Finance Committee meeting date: August 19, 2015 at 7:30 AM.

Next Board Meeting: August 31, 2015

Minutes submitted for review July 16, 2015 pds

Greer Middle College FY16 Budget
Adjusted 7.16.2015

Revenues		FY16
1	1510 · Interest Earned	1,500
2	1920 · Contributions	65,000
3	1921 · Capital Campaign	60,000
4	2100 · EFA Base Funding	2,694,117
5	2101 · Special Revenues	431,405
6	4000 · Income - Other	18,000
Total Revenues		3,270,022

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	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

292,025

Facilities Report

Made contact with Matthew Praytor @ Triangle Const. and David Langley @ Langley and Assoc. to let them know we are getting ready to get started again on Capital campaign. I advised them that the facilities committee would meet once school started and everyone was finished traveling.

The deck and walls of the portables are in the process of being painted.

July 2015 Development Report

- Currently, we are between 440 and 450 enrolled students, with the goal of being at 440 in January. We have approximately 170 students on our wait list.
- I had a lunch meeting with Dr. Chuck Morton, the Director of the Benson Campus, this past Monday. He is ready and willing to get involved with GMC and has expressed interest in serving on our board. We will be working to set a meeting up between the two campuses on a regular basis starting in the next few weeks.
- New email program (Constant Contact) has been implemented and gives us a more professional image as well as reporting tools. Previously, we were using an excel spreadsheet to keep up with our email. It was taking 4-5 "BCC" emails to get Blazer News out. Using the new system, we are able to schedule emails to go out at a specific time and will get a report on the number of people opening them and any bounce backs. Our families can go onto our home page and add/change their email, taking some of the clerical work and risk for potential error away on our end and will help us grow our email database.
- In addition to Constant Contact, I have begun training on a cloud based donor management system, Donor Perfect. This will help us manage donors, volunteers, and alumni. Legacy Charter recommended this new system, as a necessary tool for the management and expansion of our constituents. (See report)
- Facebook and Social Media
 - Our average Facebook posts are getting approximately 300 likes. We have post from sporting events etc. with over 1,000 likes.
- PIP met on Wednesday, July 15. We held a thank you luncheon for last year's volunteers prior to the start of the meeting. New officers were elected:
 - Chair: Heather Wyss
 - Vice Chair: Lori Hill
 - Secretary: Beth McMeekin
 - Treasurer: Jim Vogel

PIP revised their bylaws to "Board Liaison as Ex Officio member." Pauline will remain a member for continuity and to ensure improved communication between the board and PIP.

PIP purchased 2 new refrigerated coolers for the café that were delivered on July 15. The old non-functional coolers will be donated to Helping Hands Food Pantry, who will pick up this week.

Fall 4 GMC had our first volunteer meeting Wednesday, July 15 and had 4 attendees. Additionally, there were 4 others who were unable to attend but are interested in helping. We are moving the date to November to give us time to get sponsor packets out as well as involve cross country.