



**Felton Laboratory Charter School**  
115 Lance Circle  
South Carolina State University  
Orangeburg, South Carolina 29117

**AGENDA**

December 8, 2016  
6:00 PM

- I. Call to Order
- II. Approval of the Agenda
- III. Reading of the 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. Approval of the Minutes
- V. Reports:
  - A. Director – Introduction of Federal Policy Draft and Board Governance Policy Draft for next meeting
  - B. Business Manager – Financial audit results
- VI. Old Business – Board Committees
- VII. New Business
  - A. Open Enrollment Date - February 1, 2017 and Open House Sessions
  - B. Lottery for board elections
  - C. Review policy for parent comments at board meetings
  - D. Information for technology services
  - E. Formation of committees
- VIII. Executive Session
  - A. Consultant Information
  - B. Contract Approval
- IX. Announcements
- X. Adjournment

Next meeting date January 12, 2017

### SECTION 3. Agenda Format

SECTION 3.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Mission Statement
- c) Reading and acceptance of minutes from last meeting
- d) Public Comments
- e) Committee reports
- f) Special orders (important business designation for consideration at this meeting)
- g) Unfinished business
- h) New business
- i) Announcements
- j) Open floor (optional)
- k) Adjournment

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Reports
  - A. Executive Director
  - B. Finance Director
  - C. Nominating Committee
  - D. Governance Committee
  - E. Public Relations Committee
- V. Old Business
  - A. Board nominations
  - B. Contract negotiations
- VI. New Business
  - F. Special Event
- VII. Comments and Announcements
- VIII. Adjournment

Next meeting date March 1, 2016

**Felton Laboratory Charter School Board of Trustee Meeting  
Thursday, December 8, 2016**

**Minutes**

Attendees: Mrs. Melissa Amaker-Small, Dr. Jennifer Cash, Mrs. Phebian Davis-Culler, Mr. Roger Ideozu, Mrs. Cynthia Keller, Mr. Alexander Trycieky, Dr. Gloria Winkler, Mr. Michael Coaxum

I. The meeting was called to order at 6:11 pm by A. Trycieky, board chairperson.

II. Approval of the Agenda – A motion to adapt the agenda was made by C. Keller and seconded by P. Culler. *Results of voting: 6 yea; 0 nay*

III. Reading of the Mission Statement – The mission statement was read by all board members who were in attendance.

IV. Approval of the Minutes – A motion to approve the minutes from the November 10<sup>th</sup> meeting was made by C. Keller and seconded by P. Culler. *Results of voting: 6 yea; 0 nay*

V. Reports

A) Director – Introduction of Federal Policy Draft and Board Governance Policy Draft for next meeting

The school has purchased the Charter School Policy Manual. Dr. Winkler gave out the table of contents for the Federal Policies part of the manual. It was noted that we cannot change these policies. All other policies can be adapted to fit the school. We can get the full set of policies at a later date.

B) Financial audit results

Board members were provided with a copy of the Audit report. Mr. Coaxum presented an overview of the audit findings. The Auditor will be present at the next board meeting in January to answer further questions.

VI. Old Business – Board Committees

J. Cash made a motion to establish committees of the board. This motion was seconded by P. Culler. After some discussion the motion was amended by R. Ideozu to simplify the motion to read:

“ In accordance with the bylaws, the resolution constitutes the following standing committee:

- \* Bylaws and Policies Committee
- \* Finance Committee
- \* Facilities Committee
- \* Technology Committee

Each of these committees will include a minimum of three members. Members of each committee will be approved by the Board, and must include at least two Board members. Additional committee

Board members present were asked to volunteer for the committees established earlier in the meeting. Dr. Winkler was also asked to recommend staff members to the committees. Board members not present at this meeting, will be allowed to volunteer for committees as well. The initial placements are as follows:

ByLaws: A. Tryciecky, M. Amaker-Small, P. Culler, and G. Winkler

Finance: P. Culler, C. Keller, G. Winkler, and M. Coaxum

Technology: J. Cash, C. Keller, A. Tryciecky, G. Winkler, and M. Coaxum

Facilities: R. Ideozu, J. Cash, G. Winkler, and M. Coaxum

C. Keller made a motion to seat the committees as listed above. The motion was seconded by M. Amaker-Small. *Results of voting: 5 yea; 0 nay*

#### VIII. Executive Session

J. Cash moved to move into executive session to discuss Consultant Information and Contractual Negotiations. C. Keller seconded the motion. *Results of voting: 5 yea; 0 nay*

C. Keller moved to move out of executive session, seconded by P. Culler. *Results of voting: 5 yea; 0 nay*

No action was taken in executive sessions

Following up on the executive session:

C. Keller made a motion that we accept the Peidmont company proposal; seconded by P. Culler.

*Results of voting: 5 yea; 0 nay*

M. Amaker-Small made a motion that we accept the proposal for GoodLife Communication for the 3 year special pricing with the agreement due before the end of the year; seconded by C. Keller. *Results of voting: 5 yea; 0 nay*

IX. Announcements - No additional announcements were made

X. Adjournment – The meeting was adjourned with a motion by J Cash, seconded by M. Amaker-Small. *Results of voting: 5 yea; 0 nay*