

**Felton Laboratory Charter School Board of Trustees Meeting  
Thursday, May 11, 2017**

**Minutes**

**Present:** Mrs. Melissa Amaker-Small, Dr. Jennifer Cash, Mrs. Phebian Davis-Culler, Mr. Rogers C. Ideozu, Dr. Wanda Johnson, Mrs. Cynthia D. Keller, Mr. Alexander Tryciecky, Mr. James Whetstone; Mrs. Patricia M. Goldsmith, Interim Director; Mr. Michael Coaxum, Business Manager

**Absent:** Attorney Thomas R. Sims

- I. The meeting was called to order at 6:05 p.m. by a. Tryciecky, board chairperson.
- II. Adoption of agenda - A motion to adopt the agenda was made by J. Cash and seconded by M. Amaker-Small. *Result of voting: 7 yea; 0 nay*
- III. Approval of Minutes
  - a. April 20, 2017 - A motion to approve the minutes as written was made by W. Johnson and seconded by C. Keller. *Result of voting: 7 yea; 0 nay*
  - b. April 25, 2017- A motion to approve the minutes as written was made by C. Keller and seconded by P. Davis-Culler. *Result of voting: 5 yea; 0 nay; 2 abstain (Johnson and Whetstone)*
- IV. The mission statement was read by all board members who were in attendance.
- V. Public Comments - None
- VI. Reports
  - a. Interim Director's Report- Mrs. Goldsmith
    - Letters of support have been presented for grants that have been submitted in conjunction with FLCS.
      - ❖ Cypress III (4H) has worked with Felton afterschool program (21<sup>st</sup> Century) for the past three years.
      - ❖ Social Welfare Department Food pantry has been approved and should begin in August. This grant will support students whose parents are facing hard times (provides food items).
      - ❖ Music Research Grant will look at how music and the arts affect reading.
    - These grants were written through SCSU and will be managed by them. They will have no effect on Felton's budget.
    - School has completed three days of testing with no problems. Testing resumes on Tuesday and Wednesday, May 16-17, 2017, with SC PASS for grades 4-8. EOCEP for eighth grade takes place on May 23-24, 2017.
    - FLCS will be getting a school-based counselor, who will begin May 18, 2017.

- Other activities were included in the May newsletter.
- b. Finance Committee Report – P. Davis-Culler
  - Committee reviewed a proposed budget policy draft and did a first round review of the budget for 2017-2018.
  - The next committee meeting will be May 16, 2017 to do a second round review for the budget.
- c. Finance Report – M. Coaxum
  - The Revenue and Expenditure Report for April was distributed and reviewed.
  - He is trying to provide a more concise report and has reached out to the CFO for the charter school district. The district sent a template that shows how the district appropriates funds. Coaxum is trying to provide a more holistic report.

## VII. New Business

- a. Audit Overview-Engagement letters have been received from Elliot Davis Decosimo. The cost is the same as last year's.
  - R. Ideozu recommended that in the future once the financial report has been presented that a motion be made to receive the report as information. The finance should have this information prior to the meetings and discussed all possible questions and give the *ok* or *no* rather than trying to ask questions during the meeting.
  - P. Davis –Culler stated that the reports were received only a few days before the meetings so it would be impossible for the committee to meet prior to the meeting.
  - R. Ideozu stated that the motion should be made to defer acceptance of the information until the finance committee has had time to review and sort out the information with the business manager.
  - J. Whetstone suggested that all permanent committees be listed under reports whether they have something to present or not. That way parents know what committees we actually have. The chair will make that adjustment on the agenda.
- b. Request for Survey Results from the Meet and Greet Night
  - The chair referenced information received from an attorney at the school board training held on May 2, 2017. The advice was that the request be handled as a FOIA (Freedom of Information Act) request.
  - There was a discussion on the implications (legal liabilities) of releasing the information as well as what information should be released.
    - ❖ A motion to present to parents the numerical data to include the averages of the candidates with the candidates' names was made by J. Whetstone. This motion was not seconded. (*A similar earlier motion was retracted.*)
    - ❖ A subsequent motion to defer action on this issue to allow time for the board to receive adequate legal advice and visit this issue at the next board meeting was made by R. Ideozu and

seconded by J. Whetstone. The motion was amended to include 'we actively initiate a FOIA request so the information can be reviewed and approved for presentation at the next board meeting' was made by J. Cash and seconded by P. Davis-Culler.  
*Result of voting: 8 yea; 0 nay*

- c. Request for Minutes from the Search Committee
  - The Search Committee met prior to the board meeting to approve the minutes.
  - Once corrections are made the minutes will be posted on the school's website.
- d. Election Ballot
  - The board elections have been suspended due to a conflict with the by-laws (write-in candidates allowed).
  - The original ballot asked voters to vote for six candidates, and there were only three seats open. While this was corrected around 5:00 p.m., there was concern about the validity of the ballots cast before that time.
  - Some of the emails were incorrect. The chairperson sent out a survey, which received 29 responses. The corrections were made and sent to the Charter School Alliance.
  - The elections are planned for May 16 -17, 2017.
- e. Committee Expansion and Restructure-Appendix K
  - The policy manual that was purchased is under copyright by the Charter School Alliance and cannot be duplicated and distributed in its entirety. The board and the director may receive copies, and a copy can be on file in the office. Small parts of the manual can be copied for use in handbooks for employees or students.
  - Based on information received at the board training, the standing committees are: Governance, School Performance, Facilities, Technology, and Finance.
  - Appendix K outlines the committee structures as well as guidelines for operation.
    - ❖ A motion to accept Appendix K-policies was made by J. Cash and seconded by J. Whetstone. *Result of voting: 8 yea; 0 nay*
- f. Board Policy on Compliance with South Carolina Ethics Law
  - The board and employees of FLCS are bound by the SC Ethics laws.
  - All employees are to be given an overview of the SC Ethics rules by September 1 of each year and sign an affirmation stating that they know what the rules are and that they must follow them.
    - ❖ A motion to approve and add the affirmation of compliance to SC Ethics rules to our book was made by P. Davis-Culler and seconded by C. Keller. *Result of voting: 8 yea; 0 nay*
- g. Board Policy on Annual Operating Budget
  - P. Davis-Culler stated that the committee met and came up with the proposed operating budget but upon further review she was uncomfortable with 1.7-budget adjustment.

- A motion to table the adoption of the policy and send it back to the finance committee was made by C. Keller and seconded by P. Davis-Culler. *Result of voting: 8 yea; 0 nay*
    - h. Board Policy on Finance-Inspector General Office's Recommendations
      - Guidelines from the Inspector General's office received at board training were shared.
        - ❖ A motion to send the finance policies recommended by the Inspector General's office to the finance committee to be reviewed and included in the policies they will be drafting was made by C. Keller and seconded by M. Amaker-Small. *Result of voting: 8 yea; 0 nay*
    - i. Board Governance Policy
      - A motion to accept the board governance policies as written was made by P. Davis-Culler and seconded by J. Cash. *Result of voting: 8 yea; 0 nay*
    - j. Board Federal Policies-Review
      - Board needs to review policies and provide input.
      - The goal is have policies in place by November.
- VIII. Executive Session
- At 7:36 p.m., a motion to go into executive session was made by J. Cash and seconded by C. Keller. *Result of voting: 8 yea; 0 nay*
    - a. Board Appointment
    - b. Personnel Matter(s)
    - c. Contract Discussion
  - At 8:29 p.m. a motion to go back into open session was made by M. Amaker-Small and seconded by C. Keller. *Result of voting: 7 yea; 0 nay (Ideozu left early)*
    - *No action was taken during executive session.*
- IX. Action on Items from Executive Session (if necessary)
- a. A motion to accept the resignation of Rogers Ideozu was made by P. Davis-Culler and seconded by W. Johnson. *Result of voting: 7 yea; 0 nay*
  - b. A motion to accept the contractual agreement for auditing services was made by M. Amaker-Small and seconded by C. Keller. *Result of voting: 7 yea; 0; nay*
  - c. A motion to empower the board chair to contact the business manager about the ethics concern was made by J. Cash and seconded by C. Keller. *Result of voting: 7 yea; 0 nay*
- X. Ending Comments: None
- XI. Adjournment: The meeting adjourned at 8:35 p.m. with a motion given by C. Keller and seconded by M. Amaker-Small. *Result of voting: 7 yea; 0 nay*
- XII. Submitted by Wanda Johnson

Items for next agenda –

- Policies on Annual Operating Budget and Finance-Inspector General's Recommendations
- Survey Results from the Meet and Greet

Next meeting Dates

- June 8, 2017
- July 13, 2017
- August 10, 2017