

APPROVED



## Liberty STEAM Charter

### Minutes

#### LSC BOARD OF DIRECTORS BOARD MEETING

#### NOTIFICATION OF REGULARLY SCHEDULED MONTHLY MEETING

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**Date and Time**

Monday June 26, 2023 at 5:30 PM

**Location**

Liberty STEAM Charter School  
15 School Street  
Sumter, SC 29150

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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**

Dexter WJ Davis (remote), Greg Thompson, Jenny Knopf, Kimberly Rauschenbach, Marion Newton, Michael Curtis

**Directors Absent**

Cameron Chandler, Elayne Brunson, Rodney Thompson

**Guests Present**

Tiffany Rhodes

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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 Jun 26, 2023 at 5:30 PM.

#### **B. Invocation**

Rev. Newton provided an invocation.

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

Ms. Knopf led the board members in reciting the Pledge of Allegiance.

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

During this time, Mr. Thompson thanked the board members for their time during the 22-23 school year. He thanked Dr. Ivey and other staff members present for their hard work.

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

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

Ms. Rauschenbach read the LSC Mission Statement.

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

Mr. Thompson read the LSC Vision Statement.

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

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

Kimberly Rauschenbach made a motion to approve the meeting agenda as presented by the staff.

Marion Newton seconded the motion.

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

#### **B. Approve Minutes from Previous Meeting (May 22, 2023)**

Kimberly Rauschenbach made a motion to approve the minutes from LSC BOARD OF DIRECTORS BOARD MEETING on 05-22-23.

Marion Newton seconded the motion.

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

#### **C. Approve Minutes from Previous Meeting (June 9, 2023)**

Kimberly Rauschenbach made a motion to approve the minutes from LSC BOARD OF DIRECTORS SPECIAL CALLED BOARD MEETING on 06-09-23.

Marion Newton seconded the motion.

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

## **IV. Board Recognition**

### **A. Staff Recognition**

- During this time, Mr. Thompson and Dr. Ivey recognized the lead teacher, teaching fellow, and support staff members of the month from June.
  - Ms. Castleberry was named the Lead Teacher of the Month.
  - Ms. Cornwall was named the Teaching Fellow of the Month.
  - Ms. Benbow was named the Ops Member of the Month.

## **V. Public Participation**

### **A. Public Participation**

There were no participants during this time.

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

### **A. Updates from the Interim Executive Director**

- During this portion of the meeting, Dr. Ivey reported that 35/38 of his monthly goals are on-track and/or completed for the month of May, putting him at 95%.
- Next, Dr. Ivey shared an update about the 22-23 organizational goals. LSC met 10/13 goals this past school year.

## **VII. Board Committee Updates**

### **A. Executive Committee**

Mr. Thompson gave an update from the Executive Committee.

- The Board of Directors will be meeting on July 31st from 1-4 for their annual retreat.
- The 3rd Annual Chairman's Reception will happen on July 27th with an anticipated head count of 240 people.

### **B. Finance Committee**

Mr. Gifford Shaw, the Managing Director of Finance and Development, gave an update from the Finance Committee.

- The Directors were directed to their board packet to view all finance documents.
- Mr. Shaw reviewed May's financials with the board members.
- The 23-24 SY budget was also reviewed. Mr. Shaw made the commitment to continuously monitor the budget.
- Mr. Shaw also reviewed the Insurance Policy for the 23-24 SY.

- The Board of Directors reviewed the Title Budget Allocations for the 23-24 SY.

Kimberly Rauschenbach made a motion to approve the Insurance Policy for the 23-24 SY.

Marion Newton seconded the motion.

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

Michael Curtis made a motion to approve the Federal funding allocation budget as presented by the Staff.

Kimberly Rauschenbach seconded the motion.

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

Kimberly Rauschenbach made a motion to approve the third and final budget of the FY24 Budget.

Marion Newton seconded the motion.

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

### **C. Academic Excellence Committee**

Director Knopf gave the updates from Academic Committee.

- We are fully hired for the 23-24 SY.
- Ms. Knopf reviewed the final Staff and Family Satisfaction Report for the school year. The staff and family gave 81% or higher on all areas showing growth from last year.
- She reviewed the taskforce that met to review the Code of Conduct and establish the necessary changes. The Code of Conduct taskforce included parents and many other stakeholders to be sure that we heard from all members of the community.

Marion Newton made a motion to approve the revised Code of Conduct as presented to the Board.

Jenny Knopf seconded the motion.

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

### **D. Development Committee**

Dr. Ivey gave an update from the Development Committee.

- We have received a few donations from partners in the community.
- A grant has been submitted in the amount of \$10,000 to help with the cost of Project Lead the Way.
- A letter to Congressman Clyburn has been submitted to formally invite him to visit Liberty.

## **VIII. Social-Emotional Learning Model at LSC**

### **A. Curriculum**

- Mr. Vaughn gave a presentation on the Fly-Five Curriculum that was used at Liberty this school year. This curriculum is used to enhance their social-emotional learning (SEL).
- The idea for this curriculum is to provide a proactive approach to behavior hoping that it will lead to less disciplinary issues including suspensions.
- The teachers use this curriculum for the first 30 minutes of each day.
- This curriculum is developed on the premise that in order for scholars to have success academically, socially and behaviorally in, out of, and beyond the classroom, they need to be grounded in the five core social and emotional competencies; cooperation, assertiveness, responsibility, empathy, and self control (C.A.R.E.S.).

## **B. Assessment**

- One aspect of this curriculum that Mr. Vaughn spoke about is emotional recognition. During the assessment, the scholars are asked to indicate the emotion shown on a face.
- Another area of development is social perspective-taking. During this section, the scholars are asked to listen to a narrated story and then answer questions to infer a character's thoughts, feelings, or intentions.
- The assessment varies K-3rd and 4th-8th grade.

## **IX. Human Resources Audit**

### **A. Recruiting & Hiring**

Ms. Broadway from Palmetto HR Business Partners, LLC performed a Human Resource Audit.

- She was impressed with the hiring process and found no discriminatory evidence.

### **B. Orientation & Onboarding**

- She was impressed with NSA- our four day onboarding experience for every employee.
- She found no recommendations regarding I-9's.

### **C. Performance Management**

- Ms. Broadway made mention that LSC has a good performance management system in place. It is her recommendation to assign an "owner" to the process to be sure all documents are getting signed in a timely manner.

### **D. Employee Relations**

- LSC does an excellent job of recognizing staff on a regular basis, both publicly and privately. This is a huge value to the organization.

#### **E. Personnel Files, Recordkeeping & Security**

- There were a few items mentioned during this time that LSC will make the proper changes to meet the recommendations.

#### **F. Job Descriptions, Compensation & Legal Notices**

- There were a few items mentioned during this time that LSC will make the proper changes to meet the recommendations.

#### **G. Employee Handbook & Policies**

- There were a few items mentioned during this time that LSC will make the proper changes to meet the recommendations.

#### **H. Training & Development**

- Employees at LSC are given opportunities to regularly attend professional development that will aid them in improving their skillsets and thus overall value. Employees and their manager collectively determine the appropriate professional development opportunities according to the need and budget.

### **X. 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 6:36 p.m.

Marion Newton seconded the motion.

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

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

Kimberly Rauschenbach made a motion to Enter into Executive Session for the Purposes of Discussion of Negotiations Incident to Proposed Contractual Arrangements.

Marion Newton seconded the motion.

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

### **XI. Action Items**

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

Kimberly Rauschenbach made a motion to Return from Executive Session at 6:47 p.m.  
Michael Curtis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

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

Kimberly Rauschenbach made a motion to Return from Executive Session for the Purpose of Discussion Regarding Personnel Matters.  
The board **VOTED** unanimously to approve the motion.  
Kimberly Rauschenbach made a motion to Approve the Executive Director's Personnel Report as presented.  
Marion Newton seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Kimberly Rauschenbach made a motion to Approve Executive Director's Board on Track Evaluation and to name Dr. Trevor Ivey the Executive Director of Liberty STEAM Charter School.  
Marion Newton seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Kimberly Rauschenbach made a motion to Approve the Revised Board of Directors Meeting Calendar for the 23-24 SY.  
Michael Curtis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **XII. Closing Items**

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

- Mr. Thompson thanked the Board of Directors for their hard work this school year.  
The next meeting will take place in September.

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

- The Board of Director's will meet for their summer retreat on July 31st.

#### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,  
Greg Thompson