APPROVED

Liberty STEAM Charter

Minutes

LIBERTY STEAM CHARTER FOUNDING BOARD OF DIRECTORS

AGENDA OF REGULARLY SCHEDULED MONTHLY MEETING

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

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

Directors Absent
None

Guests Present

Khalil Graham, Trevor Ivey

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

Bronwyn McElveen	Aye

Roll Call

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

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

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

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