

APPROVED



## Liberty STEAM Charter

### Minutes

#### FOUNDING BOARD OF DIRECTORS

##### AGENDA FOR REGULARLY SCHEDULED MONTHLY MEETING

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#### **Date and Time**

Monday March 8, 2021 at 11:30 AM

#### **Location**

CCTC Advanced Manufacturing Training Center  
Room A101  
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. (remote), Bronwyn McElveen (remote), Cameron Chandler, Dexter WJ Davis (remote), Greg Thompson, Kimberly Rauschenbach, Marion Newton, Steve Creech

#### **Directors Absent**

Rodney Thompson

#### **Guests Present**

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

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## **I. 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 Mar 8, 2021 at 11:30 AM.

### **B. Invocation**

Steve Creech provided an invocation.

### **C. Pledge of Allegiance**

Kimberly Rauschenbach led the group in reciting the pledge of allegiance.

### **D. Chairman's Opening Remarks**

During this time, Chairman Thompson thanked his fellow board directors for their continued engagement in providing support to turn the vision for Liberty STEAM Charter into a reality. He specifically commented on the significant progress that this community initiative has achieved (renewed grant funding, the last group of our lead teachers hired, facility progress etc.) in the last month since the board met in moving the vision closer to actual reality.

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

### **A. LSC Mission Statement**

Dexter Davis read aloud the mission statement.

### **B. LSC Vision Statement**

Rev. Marion Newton read aloud the vision statement.

## **III. Approval of Consent Agenda**

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

Steve Creech made a motion to approve the agenda as presented.

Kimberly Rauschenbach seconded the motion.

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

### **B. Minutes from Previous Meeting (February 8, 2021)**

Bronwyn McElveen made a motion to approve the minutes from FOUNDING BOARD OF DIRECTORS on 02-08-21.

Cameron Chandler seconded the motion.

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

### **C. Minutes from Previous Meeting (January 11, 2021)**

Steve Creech made a motion to approve the minutes from FOUNDING BOARD OF DIRECTORS on 01-11-21.

Marion Newton seconded the motion.

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

## **IV. Board Recognition**

### **A. Financial Support**

Chairman Thompson joined Dr. Khalil Graham in recognizing Jess Williams for his financial contribution to LSC.

## **V. 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 and donations), communication & external affairs (all on track), operations & business administration (all on track), and additional considerations (all on track except for in-planning site).

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

Dr. Trevor Ivey reviewed the status of his February priorities:

- 100% On-Track with SCPCSD & SCDE CSP Compliance (Complete)
- 100% On-Track with SCDE Charter Schools Program Grant Management (Complete)
- 100% On-Track with SCPCSD Pre-Opening Conditions (On Track)
- 100% of Lead Teachers Hired (Complete)
- 75% of Teaching Fellows (Not Complete)
- 85% Organizational Health Survey (Complete)
- 100% of Goal Setting Meetings for Senior Leaders (Complete)
- Implementation Plan of People Management Systems (Ongoing)
- Special Projects - Board on Track, Facilities Strategic Planning, Scholar Recruitment & Enrollment (Complete)

During this time, Dr. Ivey outlined his March priorities:

- 100% On-Track with SCPCSD & SCDE CSP Compliance
- 100% Instructional Staff Hired

- 90% Instructional Staff Onboarding Complete
- 100% of 2x2 Meetings for Senior Leaders Complete
- 85% Organizational Health Survey
- 1st Draft of Chief of Staff Playbook
- 90% on Track for Site 2 Strategic Plan
- 100% Operational with New People Management System (Namely)

Dr. Ivey noted the second CSP benchmark report has been successfully submitting to the SCDE and also reviewed the monthly HR update noting the average number of days for candidates to complete the full hiring process is 28 days. Directors asked several questions seeking further clarification of the status of recruitment with teaching fellows. Dr. Ivey shared that 14 additional candidates are in the selection process with additional 67 touchpoints made in the last week, assuring the board we will meet the fully staffed expectation (for all instructional staff) next month. He ended his update by thanking the board for their continued support noting that the highlight of the month was the facility renovation progress and to continue being a vocal supporter for LSC.

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

Dr. Latasha Carter reviewed the status of her February priorities:

- 67 monthly touchpoints with stakeholders (Complete)
- Establish a Family Planning Committee (Complete)
- 1 Grant Proposal (Complete)
- Create Family Engagement rubric (Complete)
- \$15K Committed Donations (Incomplete)

During this time, she also outlined her March priorities:

- Make 50 monthly touchpoints with stakeholders
- Ensure 90% family attendance and satisfaction of monthly stakeholder event.
- Ensure 90% satisfaction of Family Planning Committee
- Complete first draft of Director of Advocacy & Engagement Playbook
- Submit one grant proposal
- \$20,000K Committed Donations
- Host Monthly Family Engagement
- Host Monthly Family Planning Committee Meeting

She ended her update by thanking the board for their support in helping her connect with potential donors noting the highlight of her month was hosting the first family planning committee meeting.

### **D. Manging Director of Operations**

Luna Velez reviewed the status of her February priorities:

- 100% of Scholars Enrolled (complete)
- 2:1 Ratio Student Enrollment Applications (283/384 Applications - Not Complete)
- 90% BOY on Track (In Progress)
- Draft of Welcome to LSC Project Plan (Complete)
- Draft of Hiring Project Plan (Complete)
- 100% Financial Accountability with P-card Transaction Logs Financial Reportings

During this time, she also outlined her March priorities:

- 100% Financial Accountability
- 90% BOY On Track
- 90% Hiring Project plan
- 90% Welcome to LSC Project Plan
- 1st Draft of Managing Director of Operations Playbook
- 50 New Student Applications

She ended her update by thanking the board for their continued support in student recruitment efforts and noted that the highlight of her month was collaborating with the team on designing & executing the pitch for feedback.

## **VI. Board Committee Updates**

### **A. Executive Committee**

Dr. Graham reported out for the executive committee that the main topics of discussion from their recent meeting centered around reviewing the progress to goals tracker for year zero, continued budget refinement for year zero, and teacher recruitment. Dr. Graham noted that a draft version of the year zero budget will be presented by the finance committee to the full board at next month's meeting. No action is being recommended to the full board by the executive committee at this time.

### **B. Finance Committee**

Ms. Velez reviewed key points from the monthly financial report provided that included expenditures and donations noting that LSC remains 100% on track with its planning year budget that is comprised entirely of philanthropic donations. She also shared that the four separate financial accounts have been created as part of refining our current practices (operations, donations, reserve, and personnel). Staff members have been properly trained in the purchasing card policy and are fully in compliance. Ms. Velez also shared out that the full planning year CSP grant allocation (\$125,000) has been spent with the final claim being reimbursed. Additionally, the CSP benchmark report #2 has been submitted to the SCDE and the budget for the planning & implementation year one (\$436,445.00) has been approved by SCDE. Other committee highlights that Ms.

Velez shared include education finance 101 training being organized for all directors. No action from the finance committee is being recommended to the full board at this time.

### **C. Academic Excellence Committee**

Bronwyn McElveen reviewed key points of discussion from the academic excellence committee to include updates to the SY 21-22 academic calendar, curriculum selection, as well as the committee's recommendation the full board adopt the employee handbook.

The committee has shared the costs of the approved curricula (EL-reading, Eureka-math, PLTW-STEM/Science, Open Circle - Social Emotional Learning) to the finance committee for inclusion in the budget. Ms. McElveen shared her committee's validation of the staff's intentionality in the teacher recruitment & selection process noting that it is a "rockstar" team being assembled. Ms. McElveen reported to the full board her committee received a formal presentation from *Teach for America* to serve as a founding partner in seeking out and bringing nation-wide talent to our founding cohort of Teaching Fellows and recommends its full approval. Candidates from that alternative certification program will be shared with senior leadership beginning March 22. Separately, Mr. Creech requested the employee handbook be shared with the full board, to which Chairman Thompson asked each board member to take time to read the staff recommendation and be prepared to ask any questions and vote at next month's meeting. In terms of next steps, the academic committee will soon finalize its feedback on the scholar and family handbook with the goal of sharing a final version to the full board at next month's full board meeting.

### **D. Development Committee**

Cammy Chandler reviewed the highlights from the development committee's recent meeting to include an update on the creation of a donor kit, developing an LSC capital campaign, and external stakeholder touchpoints. She reported that the development committee is finalizing the committee job description as they would like to include community members on their committee. Ms. Chandler noted that her committee will receive additional "friendraising" today after the full board meeting. A total of 100 touchpoints has been made by this committee to date with a draft version of the capital campaign complete. Dr. Carter also shared that the promotional video of LSC's story, mission, and model featuring three angles (donor, enrollment, and recruitment) is in the final editing stage and will soon be shared with the full board. In terms of next steps, Ms. Chandler shared that they will be working to finalize the donor kit and to set up three meetings with potential donors/partners.

## **VII. Enrollment Updates**

### **A. Founding K-1 Class Updates**

Ms. Velez noted that LSC is 100% full enrolled with a waiting list of scholars in both kindergarten (36) and first grade (4).

### **B.**

### **Upcoming Community Outreach Activities**

Ms. Velez shared that additional outreach activities are being coordinated in conjunction with Dr. Carter to include additional Family Preview Sessions (two virtual options are scheduled each week), weekly community canvassing (four hours), as well as other scheduled presentations to external stakeholder groups to include local daycare centers. Ms. Velez reiterated to the board the staff's goal of having a 2:1 application ratio to ensure a healthy waiting list. Dr. Carter shared that this month's family engagement event for enrolled families is a *Virtual Meet n' Greet* with the Founding Primary Academy Leadership Team (Mr. Logan, Ms. Harris, and Ms. Peckham) on March 10-11 from 6:30-7:15 pm. Ms. Velez concluded this update by sharing that the full senior team is organizing the first (in-person) *Welcome to Liberty* event for all founding families on April 26-27 to be held at Morris College.

## **VIII. Facilities**

### **A. Progress to Goals**

Ms. Velez referred the board to the four pages in the meeting packet for detailed progress updates of the renovation project, noting that it is fully on-track for completion by June 30. She highlighted the fact that a retention pond has been added to the back of the campus to assist with stormwater runoff, HVAC units have been replaced, along with the beginning formation of the front parking lot and sidewalks surrounding the campus.

## **IX. Public Participation**

### **A. Public Participation**

No one signed up for public participation.

## **X. Executive Session**

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

Kimberly Rauschenbach made a motion to enter into executive session for the purposes of discussion of negotiations incident to proposed contractual arrangements.

Ben Griffith, Jr. seconded the motion.

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

### **B. Purposes of Discussion of Individual Personnel Matters**

Steve Creech made a motion to add the discussion of individual personnel matters to executive session.

Cameron Chandler seconded the motion.

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

The board adjourned to executive session at 12:15 pm.

## **XI. Action Items**

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

Bronwyn McElveen made a motion to return from executive session at 12:35 pm.

Steve Creech seconded the motion.

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

No action was taken by the board 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**

Greg Thompson made a motion to adjourn the meeting.

Cameron Chandler 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 12:38 PM.

Respectfully Submitted,

Trevor Ivey

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## **Documents used during the meeting**

- 2.8 LSC Full Board Meeting Minutes.pdf
- 1.11 LSC Full Board Meeting Minutes.pdf
- Graham School Leader Update March 2021.pdf
- Ivey School Leader Update March 2021.pdf
- March 2021 HR Board Report.pdf
- 2021 LSC Academic Calendar (FINAL REVISED).pdf
- SCPCSD On Track Letter 3.1.21.pdf
- Carter School Leader Update March 2021.pdf
- Velez School Leader Update March 2021.pdf
- Finance Committee Update March 2021 (Final).pdf



- March 2021 Financial Report.pdf
- Academic Committee Update March 2021.pdf
- Development Committee Update March 2021.pdf