

**Felton Laboratory Charter School Board of Trustees Meeting  
Thursday, August 10, 2017**

**Minutes**

Present: Mrs. Melissa Amaker-Small, Dr. Wanda Johnson, Mrs. Cynthia D. Keller, Dr. Wanda McMichael, Attorney Thomas R. Sims, Mr. Alexander Tryciecky, Mr. James Whetstone, Dr. Gloria Winkler; Dr. Sharon T. White, Director; Mr. Michael Coaxum, Business Manager

Absent: Ms. Phebian Davis-Culler

- I. The meeting was called to order at 6:04 p.m. by A. Tryciecky, board chairperson.
- II. Adoption of agenda - A motion to adopt the agenda was made by C. Keller and seconded by W. McMichael. *Result of voting: 8 yea; 0 nay*
- III. Approval of Minutes
  - A comment was made by G. Winkler in reference to the stated enrollment from the last meeting (420). She the enrollment limit was 418 according to the charter.
  - The minutes were approved as written. A motion to approve the minutes was made by G. Winkler and seconded by W. McMichael. T. Sims wanted to know how this would affect the charter. An update will be given in the Director's report. *Result of voting: 8 yea; 0 nay*
- IV. The mission statement was read by all board members who were in attendance.
- V. Old Business
  - a. Update on FOIA request/legal services - A contract for legal services was executed by the board chair. The firm officially began business on August 1, 2017. The information from the FOIA request was redacted, which only included information that related to personnel issues and information that cannot be validated. The information can be released after the meeting if it is agreeable with the board. G. Winkler asked whether the information was going to be submitted to the public. A. Tryciecky stated that Mrs. Grayton made the FOIA request will be furnished a copy as well as anyone else who would like a copy. The board will absorb the cost for this request. The lawyer sent an updated copy of the law regarding FOIA requests; there are no fees if the information is provided electronically.
  - b. Action on FOIA request for stakeholder surveys- A motion to release the information for the FOIA request that was brought from the lawyer was made by J. Whetstone and seconded by G. Winkler. *Result of Voting: 8 yea; 0 nay*

VI. Public Comments – The chair inadvertently omitted the public comments from the agenda. A motion to correct the agenda to reflect that public comments could be made was made by W. McMichael and seconded by M. Amaker-Small. *Result of voting: 8 yea; 0 nay*

- No comments were made.

VII. Reports

a. Director's Report

- i. Enrollment is 382 students with a waiting list of 28.
- ii. Meet and Greet-210 students and their parents attended. The 1890 nutrition grant director and social worker from SCSU distributed information to interested parents. The backpack distribution will begin in September.
- iii. Employment recommendations for the reading coach, math coach and speech teacher positions are ready.
- iv. Dr. White has been in communication with Chief Nelson, Lt. Singletary, and Dr. Cash about the updated SCSU plans.
- v. An art exhibit is planned for the PTA meeting on August 22, 2017.

b. Finance Report

- i. Reports for July were distributed and reviewed.
- ii. The school is in the process of switching over email.
- iii. The \$40,000 copy bill has been paid to SCSU.

c. Update on food Services program (old business)

- i. FLCS is trying to get as many lunch applications in as possible. Food is being handled the same as last year; in the process of securing more equipment (steamer, warmer, microwave)
- ii. School is looking into starting a salad bar for middle school students and other ideas to increase participation in the food services program.
- iii. Repairs to the kitchen are suggested to be put off until June so this will not interrupt school.

d. Property Search Update (old business) – pushed to executive session

VIII. FOIA Policy Discussion and Action

- a. The lawyer provided a standard policy for FOIA and schedule of fees. This information must be placed on the school website.
- b. A motion to accept the policy as written was made by G. Winkler and seconded by W. McMichael. *Result of voting: 7 yea; 0 nay; 1 abstain (Sims had to step out.)*

IX. Eclipse Day discussion and action

- a. Dr. White has been in contact with Chief Nelson concerning Eclipse Day. There is a liability situation. SCSU is expecting large crowds, and there will be no reserved parking for Felton.
- b. Students are required to be in school at least three hours, and in the past with SCSU graduations there have been difficulties with getting on and off campus.

- c. The school calendar has 181 student days instead of 180. Therefore, if school is closed, we would still be in compliance.
  - i. A motion to close school for Eclipse Day (8/21) based on liability issues was made by G. Winkler and seconded by T. Sims. *Result of voting: 8 yea; 0 nay*
  - ii. T. Sims cautioned persons about purchasing eclipse glasses. Glasses need to meet ISO standards.
  - iii. Dr. Cash stated that glasses that were purchased by the NASA space grants will be given to all Felton students. She will be going to every classroom and showing them how to use pinhole projection and the glasses.

X. Executive Session

- At 6:47 p.m., a motion to go into executive session was made by W. McMichael and seconded by G. Winkler. *Result of voting: 8 yea; 0 nay*
  - a. Personnel Matter(s)
  - b. Contract(s) discussion
- At 8:30p.m. a motion to go back into open session was made by J. Whetstone and seconded by C. Keller. *Result of voting: 8 yea; 0 nay*
  - *No action was taken during executive session.*

XI. Action on Items from Executive Session

- a. A motion to ratify any action that was taken on the terms and conditions of the contract that was presented to us in executive session was made by T. Sims and seconded by C. Keller. *Result of voting: 8 yea; 0 nay*
- b. A motion to accept the recommendation for the reading coach position was made by M. Amaker-Small and seconded by W. McMichael. *Result of voting: 8 yea; 0 nay*
- c. A motion to re-advertise the math coach position was made by M. Amaker-Small and seconded by C. Keller. *Result of voting: 8 yea; 0; nay;*
- d. A motion to ratify the action as it relates to our position with the Charter School Alliance was made by T. Sims and seconded by W. McMichael. *Result of voting: 8 yea; 0 nay*
- e. A motion to conditionally accept the recommendation for speech services, provided the necessary information is given to the director was made by M. Amaker-Small and seconded by W. McMichael. *Result of voting: 7 yea; 1 nay (Sims)*

XII. Adjournment: The meeting adjourned at 8:34 pm with a motion given by T. Sims and seconded by C. Keller. *Result of voting: 8 yea; 0 nay*

XIII. Submitted by Wanda Johnson

Item for next agenda: Food service update

Next meeting Dates: September 14, 2017; October 12, 2017; November 9, 2017