RLOACS Board Meeting

Meeting Minutes March 21, 2017

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| Present: Absent: | Dr. Rob McBrayer, Chair; Eunice Spilliards, Vice-Chair; Greg Chambers, Treasurer; Sheree Darien, Secretary; Anne Bridgers; Deanne Spikes; Sergio Nuno; Dr. Karen Wicks, Executive Director; Les Wicks, Facilities Development; Bill Moser, Kelly-Moser Consulting; Dr. LaQuandra Stevenson, Elementary School Assistant Principal; Brian Morse, High School Assistant Principal; Ryan Floyd and the RLOACS Robotics Team.  Amleht Alston and Kelli Boniecki |
| 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 Dr. McBrayer. Greg Chambers made a motion to approve the agenda. Anne Bridgers seconded the motion and the motion carried. At 7:13pm, Greg Chambers made a motion to amend the agenda. Dr. Wicks requested to postpone the approval of 2017-2018 Organizational Chart; Deanne Spikes seconded the motion and the motion carried.

* + **Approval of Minutes of Board Meetings** – A motion was made by Greg Chambers and seconded by Anne Bridgers to accept the minutes of the January 17th Board Meeting and the motion carried.
* **New business:**
* Chair McBrayer introduced Ryan Floyd and the robotics team. The team is currently conducting a fundraiser for a national competition in Iowa. $25 auto service discount cards are available for purchase and sponsorship. Twenty students are on the team, fourteen are projected to travel and the costs of the flights are approximately $290.00 per person. The community may visit the school’s website to make a donation by Friday, March 24, 2017.
* **RLOA New Mission Statement** – Dr. McBrayer read the mission statement of RLOACS.
  + **Finance Report for February 2017** – Budget Report Line 5: Updated for 45 Day ADM data. Line 20: Increased allocation. Line 32: Revenue increased by $15.5K. **All Highlighted Expense Lines: Reviewed, reconciled, revised for YTD + projections to EOY.** Mr. Moser made mention of adjustments to Line 164 which increased the property insurance coverage. Line 197: Budget Balance decreased by $1.8K. Line 201: Construction expense reduced. Line 202: Fund Balance increased by $1K. Profit and Loss MTD and YTD Comparison Total Income for the fiscal year is $5.237M. Net Income for the fiscal year is $982.7K. Balance Sheet - The Total Checking/Savings line is: $225,250.00. The Due from Federal line is Title 1 and IDEA. The Total Liabilities line is current as of 02-28-17. FY-18 Annual Operating Budget (DRAFT) Maintain 650 Students. Proposed salaries posted. 4% across-the-board insurance increase (health, liability, property). $200K Construction Contingency posted. $110 Municipal Advisor posted. In this budget scenario, the district’s standard would be for us to maintain a reserve of $1M. We have simply taken $200K from this $1M reserve and posted it as our “Construction Contingency.”
  + The Chair called for the Board’s approval of the February financials. Greg Chambers made a motion to approve the February financials as presented and Eunice Spilliards seconded the motion, which carried unanimously.

**Update on New Campus Financing –**

* USDA still has not provided the document that Oppenheimer needs to get the notes out to market. Per USDA’s representative, the document is expected tomorrow.
* The board received a handout of the preliminary financing timetable for the RLOACS $17,300,000 \*Series 2017A and $300,000 \*Series 2017B (taxable notes). **\*Preliminary, subject to change.**
* **School Updates**
* **Enrollment:** We continue to hover around 630.
* **General:**
* Superintendent Elliot Smalley, Dr. Wicks, and Mr. Wicks spoke at the TransformSC Conference in Greenville about the SC Public Charter School District and the challenges of starting a charter school in rural Jasper County.
* Superintendent Smalley is meeting with Jasper County School District Superintendent Andrews March 22nd and then visiting RLOA to discuss academic progress and possible future initiatives.
* Dr. Wicks will be speaking at the SC Public Charter School Alliance Leaders Summit on March 28th in Columbia.
* **Elementary:**
  + K-5 teachers are receiving support from the elementary assistant principal and the leadership team in the area of math/ELA, which includes pulling small groups, modeling, co-teaching, and providing extensive classroom resource support.
  + K-5 students will be performing at the March 23rd PTO meeting.
  + The kindergarten and 5th graduation ceremony planning is underway.
  + K-5 Read to Succeed Logs have been submitted to the state for all students who have read the required 6 hours.
  + All students in K-8 were given a free admission ticket to the Water Circus in Savannah, March 30-April 2, 2017. Teachers were also given a code for $2.00 admission discount.
  + Nurse Williams has been providing K-5 students with health book readings as a part of the School Nurse Program.
* **Literacy:** 
  + PLC meetings were held this week with 3rd and 4th grade teachers on an implementation schedule for the RACES strategy to prepare our students for SC Ready Writing with a Text Dependent Analysis.
  + The Literacy Team will be meeting with 5th grade on Monday, March 20th during their planning. Implementation begins Monday, March 20th.
  + Mrs. Floyd met with Mrs. Brown in SPED to share the RACES strategy being using in the classrooms. The SPED department will be supporting teachers in this effort when students come to SPED.
  + Mrs. Floyd and Ms. Jones met with the ESOL department to share the RACES strategy to support students in responding to text dependent writing. The ESOL department will also be supporting this effort when students come for lessons.
  + The literacy team will daily be in grades 3-5 classrooms during their writing blocks to support implementation of RACES.
  + Books were ordered for K-1 classroom libraries through Scholastic using $500+ profits from the Stuck on Reading fundraiser.
* **Middle School:** 
  + **Academic Support:** Students are now requesting one-on-one academic support meetings after seeing the results peers are achieving. We will need to expand the process to include the middle school behavior coach and core teachers, which will require training in the Friday PLCs.
  + **Schoolwide PBL Projects:** All math lab teachers have been trained in how to execute the study guide project for the end of year mathematics review. One of the three requires some additional training due to absence, but we can expect to see nascent products by the end of this week from all B classes. Social Studies and ELA will begin this project by Wednesday, March 8. More information on this project can be found on the middle school web site under “Project Documents.”
  + **School Culture:** Students have begun the next film in our lunch film series: *Akeelah and the Bee* with KeKe Palmer. Students are already asking, “Are we going to do a spelling bee,” and we can plan for that for next year. Scripps is a very real possibility. It will require some additional funding.
  + **Student Learning Objectives (SLO) Follow-ups:** The timeline for successful completion of SLOs were discussed with the team to allow for appropriate post-assessment date, document review and feedback before final presentations.
  + **Spanish for Spanish Speakers:** With the help of Ms. Padilla, we are in the early phases of planning a Spanish for Spanish Speakers program for next year. We will consult with Ms. Chaves-Herrera for expansion of the idea they began in the summer. Current implementation involves episodes of telenovelas in the Spanish textbooks.
  + **TE21 Benchmarks:** Letters will go home with students today.
  + **Textbooks:** Science grades 6-8 will be up for adoption April 10-24. This is exciting because our current textbooks have been far from standard alignment for at least three years. Samplers are already being solicited for members of the science team to review: Ms. Blathers, Mrs. Ocasion, Mr. R. Floyd.
  + **Middle School Dance:** Students are still selling tickets for the Middle School Dance, which is scheduled for this Friday.
* **High School**:
  + The soccer team is 3 -1 with a home game Thursday at 5:30 in the Hardeeville Athletics Facility field.
  + ASVAB representative shared test results and interest inventory results with juniors and seniors on Tuesday. Students were able to see possible career choices that align with their interests and saw strengths and weaknesses by skill set.
  + Juniors are selling $2 raffle tickets to raise money for the prom. The winner could win IBeats earbuds or Amazon Fire Tablet. The prom is April 1st 7 - 10 at Hilton Head Lakes.
  + Robotics Team (all 3 teams) are raising money for their trip to the US Open competition. You can buy a gift card costing $25 that is good for $140 worth of services at Ridgeland Tire and Auto.
  + The ACT WorkKeys state test is scheduled for the end of the month for Juniors.
  + Mr. Pope (Art Teacher for all grades) is representing RLOA at the district level as our Teacher of the Year. We held a celebratory luncheon last Friday for Mr. Pope, our EVAAS 5 teachers (Mr. Barry, Ms. Clarke, Mr. Donaldson, Ms. Johnson, and Ms. Porter) , and all staff was a great success. Mayor Pro Tem Spiso represented the Hardeeville City Council, and Vice-Chair Eunice Spilliards represented the RLOA Board.
* **Assessment**:
  + ACT State Test: Because we could not secure online testing support for ACT at TCL, we are forced to complete the paper based version here on site for our seniors. Mr. Pope has agreed to allow us use of the art room (since ACCESS is still in session on the other side), and Mr. Fumbi has agreed to administer the exam as primary Testing Administrator. We await AP feedback to find a proctor.
  + ACT Student Workshop: We met with 11th grade students on Tuesday to discuss the particulars of the assessment and provided them with information to review sections of the test, timing, scoring, and topics tested. Students provided Mrs. Moss, testing coordinator, with some excellent feedback, including the need to create a centralized testing calendar and a need for more frequent concentration on/support for preparation for college entrance exams. Mr. Morse and Mrs. Moss agreed to requisition a dry erase calendar for the office where we can meet this need and Ms. Moore will launch a digital calendar on the school’s website. Dr. Wicks has provided extra Saturday support for college entrance exams in the past with few students showing the needed level of commitment to attend sessions.
  + The Writing “Field” Test: Dr. Stevenson has chosen to set the grade 3-5 writing field test prior to the actual SC Ready assessment to use it as a practice. The End of Year calendar has been changed, including shifting some other dates, to accommodate this change.
* **STEAM (Science, Technology, Engineering, Art, Math)/PBL (Project-Based Learning)/PLTW (Project Lead the Way):**
* We are in the process of coming up with options for our PLTW classes next year. We will be losing Mr. Vasiu, who is returning to Romania in June, and are waiting for our other engineering teacher to complete his certification requirements. We will be offering five different high school engineering classes next year.
* Our Governor’s School Artist-in-Residence Ms. Felder will be providing K-5 school creative arts next year where she will teach 5~6 classes a day which will take her away, incorporating STEAM projects in her classes.
* At the state championship the Girls Robotics Team won the Judges’ Award. This is our second year in a row of winning this award at the state championship. The middle school team are alternates for the World Championship and the high school were in one of the top alliances in the tournament before losing to the eventual winner. The teams have qualified for the US Open and are raising money to attend April’s US Open, for which they have qualified, and possibly the World Championship, since they were chosen as alternate. If they are chosen to go to World, this would make them one of only 3 teams of the state’s 130 teams to accomplish this two consecutive years. Team members are selling gift cards to Ridgeland Tire and Auto for $25 with all proceeds going to each student's trip. In return the gift card will give the patron $140 worth of free car maintenance. Students will also be selling them in the car line this week.
* Team pictures will be taken Tuesday to start their marketing campaign to media outlets.
* Students will begin calling businesses today or tomorrow for sponsorships, as well.
* **English as a Second or Other Language (ESOL)/Title III:** 
  + ESOL students have been taking the state ACCESS test for several weeks. Regular ESOL lessons will resume next week for grades 3rd, 4th, and 5th and the afternoon classes as well. We will use 2 hours a day for ACCESS completion Monday-Wednesday of next week.
  + The ESOL teachers participated in the Writing Training with Mrs. Floyd and Ms. Jones in order to support writing preparation for SC ELA Ready. All of our teachers and paraprofessionals will be working with grades 3-5 in response to this training for the remainder of the school year.
* **Title I:**
  + District Parent Surveys are being offered to parents during dismissal by our parent liaison, Ms. Rivera. Parents are taking the survey in their cars on an IPad provided by our IT Department.
  + 8th, 5th and 11th grades had an extension to accept parent surveys. Surveys are due March 24th.
  + Evidence of our efforts to complete these surveys is part of the Title I assignments for March.
  + We finally received reimbursement of over $400,000 for first Title I claim on 3-21-17. We were promised these funds in January, but the district’s transition with new finance personnel slowed the reimbursement process by 2 months.
* **Young Scholars/Gifted & Talented Program:** Students are working on their projects for Cultures Day, which occurs in May, as well as the creation of various apps. Some students have received offers from technology companies to buy their apps.
* **Special Education**:
  + Ms. Lee attended a coordinator’s meeting at the district office this week. We discussed the preparation needed prior to the 2017-2018 state audit of Special Education, specifically our Indicator 13 (transition goals for students 13+).
  + We are prepping the materials for the SC Alt. and NCSC state assessments.
  + All documents due to the district have been submitted on time.
* **Teacher Evaluation System—ADEPT/SAFE-T:** 
  + The ending date for classroom observations is March 31, 2017.
  + The deadline for conducting final evaluation consensus meetings is April 28, 2017.
  + The deadline for conducting End of Year Conferences (SLO, GBE, etc.) is April 28, 2017.
  + The deadline for conducting final evaluation conferences with teachers (A copy of the consensus-based final Evaluation Summary—ET3—must be provided to the teacher) is April 28, 2017.
  + Deadline for submitting evaluation summaries to the district office April 28, 2016
* **Guidance:**  9th grade Individual Graduation Plans (IGP’s) are underway. There may be a site license ($395 fee) needed for full access to the SCOIS college and career surveys for high schoolers, which we are investigating further. Parent participation has still been fairly constant for IGP’s. Career Day is March 22nd, and we have a full line-up of attendees.
* **Beta Club**: The Beta Club is preparing for their field trip to Discovery Museum in Charlotte, NC. .
* **I.T.:** The technology survey that allows staff to rate their general skill and comfort with technology was sent out last week with 35 responses so far. This survey will aid us in creating our technology plan. We are anticipating the need for a minimum of 30 more Chromebooks next year.
* Non-IT - The pencil/eraser vendors in the cafeteria are selling well. We are averaging $70 per week. Student feedback suggests that we should add one for pens, as the high school students use pens more than pencils.
* **Public Comment** – No public comment.

* **Executive Session** – At 7:42pm, Chair McBrayer made a motion to go into Executive Session to discuss a personnel matter. No votes or decisions were made. At 8:33pm, Chair McBrayer made a motion to come out of executive session. Anne seconded the motion, and the motion carried.
* **Other Business –** At 8:33pm, Chair McBrayer returned the board to regular session.
* **Motion to Adjourn** – With no further business to discuss, at 8:34pm Greg Chambers made a motion to adjourn. Eunice Spilliards seconded the motion, and it carried unanimously.