APPROVED

Liberty STEAM Charter

Minutes

FOUNDING BOARD OF DIRECTORS ACADEMIC EXCELLENCE COMMITTEE

AGENDA FOR REGULARLY SCHEDULED MONTHLY MEETING

Date and Time
Thursday March 4, 2021 at 11:00 AM

Location
LSC Administrative Offices
117 North Main 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.

Mission: Liberty STEAM Charter (LSC) works to provide all students equal access to a world-class K-12 education in an academically rigorous & student-centered learning environment, creating graduates to be thoughtful & engaged citizens prepared to take on the leadership challenges of the 21st century.

Vision: In partnership with our families & the community, Liberty STEAM Charter (LSC) will provide interdisciplinary, real-world, personalized, and project-based learning experiences through a STEAM-based academic program where graduates become the next generation of leaders, employers, and employees who contribute to the economic well-being of their communities and families.

Committee Members Present
Bronwyn McElveen (remote), Khalil Graham (remote), Rodney Thompson (remote), Trevor Ivey (remote)

Committee Members Absent
None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Trevor Ivey called a meeting of the Academic Committee Committee of Liberty STEAM Charter to order on Thursday Mar 4, 2021 at 11:00 AM.

C. Invocation

An invocation was provided by Dr. Trevor Ivey.

D. Reading of the Mission Statement

Dr. Khalil Graham read aloud the mission statement.

E. Reading of the Vision Statement

Dr. Rodney Thompson read aloud the vision statement.

F. Pledge of Allegiance

The pledge of allegiance was led by Dr. Ivey.

G. Approve Today's Meeting Agenda

Bronwyn McElveen made a motion to approve today's meeting agenda as presented.
Rodney Thompson seconded the motion.
The committee **VOTED** unanimously to approve the motion.

H. Approve Previous Meeting Minutes

Bronwyn McElveen made a motion to approve the minutes from FOUNDING BOARD OF DIRECTORS ACADEMIC EXCELLENCE COMMITTEE on 02-02-21.
Rodney Thompson seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Academic Excellence

A.

Review of 90 Day Action Plan

Dr. Graham reviewed the committee's goals agreed to at the board retreat as outlined in the 90-day action plan.

- Complete Curriculum Study & Adopt K-1 Curriculum Choices
- Adopt Scholar Handbook & Adopt Draft Family Handbook
- Adopt Employee Handbook
- Adopt 2021-22 Academic Calendar
- Finalize Employee Work Day Agreements

No new items were added to the committee's 90-day action plan.

B. Review of Progress to Goals

Dr. Khalil Graham reviewed the current progress to goals from the committee's 90-day action plan.

- Curriculum Study (Complete)
  - Committee recommends Eureka, PLTW, Open Circle, & EL curricula be included in the FY 2021-22 budget; recommendations referred to the Finance Committee.
- Draft Version of Scholar Handbook in Progress (Ongoing)
- Draft Version of Family Handbook in Progress (Ongoing)
- 2021-22 Academic Calendar (Complete with Revised Start/End Dates)
  - The full board voted to approve the calendar at the February 8th meeting, but start/end dates were added as part of the SCPCSD pre-opening conditions. There will be four quarters: quarter 1 (48 days), quarter 2 (47 days), quarter 3 (46 days), and quarter 4 (45 days).
- Employee Work Day Agreement Start/End Dates (Complete)
- Draft Version of the Employee Handbook (Complete)

C. Review of Relevant Documents & Reports

Dr. Graham and Dr. Ivey reviewed two documents with the committee - the results/recommendations from the curriculum study and the proposed 2021-22 SY academic calendar.

- Committee staff reviewed the current state of teacher recruitment & selection, a refined talent strategy, and various initiatives *Talent Insider* - Volume 1, Edition 2 (160 views)
  - Documents: February Liberty *Talent Insider*, February HR Report, & Instructional Update
  - Exploring Partnership with *Teach for America*
    - Troy Evans, Executive Director of *Teach for America* South Carolina, shared a short presentation with the committee regarding its organization, role, and support available to LSC. Dr. Graham shared

that he and Dr. Ivey have been engaging with TFA for the last several months to explore a partnership that sources additional talent for LSC with its Teaching Fellows positions. A discussion was had regarding LSC needs. Committee members expressed their support for this partnership and will recommend further action to the full board.

- PTG: 10/10 Lead Teacher Hired (100%), 1/11 Teaching Fellows Hired (9%), Talent Recruitment Info Session (8), and Chat n' Chew (4), Welcome to Liberty Event (4)
- Committee staff reviewed the mission role for the Academic Counselor
  - Family Engagement, Social-Emotional Learning, & Testing
- Committee staff reviewed highlights from the LSC Employee Handbook
  - There was a discussion regarding school uniforms. Dr. Graham shared options available from an outside vendor (French Toast) but that the parent planning committee would be providing additional feedback.
- Committee staff provided a brief update on the *Namely* Human Resources Information System platform with a tentative launch date in mid-April.
- Committee staff reviewed updates from SCPCSD Pre-Opening Conditions (revised academic calendar showing start/end dates for reporting periods, technology, textbooks, etc.).
  - LSC is fully on track for opening in the 2021-22 school year as verified from recent correspondence with SCPCSD indicating such as well as SCDE in successfully renewing a second year of funding from the federal CSP grant.

III. Other Business

A. Agenda Items from Committee Members

No agenda items from committee members were brought before the committee. Dr. Graham requested feedback from the committee on the employee handbook and also stated that the scholar/family handbook will be available within the next few weeks for additional review. Director McElveen shared she looks forward to reading through the handbooks.

IV. Executive Session

A. Discussion of Contractual and Personnel Matters, and Receipt of Legal Advice Including Related to a Pending, Threatening, or Potential Claim

Bronwyn McElveen made a motion to enter into executive session for the purposes of a discussion of contractual and personnel matters, and receipt of legal advice including related to a pending, threatening, or potential claim.
Rodney Thompson seconded the motion.
The committee **VOTED** unanimously to approve the motion.

V. Action Related to Executive Session

A. Action from Executive Session

Bronwyn McElveen made a motion to return from executive session at 12:00 pm.
Rodney Thompson seconded the motion.
The committee **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Next Steps

Mrs. McElveen agreed to represent the committee in sharing updates at the next full board meeting. The committee directed the staff to finalize the partnership with *Teach for America*. The goal is for all handbooks to be approved at the April committee meeting and recommended to the full board for approval.

B. Good of the Order

No member of the committee commented.

C. Adjourn Meeting

Rodney Thompson made a motion to adjourn the meeting at 12:06 pm.
Bronwyn McElveen seconded the motion.
The committee **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 12:06 PM.

Respectfully Submitted,
Trevor Ivey

Documents used during the meeting

- Employee Handbook - LSC Draft.pdf
- March 2021 HR Board Report.pdf
- Lead Teacher Hiring Tracker with Documentation.pdf