

MEETING MINUTES

Name of Foundation: Berkeley Charter Education Association, Inc.
Name of School: Mevers School of Excellence

Date:	Next Meeting:	Next time:
April 25, 2019	May 23, 2019	6:00 p.m.
Meeting Location:		
Mevers School of Excellence, 7750 Henry E Brown Blvd, Goose Creek, SC 29445		

Attended by:	
Board Members: Stewart Weinberg, Ph.D. Michael Cochran, Ed.D. Joseph Bowers Kimberly Humphrey Vernon Grier Joe Bowers Sandy Hightower Absent: Samuel Rivers	Other Attendees: Sandy Castro, Deputy State Director, CSUSA Oscar Hidalgo, Regional Financial Analyst, CSUSA John Spagnolia, Principal Brianna Hudak, Dean Candace Gatewood, Marketing Specialist, CSUSA Renee Michels-Ford, Financial Analyst, CSUSA

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:03 p.m. with a Call to Order by Board Chairman, Stewart Weinberg. Roll call was taken and quorum established.

I. Administrative

- **Approval of Agenda**

MOTION: Motion was made by Joe Bowers and seconded by Kim Humphrey to approve the agenda. Motion passed unanimously.

- **Approval of March 28, 2019 Meeting Minutes.**

MOTION: Motion was made by Kim Humphrey and seconded by Joe Bowers to approve the minutes of the March 28, 2019 meeting. Motion passed unanimously.

II. Financial Report

- **Authorization to Transfer Funds**

MOTION: Motion was made by Kim Humphrey and seconded by Joe Bowers to authorize the transfer of funds from the board's operating account to the school's operating account in the amount of \$585,673.00 for May and \$612,673.00 for June representing the monthly expenses for the following: Cost & Compensation, Professional Services, Vendor Services, Administrative Expenses, Instructional Expenses, Other Operational Expenses and Fixed Expenses. Motion passed unanimously.

- **2019-2020 Annual Budget**

Financial Analyst, Oscar Hidalgo reported that the budget has been completed and will be presented to the board at the May meeting for approval.

- **Annual Audit Engagement Letter**

Board members reviewed the audit engagement letter presented by Keefe, McCullough & Co., CPAs.

MOTION: Motion was made by Joe Bowers and seconded by Kim Humphrey to authorize board chair to sign the audit engagement letter as presented by Keefe, McCullough & Co. Motion passed unanimously.

III. School Report

- **Enrollment & Marketing Update**

Principal Spagnolia reported that the enrollment target for FY19/20 is set for 992. Currently there are 752 returning students and 397 new applicants. The school continues to engage in community outreach. MSE participated in the Low Country Kids Expo.

- **Academic & School Updates**

i-ready testing is ongoing for another week followed by state testing which begins May 13 and ends May 23rd. The PTC sponsored Donuts for Dads and Muffins for Moms. Both were well attended.

IV. Development Updates

- **York County Charter Update**

The board traveled to Erskine College in Due West, SC to participate in an interview with the board of the Charter Institute for Erskine College. A unanimous approval was given for the Rock Hill Preparatory Academy charter application. The site identified however, is in Fort Mill so a name change will be requested. Board chair requested CSUSA to prepare a demographic study of the Fort Mill area at the next board meeting prior to requesting a name change for the charter school.

- **Red Apple Development Agreements**

Board members reviewed the Red Apple development agreements for Berkeley Prep and Rock Hill Prep.

MOTION: Motion was made by Joe Bowers and seconded by Sandy Hightower to approve the Red Apple Development Agreements for Berkeley Prep and Rock Hill Prep and also to authorize Dr. Weinberg to negotiate the land deal on behalf of the board. Motion passed unanimously.

V. New Business

- **Approval of Grants Procedures Manual**

Dr. Weinberg shared the Grants Procedures Manual with Erskine. They are reviewing content and will advise. No action was taken.

- **Dorchester County Proposed Project**

Dr. Weinberg reported that he was contacted by former board member, Brad Davis, about a potential future project in Dorchester County. A meeting with interested parties is scheduled for May 13th to begin the conversation.

VI. Public Comment

A parent inquired as to why the number of staff members covering the front office has decreased from three to two.

VII. Adjournment

There being no further business, the meeting of the Berkeley Charter Education Association, Inc. Board of Directors adjourned at 6:15 p.m.

VIII. **Next Meeting Date:** The next meeting is scheduled for Thursday, May 23, 2019.

Sandra Hightower, Board Secretary