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Lakes and Bridges Charter School Board of Directors Meeting
7:00 P.M., Monday, January 14, 2019
1600 E. Main Street, Easley, SC 29640

- I. Call to Order.
 - A. Roll Call/Establishment of Quorum
Present: Traci Carter, Sid Collins, Susie Dooley, Bonnie Kelley, Nancy Linvill, Phil Owens, Kay Shaw, Debbie Vaughn, Heidi Bishop, Janie Seay, Ken Seay, Collins White
 - B. Reading of Mission Statement and Mission Moment
Mission statement read by Nancy Linvill.
 - C. Acknowledge compliance with SC FOIA.
We are in compliance.
- II. Approval of Minutes for December 18, 2018 Board meeting.
Bonnie Kelly moved to approve the minutes; Traci Carter seconded. No discussion. Approved unanimously.
- III. Public Comments (Each comment limited to three minutes)
- IV. Treasurer's Report (attached)
 - A. Development of budget and financial policies: Bylaws charge Treasurer with developing financial policies and procedures. Kay's goal is to have this complete by end of this fiscal year and will do it in concert with those already doing procedures.
 - B. Update on reporting questions from the December 21, 2019 work session.
 - C. Review of financial report from K & M consulting.
 - D. Bonuses for staff: Kay moved that we agree to pay approximately \$16,000 in compensation increases this year in a combination of bonuses and pay increases, pending detailed information that will be provided to the board by January 21. We will have a phone conference on January 21 to vote on this issue. Kay reminded us to keep in mind that this will be a recurring expense if it is for pay increases as opposed to bonuses.
 - E. Wine and cheese expense: Phil Owens moved that the board pay for such expenses, Bonnie Kelley seconded. No discussion. Unanimous, motion carried.
- VI. Principal's Report (attached)
- V. Chairman's Report (attached)
 - A. Janie Seay and Collins White, film documentary of LABCS
 - B. Selection of committees for the new Board. Bonnie Kelley moved to approve, Susie Dooley seconded. No discussion. Unanimous, motion carried.
- VI. Committee Reports
 - A. Facility Committee
 - i. Review of Phase I renovation bids: Three contractors bid, bids don't include painting outside, wiring issues, and parking lot.
 - ii. Review of Phase II renovation plans: A professional estimator came back with rough estimate of \$375,000-\$425,000.
 - iii. Inspector: We must hire a third-party inspector, as per OSF regulations. Someone with lots of experience and expertise has submitted a bid (\$4,700) and has also volunteered to have a pre-construction meeting with contractors so that everyone understands what needs to be done, what will be looked for. Phil Owens moved that we approve the hiring of the OSF-approved inspector to start process of reviewing bids to lead to the selection of the bid. Bonnie seconded. No discussion. Unanimous, motion carries.
 - iv. Facility utilization for August 2019
Larry feels we should not close the door on whatever Pickens County is offering us at Crosswell.

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Some board members and Heidi will visit Dacusville Middle on January 15th at 3:30pm.

- B. School Facility Finance (attached)
 - i. Meetings with financial groups
 - ii. Treasury loan
 - iii. Tax Returns—starting 990 for FY 19.
 - iv. Appraisal of Crane Building: Phil looking at people who might be able to appraise the property.
 - C. Fundraising Committee
 - i. Capital Campaign (report attached)
 - D. Grants Committee:
 - i. Professional Grant Writer: Several board members met with a professional grant writer, Dr. Terry Cash. He has agreed to search out grants that may be appropriate for both Capital Funding and School Operations. He gets paid when a grant is funded and typically writes himself into the grant. He does not take fee if grant is not funded.
 - E. Education Committee: (no report)
- VII. Announcements
- A. Bonnie Kelley will write a proposal for landscaping services for the Lakes and Bridges Campus.
 - B. January 26th Board Training or Work Session
 - C. Next Meeting Date – February 4, 2019
- VIII. Adjournment: Sid Collins moved, to adjourn. Susie Dooley seconded. No discussion. Approved unanimously. Adjourned at 9:28 p.m.



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Lakes and Bridges Board of Directors Adjourned and Continued Special Meeting
7:00 P.M., Monday, January 21, 2019
Conference Call

- I. Call to Order. This meeting was requested by the board on January 14 during the monthly board meeting. Designated persons were asked to provide additional information before the board voted on the issues below.
 - A. Roll Call/Establishment of Quorum
Present: Susie Dooley, Carolyn Stroup, Nancy Linvill, Phil Owens, Debbie Vaughn, Sid Collins, Kay Shaw, Bonnie Kelley, Tracy Carter, Larry Dooley, Heidi Bishop
 - B. Principal's Report: The Principal requested raises for the assistants and bonuses for the staff. The LABCS Board asked that we have a proposal that tells us the impact on the budget before we make a decision. The proposed increase of hourly rate of pay for Classroom Assistant's would be approximately \$4,000 for the last half of the year. This is a recurring cost. Bonnie Kelley moved to raise the hourly rate of pay for Classroom Assistants. Kay Shaw seconded. Discussion followed with a concern of granting raises midyear and a recommendation that wage adjustments be done at the beginning of each academic year. The motion was unanimously defeated.

Sid Collins moved to provide bonuses as follows: \$11,655 (shared by teachers), \$2,000 (principal), \$1,500 (special education coordinator), \$2,500 (shared by classroom assistants) who were hired on or before August 13, 2018. Kay Shaw seconded. No discussion. Unanimous, motion passed.
 - C. Facility Committee, Construction Bids: Larry Dooley presented the three bids at Monday's meeting. Larry has done due diligence and has checked references on the three contractors being considered. The recommendation was made to select the contractor who was committed to the shortest construction time to completion, had extensive experience with SC Office of School Facilities, and has excellent references. Phil Owens moved to select Cely Construction Company to renovate Lakes and Bridges' 1600 Main Street building. Bonnie Kelley seconded. No discussion. Unanimous, motion passed.
 - D. Facility Committee, Facility utilization for August 2019: As mentioned at our board meeting this past Monday night, Pickens County Schools has offered space for the 2019-20 school year. They would like an answer from us about this question as soon as possible. The board will decide this issue. Susie Dooley moved to notify Pickens County School District that we intend to use space at Crosswell Elementary School for some time during the 2019-20 school year pending acceptable rates approved by the board. Phil Owens seconded. No Discussion. Unanimous, motion passed.
 - E. School Finance Committee Report: The auditor for the SC Treasury loan has been provided all required information. The audit will be based on December 31, 2018 financial statements. The committee needs for the board to name the total amount of money requested from the SC Treasury. Phil Owens moved that we propose a loan for Phase 1 to net \$570,153 for auditing purposes. Susie Dooley seconded. No discussion. Unanimous, motion passed.
- II. Announcements
 - A. January 26th Board Training or Work Session
 - B. Next Meeting Date – February 4, 2019
- III. Adjournment 8:06 pm.

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Respectfully Submitted,

Carolyn Stroup, Secretary

Nancy Linvill, Board Chair

Attached Reports

Treasurer's Report

Lakes and Bridges Charter School Inc
Treasurer's Report December 2018 @1-14-2019
Submitted by: Kay Shaw

- A. Development of budget and financial policies. The By-Laws charge the Board with the responsibility for developing budget policies. I plan to write budget and finance policies by the end of the 2018-19 fiscal year. I plan to work in concert with the staff and consultants who are currently performing the financial duties to incorporate and formalize the current operations.
- B. Several members of the Board met on December 21, 2018 for an in-depth review of the Revenue and Expense Report that K&M Consulting provides each month. There were a few questions to which we wanted confirming answers from K&M consulting. The questions and answers are summarized below.
- 1- Acct: 1510 Why is there only \$30 in interest?
-Previously only the operating and the money market account were gaining interest. Now that you have the capital campaign account, more interest will accumulate.
- 2-Acct 1790 what is in the Other Pupil Income amount?
-This account is for any other income coming in from students.
- 3-Acct 1920, 1922 and 1990 please confirm that these funds are unrestricted and that they are available to be spent for operations? What is in 1990-Misc Rev?
-As Heidi had mentioned the chick-fil-a money is to be used for field trip. PTO is an in and an out. No more revenue will be coming in for this as they have opened their own account. As far as I know the others are unrestricted.
- 4-Acct 1923 Those \$ have been designated as being for field trips. Could you add -Field Trips to the account description after the words Chick Fil A?
Also, Heidi, would this money support the field trip expenses that are budgeted in the Other Expenses category?...or are these \$ for some other specific field trip?
-I've updated. Also, the expense will show up at the very bottom of the expenses under 6660 Pupil Activity.

K&M also confirmed that there are no restrictions on the cash balance from the 2018 Fiscal Year

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Revenue Accounts 3507-3597 are listed separately by account title on the Statement of Revenues and Expenses (Page 2 on the December report). On one report we reviewed at the December meeting, they were summarized and we asked for the detail.

K&M sent us a Funding Manual that has account information included in it for our reference. (Account descriptions, what the funds can be used for etc.) I have included this in an email to Board Members.

C. Since we spent a great deal of time reviewing the November report, and the December 2018 report figures are similar to November, 2018, the report review for December will be more brief.

Statement of Revenues and Expenditures

- 1) The percent remaining column indicates where the budget stands at this point in the year. At the end of December, 6 of 12 months has passed, so 50% of the year remains. It is reasonable then, that 49.88% of the budget remains to be expended.
 - 2) These percentages are meaningful if the budgeted figures are accurate. Christy, Heidi and I plan to review the budgeted lines in detail in January 2019, to help ensure that they are as accurate and complete as possible.
 - 3) Looking at the ending Cash Balance on Page 6 of the Statement of Revenues and Expenditures in the 2nd Column Current Budget, you see that the projected fiscal year end cash is \$179,582.89 This is the projection with the planned pay back of the entire \$45K Line of Credit.
 - 4) The projected Net Income at fiscal year end is \$156,651. The Net Income does not reflect the pay back of the line of credit which, if paid back in full, would make Net Income for the Year closer to \$112,000.
 - 5) The cash balance and Net Income are different at the end of December than at the end of November as - the payments for the \$500,000 loan are now included for 6 months instead of 8 months as they were in the November report, and that lowers the expenses and increases the Net Income.
- the approximately \$200 per month interest on the Line of Credit has been included in the budget column and that increases expenses

Balance Sheet

This report shows the bank account balances at the end of December 2018, so you can see the operating money market and the capital campaign amounts individually.

The Finance Committee should recommend a payback schedule on the line of credit by the end of February 2019.

D. Bonuses for staff

There was a discussion at the December meeting of bonuses for the school staff. An estimate of \$15,000 was made. This would be 13% if the projected year end Net Income and 8% of the projected year end Cash Balance.

Respectfully,
Kay Shaw

Chairman's Report 1/14/2019

A. Janie Seay and Collins White Film Documentary of LABCS

Janie Seay and Collins White are attending our board meeting to tell us about a film documentary they are doing about the founding of Lakes and Bridges Charter School.



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It was the idea of Janie Seay for the film documentary to be created to tell the story of the founding of Lakes and Bridges Charter School. Collins White is a Greenville filmmaker who has done documentaries for businesses, and has agreed to do this documentary.

Janie will soon have put in place a 501C3 for donations to be made for this project. At this time \$2000 has been collected and they need \$10,000. Janie will volunteer her services to help with the film.

The film documentary will include interviews with the founders, Heidi, parents and teachers. It will tell the story of how the school began. It will include pictures of the building as it is being renovated.

I talked to Adam Artigliere about the legal aspects of this project. Adam says that the LABCS Board should approve this project, which we have done. He also said that we will need to put together an agreement with the filmmaker, so that the film will be subject to the terms that we are able to work out, including protecting from any liability that may occur.

It is hoped that the documentary will be ready for film festivals next fall.

The LABCS has already approved the film documentary. We need to discuss the legal agreement to protect us from liability issues.

B. Selection of Committees for the LABCS Board 2019

The LABCS Board needs to approve these committees and committee chairs

Standing Committees:

- Finance Committee: The treasurer, Kay Shaw, will chair this committee. This committee will develop a yearly budget for the Board's programs and will oversee the expenditure of funds.
- Fundraising Committee: Nancy Linvill will chair this committee. This committee is in charge of coordinating all fundraising efforts for the school.
- o Capital Campaign: Bonnie Kelley and Debbie Vaughn will chair this committee to raise money for the renovation for the school facility. This committee will work with Salli Alexander, the LABCS Fundraising Consultant.
- o Grants Committee: Carolyn and Dave Stroup will co-chair this committee. This committee will work with the Fundraising Committee and School Facility Finance Committee to locate grants available to LABCS and write or supervise writing of grant proposals. This Committee may work with a professional grant writer.
- Personnel Committee: Debbie Vaughn will chair this committee. This committee shall oversee the development and revision of personnel policies and grievance procedures for approval of the Board as well as guidelines for the performance review of the Administrator. This committee shall be responsible for reviewing job descriptions, vacation and leave policies establishing salary structure, annual reviewing of staff salaries with the Administrator, and reviewing benefits packages. This Committee shall hear written grievances that have been submitted through established grievance channels and make recommendations to the Board for action.
- Education Committee: Carolyn Stroup will chair this committee. This committee shall work with the Administrator to ensure that the curriculum of the school is meeting the School's stated mission. This committee shall review any major curricular changes and make recommendations to the Board. This committee will review benchmark assessing to determine that students are progressing in their educational skills.
- Publicity Committee: Sid Collins and Traci Carter will co-chair this committee. This committee shall fulfill the role of communicating with parents and the community about the activities and needs of the School.

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This includes widely communicating to diverse communities about the school enrollment process and application deadlines. Target audiences include physicians, school counselors/administrators, parent groups, private testing centers, etc. Other duties include promoting fundraising events (as well as the need for funds), assisting the staff with social media and website needs, interfacing with media, developing necessary promotional documents, and more as needed. Overall, this committee will do marketing activities for the school in conjunction with school staff.

- Volunteer Committee: The LABCS By-Laws state that, "This Committee shall encourage, collect, and coordinate the volunteer activities of the School." Since LABCS has a PTA, and the PTA has its own school volunteers, we are not sure of a need for this committee.

Special Committees:

- School Facility Finance: Phil Owens will chair this Committee. This committee will work with the Finance Committee and Facility Committee to explore financial opportunities for financing maintenance, renovation and or purchase of our school facility.
- Facility Committee: Susie Dooley and Larry Dooley will co-chair this Committee. This Committee will work with the OSF, DOT, architects, contractors, etc. who work to renovate our facility.
- Election Committee: This committee will run the board election each year.

C. Board visit to LABCS

Sid Collins suggested that it would be helpful for Board members to visit our school to learn more about its operations. We need to set a date and time for this to happen.

Principal's Report 1/14/2019

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Principal's Report

January 11, 2019

Enrollment Numbers

Enrollment numbers are at 115 students

- 1st Grade – 16 students
- 2nd Grade – 21 students
- 3rd Grade – 20 students
- 4th Grade – 20 students
- 4th/5th Grade – 19 students
- 5th Grade – 19 students

Open enrollment begins February 1 and runs through March 15. It will be an online Google Form application (see attached). My recommendation is that we only assess the students who are applying and will use shorter versions of the assessments used to determine the characteristics of dyslexia and that we not do parent interviews at this time. The goal is to try to spend approximately 30 mins./student to go through the assessments since time will be a factor this time around. The questions asked in the parent interviews can be a part of the application process. After the open enrollment is over and/or the lottery is completed, then we spend the time meeting with parents and, perhaps, do additional assessing with the students (although all students participate in benchmark testing at the commencement of the school year).

Reading Coach and Personnel

The allocation should drop into our account around the 20th of this month. One of the current PIE teachers would move into the 4th/5th grade teaching position since she has been through all the specialized training and has been working with this class, for both PIE and Direct Math (Math U See), and it is an internal, lateral move that has no impact on the budget (her salary will be the same as the current 4th/5th grade teacher without the need for benefits since she is on her husband's coverage). A

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students to achieve the academic, technical, and social skills necessary to accomplish further educational and career goals through a supportive and motivational environment that emphasizes specialized, systematic, multi-sensory, and individualized instruction.



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School Facility Finance Committee Report – January 14, 2019

Treasury Loan

Submitted by: Phil Owens

Nancy Linvill, Larry Dooley and Phil Owens met 01/01/2019 with a third party building inspector, Mr. Jimmy Ladd, with Bunnell Lammons Engineering to discuss the services he offers. We have learned OSF requires us to have this inspection. The inspection occurs during and after the construction renovations. Mr. Ladd will hold a pre-construction meeting with the contractor, periodic inspections during construction and any other services we contract for. He has an extensive history working with OSF. He is to provide us his proposal of services and cost shortly.

Capital Campaign Report 1/14/2019

The Capital Campaign Committee met on Thursday, January 10. So far, we have \$150,315 promised or gifted plus another \$20,100 pledged, totaling \$170,415. Of this amount, \$134,094.86 is in our Capital Campaign bank account.

Salli Alexander, our Capital Campaign consultant, has helped each committee member identify one major donor prospect to approach in the coming month. Our goal is to get at least one major donor (\$100,000 gifted or pledged) in the next few weeks.

As mentioned at the last board meeting (December 17), we would love to have 100% Board participation in the Capital Campaign. Many board members have been donors prior to the launch of the Capital Campaign. However, it is critical to be able to say that we have 100% board participation in the Capital Campaign specifically, particularly when approaching major donor prospects and when applying for grants.

In the same vein, the committee is working on a letter to send to LABCS parents regarding participation in the Capital Campaign. We would love to have 100% parent participation. Likewise, Heidi will work on similar efforts to encourage 100% employee participation. We are also striving for 100% participation from the Capital Campaign Committee members.

The committee is planning the following events:

"Wall Breaking" Ceremony (akin to a groundbreaking ceremony), date not yet scheduled-- this will be done when the renovation begins. Salli would love for us to have \$400,000 in the bank by the time of this ceremony.

Open House-- in conjunction with the Wall Breaking ceremony.

Manufacturers Group Lunch, date not yet scheduled-- Committee Co-Chair April Hayes' company will sponsor the lunch at the school building. Many of these individuals/companies are already donors, but we will challenge them to help us raise another \$250,000 (or other amount) during 2019.

Small Group Donor Cultivation ("Wine and Cheese") Event, date not yet scheduled-- Bonnie and Pat Kelley will host this event in February. Anyone interested in hosting one of these events is encouraged to do so-- please contact Debbie who will help coordinate and put on the event.

Golf Tournament, April 26-- April Hayes is coordinating this fundraiser with help from board members and friends. More information, including sponsorship forms and golfer registration forms, to come.

Respectfully submitted,

April Hayes, Bonnie Kelley, and Debbie Vaughn

Capital Campaign Committee Co-Chairs