RLOACS Board Meeting

Meeting Minutes September 20, 2016

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| Present: Absent: | Dr. Rob McBrayer, Chair; Eunice Spilliards, Vice-Chair; Greg Chambers, Treasurer; Sheree Darien, Secretary; Anne Bridgers; Amleht Alston; Dr. Karen Wicks, Executive Director; Les Wicks, Facilities Development; Bill Moser, Kelly-Moser Consulting – via phone; Terri James-Moss, Middle School Assistant Principal; Alan Linkous of Howell Linkous & Nettles  Sergio Nuno |
| Venue: | Student Dining Hall |
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A quorum was present.

* **Old business:** 
  + **Open Meeting** - Chair

The meeting was called to order at 6:31 pm by Chair McBrayer.

* + **Approval of Minutes of May Board Meeting** – A motion was made by Greg Chambers and seconded by Amleht Alston to accept the minutes for both June 14th and August 16th Board Meetings, and the motion carried.
* **New business:** 
  + **RLOA New Mission Statement**– The Chair read the mission statement.
* **Amendment to the Agenda**
  + Amleht Alston made a motion, which was seconded by Anne Bridges, to amend the agenda for the presentation and discussion of the Approval of Authorizing Resolution for Bond Notes by Alan Linkous before the financial reports due to his commute. The motion carried.
* **Update on New Campus Financing –** Facilities Development Company and New Campus Bond Financing Team Member
* Alan Linkus discussed the Board’s liability in relation to bonds, the short term notes in relation to the maturity, how quickly the notes could go to market and the signature requirements to execute the documents. He explained that the preliminary official statement becomes a final statement once pricing occurs and financial data is collected. The total bond amount is $18,220,000.00. The financing schedule time table is approximately two weeks until pricing.
* The USDA’s Rural Development Division has accepted the bid tabulations and the recommendation to award contracts to EE Reed Construction, LLC in the amount of $11,282,200.00 for the construction of the school project and to Cleland Site Prep, Inc. in the amount of $2,499,471.00 for the related site prep work. Copies of the formal awards were made available to the Board.
* **Approval of Authorizing Resolution for Bond Notes**
* Resolutions for Board approval was reviewed and discussed in depth – presumably funds will be made available by the end of October. A motion was made by Treasurer Greg Chambers and properly seconded by Amleht Alston. The motion passed unanimously. The Board agreed that Executive Director Dr. Wicks would sign documents in the bond process.
* **August Finance Report and Updated FY17 Budget** – Bill Moser, Kelly-Moser Consulting
* Bill Moser (via phone) reviewed the August Finance Report in detail. Budget revisions were captured in the August 2016 financial notes including P & L MTD and YTD comparisons as well as the current balance sheets totals. A motion to approve the August budget was made by Anne Bridgers and seconded by Amleht Alston. The motion carried.

**School Updates:**

* **Enrollment: Enrollment:** As of 9-16-16 enrollment is 636. See attached sheet for breakdown of enrollment and waitlist.
* **Testing:**
  + **MAP Testing:** MAP testing has been completed.
  + **SC Ready Updates:** We should be able to share embargoed data during the week of October 17th.
  + **ASVAB Testing Approved**: ASVAB for Grades 11-12 will take place on February 28, 2016. Grades 9-10 will need a similar activity since those areas will likely be locked down.
  + **WorkKeys Training:** It is in progress.
* **Elementary:** Student Learning Objectives (SLO) meetings have begun with K-5 teachers. ADEPT (teacher evaluation) timelines have been shared with teachers who are going through the ADEPT process. We have been creating support plans to help K-5 teachers. Ms. Blathers has provided science pacing guides to teachers, and instructional coaches are providing support based on the individual needs of teachers. Readers Theater is taking place in grades 2-5. The related arts schedule for K-5 has been revamped to meet emerging needs and will start on Monday, September 19th.
* **Middle School:** 
  + **Academics:** The use of digital tools for data allows us to see exactly where each student and/or group is performing at any given time. Uniformity across 6th, 7th, and 8th grades in discipline and behavior modifications have resulted in good progress in students’ behavior and performance. Mrs. Moss runs a tight ship, and Ms. Barr has been a pivotal part of behavior management; she conducts contract and follow-up conferences with Mrs. Moss and helps to hold children accountable.
  + **Field Trips**: Kulu Mele (dance theater from New York) will be here Monday, September 19, for in-house field trip/dance workshops by grade level with students from 7:45 a.m. - 12 noon. Workshops will take place in 7A during Computer Science related arts hour. Students had an in-house photography field trip with an African photographer in August. They have responded well to this type of exposure. We are scheduled to attend *Pride and Prejudice* on October 14th as a middle school at the Arts Center of Hilton Head.
  + **Paperless School Efforts**: What an adventure this has been, but super exciting! The whole middle school team has made a commitment to only make copies for assessment documents, schedules for children, club rosters, individual student progress reports for MAP conferencing, and the like. Teacher website use and use of digital tools for student engagement has changed the way we do student grouping for instruction, and it has changed the way we receive and analyze data for growth. It has promising results so far. Our next great initiative is the use of Support Documents (page by page) to assist in student study and peer instruction. These files will be made available to students via Google Drive, and teachers will be able to use them to instantly build digital tools (quizzes, practice activities, flashcards, etc.). Thanks to Ms. Ocasion’s contact, we have been offered a major technology acquisition--about 50 laptops--to expand our number of devices. This is important since we are continually short of the number we need for student work and teachers borrow back and forth. A shout-out to Ms. Moore who registered us with Computers for Learning years ago.
  + **Personalization Efforts:** Mr. Ranera and Ms. Jackson currently have the lead in “Most Personalized Classroom.” They have already established student groupings and they are using those groupings to provide mathematics materials appropriate to students’ performance. This is very important since math placement ranges from grade 1 to 9.
* **High School**: SLO meetings are taking place this week. Student parking is going smoothly. Ed Op (Educational Opportunity), an opportunity to “visit” numerous colleges at Bluffton High School is scheduled for Juniors and Seniors for Friday, September 16th. Mr. Morse has met with all grade levels addressing expectations, phone use, uniforms, respect, and school pride. Several high school students have taken the initiative to work specifically on ways to improve school pride. Teachers are analyzing MAP data to adjust instruction.
* **STEAM/PBL/PLTW:** Preparations have been made for our Professional Learning Community’s (PLC’s) with teachers next week to begin starting PBL class projects in elementary school. We will then move on to middle and high school. Our Governor’s School Artist-in-Residence Ms. Felder has multiple STEAM projects ready for elementary school teachers to choose from during our PLCs; we will be asking for one per semester per teacher. Mr. Floyd and Ms. Blathers have tentative dates for a PBL night in December and a STEAM night in March.
* Robotics is underway with three teams (All Girls’ High School, High School, Middle School) currently working. We are starting fundraising as we have depleted many essential parts and progress has halted.
* Ms. Blathers has been doing Project Lead the Way (PLTW) Launch modules with elementary school twice a day and now will be adding K-1. In middle school we have found that either it's the group or material that is just not working very well. In both 6th and 7th grades we have the curriculum but we were unable to obtain it in 8th so we are trying other methods. High school engineering classes are running smoothly, especially with the new engineering room.
* **Literacy:** The Read to Succeed (R2S) School Reading Plan has been completed and turned in to the State Department. We need to keep in mind that for the 2017-2018 school year all grade levels K-12 must receive a 90 minute block of uninterrupted instructional time every day, Monday-Friday. Fountas & Pinnell (F&P) Benchmarks and Developmental Reading Assessment (DRA2) have been completed. DRA2 data is in the process of being inputted into the online management system. The information from these two assessments, along with MAP data, is being used to group students for intervention and Guided Reading. Mrs. Floyd (Literacy Coach) and Ms. Lee (Response to Intervention Coordinator) are identifying Tier 2 and Tier 3 students based on their reading and math levels. The Literacy Team PLCs have been taking place and support is being given to establish guided reading groups.
* K-5 guided reading groups will begin Monday, September 19th. The fall Scholastic Book Fair was a huge success with a profit of $820 Scholastic Dollars. These funds will be used to promote literacy, including Muffins for Moms, Donuts for Dads, Literacy Nights, and classroom libraries. Ms. Ager has been doing a fantastic job with Reader’s Theatre, and 3rd and 4th grades will be performing at the September 20th PTO meeting.
* **Beta Club:** Current Beta students are being reviewed for continued eligibility. Probation letters will go out next week. Ms. Barr has started reviewing grades for new members. We need to induct seventeen new members by October 28, 2016 to remain a Beta School of Distinction. The tentative date for the Beta Club induction is October 20, 2016 at 6:00 p.m. The location has not been set yet.
* **ESOL/Young Scholars:**
* **ESOL** has completed W-APT screening for all new registration up to the second week of September. Instruction started on August 15. Schedules have been adjusting with new students who require services. Parental Notifications and Accommodation Plans are due on September 23.
* **Young Scholars** are using the William and Mary curriculum as recommended by Dr. Stevenson last year. The Model United Nations (MUN) Club is preparing for the November Conference for the Middle School and January Conference for the High School. A survey for Cultures Day is due this month. Based on the outcomes, we will know which country each class or cottage will be adopting for May 20, 2017.
* **Special Education:** We have 48 active students, which includes 7 transfer students. We are up 6 total from our numbers last year. Our teachers and assistant are working on maintaining a smooth transition each day during pull out time.
* **Response to Intervention (RtI):** We have completed the AIMSWeb benchmarks for math computation in Grades 1-5. We hope to complete the reading benchmarks within the next two weeks. We will do AIMSweb benchmarks for those students who fall in the critical areas next week.
* **Guidance:** CHAMPS (a behavior management approach) professional development will start next month. Individual and small group sessions are being held. Transcripts are being checked and verified for seniors in preparation for Senior Conferences. Senior conferences will be held during the remainder of September and October. High school attendance letters are in the process of being sent. Middle and elementary school attendance letters will be sent out next week.
* **I.T.:** Replacement screens for Chromebooks arrived, and Ms. Moore has repaired about 20 of them so far. They will be redistributed to classes where they are needed when she has finished going through the damage report from Mrs. Anderson. MobyMax tablets were labeled and signed out to the Special Education Department.

**Board Vacancy**. Anne Bridgers nominated Deanne Spikes for board consideration. Confirmation expected on/or before next board meeting. The appropriate Board representation must consist of 50% business professionals and 50% education professionals per the by-laws and state requirements.

* **Public Comment** – No public comment.
* **Executive Session** – None
* **Motion to Adjourn** – With no further business to discuss, at 7:58pm Chair McBrayer made a motion to adjourn, which was seconded by Amleht Alston. The motion carried.