

South Carolina Calvert Academy Founding Board Meeting Minutes

Thursday, August 20, 2009

In Attendance:

Randy Wilgis (by phone)	Bill Moser (by phone)	Jean Halle (by phone)
Susan Frew (by phone)	Dr. Secada Howell (by phone)	Scott Moores
Laura Blackmore (by phone)	Dr. Gloria Julius	Steve Brown

Randy Wilgis opened the meeting at 11:05 AM

The board approved the minutes from the July 16, 2009 meeting.

Head Master's report:

Dr. Secaida Howell reported that teachers started their formal training on 8/25 and that Dr. Gloria Julius and Online Instructor Karla Foreman were currently onsite from Calvert Education Services (CES) to work with teachers on their computer learning sessions. Dr. Howell also related that he had conducted 5 regional meetings with parents over the past two weeks and described the strong level of interest from parents who appreciated the opportunity to ask questions in person about the school. Currently, the team is working to complete student schedules and just notified parents about shipping for course materials and computers. Administratively, employees are settling in to the new office and the first payroll processing is scheduled for 8/31.

Enrollment and shipping:

Scott Moores reported that active enrollment was running at 252 with 236 courses shipped and another 16 on hold pending attendance confirmation from parents. Steve Brown updated the Board on problems with the computer leasing company and reported that printers were being shipped from the CES warehouse today. The remainder of the computer components, CPUs, monitors and accessories, will be shipped early the following week. The first day of school is Tuesday, August 25 and students will be encouraged to log on to MyCalvert. Teachers will follow up with students to make sure that all are completing their checkpoints online by the first census date of Monday, August 31, 2009.

Board discussion and actions:

- Dr. Howell updated the Board on previously circulated Student and Employee Handbooks and noted that CES staff had made some minor edit suggestions which he approved. A resolution was proposed and the Board voted to accept the handbooks.
- Dr. Howell noted that attorneys from Boykin & Davis, LLC were working on the school's 501(c)3 non-profit application process and further commented on the need for an IRS resolution that addressed non-discrimination and conflict of interest. A resolution was proposed and the Board voted to empower Director Randy Wilgis with discretionary power to sign off on the conflict of interest resolution once DR. Howell resent the supporting documentation.

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- Randy reopened discussion from the last Board meeting on the subject of moving up the election date of the “permanent” SC-CAL Board of Directors. The Board expressed concern about the current December 1 election date and expressed a desire to get parents involved earlier in the governance of the school. A motion was made and carried to move the election date to October 8.
- Randy reported on the status of the three pending agreements with CES: 1) The Partners Agreement is approved; 2) The Services Agreement needs to be reviewed with Dr. Howell and; 3) the Long-term Debt Agreement letter needs final review by Michael Quinn of Newberger and Quinn. Randy was previously empowered by the Board to negotiate and finalize these agreements.
- Scott introduced the CES Course Recovery and Returns policy for future board consideration
- Dr. Howell updated the Board on his intention to attend the Palmetto Charter Network Conference on September 19-20. He will report back on the conference experience as well as provide the Board with a recommendation on joining the network.

Budget update and actions:

- Fiscal services consultant Bill Moser updated the Board on the latest CES service and tuition fee adjustments and reported on the expected cut in base student revenue allowance.
- The Board discussed options for reducing costs and Randy requested that Bill work with Secaida to develop funding scenarios based on 250 and 225 student counts in an effort to find the break-even point in student enrollment.
- Randy directed Bill to develop a revised cash flow report the week following the 5-day census report. This was deemed important because of anticipated delays in Federal revenue reimbursement. Randy also requested that Bill build in an accounts receivable lag into the cash flow document.

There being no further business, Randy moved to close discussion and the meeting was adjourned at 12:20 PM.