



Felton Laboratory Charter School
Agenda for Thursday, July 12, 2016
Cafeteria
6:00 PM

- I. Call to Order
- II. Approval of Minutes
- III. Reading of Mission Statement: “The mission of Felton Laboratory Charter School is to provide a rigorous, creative and a diverse learning environment through Science, Technology, Engineering, Arts and Mathematics (STEAM).”
- IV. Finance – Budget Time Frame
- V. Regular Session
 - i. Transfer to SC Charter School District
 - ii. Update on the lease/contract request/agreements with the university
 - b. New Business
 - i. Staff Development Update
 - ii. Cafeteria Policy for Unpaid Meals
- VI. Executive Session
- VII. Ending Comments
- VIII. Adjournment

**Felton Laboratory Charter School Board of Trustees Meeting
Thursday, July 14, 2016**

Minutes

Attendees: Dr. Jennifer Cash, Mr. Michael Coaxum, Mr. Rogers C. Ideozu, Dr. Wanda Johnson, Mrs. Cynthia D. Keller, Mr. Alexander Tryciecky, and Dr. Gloria D. Winkler

- I. The meeting was called to order at 6:22 p.m. by Alexander Tryciecky, board chairperson.
- II. The minutes were approved as noted. A motion to approve the minutes was made by R. Ideozu and seconded by C. Keller. *Result of voting: 5 yea; 0 nay*
- III. The mission statement was read by all board members who were in attendance.
- IV. Finance-Budget time frame
 - Mr. Coaxum is in the process of putting together a preliminary budget, which will be completed within the next two weeks.
 - The budget could not be developed earlier because FLCS is going into a new district and some funds (such as staff development) are handled differently.
 - The state department requires that all funds outside of salaries are integrated into the curriculum-STEAM focus.
 - The budget could not be developed earlier because FLCS is going into a new district and some funds (such as staff development) are handled differently.
 - The state department allocates funds based on enrollment and free/reduced lunch numbers. The determinations are based on the fifth day. Therefore, it is important that lunch applications are completed as soon as possible. The school does not write grants as they have done in the past year.
 - All information is not yet available to develop a budget. However, in creating the budget 10 – 15% less than last year’s funds will be used to ensure that there will not be an issue with finances.
- V. Regular Session
 - a. Unfinished business
 - i. Transfer to Charter School District –Effective July 1, 2016, FLCS is a part of the charter school district.
 - ii. Update on lease/contract request/agreement with the university
 - Lease/contract/agreement was due July 1. Mr. Patrick, the finance person, sent the agreement July 7, but there were some areas of concern.

- The University wanted to charge \$95,100 for services, with \$81,000 going to DTZ. Last year they received funds for being a sponsor. These fees did not include electricity.
- DTZ, the company that handles buildings and grounds was asked to provide a breakdown of services for the proposed fees but was not able to provide an itemized list of they determined the cost of these services. The services are lawn maintenance, annual backflow, fire monitoring, trash pick-up, and capital projects.
- Mr. Coaxum had spoken to other business that handle the services at lower costs. He was waiting on paperwork from one business
- The charter school district requires that the school has its own website separate from the University.
- Bids are being solicited for IT services.
- Mr. Patrick stated (verbally) that as long as FLCS does not cost the University any money, it was okay to contract our own services.
- Another point of concern was the repairs to the building. At this point the university was not going to make the repairs because they could not afford it.
- A question concerning whether the University could still charge the \$81,000 if we contracted for our services. Since the contract has not been signed they could not hold FLCS accountable for anything.
- Utilities-The University wants to charge based on square footage instead of usage. A transformer has been put in place that determines FLCS usage.
- A motion was made by C. Keller to rewrite the lease to address our areas of concern. The motion was seconded by R. Ideozu. *Result of voting: 4 yea; 0 nay; 1 abstain (Cash)*
- *NOTE: See copy of contract distributed via email for more detailed information.*

b. New Business

- i. Staff Development Update- Staff development is scheduled for Monday – Friday, July 18-22, 2016, from 8:00 am – 4:00 pm. The other five staff development days will be during the intersessions.
- ii. Cafeteria Policy for Unpaid Meals
 - Money was lost last year on meals. Parents were reminded about their bills (via email, regular mail, and hand-delivered) but refused to pay.
 - Each student punches in his/her own numbers as meals are served.
 - Sample policies were provided earlier via email, and Dr. Winkler provided additional samples for review.
 - The maximum amount for charges should be changed to \$15.00 instead of the current wording.

- Policies are to be reviewed prior to the next meeting so they can be approved at the next meeting.

VI. Executive Session

- At 7:29 p.m., a motion to go into executive session was made by J. Cash and seconded by C. Keller. *Result of voting: 5 yea; 0 nay*
- At 7:45 p.m. a motion to go back into open session was made by J. Cash and seconded by C. Keller. *Result of voting: 5 yea; 0 nay*
 - *No action was taken during executive session.*

VII. Ending Comments: A called meeting prior to the start of school will be held to discuss unfinished business: budget, services to the building, and cafeteria meals policy.

VIII. Adjournment: The meeting adjourned at 7:48 pm with a motion given by C. Keller and seconded by R. Ideozu. *Result of voting: 5 yea; 0 nay*

IX. Submitted by Wanda Johnson

Items for the Next Meeting

- Approval of lunch policy
- Budget
- Update on lease agreement and services to the building.