



# GREER MIDDLE COLLEGE CHARTER HIGH SCHOOL

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## HOME OF THE BLAZERS

### Board of Directors Minutes April 24, 2023

Members Present: Donna Smith, John Short, Jason Ross, Lori Larsen, Tony Kouskolekas, Darin Scheidly, Elliot Figueroa, Pauline Nichol, Jennifer Jones

Administration Present: Jimmy Armstrong, Whitney Looper, Anne Goff, David Gantt

Members Absent: None

1. The meeting was called to order by Donna Smith, Chairman, at 5:30 pm.
2. Ms. Smith recognized the board candidates in attendance at the meeting: Pamela Adams, Angela Bonright, Shannon Few, Susan Gault, Tanya Millls, and John Vincent
3. There were no public speakers who desired to address the board.
4. Blazer Brag Recipients – Whitney Looper presented the winners:
  - a) Julia Pressley was nominated by Mr. Cook.
  - b) Wim Clay was nominated by Ms. Quinlan.
  - c) Mya Tease was nominated by Ms. Hunter.
  - d) Kaiden Ross was nominated by Ms. Long and Ms. Quinlan.
  - e) Aida Giorgio was nominated by Ms. Quinlan.
  - f) Ash Plating was nominated by Ms. Schonhar and Mr. Cook.
  - g) Skye Flynn was nominated by Ms. Hunter.
  - h) Josh Muncy was nominated by Ms. Hunter and Ms. Long.
  - i) Employee of the Month was Ms. Brittany Robinson, long-term substitute teacher.
5. Reading of the GMC Mission Statement: Pauline Nichol.
6. The board reviewed the proposed agenda for the meeting. Darin Scheidly made a motion to approve the agenda. John Short seconded the motion. Motion passed unanimously.
7. The board reviewed the meeting minutes from the March 27, 2023, regular board meeting. Darin Scheidly made a motion to approve the minutes as written. John Short seconded the motion. Motion passed unanimously.
8. Administrative and Committee Reports:
  - a) Administration Report – Jimmy Armstrong presented the report:
    - i. The school administration attended the Public Charter School Alliance of SC annual meeting on March 28<sup>th</sup>.
    - ii. The school recognized Mr. Dillard and Ms. McCraw during the Assistant Principal Week on April 3<sup>rd</sup>-7<sup>th</sup>. Mr. Armstrong thanked them for their hard work and service.
    - iii. On April 4<sup>th</sup>, the school hosted a meeting of the SCPCSD leaders.
    - iv. On April 13<sup>th</sup>, the Senior Capstone Project Product Presentations were held.
    - v. On April 15<sup>th</sup>, the school celebrated its 15<sup>th</sup> anniversary. Mr. Armstrong thanked Ms. Bailey and Ms. Timanus for their hard work on the celebration.
    - vi. On April 17<sup>th</sup>, the school held its Junior Ring Ceremony in the school lobby.
    - vii. On April 20<sup>th</sup>, Ms. McCraw and Ms. Bailey attend the SCPCSD meeting in Columbia.
    - viii. Mr. Armstrong recognized Joel Frans, the school's Teacher of the Year. Mr. Frans was selected as a finalist for the district's Teacher of the Year.

- ix. Mr. Dillard created and published a podcast discussing the school's services for homeless children covered under the federal McKinney-Vento Act.
  - x. The administration has completed all faculty observations for this year.
  - xi. The spring sports regular seasons are coming to a close, and the playoffs will begin in May.
  - xii. Regarding attendance, enrollment for the upcoming year will be discussed in the finance report. The school currently has over 250 applicants on its wait list.
  - xiii. Regarding development, a new school promotional video debuted at the 15<sup>th</sup> Year Celebration gala. Additional promotional videos will be released over the next few months.
  - xiv. The school is currently registering Senior Project Presentation judges online. The presentations will be held on May 18<sup>th</sup>.
  - xv. Parents-in-Partnership provided faculty and staff with a Treat Survival Kit and provided dinners for Senior Project portfolio judging.
  - xvi. Donna Smith inquired what time will Senior Project Presentation judging begin on the 18<sup>th</sup>. Mr. Armstrong stated 4:00 pm was when judging began and stated that we need over 100 judges for the presentation.
- b) Executive Committee Report- Donna Smith deferred to the Facilities Committee for the report.
- c) Finance Committee- Elliot Figueroa presented the report:
- i. Mr. Figueroa gave a synopsis of the school's end-of-month financial condition as of March 2023:
    - ii. The school's cash-on-hand is \$ 3.53 million. Total assets are \$15.34 million, and total debt is \$10.13 million. Total school equity is \$4.61 million.
    - iii. We have current liabilities of \$491 thousand. The current monthly budget was \$26 thousand unfavorable in terms of revenue, but we also had a favorable balance for monthly liabilities. The school's monthly net income was \$13 thousand favorable, which is below budget by \$20 thousand. YTD net income is \$20 thousand favorable.
    - iv. We are below budget on the revenue side, but we are also below budget on the expenses side. We are \$15 thousand below budget on YTD net income.
    - v. We are in compliance with our bond requirements.
    - vi. We have 200 days of cash-on-hand.
  - ii. Elliott Figueroa moved to accept the report. The report was accepted unanimously.
- d) Facilities Committee- John Short gave the report:
- i. The Executive Committee received the results reports for the environmental and granite borings tests at the proposed site for the middle school. The civil engineer believes that the property will work for the middle school's purposes.
  - ii. The committee is holding a meeting with the civil engineers, the structural engineers and this Thursday to discuss possible cost issues regarding the site's development based upon boring test results.
  - iii. The committee has met with five banks to date. We are investigating different bond structures for building the facility. Donna Smith stated that we do have choices and we are looking for the best choice for the funding structure. John Short said that we have had very favorable feedback from all the banks.
  - iv. The property is located straight down Hwy 290 from the existing school. The plan is to build a middle school with the potential of some elementary school classes.
  - v. Darin Scheidly asked about some of the issues raised in the boring results. John Short stated that some water was discovered where we didn't want water, and some rock where we didn't want granite. The boring report indicated that grading may be more expensive than expected, but it will depend how much cut and fill will be needed to prep the property.

- e) Policy & Governance Committee- Darin Scheidly presented the report:
  - i. The annual GMC Board election is following the approved schedule. Mr. Scheidly thanked all the candidates for attending the Candidate Meet and Greet and Annual Board Elections are scheduled for April.
  - ii. The board election will be held beginning on Thursday and end Friday morning. The voting will be by emailed survey.
- f) Academic Excellence Committee – Pauline Nichol presented the report:
  - i. The committee has completed its review of the board’s annual survey of parents, employees and students. The committee has compiled the results of the surveys. Ms. Nichol distributed a copy of the survey results to each board member.
  - ii. The committee met with Mr. Armstrong the previous week to review the report and discuss the surveys’ results.
  - iii. We had drop-off in total student participation this year, but we had a good representation from all four classes. Jennifer Jones stated that the overall results were positive and consistent with the results from the previous year.
  - iv. The committee had removed all questions concerning COVID because it did not feel it was necessary.
  - v. The committee added questions regarding the athletics department.
  - vi. Across all three surveys, the surveys were generally positive. Elliot Figueroa stated the faculty and staff survey was favorable. The only issues raised were the types of feedback and communication that could be provided in additional ways. Pauline Nichol stated that we added several regarding social and emotional support and feedback. Regarding safety, students felt safe here considering the overall state of the world. Athletics also received positive feedback from the students who participated on the school’s teams. Students wanted more specific activities and classes.
  - vii. On the athletics side, Mr. Armstrong stated we have limitations regarding additional teams due to the lack of available coaches.
  - viii. The committee also discussed student requests for “adulting” classes such as home economics, personal finance, etc.
  - ix. Regarding the parent survey results, here were questions regarding teacher and parent communications, but there was also an issue with students communicating with teachers first prior to involving parents.
  - x. Darin asked how the board planned on providing the parents and students with the results of the survey. He requested that it be done in such a way that parents and students realize that their responses had been heard and considered by the board. Pauline Nichol stated that the committee will meet and come up with a communication plan for the summary for the surveys.
  - xi. Donna Smith thanked the committee for its hard work on the report.

## 9. New Business

- a) Elliot Figueroa presented the First Reading of the 2023-2024 budget. A synopsis of the proposed budget is attached to the minutes and incorporated into the minutes as the First Reading.
- b) The budgeted net income for 2023-2024 is \$14,000. The proposed budget does not include residual federal COVID funding. The budget also does not contain any reimbursements funds for COVID funding expenditures already incurred. These sources will provide some additional revenue.
- c) We are currently one full-time and one part-time math teachers through COVID funds. The 1.5 FTEs will be transferred back to general funds. We have eliminated other contracted services that were also paid through COVID funding.

- d) We are increasing our student enrollment from 502 to 525 students. We plan on starting the academic year with 535. The anticipated state per pupil funding is \$4,070 per student. In addition, our weighted student enrollment increases our total pupil count to 1,371. Total revenue is budgeted 5.742 million.
- e) Regarding budgeted expenses, the school matches its pay scale to Greenville County School's schedule for their pay steps to be competitive regarding wages. We also have 3.7% increase in state health insurance premiums. Donna Smith asked if our salaries were higher than GCS. Jimmy Armstrong said that we are equal to GCS. We have four people who provide contracted services. The school does not pay for health insurance or retirement for these contractors.
- f) Regarding the tuition to others budget, this amount includes fees for the Fine Arts Center, Bonds Career Center, and Greenville Technical College. That line item is becoming a challenge because we have more students and more students attending college, which increases our tuition costs. We are reviewing the 1,2,3 classes per semester per student policy. Darin Scheidly asked if we were requesting in-person college classes. Mr. Armstrong said we are wanting students in the GTC building.
- g) Regarding school maintenance, school computers must be refreshed. The Academic Building is now six years old, and we need to develop a long-term plan for replacing HVAC, carpeting, flooring and other parts of the building due to ordinary wear and tear. Asset depreciation is not reported in this budget; however, it does show on other statements needed for state and federal reporting purposes. Jennifer Jones asked about resurfacing the student parking lot. Mr. Armstrong said that the parking lot is not under our care. The committee is establishing a building reserve to make certain that we have sufficient funds available to cover the building maintenance. We will have a reserve for technology infrastructure as well.
- h) Regarding remaining expenses, we have the bond payment reserve. We also have a 2% supervisory fee from the district. Based
- i) Based upon the expected revenues and expenses, we have anticipated annual revenue of \$14,000. The budget is tight, but we should have a larger revenue cushion because we will have more students in the building than in the budget. Even with the additional students, our student/teacher ratio will remain at 20-21 students for core classes. We have changed some teaching class assignments to make certain that we keep a low student-teacher ratio.
- j) This concluded the First Reading of the budget, with Second Reading scheduled for next month. Elliot Figueroa thanked Anne Goff and Mr. Armstrong for their hard work on the budget.

10. Darin Scheidly made a motion to adjourn the meeting. John Short seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:35 p.m.

11. Next board meeting is tentatively scheduled for **May 22, 2023, at 5:30 pm.**

## Addendums



# GREER MIDDLE COLLEGE CHARTER HIGH SCHOOL

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## HOME OF THE BLAZERS

### Principal Report 4-24-2023

- Public Charter School Alliance of SC held their annual meeting on March 28 and attended by GMC administration.
- Student Led Conferences were held on March 30 and 31.
- National Assistant Principal's week was April 3-7. Thank you to Mr. Dillard and Ms. McCraw for their continued support of our students.
- Leadership Greer tour was held on April 4.
- Met with other high school charter and private school leaders to discuss possible solutions with the SCHSL on April 5.
- GMC Capstone Showcase was held on April 13.
- 15 year celebration was held on April 15. Thank you to Ms. Bailey and Ms. Timanus for their tireless work with this event.
- Ring ceremony was held on April 17.
- Special Education Symposium was held by our district on April 19 and attended by Ms. McCraw and Ms. Quinlan.
- Mr. Frans, one of our math faculty, has been announced as a finalist for teacher of the year in our district. He is only the 2<sup>nd</sup> teacher to be announced as a finalist from GCS or SCPCSD.
- Mr. Dillard created a podcast related to homeless students. Providing information about homeless students is a federal and state requirement under the McKinney-Vento Act. That podcast is available on social media and our website.
- Formal faculty observations are complete.
- Spring sport regular seasons are coming to an end. State playoffs should start within the next 10 days.



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**Board of Directors**

**March, 2023 Finance Report**

**4/20/23 Finance Committee Meeting**

**March, 2023 Financial Highlights**

- **Balance Sheet**
  - As of March, Cash Balances were \$3,839,035.
  - Total Assets were \$15,346,058 for the month.
  - Total Current Liabilities were \$682,757.
  - Total Long-Term Liabilities remained the same at \$10,134,900.
  - Total Equity was \$4,600,501.
  
- **Statement of Revenue & Expenses**
  - **Revenue**
    - Total General Fund Income for March was \$468,029 against a budget of \$474,000 (\$5,971 Unfavorable). Other funds' revenue was \$161,420. We are \$80,168 Unfavorable to the General Fund budget YTD.
  - **Expense**
    - Total General Fund Expenses for March was \$455,193 against a budget of \$441,093 (\$14,100 Unfavorable). Unbudgeted expenses in Special Revenue Funds were \$153,446. We are \$64,436 Favorable to the General Fund budget YTD.
  - **Net Income**
    - March General Fund Net Income was \$12,836 versus a budget of \$32,907 which was \$20,071 Unfavorable. Total Net Income, including all funds, was \$20,810. We are \$15,732 Unfavorable to the General Fund budget YTD.
  
- **Notes:**
  - **Debt Covenant Requirements:**
    - Days of Cash on Hand = 200 Days. Bond Covenant requires 120 days.
    - Debt Service Coverage is projected to be 1.18, with a requirement of 1.20.
    - Unrestricted net assets are projected to be \$3.1 million, with a requirement of \$1.5 million.

- o **Income and Expense Variations:**
  - **State funding is now being distributed on the current year 45-day weighted pupil units (WPU).**
  - **A CD with Truist was being moved to the school's checking account when it matured in late March, 2023.**
  - **We are currently awaiting approval of Feb '23 state/federal budget amendments, primarily for fringes, to move expenses from the general fund to special revenue.**
  - **Some capital outlay was expended in March '23 to purchase a stage for the gymnasium. There are still some restricted funds remaining that will be used for additional purchases related to the stage/sound system project.**



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**Overview of FY24 Budget**

The FY24 budget shows revenue in excess of expenditures of \$14,259. In order to reach this point, one contracted service has been discontinued as well as a reduction of two FTE employee positions. There are no remaining BSSER funds to offset expenditures for FY24. Expenditures for computer replacements as well as building maintenance due to age of building (including flooring and HVAC replacements) have been included in the FY24 budget. The budgeted pupil count has been increased to 525, an increase of 23 from the FY23 budget.

**3000 State Base Funding**

The FY24 funding formula may change. We are using the estimate provided by the State District of \$4,070 / WPU (weighted pupil units). We are budgeting 525 students, with projected 1371 WPUs.

**Total Revenue**

Our total projected revenue for FY24 is \$5,742,037.

**Salary, Benefits, Taxes, and Retirement**

We match Greenville County Schools (GCS) salary scale. GCS is proposing a \$1,850 per pay step (between 4-6% per teacher) and 3.5% increase for non-teachers. Health insurance will see an increase of 3.7% at 1/1/24. The percentages are the same for instructional and support personnel.

**Contracted Services**

We will have 4 people working as a contracted service. These people are employees of their respective companies and serve GMC in different capacities. GMC no longer pays benefits to these companies' employees.

**Tuition to Others**

This reflects students that take courses at the fine arts center, Bonds, or GMC students taking college courses.

**Computer Replacements**



As computers become obsolete, we have started a replacement cycle program for computers, budgeting \$20,000 for FY24.

**Building Maintenance Program**

As the building ages, we have started a building maintenance cycle program to address items such as aging flooring and HVAC units. For FY24, \$20,000 has been budgeted for this program.

**Capital Outlay**

This includes improvements to the college seminar room and the IT server / network. Total \$20,000.

**Debt Service**

Our debt service for FY24 is \$613,200 as set by Trust. This includes interest and principal for both buildings.

**2% SCPCSD**

As part of the cost to be part of the SCPCSD, a 2% fee is added to some of our revenue. Based on our projected revenue, this fee is \$100,000.

**Total Expenditures**

Our projected total expenditures for FY24 are \$5,727,778.

**Bottom Line FY24.**

With our revenue total of \$5,742,037 and expenditures (including debt service) of \$5,727,778, our bottom line is projected to be \$14,259.