

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

Thursday, July 16, 2009

In Attendance:

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

Randy Wilgis opened the meeting at 11:04 AM

The board approved the minutes from the May 21, 2009 and June 25, 2009 meetings.

Dr. Secaida Howell reported that enrollment was now at 238 with 8 on the wait list for 4th grade. He further reported that SCPCSD Superintendent Tim Daniels advised that the enrollment targets established in the SC-CAL charter application could be exceeded without approval by the District board “as long as you are not radical”. Discussion ensued concerning enrollment limits and the need for balance between grade levels. The board passed a resolution to amend the limits established in the previous board meeting by increasing the G4 enrollment cap from 35 to 45, reducing G7 from 35 to 31 and reducing G8 from 26 to 20. The board then directed Dr. Howell to contact SCPCSD and seek an increase in the overall enrollment cap from 276 to 306.

Dr. Howell reported that the professional development sessions sponsored by CES in Baltimore were “absolutely super” and that the teachers felt that they had received good training. Dr. Howell requested a refresher session and Dr. Gloria Julius agreed to provide a CES online instructor to work with SC-CAL teachers before school starts.

Dr. Howell further reported on progress with the SC-CAL administrative office set up and gave special thanks to Steve Brown and the CES technical team for setting up utility connections, phone system and laptops. Open items include signage, voice mail set up and installation of copier and FAX machine. Steve commented about plans to address the SC-CAL office “punch list” and reported that the Angel Learning Management System was being installed on schedule. Steve also outlined the plan for a “tech check” to be conducted with 25 students at a time along with their assigned teacher. This will be done in August and grade level will dictate the groupings. Steve also asked Dr. Howell to provide him a list of those student needing computers. The previously stated policy is one per family but the Board indicated that exceptions would be made for families with a large number of students.

Gloria Julius reported that the Curriculum alignment project was progressing well with 27 of 36 courses approved. Full approval is anticipated by July 31 so that final printing of course materials can be completed in time for an August 7 target shipping date.

Randy reported that attorney Michael Quinn, of the legal firm of Newberger and Quinn, has been reviewing the CES Services and Partners Agreement as well as the Long-Term debt agreement between CES and SC-CAL. Randy will forward these agreements to CES for review once he receives from Michael. He also reported that the amount of the CES long-term debt for SC-CAL start up totaled \$309,000.

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Randy further reported that the cash flow document that he had worked on with SC-CAL fiscal consultant Bill Moser indicated that the school would be able to cover its expenses with certain allowances from CES. These include a \$20,000 short-term loan, payable by November, 2009 and payment terms of net 60 over the next 4 months. Scott added that CES has requested two adjustments to the operating budget, adding approximately \$6500 for marketing and \$18,800 for recovery allowances in FY2010. CES and the Board agreed to these payment conditions and budget changes.

Dr. Howell described plans to engage special service providers through SCPCSD. These district resources will be contacted as needed to assist the school with special education students, including students with psychological, speech and other learning disability needs.

Dr. Howell updated the board on plans to complete the student and employee handbooks. The goal is to provide the board with draft copies by August 13, 2009 so that the board has time to review in order to make any final revisions before school starts on August 25.

Dr. Howell also related plans to send out information on placement tests to parents on Friday, July 17. Tests will need to be submitted to CES by July 31 in order to determine grade assignment by the shipping deadline of August 7, 2009.

Randy announced to the board that Dr. Howell's title would be "Head Master" in accordance with his broad responsibilities that go beyond the title of principal.

Scott updated the board on application process for Federal 501(c)3 tax-exempt status. Randy requested Dr. Howell to contact Boykin and Davis, the board's new legal firm, to engage them in the application process.

Under "new business", board member Laura Blackmore led a discussion concerning plans to elect the SC-CAL "permanent" Governing Board. The charter application states that elections will be held by December 1, 2009 but the general consensus was that this date should be moved up six weeks. Dr. Howell will recommend how to communicate to parents and get them involved in the election process. The board agreed on a tentative timeline that would notify parents on September 1 of a September 24 submission deadline for nominees. This will allow two weeks to correlate and disseminate the nominations to the voting parents and employees of the school. The preliminary target date for elections under this plan is October 8, 2009, one week before the October 15 Board meeting. It was agreed that Dr. Howell will subsequently research board election procedures under SC law.

There being no further business, Randy moved to close discussion and the meeting was adjourned at 12:09 PM.

