APPROVED

Liberty STEAM Charter

Minutes

LSC FOUNDING BOARD OF DIRECTORS

MEETING AGENDA

Date and Time
Monday November 9, 2020 at 11:30 AM

Location
CCTC Advanced Manufacturing Training Center
853 Broad Street
Sumter, SC 29150

Google Map of Meeting Location

This meeting is held in accordance with the Freedom of Information Act. A copy of the agenda has been made available to the local media & general public.

Directors Present
Ben Griffith, Jr., Bronwyn McElveen, Cameron Chandler, Dexter WJ Davis (remote), Greg Thompson, Kimberly Rauschenbach, Marion Newton, Rodney Thompson, Steve Creech

Directors Absent
None

Guests Present
Khalil Graham, Latasha Carter, Trevor Ivey

I. Establishment of a Quorum

A. Record Attendance

Consultants in attendance included David Loadholt from DSG Group. Bruce Mills, a reporter from the *Sumter Item* newspaper, was also present.

II. Opening Items

A. Call the Meeting to Order

In accordance with the SC Code of Laws of 1976, Section 4-30-80(e), as amended, the meeting of the LSC Board of Directors was held in accordance with the Freedom of Information Act. The public and local media were notified of the meeting date, time, place, and agenda via the school's website and social media platforms.
Greg Thompson called a meeting of the board of directors of Liberty STEAM Charter to order on Monday Nov 9, 2020 at 11:30 AM.

B. Invocation

Rev. Dr. Marion Newton provided an invocation.

C. Pledge of Allegiance

Dexter Davis led the board in reciting the Pledge of Allegiance.

D. Chairman's Opening Remarks

Greg Thompson thanked directors for their continued effort in supporting the work of Liberty STEAM Charter and shared in his excited for the new momentum the initiative has received in the last month.

III. Reading of the Mission & Vision Statement

A. LSC Mission Statement

Bronwyn McElveen read aloud the mission statement for Liberty STEAM Charter.

B. LSC Vision Statement

Kimberly Rauschenbach read aloud the vision statement for Liberty STEAM Charter.

IV. Approval of Consent Agenda

A. Today's Meeting Agenda

Ben Griffith, Jr. made a motion to approve today's meeting agenda as presented.
Cameron Chandler seconded the motion.
The board **VOTED** to approve the motion.

B.

Minutes from the October 19, 2020 Regular Monthly Meeting

Ben Griffith, Jr. made a motion to approve the minutes as presented from the October 19, 2020 board meeting.
Cameron Chandler seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Board Recognition

A. Enrollment Support

Greg Thompson and Dr. Khalil Graham led the board in recognizing two individuals - Stephanie Webster from Jehovah Child Development Center and Mary Butler from Pilgrim's Pride - for providing logistical & tactical support in organizing & executing family preview sessions, designed to share the story, mission, and model of LSC with prospective families.

B. Financial Support

Greg Thompson and Dr. Khalil Graham led the board in recognizing seven individuals for providing financial support to execute the mission of LSC. Those individuals recognized who were present included Jim Jones of Jones Buick GMC, John Jones of Jones Chevrolet, Elayne Brunson of Sumter Black Chamber of Commerce, Erricka Jones of Sumter Junior Welfare League, in addition to board members Dexter Davis and Bronwyn McElveen.

VI. Leadership Team Division Updates

A. Chief of Staff

Dr. Trevor Ivey briefly highlighted progress on his three monthly priorities for October to include scholar recruitment, board development, and teacher recruitment. He also commended the board on embracing the Board on Track management platform, noting 100% online participation in both the platform's launch as well as the self-assessment. Dr. Ivey made reference to the increasing numbers from community outreach efforts to include website updates, new social media strategies, updated billboard images, and the monthly eNewsletter. Dr. Ivey confirmed that five representatives from LSC will be participating in the upcoming SC Charter Schools Conference with one additional school leader being invited to speak. Directors were also reminded of the standing window of time for director check-ins the day immediately following board meetings from 4:00-6:00 pm at the LSC administrative offices.

B. Director of Advocacy & Engagement

Greg Thompson welcomed Dr. Latasha Carter to the school leadership team. Dr. Carter introduced herself to the board by providing an overview of her professional experiences within public education. Dr. Carter briefly highlighted the beginning steps of her entry plan

in the role of Director of Advocacy & Engagement to include goals reflecting scholar enrollment, fundraising, and community partnerships.

VII. Financials & Vendors/Contracted Services

A. October Financials

Dr. Khalil Graham reviewed key points from the monthly financial report provided by *McCay Kiddy,* LSC's external fiscal management firm, to include expenditures and donations and noted that LSC remains 100% on track with its planning year budget that is comprised entirely of philanthropic donations.

B. USDE Charter Schools Program Grant Update

Dr. Trevor Ivey provided an update on the federal CSP grant, noting that LSC is 100% on track with filing approved claims from its initially approved budget. He also noted that an amendment has been filed with SCDE that allow for one activity to be eliminated (project director stipend) and two approved activities relating to school planning consultants to be expanded. Dr. Ivey informed the board that a second claim in the amount of $30,694.20 will soon be filed with SCDE. Once approved, this will equate 44% of the year one allocation being spent.

C. Purchase Card Update

Dr. Khalil Graham updated the board on the process to secure a purchase card from Synovus Bank, reminding directors that a procurement policy, procurement card, and purchase card policy had previously been approved by the board. Upon the recommendation of the bank, LSC is advised to add two additional sub-accounts to its master accounts to separately track costs (personnel expenses, etc). Dr. Graham is recommending action on this item and indicated a signed approval form will need to be submitted for this authorization to occur.

D. Finalized Year Zero Budget

Dr. Khalil Graham informed the board that he and the senior leadership team continues to work with *McCay Kiddy*, LSC's external fiscal management firm, to finalize the year zero budget. He noted that they are very close to finalizing enrollment numbers and staffing allocations based upon the SCPCSD charter contract and will be ready to present it to the finance committee next month.

VIII. Enrollment Campaign: Progress to Goals

A. Lotterease Enrollment Data

Dr. Trevor Ivey provided a detailed update to the board on current enrollment data. LSC launched its fall enrollment period on October 1. With the fall enrollment period closing on November 30, LSC has already received a total of 144 applications thus meeting its

current enrollment projection under our approved charter - 83 in kindergarten and 61 in first grade - noting that the threshold has been met for a kindergarten lottery. Dr. Ivey also noted that LSC has received at least one application from most rural parts of the county with 14 applications coming from outside of Sumter that reflect a total of nine zip codes.

B. Family Preview Sessions

Dr. Trevor Ivey informed the board that school leaders have held a total of 41 Family Preview Sessions at 14 venues across Sumter County to share the story, mission, and model of the newly approved charter school that has been attended by a total of 132 different families. During the month of November, a total of 27 additional Family Preview Sessions are scheduled. Additional venues include Jehovah Missionary Baptist Church, Pilgrim's Pride, and the Harmony Court Center. Dr. Ivey noted that any parent who attends & completes a lottery enrollment application will receive a special Thanksiving gift.

C. Scholar Recruitment in Rural Areas

To aid in increasing awareness of LSC across all parts of the county, Dr. Trevor Ivey informed the board that school leaders will spend three days in November (9, 12, 16) conducting drop-in enrollment sessions at all nine of the county's rural community centers. Those communities include Dalzell, Rembert, Rafting Creek, Cherryvale, DeLaine, Wedgefield, Shiloh, Eastern, Salterstown, Ebenezer, and Pinewood. He also noted that assistance is needed in helping to spread the word but that social media and billboard campaigns have been updated to include these sessions.

D. Community Canvassing

Dr. Trevor Ivey also shared with the board upcoming opportunities remaining to assist with canvassing of various parts of the communities on November 14/19. An organizational meeting is scheduled for November 13 to receive directions. T-shirts are being provided to canvassers.

E. Enrollment Demand vs. Current Charter Allocation

In an effort to be responsive to community need, Dr. Trevor Ivey presented to the board a formal proposal to increase its initial enrollment for the kindergarten and first-grade founding classes from a total of 144 to 192 scholars. Each grade level will be comprised of 96 scholars. Still utilizing a two-teacher model for each Primary Academy classroom (K-2), the student teacher ratio will be maintained at 12:1 with an additional class being offered at each founding grade level. School leaders are also proposing that it remove preschool from its current enrollment model. At full build-out, LSC will serve 1,152 scholars in four academies.The proposal will need to be adopted by the full board, which authorizes school leaders to file an amendment request with the SCPCSD Board of Trustees to consider at a future meeting.

IX. Facilities

A. Progress to Goals

Dr. Rodney Thompson updated the board on progress to goals for renovation & construction at the site of LSC's Primary Academy. He noted the following: demo is roughly 40% complete to date, removed the wood walls from the backside of kitchen area, removed the tile from the bathrooms, removed the terrazzo flooring from the kitchen area and storage rooms, with additional work being performed to remove the concrete floor from kitchen (which is taking more time than expected because it is roughly 6” thick), and continuing to cleanup overgrown brush on site. Dr. Thompson noted that the team's plan is that in the next 3-4 weeks we will be done with demo with the exception of the windows and finalize the design.

X. Executive Director's Corner

A. Updates

Dr. Khalil Graham shared an Executive Report that comprised his findings from the first 90 days on the job. He shared excitement in reaching new milestones that are keeping the school on track to open in August with a vision of success for each scholar in the founding classes at the Primary Academy. His report and presentation highlighted three priority focus metrics: college and career ready, operational excellence, and mission at scale. Dr. Graham also shared the story behind the new branding logo unveiled to the board. The report also highlighted the LSC approach to be further explored and how it will be specifically manifested in the school's classrooms, communities, and throughout the state of South Carolina. A finalized organizational chart was also shared with the board.

XI. Public Participation

A. Public Participation

No individuals signed up for the public participation portion of today's meeting.

XII. Executive Session

A. Purposes of a Discussion of Negotiations Incident to Proposed Contractual Agreements

Bronwyn McElveen made a motion to enter into executive session for the purposes of a discussion of negotiations incident to proposed contractual agreements.
Kimberly Rauschenbach seconded the motion.
With the approval, the board adjourned to enter executive session at 12:45 pm.
The board **VOTED** unanimously to approve the motion.

XIII. Action Items

A.

Item (s) Related to Discussion of Negotiations Incident to Proposed Contractual Agreements

Bronwyn McElveen made a motion to conclude executive session and return to open session.
Steve Creech seconded the motion.
With approval, the board returned to open session at 1:10 pm.
The board **VOTED** unanimously to approve the motion.
Bronwyn McElveen made a motion to approve the two additional sub-accounts being added to the school's bank account.
Cameron Chandler seconded the motion.
A resolution noting this authorization was signed by each board member and submitted to Dr. Khalil Graham.
The board **VOTED** unanimously to approve the motion.
Bronwyn McElveen made a motion to file an amendment to LSC's charter contract be filed with the SCPCSD requesting enrollment projections be expanded from 72 to 96 scholars in each grade level.
Cameron Chandler seconded the motion.
A resolution noting this authorization was signed by each board member and submitted to Dr. Trevor Ivey.
The board **VOTED** unanimously to approve the motion.
Kimberly Rauschenbach made a motion to enter into a partnership with Quixote Foundation for the property renovation of 15 School Street.
Bronwyn McElveen seconded the motion.
Mr. Thompson abstained from voting on this matter.
The board **VOTED** to approve the motion.

Roll Call

Marion Newton	Aye
Dexter WJ Davis	Aye
Rodney Thompson	Aye
Bronwyn McElveen	Aye
Greg Thompson	Abstain
Cameron Chandler	Aye
Ben Griffith, Jr.	Aye
Kimberly Rauschenbach	Aye
Steve Creech	Aye

XIV. Closing Items

A. Good of the Order

Dr. Trevor Ivey reminded directors of upcoming board member meetings to include the special called meeting on December 3 to conduct the initial enrollment lottery at 6:00 pm and also the regular monthly meeting on December 14 at 11:30 am - both meetings being

held at the CCTC Advanced Manufacturing Training Center. No other announcements were shared by directors or school leaders during this time.

B. Adjourn Meeting

Steve Creech made a motion to adjourn the meeting.
Marion Newton seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:15 PM.

Respectfully Submitted,
Trevor Ivey

Documents used during the meeting

- October 19, 2020 LSC Board Minutes.pdf
- LSC November 2020 Newsletter.pdf
- LSC November Billboard Images.pdf
- SCCSC20 Breakout Agenda.pdf
- SCCSC20 Agenda.pdf
- LSC Website Metrics October 2020.pdf
- CoS One Page Update 11.9.pdf
- October 2020 Financial Report LSC.pdf
- Dashboard Financials - Liberty October 2020.pdf
- October 2020 CSP Report.pdf
- 10.30 1st Grade Lottery Tracker.pdf
- 10.30 Kindergarten Lottery Tracker.pdf
- LSC Enrollment Progress to Goals Tracker (11.4 Update).pdf
- LSC Family Preview Session Feedback Form.pdf
- November FPS Calendar FINAL.pdf
- Sumter Rural Community Centers - Facility Approval Letter.pdf
- Rural Calendar Enrollment NOVEMBER.pdf
- REVISED LSC Enrollment Projection Table.pdf
- 11.6.20 Construction Update.pdf
- Ex Session B Expanded Enrollment Resolution.pdf
- Ex Session A Deed Transfer Memo and Resolution.pdf