

## **MEETING MINUTES**

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

<b>Date:</b>	<b>Next Meeting:</b>	<b>Next time:</b>
October 25, 2018	November 29, 2018	6:00 p.m.
<b>Meeting Location:</b>		
Mevers School of Excellence, 7750 Henry E Brown Blvd, Goose Creek, SC 29445		

<b>Attended by:</b>	
<b>Board Members:</b> Stewart Weinberg, Ph.D. Michael Cochran, Ed.D. Sandy Hightower Joseph Bowers	<b>Other Attendees:</b> Sandy Castro, Deputy State Director, CSUSA Ava Alexander, Regional Financial Analyst, CSUSA Lechyana Knight, Manager, Financial Planning & Analysis John Spagnolia, Principal
<b>Absent:</b> Kimberly Humphrey Samuel Rivers	Brianne Hudak, Dean Candace Gatewood, Marketing Specialist, CSUSA Esmeralda Rivera, Operations Specialist, CSUSA Cindy Calvert, CPA, Keefe McCullough & Co

### **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 6:00 p.m. with a Call to Order by Board Chairman, Stewart Weinberg. Roll call was taken and quorum established.

#### **I. Administrative**

- Approval of Agenda  
The board reviewed the agenda as presented

**MOTION:** Motion was made by Mike Cochran and seconded by Sandy Hightower to approve the agenda. Motion passed unanimously.

- Approval of September 27, 2018 Meeting Minutes  
The board reviewed the minutes of the previous meeting.

**MOTION:** Motion was made by Sandy Hightower and seconded by Mike Cochran to approve the minutes of the September 27, 2018 meeting. Motion passed unanimously.

- **Resignation of board member Minnie Newman**  
Minnie Newman has announced her resignation of the board. It is with regret that Stewart accepts her resignation. It was Minnie's initial meeting with CSUSA and working to get a board together to help make Sonny Mevers' dream of having a school a reality and the board members expressed their appreciation to her.

**MOTION:** Motion was made by Stewart Weinberg and seconded by Sandy Hightower to accept the resignation of Minnie Newman. Motion passed.

#### **II. FINANCIAL REPORTS**

- **Annual Audit**  
Cindy Calvert, CPA with the accounting firm of Keefe McCullough & Co. reviewed the audit process and findings with the board.

**MOTION:** Motion was made by Mike Cochran and seconded by Sandy Hightower to accept the audit as presented, authorize board chair to sign representation letter and have auditors submit to the SCDOE. Motion passed.

- **Quarterly Financials**  
Board members requested that quarterly financials be sent with ample time to review prior to board meeting. Ms. Knight confirmed that financials will be submitted to board members for their review a week prior to their meeting in future. The board did not review the September 30 financials and no action was taken.
- **Authorization to Transfer Funds**  
Motion was made by Joe Bowers and seconded by Mike Cochran to authorization the transfer of funds from the board's account to the school's operating account in the amount of \$505,262.00 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.
- **2019-2020 Budget Process**  
Board members requested that CSUSA create a plan for budget preparation to include a schedule of participants, and a plan to review personnel, curriculum, operations and technology via separate work sessions. The plan is expected to begin in November.

### III. School report

- **Enrollment Update**  
Candace Gatewood presented the enrollment and marketing update to the board. Open enrollment is scheduled to begin November 15 and end January 15. Ms. Gatewood will be presenting a comprehensive market plan at the November 29<sup>th</sup> board meeting.
- **School Update**  
Principal Spagnolia reported that school grades are expected to be officially released by mid-November. A new registrar is in place and social media presence will be a priority with regard to marketing the school. Mr. Spagnolia also provided board members with an update on the success of the enrichment clubs offered at MSE.

### IV. Old Business

None

### V. New Business

- **Change of Enrollment Projections for 2019-2020**  
Board members discussed the proposed increase in enrollment for the 2018-2020 school year from 923 to 1100

**MOTION:** Motion was made by Sandy Hightower and seconded by Mike Cochran to notify Erskine that Mevers School of Excellence plans to increase their enrollment to 100 for the 2019-2020 school year. Motion passed.

- **2018-2019 Goals & Evaluation Process**

Brianne Hudak, Dean at MSE presented the board with the school goals. Board members requested a specific action plan with regard to achieving these goals as well as an evaluation process be presented at the next meeting. Board members requested this be added to the agenda for an update each month.

**MOTION: Motion was made by Mike Cochran and seconded by Sandy Hightower for Mevers School of Excellence to present a specific action plan and evaluation process with regard to the 2018-2019 school goals at the next board meeting as well as an update at each future meeting. Motion passed.**

- **Technology Plan for 2018-2019**

Brianne Hudak, Dean at MSE presented the board with the school's technology Plan. Board members requested a monthly update on the progress of the plan.

**MOTION: Motion was made by Sandy Hightower and seconded by Mike Cochran to accept the school's technology plan as presented and requested an update at each future meeting. Motion passed.**

- **Letter of Intent - Spartanburg**

Board members discussed the opportunity to open a charter school in Spartanburg in 2010. CSUSA will facilitate the notification to Erskine on behalf of the board.

**MOTION: Motion was made by Mike Cochran and seconded by Sandy Hightower to authorize the board chair to execute and submit a Letter of Intent with the Charter Institute at Erskine for a 2019 opening. Motion passed.**

- **Utilization of funds received from Berkeley County**

Board members inquired about the funds MSE was expected to receive from Berkeley County with regard to a tax windfall. Mike Cochran offered to follow up with Berkeley County on this matter.

- **CSUSA Impact 2020 Highlights**

Dr. Weinberg shared with board members the highlights of Charter School's USA Impact 2020 National Conference.

#### VI. Public Comment

A parent inquired as to how the letter grades are calculated by the State.

#### VII. Adjournment

There being no further business, the meeting of the Berkeley Charter Education Association, Inc. Board of Directors adjourned at 6:57 p.m.

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Date:

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Sandra Hightower, Board Secretary