

APPROVED



## Liberty STEAM Charter

### Minutes

#### FOUNDING BOARD OF DIRECTORS

#### REGULARLY SCHEDULED MONTHLY MEETING

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#### **Date and Time**

Monday January 11, 2021 at 11:30 AM

#### **Location**

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

[Google Map of Meeting Location](#)

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***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.***

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#### **Directors Present**

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

#### **Directors Absent**

None

#### **Guests Present**

Dorothy Wells, Khalil Graham, Latasha Carter, Luna Velez, Trevor Ivey

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## **I. Establishment of a Quorum**

### **A. Record Attendance**

Bruce Mills, education reporter from *The Sumter Item*, was also present.

## **II. Opening Items**

### **A. Call the Meeting to Order**

Greg Thompson called a meeting of the board of directors of Liberty STEAM Charter to order on Monday Jan 11, 2021 at 11:30 AM.

## **III. Reading of the Mission & Vision Statement**

### **A. Mission Statement**

Cammy Chandler read aloud the mission statement.

### **B. Vision Statement**

Ben Griffith read aloud the vision statement.

## **IV. Order of Business**

### **A. Approval of Today's Meeting Agenda**

Dexter WJ Davis made a motion to approve today's meeting agenda as presented.

Rodney Thompson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Approval of Minutes from December 14, 2020 Regular Monthly Meeting**

Ben Griffith, Jr. made a motion to approve the minutes from LSC FOUNDING BOARD OF DIRECTORS on 12-14-20.

Steve Creech seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Approval of Minutes from January 8, 2021 Board Retreat**

Ben Griffith, Jr. made a motion to approve the minutes from LIBERTY STEAM CHARTER FOUNDING BOARD OF DIRECTORS MID-YEAR RETREAT on 01-08-21.

Marion Newton seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. Board Recognition**

Dr. Graham joined Chairman Thompson in recognizing the following organizations/individuals for their financial support of LSC during the month of December: Ben Griffith, Ted Wilson, Gifford Shaw, and Frank Edwards from the Williams-Brice-Edwards Charitable Trust.

## **V. Senior Leadership Team Division Updates**

### **A. Executive Director**

Dr. Graham reviewed his one-page ED update with the board that outlined progress to goals in the following areas: teaching & learning (all on track), talent (all on track except for an evaluation system in place), family & community engagement (all on track except for the number of scholar enrollment applications), communication & external affairs (all on track), operations & business administration (all on track), and additional considerations (all on track except for in-planning site). Dr. Graham also recognized the newest member of the LSC Senior Leadership Team - Dorothy Wells, who will be serving as the team's Executive Assistant.

### **B. Chief of Staff**

Dr. Ivey reviewed the status of his December priorities (communications & external relations, strategic planning & growth, special projects, and talent & human resources administration) and outlined his January priorities (coordinating BOY pre-opening conditions checklist), talent & human resources development with the hiring of lead teachers, and establishing organizational culture measurement tool). He noted his highlight of the past month was the scholar enrollment event and that requested support from the board in continuing to be vocal supporters of LSC while also asking directors to encourage one outstanding local teacher to apply for employment consideration as a founding lead teacher at the Primary Academy.

### **C. Director of Advocacy & Engagement**

Dr. Carter reviewed the status of her December priorities (applied for the New School Venture Fund & Charter School Growth Fund grants, organized & implemented the first annual LSC Holiday Angel Giving Tree fundraiser, and assisted with parent engagement & scholar recruitment events) and outlined her January priorities (50 new touchpoints with external stakeholders, organizing the parent planning committee, and obtaining \$10,000 in committed financial donations). She noted the highlight of the past month for her was the LSC Holiday Angel Giving Tree fundraiser while requesting support from the board in helping to connect her with potential donors.

### **D. Managing Director of Operations**

Ms. Velez introduced herself to the board by briefly highlighting the skills and talents she brings to the role of Managing Director of Operations. Ms. Velez reviewed the status of her December priorities (HR onboarding, establishing work routines & procedures, and assisting with the post-lottery enrollment event) and also highlighted her January priorities

( BOY checklist, recruiting 50 new scholars for enrollment, establishing a facilities management & food services plan, and understanding the current financial systems in place). She noted the highlight of December for her was the senior leadership team retreat while also requesting the board for support in connecting her with prospective K-1 families.

## **VI. Financials & Vendors/Contracted Services**

### **A. December Financials**

Dr. 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. December Donations & Year-End Giving**

Dr. Carter reviewed three documents with the board to include individual donors (\$12,500.01), corporate/organizational donors (\$350,000), as well as those individuals who participated in the LSC Holiday Angel Giving Tree fundraiser (\$6,155) along with their respective total donation amounts. Dr. Carter then presented a check in the amount of \$368,655.01 to Chairman Thompson. She also noted that all year-end donation statements have been distributed for tax deduction purposes.

### **C. USDE Charter Schools Program Federal Grant Update**

Dr. Ivey provided an update on the federal CSP grant, noting that LSC is 100% on track with filing approved claims from its planning year budget. He informed the board that the second and third reimbursement claims have also been filed in the amounts of \$30,694.20 and \$23,071.43 respectively. Combined with the first claim, a total of 62% (\$77,513.90) of the planning year allocation (\$125,000) has been claimed. A fourth claim, currently, in the amount of \$29,241.52 is in the process of being filed. Once that claim is approved, LSC will have spent 85% of its planning year allocation. Dr. Ivey also informed the board that LSC successfully submitted its first CSP benchmark report to the SC Department of Education on December 15 and that LSC has officially entered into the implementation year one, where it has access to additional funding contingent upon a new Grant Award Notice (GAN) being issued. He finally shared that a fidelity bond has been secured for the new GAN that is anticipated to be issued in the next month.

## **VII. Facility**

### **A. Update on Design Development Plans**

Dr. Rodney Thompson provided a detailed facility update, noting that the design development plans have been officially submitted to the SCDE Office of School Facilities for approval/feedback. He has been in touch with SCPCSD officials and participated in several facility committee meetings since last board meeting.

## **B. Update on Current Progress to Date**

Dr. Rodney Thompson informed the board that all renovations are on schedule for a completion date of June 15. Dr. Thompson shared that he is hopeful to schedule an in-person tour of the facility to see progress being made firsthand for the board next month.

## **VIII. Enrollment**

### **A. Current Enrollment Data: Progress to Goals**

Dr. Ivey reported to the board that, to date, 80% of the 144 founding families have successfully completed all aspects of the enrollment process. While a complete demographic breakdown of our founding scholars is not available yet, he stated that the senior leadership team is confident that our recruitment efforts will yield a very diverse group of children who are representative of the Sumter community with regards to both racial composition and socioeconomic status. Dr. Ivey also stated that the staff continues to engage in recruitment planning to ensure that the world-class education being offered at LSC be accessible to all parts of our community, with intentional efforts made in reaching those in the school's core geographic target area of South Sumter. Dr. Ivey stated that with the potential to add 48 additional scholars to our founding classes pending the outcome of this Thursday's SCPCSD hearing for expanding enrollment, this could potentially add greater diversity and we couldn't be more excited about designing a solution that adequately meets the challenge of accessing quality public education opportunities in Sumter. Dr. Ivey ended his comments by stating that the senior leadership team looks forward to sharing a more detailed demographic composition profile of our founding classes the first week of February.

### **B. Next Steps**

Dr. Ivey reported to the board that Dr. Carter and Ms. Velez are organizing a parent planning committee to give feedback to school leaders as the planning year continues. Both staff members share the enrollment priority in their workstream and will be working together to meet the goal of 50 new lottery applications (that adds to the waitlist). They both noted they are excited about new recruitment efforts in the month of January.

## **IX. Public Participation**

### **A. Public Participation**

No one signed up for public participation.

## **X. Executive Session**

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

Dexter WJ Davis made a motion to enter into executive session at 12:15 pm for the purposes of a discussion of negotiations incident to proposed contractual agreements. Bronwyn McElveen seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **XI. Action Items Related to Executive Session**

### **A. Item (s) Related to Discussion of Negotiations Incident to Proposed Contractual Agreements**

Steve Creech made a motion to conclude executive session and return to open session at 12:35 pm.  
Rodney Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
The board took no action from executive session.

## **XII. Closing Items**

### **A. Good of the Order**

Each board member had an opportunity to share during this portion of the agenda any final comments. Staff members thanked the full board for the opportunity in continuing to serve.

### **B. Adjourn Meeting**

Cameron Chandler 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 12:39 PM.

Respectfully Submitted,  
Trevor Ivey

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## **Documents used during the meeting**

- Ivey School Leader Update January 2021.pdf
- Carter School Leader Update January 2021.pdf
- Velez School Leader Update January 2021.pdf
- December Detailed Financial Balance Sheet 2020.pdf
- December Liberty Steam Dashboard Financials.pdf
- 1.8\_WBE\_CharitableTrustLSCDonation\_PressRelease.pdf

- LSC Individual Donor Tracker December 2020.pdf
- LSC Corporate Donor Tracker December 2020.pdf
- LSC Angel Tree Holiday Fundraiser Tracker.pdf
- Revised Year 2 CSP Budget DRAFT.pdf
- December 2020 CSP Grant Financial Update.pdf
- CSP Benchmark Report 1 BOARD.pdf