



# GREER MIDDLE COLLEGE CHARTER HIGH SCHOOL

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## HOME OF THE BLAZERS

### GMCK12, LLC Member Meeting Minutes February 24, 2025

**Board Members Present:** John Short, Pauline Nichol, Elliot Figueroa, Zach Salvato, Jennifer Jones, Darin Scheidly, Tony Kouskolekas, Pamela Adams-Singleton (virtual), Lori Larsen, Walker Smith

**Members Absent:** Donna Smith

**Administration Present:** Jimmy Armstrong, Nanette Davis, Anne Goff, David Gantt

1. The meeting was called to order by John Short, Vice Chairman, at 6:10 pm.
2. The board reviewed the meeting agenda. Lori Larsen moved to approve the agenda. Elliot Figueroa seconded the motion. The motion passed unanimously.
3. The board reviewed the GMCK12, LLC member meeting minutes from January 27, 2025. There was no discussion. No deletions or corrections needed. Jennifer Jones made a motion to approve the minutes. Elliot Figueroa seconded the motion. Motion passed unanimously.
4. Financial Report -Elliot Figueroa presented the report.
  - a. Mr. Figueroa reviewed the financial statements for January 2025:
    - i. The initial draw for construction to J. Davis has been paid. The first draw was \$460,000.00. The number and size of the construction draws will increase as construction picks up pace.
    - ii. There were no significant financial issues in the January 2025 financial statements. The school's cash-on-hand and bond requirements are being met at this time.
    - iii. The \$3,950.00 per month land lease is in place, and GMC has been making its monthly payments.
    - iv. The school is accruing interest on its bond proceeds, which is helping with the school's overall finances.
    - v. The administration held its first quarterly bond investor meeting. These will occur on a regular basis to keep the bond investors informed of the progress of the construction and school operation.
    - vi. Elliot Figueroa moved on behalf of the Finance Committee to accept the January 2025 monthly financial reports. There was no further discussion. The motion passed unanimously.
  - b. Facilities Committee Report – John Short presented the report:

- i. All the grading is moving ahead and is on schedule at this time. Final decisions for school's cosmetic selections will be made for ordering purposes in the near future. The committee is meeting with the contractor on Wednesday to pick exterior colors and other finishes. There are several contractor meetings scheduled.
  - ii. Elliot Figueroa reiterated the need for the athletic fields. John Short said that the field grading is progressing and on schedule.
5. New Business –
  - a. Employee Leave and Absences Policy – Darin Scheidly presented the policy:
    - i) GPA needs to adopt a similar policy regarding the accrual and pay-out of employee leave time. Mr. Scheidly suggested that the GPA adopt the same as adopted by GMC.
    - ii) Darin Scheidly moved to adopt the Employee Leave and Absences Policy with the same provisions as the GMC Employee Leave and Absences Policy. Elliot Figueroa seconded the motion. There was no further discussion. Motion passed unanimously
6. Darin Scheidly moved to adjourn the meeting. Tony Kouskolekas seconded the motion. The motion passed unanimously. The meeting adjourned at 6:21 pm.
7. Next board meeting is tentatively scheduled for **March 24, 2025**.

# Greer Preparatory Academy

## Adopted Board Policies

Policy #: \_\_\_\_\_

Adopted by Board: \_\_\_2/24/25\_\_\_\_\_

Policy Title: Employee Leave and Absences

Policy:

### Purpose:

To establish the basic structure for all types of employee leaves and absences, in order to achieve:

- ☐ the uninterrupted continuity of education
- ☐ greater teacher-student contact time
- ☐ appropriate role-model emulation
- ☐ consistent classroom discipline
- ☐ reduced cost
- ☐ prompt service by all departments

Therefore, the board expects employees to come to work as scheduled. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy and its accompanying administrative rule.

Absent employees must comply with procedures set out in the administrative rule which accompanies this policy.

### Sick leave

#### Accrual of sick leave

All full-time employees of the school will accrue sick leave on the basis of 15 days per year. Parttime employees shall be granted a proportionate number of days, based on their employment status.

An employee may accumulate up to 200 days of sick leave which is accrued but not used.

For the purposes of this policy, a full-time employee will mean any person employed in a position for which certification is required by the South Carolina State Department of Education or a person who has been employed in the school and works at least 30 hours (.75 FTE) per week.

# **Greer Preparatory Academy**

## **Adopted Board Policies**

### Use of sick leave for absences

Leave for which there may be no loss in salary:

- personal illness.
- illness in the immediate family – Immediate family in this provision will mean parent, spouse, child, brother, sister or any other person living in the house who is dependent on the employee for care.
- death in the immediate family – Immediate family in this provision will mean parent, spouse, child, sister, brother, grandparent, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, niece, nephew, grandchild or grandparents-in-law.
- Organ donor

Personal leave - An employee will be allowed to use up to four days per year of the available sick leave for personal reasons other than the above mentioned items, if approved in advance by administration. No more than 2 consecutive school/workdays can be taken as personal leave.

Leave requests must be made at least 2 weeks in advance of the requested leave date. In case of emergency, the request should be made as soon as practical given the emergency situation.

The school reserves the right to require documentation to substantiate the approval of leave days.

The school reserves the right to terminate the employment of any employee who fails to comply with the requirements of this policy, who fails to report to work at the expiration of authorized leave, or who fails to obtain an extension of leave. An employee is also subject to termination from employment for misstatements of facts and/or misrepresentations of purpose of which leave of absence is desired or on the basis of which sick leave is obtained or repeated failure to report to work without notifying the Executive Director.

Upon separation of employment, except retirement, all sick days that are not transferred to another state agency will be forfeited. For separation due to retirement, sick days may be applied toward retirement as allowed by the South Carolina Retirement Systems. No amount will be paid by the school.

Transfer of sick leave to another state agency; An employee of the school that is transferring to any school district or other state agency in the state or an employee transferring from another state agency may transfer sick leave time to/from the school that is accumulated at the time of the transfer, up to the maximum number of days allowed by the policy. Employees transferring in from another SC School/Agency may transfer in up to 200 days of accumulated leave to use at GMC.

### Reimbursement for unused leave

All personnel may be compensated for accumulated sick days in excess of 200 days at the rate of \$50 per day. The compensation, if approved, for the excess days (as of 6/30 – year end) would normally be paid through payroll during or near July after year-end.

# **Greer Preparatory Academy**

## **Adopted Board Policies**

### Family and Medical Leave Act

The board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period (an employee may opt to use available paid leave time as part of the 12 work weeks noted). FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. The school will continue to pay the school's share of the employee's health benefits during the leave. In addition, the school will restore the employee to the employee's original position or to an equivalent position with equivalent pay, benefits, and other terms of employment after the conclusion of the leave in accordance with board policy.

The school allows FMLA days to be taken intermittently.

In complying with the FMLA, the school will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

### Emergency leave of absence

For emergencies and unusual situations not covered by the leave policy of the school, an employee may request the Executive Director's authorization for use of paid sick leave days or unpaid days. The employee must submit the request in writing to the Executive Director. Employees may be granted an emergency leave of absence at the discretion of the Executive Director in emergency situations only.

### Legal (court/jury duty) absence

The school will grant an employee leave without loss of pay when he/she is summoned for jury duty or subpoenaed in the line of duty to represent the school as a witness or defendant. Whenever an employee is dismissed by the court before the end of the working day, he/she will return to his/her official duties. An employee must bring an official statement from the court for days serving on jury duty. When selected for jury duty, employees may request a postponement to a date that does not conflict with the school term.

If an employee must appear in court for any reason other than the above, the employee should use available paid leave days (or non-paid leave days if no paid leave days are available).

Maternity/Paternity Leave/Adoption - See separate family leave act Board policy.

# **Greer Preparatory Academy**

## **Adopted Board Policies**

### Military leave

Military leaves of absence are granted in accordance with applicable law.

The board expects employees to request their training for a period when school is not in session.

The school is not required to maintain employee benefits for extended leave.

Written substantiation of leave under this policy is required. Falsification of reason for leave may be cause for disciplinary action up to and including termination of employment.

### Twelve-month employees

Twelve-month employees, who are full-time employees, are granted 10 vacation days during each fiscal year (effective at July 1<sup>st</sup>). The Executive Director should approve these days at least 2 weeks in advance to use these vacation days, except for emergency situations. The vacation days must be used in the fiscal year when earned (July 1 – June 30). Unused vacation days will be forfeited at the end of the fiscal year or upon termination of employment for any reason.

Twelve-month employees are paid for the following holidays / school closures:

- Independence Day week
- Labor Day
- Fall Break/Election
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr Birthday
- Presidents' Day
- Spring Break
- Memorial Day
- Summer Friday closures

### Employee leave form

Application and approval for all leave under this policy are made on the employee leave form as provided to employees.

**Greer Preparatory Academy**  
**Balance Sheet**  
**As of January 31, 2025**

**Assets**

Current Assets

Cash

    Trust - Operating \$ 7,154

    Restricted Cash/Investments 26,748,144

    Prepays 11,178

Other Assets

    Construction in progress 1,613,542

    Construction in progress - capitalized interest 83,004

    Cost of issuance - bonds 858,431

    Land 1,657,520

    Due (to)/from other funds -

Total Assets \$ 30,978,973

**Liabilities**

Current liabilities

    Accounts payable \$ 460,000

    Property tax payable 8,719

    Deferred revenue - lease -

    Due to GMC 475,557

Other liabilities

    Bonds payable 30,000,000

    Bonds payable - premium 52,654

Total Liabilities 30,996,930

**Equity**

Net assets, prior year (4,229)

Current year revenues in excess of expenses (13,728)

Total Equity (17,957)

Total Liabilities and Equity \$ 30,978,973

**Greer Preparatory Academy**  
**Statement of Revenues and Expenditures - All Funds**  
**For the month ended and year-to-date at January 31, 2025**

	MTD Budget General Fund <u>Jan-25</u>	MTD Actual General Fund <u>Jan-25</u>	MTD Budget to Actual Variance <u>Jan-25</u>	YTD Budget General Fund <u>Jan-25</u>	YTD Actual General Fund <u>Jan-25</u>	YTD Budget to Actual Variance <u>Jan-25</u>
<b>Revenues</b>						
Interest income	\$ -	\$ 29,784	\$ 29,784	\$ -	\$ 29,784	\$ 29,784
Rental income	3,950	3,950	-	40,150	65,204	25,054
Miscellaneous income	-	-	-	-	-	-
<b>Total revenues</b>	<u>3,950</u>	<u>33,734</u>	<u>29,784</u>	<u>40,150</u>	<u>94,988</u>	<u>54,838</u>
<b>Expenditures</b>						
Advertising	-	-	-	1,000	-	(1,000)
Audit	-	-	-	2,000	-	(2,000)
Supplies	100	558	458	350	999	649
Software / IT	250	370	120	1,750	1,912	162
Insurance	180	-	(180)	1,000	-	(1,000)
Interest expense	-	-	-	18,562	51,664	33,102
Loan extension fee	-	-	-	-	16,500	16,500
Web site	4,500	5,000	500	4,500	5,000	500
Management services / salaries	8,500	32,500	24,000	32,500	32,619	119
Legal expense	-	-	-	-	-	-
Bank fees	10	22	12	60	22	(38)
<b>Total expenditures</b>	<u>13,540</u>	<u>38,450</u>	<u>24,910</u>	<u>61,722</u>	<u>108,716</u>	<u>46,994</u>
<b>Revenues in excess of expenditures</b>	<u>\$ (9,590)</u>	<u>\$ (4,716)</u>	<u>\$ 4,874</u>	<u>\$ (21,572)</u>	<u>\$ (13,728)</u>	<u>\$ 7,844</u>