APPROVED

Liberty STEAM Charter

Minutes

LSC BOARD OF DIRECTORS BOARD MEETING

NOTIFICATION OF REGULARLY SCHEDULED MONTHLY MEETING

Date and Time
Monday August 29, 2022 at 6:00 PM

Location
Liberty STEAM Charter School
15 School Street
Sumter, SC 29150

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
Cameron Chandler, Elayne Brunson, Greg Thompson, Jenny Knopf, Ken Lee, Kimberly Rauschenbach, Marion Newton, Rodney Thompson

Directors Absent
Dexter WJ Davis

Ex Officio Members Present
Trevor Ivey

Guests Present

Dixie DuRant, Tiffany Rhodes

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 29, 2022 at 6:00 PM.

B. Invocation

Dr. Marion Newton provided an invocation.

C. Pledge of Allegiance

A group of founding scholars led the committee in reciting the Pledge of Allegiance.

D. Chairman's Opening Remarks

II. Reading of the Mission & Vision Statement

A. LSC Mission Statement

Greg Thompson read aloud the mission statement.

B. LSC Vision Statement

Cammy Chandler read aloud the vision statement.

III. Approval of Consent Agenda

A. Today's Meeting Agenda

Ken Lee made a motion to approve the agenda as presented by staff.
Marion Newton seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes from Previous Meeting (June 27, 2022)

Cameron Chandler made a motion to approve the minutes from LIBERTY STEAM CHARTER FOUNDING BOARD OF DIRECTORS on 06-27-22.
Elayne Brunson seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Executive Director's Report

A. Updates from the Interim Executive Director

- Dr. Ivey provided an update on organizational goals. He reported that all goals for the month of August are complete or on track for completion with 31/33 fully complete for a 91% completion rate.
- There are two goals that have not been met yet. One goal is for family and community engagement and the second was pertaining to leader check-ins but that a plan is being implemented to move forward.

V. Academy Highlights

A. Academy Highlights

- The instructional leadership team gave an update on the academy. Ms. Peckham reported that 99% MAP testing has been completed with one scholar reported absent. MAP testing was completed six (6) weeks earlier than last year. She also reported that all beginning-of-the-year professional development was completed. The Instructional leadership team reviewed their upcoming goals for the academic year as well.
- The Operations Leadership Team reported that all staff members are trained in crisis management roles, responsibilities and drills. Ms. Chambers mentioned that they reached 100% projected enrollment and they were 100% ready for the First Day of School. They have two ongoing goals for the month which include management protocols which include huddle, check-ins and drills, as well as 100% new operations platforms implementation. The operations team also reviewed their upcoming goals for the academic year.
- The Culture Support Team gave an update on their roles and responsibilities. They have organized and executed culture camp and BOY staff professional development, as well as implemented the new behavior tracking system called ABE. They also reviewed their upcoming goals for the academic year.
- Ms. Nicky Pack reported that LSC has a total of 32 scholars with an IEP/504 with two (2) certified Special Education teachers on staff and 1 special education assistant. LSC has purchased and implemented a new curriculum for these SPED scholars.

VI. Board Committee Updates

A. Executive Committee

Committee Updates

- Dr. Ivey reviewed the first three weeks of the school including information about the culture camp, Possip reports and staffing updates regarding the hire of a new campus director.

- Dr. Ivey made his recommendations to the committee about candidates and required qualifications for the current and future campus. They discussed the ramifications and possible concerns.
- All committee members motioned to approve the current policy manual.
- The committee reviewed current funding and grants. They also reviewed the budget and end-of-month report for July and current standings for the month of August including the use of p-cards.
- Dr. Ivey shared with the committee about the new grant portal.
- Dr. Ivey provided the committee with funding updates from SCDE & SCPCSD- new funding was tied to last year's enrollment until the 45th day Quixote cash infusion to be paid back no later than October 15, will receive back pay from the state spread over 10 months.
- Mr. Thompson met with the new superintendent and thanked him for his support with Liberty.
- LSC is currently using 8 consultants for Human Resources, leadership coaching and other necessary roles for leadership growth.
- The Executive Committee reviewed the current diversity report. SES is currently 60% at Liberty. 10% of the parents still need to fill out the FOODEASE applications. We will not receive funding for SES until the 45th day of school. The committee discussed the financial repercussions.
- All committee meetings have approved the proposal for pivoting from adding a 4th grade to instead adding a preschool for the SY 25-26.
- Dr. Thompson will propose a sketch of the new campus on Monday at the public board meeting.

Final Action Steps

- Mr. Thompson will focus on the SES.
- Dr. Ivey will submit New Steel grant information to the new portal.
- Dr. Ivey will meet with Mia from NSVF on Tuesday.

Board Recommendations

- The Board will recommend approval of all manuals with Kim Rausenbach taking ownership of the HR manual, Cammy Chandler taking ownership of the Governance manual and Dr. Thompson taking ownership of the finance manual.
- The board will recommend moving forward with hiring the construction team for the new academy site and appealing to the state to honor the 150 expansion per grade level.

B. Finance Committee

Committee Old Business Updates:

- Dr. Ivey provided an update about old business including the current working budget.

- Dr. Ivey provided funding updates from SCDE & SCPCSD and current scholar funding from the state.
- Financial committee discussed the current budget and projected budget for the SY.

Committee New Business

- Ms. Gadson and Gantt Williams went to a Smart Fusions training last week to learn the system more. Gantt gave an update on how the training went.
- Ms. Gadson and Gantt will work to close out the prior month as well as have projected current month close out at each meeting.
- Dr. Ivey reviewed the new finance control mechanisms including P-Card Spending Decrease, P-Card Logs, Payroll Register, Check Proof Registers, & Elimination of Direct Deposit Stipends/Reimbursements.
- Ms. Gadson provided an update on July and August p-card usage and coding.
- Dr. Ivey informed the committee about CSP funding as well other federal title funding.
- Dr. Ivey informed the committee of the current line of credits balance and requested the committee to approve a request for a new line of credit.
- Dr. Thompson approved the Board Finance Policy Manual.

Final Action Steps

- P-Card/PO purchases should be reviewed to confirm that all purchases are school related, check invoices and receipts (TI, HG, TR)
- The financial committee has recommended that Gantt, Dr. Ivey and Ms. Gadson work to create a new budget using the current forecast of revenue and expenses to have approved by the board before posting it to the state website which is now required.

Board Recommendations

- Liberty will need a recommendation needed for new line of credit in the amount of $540,000 at the September 26th Board Meeting
- Dr. Rodney Thompson has reviewed the revised policy and procedures manual. He will recommend that the Board approve the manual.

Rodney Thompson made a motion to approve the Finance Policy Manual.
Marion Newton seconded the motion.
The board **VOTED** unanimously to approve the motion.
Rodney Thompson made a motion to approve a new line of credit not to exceed $540,000.
Kimberly Rauschenbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Rodney Thompson made a motion to approve the Finance Procedures Policy Manual.
Marion Newton seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Academic Excellence Committee

Review of Old Business

- There was no old business to discuss.

Review of New Business

- Dr. Ivey went over the findings from the BOY Possip Survey and created the next steps with the board regarding feedback.
- Dr. Ivey provided the committee with a review of the first two weeks of the school including culture camp and the continued use of eagle bucks and starting another method to get scholars engaged and rewarded.
- Dr. Ivey provided an update regarding the curriculum including EL, Eureka, & Fly Five.
- Dr. Ivey went over the MTSS plan that was submitted to the district. The plan includes a schedule with meetings by Emily Hatfield with assessments included to track scholars every four weeks. The intervention started on the third day of school with Ms. Hatfield.
- Dr. Ivey shared with the academic committee the launch of Saturday School Plans- focusing on two different topics for cultural & academic success at Liberty.
- Dr. Ivey shared with the committee that the PTO has reached 100% participation.
- Dr. Ivey shared with the committee that the Million Word Challenge will kick off on 9/16.
- Liberty will launch the Social Emotional Learning curriculum after testing takes place the third week of September.
- Dr. Ivey shared with the Academic committee the proposed changes related to Site #2 and the enrollment expansion.

Jenny Knopf made a motion to approve the Academic Operations Policy Manual.
Cameron Chandler seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jenny Knopf made a motion to amend the LSC uniform policy to include expanded dress options as well as PE-appropriate shoes at the parents' discretion but still must be black (no sandals, sliders, or flip flops).
Cameron Chandler seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jenny Knopf made a motion to allocate $15,000 in uniform assistance each year in the budget.
Kimberly Rauschenbach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jenny Knopf made a motion to approve a Non-Uniform Dress Code Policy.
Cameron Chandler seconded the motion.
The board **VOTED** unanimously to approve the motion.

D.

Development Committee

Review of Old Business

- There was no old business to discuss.

Review of New Business

- Charter School Growth (CSGF)- cutting ties which results in a loss of funding
- NSVF- similar concerns as CSGF
- NSVF showed the highest growth on tests of all schools and the most participation
- POSSIP- 60% participation (highest to date), 95% satisfaction, leadership is following up with concerns (mostly or no's)
- LSC has responded to social media posts/concerns about PE outside with water and fans
- Million Word Challenge will kick off on Sept 16th with a celebration for each grade happening every hour on the hour.
- Looking at alternatives for site #2- preschool is back on the table (yr 24-25), adding only 3rd grade for 23-24. Add 2 more classrooms per grade, 150 per grade. There is a state funding difference by 50% for preschool
- Dr. Ivey provided an update on staff members and their current roles and responsibilities.
- Dr. Ivey informed the committee about the use of a new grant program that will help locate and identify grants that LSC is eligible to apply for.

Action Steps

- The leadership team will follow up with staff members about feedback from Possip and send praises as well.
- Academic board committee members to follow up with concerned parents.
- Dr. Ivey will request a schedule for Mr. Reardon for mainstreaming SPED students.
- The board members will visit two (2) local charter schools to observe their preschool programs and discuss the funding (Dr. Ivey will schedule these visits for the fall).
- The committee will create a Preschool Taskforce for SY 24-25, as well as a Uniform Task Force to further explore any possible revisions to the current policy & design the elementary academy uniform.
- The calendar adoption is now recommended to be on a 2-year cycle - Dr. Ivey will circle bac k next month with the local school district administrators to align with them.
- LSC will create a series of video message updates to respond to some of the Possip feedback (how-to video for "pik my kid" to help parents understand the importance of safety & following Code of Conduct).

Board Recommendations

- The board recommends full adoption of the academic operations policy to the board.
- The proposed changes to the uniform policy were recommended for full approval.
- Give each scholar one uniform at BOY celebration and families can donate it back to the cause if they do not need it (an annual reoccurring amount of $15K for uniform assistance to provide one free uniform to all scholars).

Ken Lee made a motion to approve the naming of the Primary Academy Campus Cafeteria after the community partnerships with Pilgrim's Pride, the Quixote Foundation and Williams-Brice-Edwards Charitable Trust.
Greg Thompson seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Governance Committee

Committee Updates

- Dr. Ivey provided an update on p-card usage, new coding system, and the new grant program.
- Cammy Chandler pointed out the committee members that there will be a 75% attendance requirement moving forward for all board members.
- Dr. Ivey will make a parent video to review the Code of Conduct and include the importance of checking children’s backpacks for appropriate items and, an update on the Pik My Kid app (including how to use it), and new culture updates regarding the school's PBIS system.
- Kim Rauschenbach will meet with staff members to provide support from the board.
- Mr. Thompson will attend the Leadership huddle 8:15 on Tuesday.
- Board will create a list of traits and characteristics of a successful leader to use for new leadership hires moving forward.

Final Action Steps

- Find a DEI leadership trainer locally that is local to Sumter.
- Dr. Ivey follow-up with Ms. Broadway regarding the HR logistics about hiring internally and externally.

Board Recommendations

- Cammy Chandler has asked the board to review and approve Board Governance Policy Manual.
- Board would make final decision for the new academy leader and they will have an opportunity to sit down with candidates during the final step of the interview process. Dr. Ivey will include parents and staff on the final school-level interview

before bringing the recommended slate of candidates to the board at its next meeting. The tentative start date for the board-approved candidate will be between October 1-15.

Cameron Chandler made a motion to approve Board Governance Policy Manual.
Kimberly Rauschenbach seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Additional New Business

A. Strategic Planning: Site 2 Updates

- Dr. Ivey announced that the classroom sizes at the new campus will go from 110 to 150 scholars for the SY 24-25, as well as his recommendation to the board for it to delay adding fourth grade until SY 24-25. The delay is in realization that an additional year of early learning before kindergarten would better position our organization to meet the ambitious goal of 85% grade level profiency beginning in a scholar's first year at LSC. Dr. Ivey stated that the changes woul be pending SCPCSD approval and an amendment would need to be submitted for approval. The process takes a minimum of 60 days.
- Dr. Ivey made mention of adding a pre-school level to the SY 24-25, maximum of 4 classes of 20 scholars each. This is pending SCPCSD approval.
- Dr. Ivey presented the board with the resolution that required signatures from all board members. This resolution included the mention of three (3) new sites in the next three (3) years. Kindergarten and First grade will remain at 15 School Street, Second and Third grade will move to Site #2 and the pre-school program will be at Site #3.
- Dr. Ivey made the recommendation to create a preschool task force from the academic committee meeting. This committee will help make decisions moving towards the SY 24-25. The task force would be led by the academic committee and include himself as well as at least two staff members and two parents.

Greg Thompson made a motion to delay adding fourth grade until the 2024-25 school year, creating a preschool task force, and seek approval to the changes of LSC's Charter contract per the SCPCSD.
Marion Newton seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Public Participation

A. Public Participation

Robin Thames spoke to the board regarding desired changes and recommendations about the current LSC dress code. She made a mention about the following

1. add a "happy color" option like red to the polo.

2. add a navy to the approved bottom color.
3. allow girls to wear a blue polo dress from stores like old navy or children's place because the current female options do not fit her scholar.

This parent recognizes the importance of the uniform but would like more options so that her scholars feel like they are able to make choices in the morning. She also mentioned that she would like the opportunity for her scholars to wear their spirit t-shirts that they have received from Liberty.
Mrs. Thames then expressed the desire for Liberty to "hurry up" so her current fourth graders can attend Liberty as soon as possible. The parent thanked the Board and left.

IX. Executive Session

A. Purposes of Discussion of Personnel Matters

Kimberly Rauschenbach made a motion to enter into executive session for the Purposes of Discussion of Personnel Matters at 7:04 p.m.
Ken Lee seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

Cameron Chandler made a motion to add Purposes of Discussion of Negotiations Incident to Proposed Contractual Arrangements to executive session at 7:05 p.m.
The board **VOTED** unanimously to approve the motion.

X. Action Items

A. Return from Executive Session

Rodney Thompson made a motion to return from executive session at 7:33 pm.
Ken Lee seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Item (s) Related to Discussion of Personnel Matters

- The board concluded that the position for the Primary Academy Campus Director will be posted on our hiring website on 8/30 with a closing application deadline of 9/16.
- A slate of recommended finalist candidates will be shared with the Board of Directors at its next full board meeting.
- The Executive Committee will facilitate the finalist interviews in collaboration with the Interim Executive Director.
- A new director will be named by September 30 with a tentative start date between October 1-15.

C.

Item (s) Related to Discussion of Negotiations Incident to Proposed Contractual Arrangements

Rodney Thompson made a motion to approve the hiring of Contract Construction for Site #2.
Greg Thompson seconded the motion.
LSC solicited Request for Qualifications for Construction Manager at Risk for the renovations and additions for school 2. 9 firms requested the proposals and 2 submitted a response. After a committee evaluated the proposals the LSC Building committee, recommended awarding the contract to Contract Construction for site 2.
The board **VOTED** unanimously to approve the motion.
Ken Lee made a motion to give authority to the Executive Committee Board Members to enter into lease negotiations for the proposed site on LSC's Elementary Academy.
Marion Newton seconded the motion.
The board **VOTED** unanimously to approve the motion.

XI. Closing Items

A. Chairman's Closing Remarks

Mr. Thompson thanked the board for a productive meeting.

B. Good of the Order

Board directors were invited to join the school staff in kicking off the first Community Culture Celebration on September 9 from 8:15-11 am and then again on September 16 for the Million Word Kick Off from 8:15-11 am.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:39 PM.

Respectfully Submitted,
Tiffany Rhodes