

APPROVED



## Liberty STEAM Charter

### Minutes

#### LIBERTY STEAM CHARTER FOUNDING BOARD OF DIRECTORS

##### AGENDA OF REGULARLY SCHEDULED MONTHLY MEETING

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##### **Date and Time**

Monday August 30, 2021 at 6:00 PM

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

##### **Directors Absent**

None

##### **Guests Present**

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Khalil Graham, 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 Aug 30, 2021 at 6:00 PM.

### **B. Invocation**

Rev. Dr. Marion Newton provided an invocation.

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

Dr. Trevor Ivey led the board in reciting the pledge of allegiance.

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

Mr. Thompson thanked the board for their continued service in their role as a founding director and highlighted the fact that this is the first meeting of the board with an operating school in session.

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

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

Mrs. Cammy Chandler read aloud the mission statement.

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

Mr. Steve Creech read aloud the vision statement.

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

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

Ben Griffith, Jr. made a motion to approve the agenda as presented.  
Steve Creech seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **B. Minutes from Previous Meeting (June 14, 2021)**

Ben Griffith, Jr. made a motion to approve the minutes from LIBERTY STEAM CHARTER FOUNDING BOARD OF DIRECTORS on 06-14-21.  
Marion Newton seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **IV. Board Recognition**

##### **A. Financial Support of the LSC Mission**

Keith Martin and Mary Butler from Pilgrims Pride made a presentation to the board designating LSC as one of its Hometown Strong funding recipients. A check in the amount of \$100,000 was presented to Mr. Thompson. The funding will be used for the continued refinement of LSC's educational programming.

#### **V. Executive Director's Report**

##### **A. Regular Updates**

Dr. Graham provided the executive director's report with updates on teaching & learning, talent, family & community engagement, communication & external affairs, and operations & business administration. He noted that the school had a very successful opening but is making adjustments to its Covid-19 mitigation strategies.

1. Teaching & Learning (launch of Google Classroom & finalization of teacher playbook not complete)
2. Talent (all benchmarks complete)
3. Family & Community Engagement (BOY family & staff survey data reviewed; 70% attendance at final Welcome to Liberty make-up event in July/August)
4. Communication & External Affairs (3-year & 6-year strategic plans are currently in development - not complete)
5. Operations & Business Affairs (Hiring not fully complete - still finalizing part-time positions)

Dr. Graham reviewed leader updates included in the board meeting packet from Dr. Ivey and Dr. Carter.

#### **VI. Board Committee Updates**

##### **A. Executive Committee**

Summary of Key Points

- Review of committee meetings notes and updates (Finance, Academic, & Development)
- Discussion of 8.30 Board of Directors meeting agenda
- Discussion of Covid-19 effects for the current beginning of year school planning
- Review action planning around LSC Covid Council
- Discussion of board member roster with timelines for adjustments
- Review of board member qualifications and expectations recommended by Kim Rauschenbach to Review of executive session topics for discussion

#### Final Action Items

- The board chair will attend the LSC Covid Council meeting on 8.30
- Khalil Graham will send board member expectation examples to Kim Rauschenbach for review
- Dexter Davis and Khalil Graham will review potential partnership opportunities with the CDC for vaccination clinic opportunities.
- Send meeting notes to all committee members

### B. Finance Committee

#### Summary of Key Points

- Discussion of July financials with board members
- Review of current per-pupil funding and potential adjustments to 21-22 SY budget
- Review of August to date expenses with projections of cash flow.
- Discussion of committee chair opportunity with board members
- Review of the line of credit opportunity with Synovus bank
- Discussion of school financial auditor contract

#### Final Action Items

- Update board access to new school financial platforms
- Accept Kim Rauschenbach as Committee Chair
- Set next meeting date for September 23-2 pm
- Send meeting notes to all committee members

#### Board Recommendations

- Pursue contract with Martin Smith CPA for 21-22 SY Audit services
- Apply for a \$500K line of credit with Synovus bank

Kimberly Rauschenbach made a motion to pursue a contract with Martin Smith CPA for 21-22 SY audit services.

Ben Griffith, Jr. seconded the motion.

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

Kimberly Rauschenbach made a motion to approve an application to Synovus Bank for a \$500K line of credit and designate Khalil Graham as the authorized school official (signee).

Steve Creech seconded the motion.

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

### C. Academic Excellence Committee

#### Summary of Key Points

- Discussion of Covid-19 effects for the current beginning of year school planning

- Review of DHEC updated school recommendations
- Current LSC Covid statistics and planning for staffing shortages
- Discussion of potential strategic action steps for school adjustments to new Covid cases and contact tracing

#### Final Action Items

- Review committee recommendations for COVID specific staffing adjustments with the executive committee
- Accept Rodney Thompson as Committee Chair
- Set next meeting date for September 23-3 pm
- Send meeting notes to all committee members

#### Board Recommendations

- Recommend adoption of the campus tobacco-free policy to the full board

Rodney Thompson made a motion to approve the campus tobacco-free policy for board approval.

Marion Newton seconded the motion.

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

### D. Development Committee

#### Summary of Key Points

- Discussion of September invitational event
- Format of evening tours
- Formal guest invite additions (wing commander, local colleges, city/county councils)
- Discussion of committee chair opportunity with board members
- Discussion of best practices with relationship building over 21-22 SY with new stakeholders

#### Final Action Items

- Get the list of industry executives to review with the board chair for the invitational tour
- Accept Cammy Chandler as Committee Chair
- Latasha Carter will add potential new stakeholders to the Kindful app and document communication monthly
- Latasha Carter will reach out to the industrial association members and commercial members of the local Chamber of Commerce.
- Set next meeting date for September 23-10 am
- Send meeting notes to all committee members

## VII. Public Participation

#### **A. Public Participation**

No one signed up to participate during this section of the agenda.

### **VIII. Executive Session**

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

Ben Griffith, Jr. made a motion to enter into executive session at 6:45 pm for purposes of discussion of negotiations incident to proposed contractual arrangements.

Cameron Chandler seconded the motion.

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

#### **B. Purposes of Receipt of Legal Advice**

Steve Creech made a motion to add purposes of receipt of legal advice as a second topic to executive session discussion.

Marion Newton seconded the motion.

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

#### **C. Purposes of Discussion of Staff Personnel Matters**

Marion Newton made a motion to add purposes of discussion of staff personnel matters topic to executive session discussion.

Steve Creech seconded the motion.

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

### **IX. Action Items**

#### **A. Return from Executive Session**

Steve Creech made a motion to return from executive session at 7:00 pm.

Cameron Chandler seconded the motion.

Directors Griffith & Newton had to leave for other business (at the return of executive session) but did give their full proxy for any votes taken to Director Creech.

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

#### **B. Item (s) Related to Discussion of Negotiations Incident to Proposed Contractual Arrangements**

Ben Griffith, Jr. made a motion to formally transfer the deed for 15 School Street from Liberty STEAM Charter to the Quixote Foundation.

Dexter WJ Davis seconded the motion.

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

#### **Roll Call**

Kimberly Rauschenbach Aye

#### **Roll Call**

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

Steve Creech made a motion to enter into a lease agreement with Quixote Foundation to lease the renovated 15 School Street property for \$1 a year for five years.

Cameron Chandler seconded the motion.

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

#### **Roll Call**

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

### **C. Item (s) Related to Receipt of Legal Advice**

Steve Creech made a motion to approve the revised COVID-19 procedures as presented.

Cameron Chandler seconded the motion.

These procedures are in alignment with the DHEC guidelines released on August 15, 2021. Classrooms will now transition to a more socially distanced environment (individual desks instead of group tables & limited transition during the school day) with masks being strongly encouraged and parents receiving three options if their scholar is designated a close contact: 7-day quarantine (return on day 8 if the scholar receives negative results from a Covid test administered on day 5-7 of exposure with a mask being worn through day 14 of exposure), 10-day quarantine (return on day 11 with a mask being worn through day 14 of exposure), 14-day quarantine (return on day 15). All parents will continue to be personally contacted via phone and letter if their scholar is designated a close contact.

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

### **D. Item (s) Related to Discussions of Staff Personnel Matters**

Steve Creech made a motion to adopt the CEO evaluation from Board on Track as the official evaluation used for the Executive Director during the 21-22 school year.

Cameron Chandler seconded the motion.

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

## **X. Closing Items**

### **A. Chairman's Closing Remarks**

Chairman Thompson thanked everyone for their continued service on the board and reminded directors that the next scheduled meeting of the board will take place on September 27 at 6 pm at the CCTC Advanced Manufacturing Training Center in Room A101.

### **B. Good of the Order**

Various directors thanked school leaders for their efforts in the successful launch of LSC's Primary Academy.

### **C. Adjourn Meeting**

Steve Creech made a motion to with no additional official business before the board, adjourn the meeting at 7:07 pm.

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 7:30 PM.

Respectfully Submitted,  
Trevor Ivey

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## **Documents used during the meeting**

- July Monthly ED Updates.pdf
- Ivey School Leader Update August 2021.pdf
- Carter School Leader Update August 2021.pdf
- LSC Tobacco Free Policy 8.30.21.pdf
- Martin Smith CPA Audit Proposal Liberty May 2021.pdf
- LSC Engagement Letter Martin CPA.pdf
- Covid Guidance from DHEC.pdf