

**South Carolina Calvert Academy  
Founding Board Meeting Minutes**

Thursday, June 25, 2009

In Attendance:

Randy Wilgis (by phone)	Secaida Howell (by phone)	Lisa LoVullo
Susan Frew (by phone)	Bill Moser (by phone)	Scott Moores
Laura Blackmore (by phone)	Gloria Julius	Steve Brown

Randy Wilgis opened the meeting at 11:06 AM

The board deferred approval of the minutes.

CES Marketing Brand Manager Lisa LoVullo provided a student recruitment update and expressed confidence that the enrollment goal of 276 will be met. Lisa pointed out the relatively higher applications in grades 4-7 and lower in grades K-3 and grade 8. The board expressed its desire not to over enroll in the higher grades because 1) the lower grades represented the future of the school and 2) guidelines for higher targets in the lower grades are outlined in the charter application. The board also discussed status of applications that have not yet responded to enrollment communications and approved the following resolutions:

- 1) That enrollment targets would be amended to 35 students in grades K-7 and 25 in grade 8.
- 2) That effective July 6, 2009, the school will adopt a first-come-first-served enrollment acceptance policy. From this point forward there will be no deadlines for returning enrollment packages. Packages received after the grade targets have been filled will be put on the waiting list.

Randy asked fiscal services consultant Bill Moser to present the FY-10 Annual Operating Budget. After discussion the board passed a resolution to approve the budget subject to the following adjustments:

- 1) Revised EFA funding based on reallocated grade span enrollment projections
- 2) Add National Board Certification funding

Bill was asked to send out the revised version of the budget along with a monthly cash flow projection that will be used for operational planning.

The board passed a resolution presented by Dr. Howell to hire a 6<sup>th</sup> teacher for special education and an administrative assistant. Dr. Howell discussed plans for bringing teachers to CES on July 8-10 for professional development and Calvert orientation.

The board passed a resolution presented by Dr. Howell to retain Boykin and Davis, LLC as the board's legal firm. Dr. Howell will contact Charles Boykin as lead counsel and Randy will execute an engagement letter.

Randy presented plans to work with the legal firm of Newberger and Quinn to review the CES financial and service agreement documents. The board passed a resolution to empower Randy to negotiate the final agreements with CES after receiving guidance from lead attorney Michael Quinn.

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Scott Moores updated the board on the list of CES start-up costs. Bill Moser agreed to create an invoice from this list in order to access Planning Grant funds to make partial repayment to CES. Randy requested a letter from Bill that will transfer grant project directorship to Dr. Howell.

Scott and Gloria Julius reported that the curriculum alignment was on track with 21 of 36 courses approved by the SC office of eLearning. Corrections to the remaining courses are projected to be completed in time to print and ship to parents on August 7.

Steve Brown updated the board on development of the Office facility at 100 Summit Parkway. Plans include set up of staff computers, office equipment, alarm system and utilities. Student computers will be shipped to homes in the second week of August after Dr. Howell determines which families need them.

The board passed a resolution to accept the school calendar as presented by Dr. Howell last month with the addition of one professional development day for teachers. Dr. Howell will send the revised final calendar to the board and CES.

Dr. Howell updated the board on plans to finalize the Student and Employee handbooks. Work will continue into next month to insure that guidelines specified in the insurance policy are covered in the handbooks.

Dr. Howell related plans to hold one or two student field trips per year along with other regional social gatherings. The board agreed and deferred to Dr. Howell's judgment on remaining details.

Dr. Howell also discussed the need for a "Special Services" provider and plans to engage SCPCSD resources to provide outsourcing assistance.

Scott advised the board that while SC Calvert Academy has been recognized as a non-profit corporation under SC state law, it has not yet applied for Federal tax-exempt status. Randy requested that Scott check with CES attorneys at Hogan and Hartson to determine next steps and also to locate other legal firms that may be able to help with the filing.

There being no further business, Randy moved to close discussion and the meeting was adjourned at 1:20 PM.