

APPROVED



Liberty STEAM Charter

Minutes

LIBERTY STEAM CHARTER FOUNDING BOARD OF DIRECTORS

NOTIFICATION OF REGULARLY SCHEDULED MONTHLY MEETING

Date and Time

Monday May 10, 2021 at 11:30 AM

Location

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

Directors Absent

Bronwyn McElveen

Guests Present

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

I. Establishment of a Quorum

A. Record Attendance

Bruce Mills, the education reporter from *The 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 May 10, 2021 at 11:30 AM.

B. Invocation

Rev. Dr. Marion Newton provided an invocation.

C. Pledge of Allegiance

Steve Creech led the board 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 in the last month since the board met in moving the vision closer to actual reality (facility progress and family engagement events). Chairman Thompson reaffirmed his commitment to the charter school's mission.

III. Reading of the Mission & Vision Statement

A. LSC Mission Statement

Cammy Chandler read aloud the mission statement.

B. LSC Vision Statement

Kimberly Rauschenbach read aloud the vision statement.

IV. Approval of Consent Agenda

A. Today's Meeting Agenda

Ben Griffith, Jr. made a motion to approve the agenda as presented.
Rodney Thompson seconded the motion.

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

B. Minutes from Previous Meeting (March 12, 2021)

Ben Griffith, Jr. made a motion to approve the minutes from LSC FOUNDING BOARD OF DIRECTORS on 04-12-21.

Cameron Chandler seconded the motion.

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

V. Board Recognition

A. Support of Liberty's Mission - Incubation & Planning Year

During this portion of the meeting agenda, Chairman Thompson joined Dr. Khalil Graham in recognizing the groups below for their support of LSC during both the application process and for their continued support during the planning year.

1. Housing Authority of the City of Sumter
2. Midlands Fatherhood Coalition
3. City of Sumter HOPE Centers

In addition, Dr. Graham recognized Sherman Logan, Primary Academy Director, in the audience who recently made the permanent move to Sumter with his family.

VI. 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), family & community engagement (all on track except for the number of scholar waitlist enrollment applications and donations), communication & external affairs (all on track except for the preliminary stages of the 3/6 year strategic planning), operations & business administration (all on track), and additional considerations (all on track).

B. Chief of Staff

Dr. Trevor Ivey shared an update on the status of his priorities for the months of March and April.

- 100% On-Track with SCPCSD & SCDE CSP Compliance (Complete)
 - SCDE Charter Schools Program Grant Management (On Track)
 - 2nd Claim of P&I Year 1 Received - \$9,185
 - SCPCSD Pre-Opening Conditions (On Track)
 - 32/32 (100% PTG to Date) & 32/53 Pre-Opening Conditions Met (60% PTG Total)
 - 100% of Instructional Staff Hired (Complete)

- 11/11 Lead Teachers Hired (4:1 Application Ratio with 26% Applicants Selected)
- 10/10 Teaching Fellows (3:1 Application Ratio with 32% Applicants Selected)
- 3/3 Instructional Support Staff (3:1 Application Ratio with 31% Applicants Selected)
- 52% Minority, 100% Certified Teachers as TOR, 71% Total Certification, 155 Years Exp.
- 90% of Teacher Onboarding Complete (Ongoing)
 - 50% PTG - Completion Expected by May 26
 - Delay in the Onboarding Launch
- 100% of Goal Setting Meetings for Senior Leaders Scheduled (Complete)
 - Scheduled for the Week of April 23/Housing all Documents in Namely
- 85% Organizational Health Survey (Complete)
 - Leadership Team (Vibrant Workplace, Inspired Employees, Inclusive Leadership, and Positive Culture & Board Feedback Survey (Communications)
 - Next Steps Conversations are Ongoing
- 1st Draft of Chief of Staff Playbook (Complete)
 - Files are continuing to be uploaded with one-pagers.
- 90% on Track for Site 2 Strategic Plan (Ongoing)
 - Follow-up meetings have taken place with multiple stakeholders.
- 100% Operation with Namely People Management System (Complete)

For the month of May, Dr. Ivey shared the following priorities:

- 100% On Track with all State & Federal Compliance
- 100% of Operations Staff Hired
- 100% of STaff onboarding Completed
- Finalize Chief of Staff Playbook
- Create 1st Draft of Engagement Plans for New Staff
- Create 1st Draft of Liberty Communications Tree

Dr. Ivey noted that the highlight for the past month was interacting with founding families at the *Welcome to Liberty* engagement event and requested that the board be vocal supporters of the continued refinement of Liberty's messaging to the general public.

C. Director of Advocacy & Engagement

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

- 50 monthly development moves (complete)
- 90% attendance and satisfaction from monthly stakeholder event (complete)
- First Draft of Director of Advocacy & Engagement Playbook (complete)
- Make financial ask of a minimum of \$150,000 (complete)

- Finalist for Charter School Growth Fund Grant
- Finalist for New School Venture Funds Grant
- Host monthly family engagement event (complete)
- Host monthly family planning committee meeting (incomplete)
 - April meeting had to be rescheduled due to inclement weather

During this time, she also outlined her priorities for the month of May:

- Make 50 development moves
- 2:1 Application to Seat Ratio (Enrollment Assistance)
- 90% satisfaction of May Family Engagement Event
- 90% Family Planning Committee satisfaction
- Make a financial ask of a minimum of \$150,000
- Host monthly family planning committee meeting

She ended her update by thanking the board for their support in helping her connect with potential donors (a donor recommendation form is forthcoming) while also noting the highlight of her month was receiving the news that LSC is a finalist for both the Charter School Growth Fund and New School Venture Fund Grants.

D. Managing Director of Operations

Luna Velez shared an update on the status of her priorities for the months of March and April:

- 100% of Scholars Enrolled
 - 100% Financial Accountability - ongoing
 - PCard 100% - transaction logs updated
 - Year 1 (2021-2022) Grant - received (2nd disbursement = \$9,185)
 - Financial Reporting – continued weekly & bi-weekly finance meetings, monthly Finance Committee meetings, and monthly reporting
 - 90% BOY on track – 31% complete – additional tasks are in progress/no delays
 - 90% Hiring Project Plan – (Offers will be extended for the Campus Office Coordinator & Scholar Services Coordinator by 5/14).
 - 90% Welcome to LSC Project Plan – completed
 - 1st draft of MDO Playbook – completed
 - 274/384 Applications – 71% (2:1 ratio enrollment applications)
 - Scholar Recruitment initiatives:
 - Yard Sign Canvassing 4/9/21
 - Digital Billboards – currently active
 - Radio station ad (92.3/93/3) – currently active
 - Continued community canvassing
 - Parent Information Session via Zoom

- Day Care Center visits – ongoing

Ms. Velez noted the highlight of her month was executing the *Welcome to Liberty* event for founding families and requested support from directors in continuing to be a vocal supporter of the school's recruitment efforts to strengthen the existing waitlist. She also welcomed any director's assistance in upcoming community canvassing at Dillon Park on Saturday, May 15.

VII. 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, the new HRIS system, other strategic tasks (stakeholder engagement), and gaining philanthropic support. Clarification was provided regarding the status of the year zero budget. A final reading of the budget was conducted by the executive committee with a final vote being requested at the full board meeting in June. Dr. Graham also noted that the committee received a presentation from the Brackenridge Foundation, which the full board will receive in today's meeting.

B. Finance Committee

Dr. Graham and Ms. Velez jointly shared the highlights from the one-page financial dashboard for the last 30 days. The following items were covered:

- Student enrollment (100% fully enrolled with 71 % of the 2:1 application ratio met - 274/384 total applications)
- Fund balances (April) - Operations, donations, reserve, and personnel.
- Cash flow (April)
- Financial accountability (P-cards, CSP grant, and financial reporting)
 - all P-card transaction logs have been updated
 - second CSP grant claim for year 2 received (\$9,185)
 - Financial reporting taking place bi-weekly.

It was emphasized that the fund balance and cash flow meets all healthy metrics (as of the date of the meeting).

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

shared that the first claim of the CSP year two grant has been received in the amount of \$9,185.

Fund balances for the month of April include:

- Operations (\$9,755.22)
- Donations (\$190,298.27)
- Reserve (\$9,960.35)
- Personnel (\$119,058.62)

Cash flow for the month of April include:

- Operations (\$15,642.32)
- Donations (\$750.00)
- Reserve (\$0.00)
- Personnel (\$0.00)

Ms. Velez also shared that the year zero budget is still in final progress with DSG and McKay Kiddy, with multiple iterations having been presented to the committees. The current version was again reviewed with this committee and a recommendation will be made to send it to the full board for the final reading with a final vote being taken to approve the budget at the full board meeting in June.

C. Academic Excellence Committee

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

- Curriculum Study (Complete)
- Final Version of Family Handbook in Progress (Revisions have been finalized)
- 2021-22 Academic Calendar (Complete with Revised Start/End Dates)
- Employee Work Day Agreement Start/End Dates (Complete)
- Onboarding Ongoing
- Employee Handbook (Complete)
- Expand Partnerships to Support LSC's Unique Educational Model
 - LSC finalized a partnership with Teach for America to support the placement of three (3) corps members for SY 2021-22.
 - LSC is exploring a potential partnership to establish a Call Me MiSTER program on the campus of USC Sumter through its USC Aiken education program.

The academic excellence committee also reviewed highlights of the documents below that it is recommending approval on by the full board.

- Final Draft of the Scholar & Family Handbook

- Title IX Policy (no revisions)
- Social Media Policy (with revisions suggested by Director McElveen)
- Free Speech Policy (no revisions)

Director Chandler shared with the board that she has examined all three policies and that she has Director McElveen's proxy for any action to approve these documents today.

Steve Creech made a motion to approve the scholar & family handbook as well as the Title IX and Social Media/Free Speech policies as presented in the board's meeting packet.

Marion Newton seconded the motion.

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

D. Development Committee

Mr. Creech shared with the full board that the development committee has completed its 90-day action plan outlining the three milestones below.

1. Finalized Version of the LSC Capital Campaign
2. Finalized Version of the Development Pitch Deck & Presentation
3. Finalized Version of the LSC Promotional Video

He made reference to the capital campaign booklet included at each board member's place setting today and encouraged each director to make contact with members of the Sumter Industrial Association. At this time, Chairman Thompson asked Dr. Carter to assemble a one-pager requesting philanthropic support of LSC be sent to him by the week's end.

VIII. Charter Schools & Philanthropy

A. Presentation

During this portion of the agenda, Nora Walsh - Executive Director of the George Brackenridge Foundation based in San Antonio (TX) - made a short presentation to the full board regarding best practices to follow when requesting philanthropic support for a charter school's growth & development. Ms. Walsh agreed to serve as a thought partner in moving forward to help ensure a strong launch for LSC and welcomes the team for a visit to San Antonio in the future.

IX. Launch Year Budget

A. Overview

Dr. Graham presented a final reading of the launch year budget to the full board having shared multiple iterations of the draft version to all four committees. He referenced the Charter School Finance 101 sheet in the board meeting packet so that everyone has a

clear understanding of the budget drivers, EFA allowances, budget assumptions, and enrollment numbers. Mr. Loadholt has been working with the senior team to develop this final copy of the budget and called it a "conservative" budget, noting that final drivers will not be available until the summer when the state legislature passes its final budget. Dr. Graham informed the board that the budget will be voted on at the full board meeting next month.

X. Enrollment Updates

A. Founding K-1 Class Updates

Ms. Velez noted at this time that there has been no change in the enrollment numbers or demographics from last month. She did inform the board that a major effort of the staff going forward at this time is to implement weekly touchpoints with all confirmed families who are enrolled. She explained the staff's procedure for those families who did not attend the Welcome to Liberty Event (30% of enrolled families) and how the waitlist will be adjusted in the final months before the opening of school.

B. Update on Community Outreach Activities

Ms. Velez shared with the full board the variety of continued outreach activities that are taking place to build a healthy waitlist (PTG = 2:1 application ratio for a total of 384 enrollment applications). It was shared that in the last month, a total of 25 new enrollment applications have been received. Those activities include yard sign canvassing, digital media advertisements, day care visits, weekly scheduled Family Preview Sessions, as well as additional community canvassing. During the month of May, staff will be canvassing the fields at Dillon Park and have a table set up at the Miller Road Farmers Market to share the story, mission, and model of LSC. Several recruitment associates have been hired as part of the CSP Grant to provide recruitment assistance in the community's geographic target area.

Dr. Carter shared an update from the Family Planning Committee and that the Parent Academy as well as uniforms will be again discussed at this month's meeting. She also shared her preliminary planning of Liberty's first Community Walk - both events are scheduled for May 22.

XI. Facilities

A. Progress to Goals

Dr. Thompson 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. The newest activities on-site include the final framing of the Liberty tower as well as the beginning of the indoor painting of all spaces.

XII. Human Resources

A. Updates

Dr. Ivey shared that a big focus of the staff is centered around providing for an efficient onboarding of all new employees through the Namely HRIS people management platform, which stores at HR-related and performance management tasks for Liberty. A virtual tour of the Namely platform was provided to board members showing all of the HR-related tasks that have been performed to date as part of the SCPCSD's required pre-opening conditions to include offer letters, work agreements, eVerify, storage of employee documents, payroll, attestation forms, skin TB tests, etc). To date, approximately 50% of the new staff onboarding has been completed.

Employment offers for the scholar services and office coordinator positions will go out by the end of the week with interviews still being conducted for the Finance/Business Coordinator. Job descriptions for the school nurse and facilities/maintenance technician will be posted by the close of the week as well.

XIII. Public Participation

A. Public Participation

No one signed up for public participation.

XIV. Executive Session

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

Ben Griffith, Jr. made a motion to enter into executive session for the purposes of discussion of negotiations incident to proposed contractual arrangements.

Rodney Thompson seconded the motion.

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

XV. Action Items

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

Cameron Chandler made a motion to return from executive session at 1:05 pm.

Kimberly Rauschenbach seconded the motion.

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

No action was taken from executive session.

XVI. 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

Marion Newton made a motion to adjourn the meeting.

Ben Griffith, Jr. 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 1:00 PM.

Respectfully Submitted,

Trevor Ivey

Documents used during the meeting

- May 2021 Executive Director Updates.pdf
- Ivey School Leader Update May 2021.pdf
- May 2021 HR Board Report.pdf
- April 2021 Website Metrics.pdf
- CarterSchoolLeaderUpdate_April2021.pdf
- Velez School Leader Update May 2021.pdf
- May 2021 Ex Committee Update.pdf
- May 2021 Financial Committee Update.pdf
- May 2021 Academic Committee Update.pdf
- Liberty Title IX Policy.pdf
- Liberty Free Speech Policy.pdf
- Liberty Social Media Disclaimer and Comment Policy.pdf
- Scholar & Family Handbook FINAL DRAFT.pdf
- Development Committee Notes April 2021.pdf
- Liberty Captial Campaign.pdf
- LSC Community Walk.pdf
- LSC FINANCIALS 101.pdf
- Updated Liberty STEAM Budget 2021-22 DRAFT.xlsx
- Updated Scholar Enrollment Demographics May 2021.pdf
- WTLSC Stats May 2021 Board Report.pdf
- Liberty Campus Renovation Updates April 2021.pdf

- May 2021 HR Board Report.pdf
- Liberty Steam Current Coverage.pdf
- Liberty STEAM Proposal.pdf