

Board of Directors Meeting

7:00 P.M., Monday, November 26, 2018

1600 E. Main Street Easley, SC

I. Call to Order—6:57 p.m.

A. Roll Call/Establishment of Quorum: Board Members present: Adam Artigliere, Lawson Clary, Susie Dooley, Bonnie Kelley, Claiborne Linvill, Nancy Linvill, Carolyn Stroup, Debbie Vaughn.

B. Also present: Heidi Bishop, Elizabeth Bridges (via phone), Traci Carter (newly elected board member), Phil Owens (newly elected board member), Christy Nikolason (KM Consulting)

C. Reading of Mission Statement and Mission Moment

D. Acknowledge compliance with SC FOIA.

II. Approval of Minutes for November 3, 2018 Board meeting. Claiborne Linville moved to approve, Bonnie Kelley seconded. Unanimously approved, motion carried.

III. Public Comments (Each comment limited to three minutes) None

IV. Treasurer's Report: Report from Christy Nickolauson on the budget to date. There is an increase in revenue based on the 45-day count. EFA increased about \$80,000, which must go towards students in the form of services, teachers, teacher assistants, etc. The next pupil accounting is the 135-day count. There are now adequate funds to pay for a First grade teaching assistant. Heidi was previously given board permission to hire this position as soon as Christy indicated sufficient funding. The position will be filled as soon as possible.

VI. Principal's Report

1. 3rd grade student withdrew because of family relocation. A student from the waiting list will fill this vacancy. Additionally, a sibling of the new student will move from the First Grade waiting list into LAB because of the additional support from the Teaching Assistant in grade 1.

2. No new students will be admitted after the 135th day of school.

3. Benchmark testing—Elizabeth has been meeting with several students to amend IEPs to make new goals—students have been meeting their goals! Great!

4. Elizabeth Bridges, Special Education Coordinator, uses her personal mobile phone for over 75% of parent communication because of the lack of a private office at our Crosswell location.. Adam Artigliere moved that we reimburse Elizabeth \$45.00/month as long as this remains necessary. Lawson Clary seconded. Unanimously approved.

5. Based on the financial report of increased revenue there are may now be adequate funds to pay for a First grade teaching assistant. Adam Artigliere moved we hire a 1st grade teacher assistant. Bonnie Kelley seconded. Claiborne Linville suggested the motion be amended, provided we have sufficient funds to hire teacher assistant. Christy Nikolason will look into this first thing tomorrow morning. Heidi noted that she believes that it would cost \$10,000 for the remainder of the year. Adam Artigliere amended his motion to include language recommended by Claiborne Linville, Carolyn Stroup seconded. Unanimously approved. Adam asked Heidi to report to the board as to whether we have enough funds to hire teacher assistant.

6. The ACC funded all LABCS teachers' Donors Choose Projects!

#### VI. Committee Reports

A. Meeting with Dr. Merck: Lawson Clarey met with him last week, asked if there might be space available next year in Crosswell (Plan B). There was a positive discussion which opens the door for further discussion if Lakes and Bridges is not able to move into a permanent facility for the 2019-20 school year.

Adam moved to go into Executive Session, Carolyn seconded; went in at 7:43 p.m. Bonnie moved to come out of Executive Session, Susie seconded; came out at 7:52 p.m.

#### B. Facilities Committee, Larry Dooley (report attached)

1. Architectural plans report. Because the OSF approval process is so arduous Larry suggests that we re-think our ideas about phase 1 and phase 2 construction—and instead right now submit phase 2 plans to OSF for approval and have it all done at the same time.

2. There was a question about Larry's list > Phase 1 > item g—how much money? If it's a \$700-800K project, then we would at least need to have \$400-500K in the bank. 3. The roof has still not been repaired by the landlord. The roof will have to be addressed immediately or it will be done by LAB when we have a contractor. Adam Artigliere suggested we give Carl Crane written notice now, have the roof fixed and take cost out of our lease payment. Adam Artigliere moved that we go with phase 1 and 2 at the same time, Claiborne Linville seconded. Bonnie called the question, unanimously approved.

C. SC Treasury Loan: Nancy Linville reported that the application is in for the loan. They want some contingency funds on our part—about 20% in a reserve account that would only be for construction contingencies. Deadlines for fundraising will come very quickly—1st to 2nd week in January.

#### D. Fundraising Committees

E. Capital Campaign: Bonnie Kelley the committee is spreading word about the Open House on December 3rd. Committee members are meeting with donor prospects and sending letters to different foundations.

Claiborne asked to go into Executive Session to report on a confidential donation. Adam Artigliere moved to go into Executive Session, Carolyn Stroup seconded. The meeting went into Executive Session at 7:43 p.m. Bonnie Kelley moved to come out of Executive Session, Susie Dooley seconded; came out at 7:52 p.m. No action was taken.

Fundraising/Gala sent out a Save the Date to parents and to some other people (February 9). All the fundraising groups will need to get in the same room again soon. Debbie asked if there is a letter about the Gala that people can take to business with information about Gala, LABCS, and EIN. Claiborne will check into this.

#### F. Election Committee

1. Update on Election: Five people were elected to the board; Phillip Owens, Nancy Linville, Bonnie Kelley, Susie Dooley and Carolyn Stroup.

2. The Slate of board appointments was presented by the election committee by email during the past week; Debbie Vaughn, Tracie Carter, Kay Shaw and Sid Collins.

Nominees who were present left the room. Adam Artigliere made a motion to approved the slate of board appointees. Carolyn Stroup seconded. Unanimously approved.

3. Heidi Bishop gave “thank you” art work to Founding Board members with thumb prints from almost all LABCS children.

4. Next meeting, December 10, 2019, there will be a transfer to new board and elect officers, for new board immediately after new board convenes (Chair, Vice Chair, Secretary, Treasurer, board members to oversee committees.

VII. Next Meeting Date - December 10, 2018

VIII. Announcements

A. SC Alliance Conference, November 27-29th

B. Holiday Open House, December 3rd

C. Wine and Cheese fundraising event at Nancy’s house, December 6th

D. Adjournment—AA moved, CL 2nd, all approved, 8:44 p.m.

Bonnie Kelley, Board Secretary

Nancy Linvill, Board Chairperson

## Facility Report

### Building update 11/26/18:

1) OSF communicated with Geordan Terry on 11/16/18 that plans were approved and requested that he, Terry, notify Easley, Tommy Holcombe. Tommy in turn indicated that he will notify us this week of his approval. Mark Binsz of Site Design, emailed that Mark Faulk, SCDOT, has given his approval and will be sending a letter to City of Easley with his approval.

2) Have requested that Geordan get something in writing of OSF approval and send us a copy. Have also requested that Mark Faulk, SCDOT, send us something in writing of his approval.

3) Schedule we are working with:

a. Phase I

b. SCBO posting today. Has to be advertised minimum of five working days

c. Prequalification questionnaires due 10am Dec. 7th from potential contractors

d. Pre-submittal meeting 1:00pm Dec. 7th with interested contractors.

e. Request for bids Dec. 8th – Jan. 8

th

f. Week of Jan. 11th evaluate bids and select contractor. (If bids are too high will have to value engineer plans and go back out for bids. Would be a 4 week delay) (UNKNOWN)

g. Week of Jan. 11th have to have money in bank to sign contracts (UNKNOWN)

h. Target date of renovations – May 15, 2019. OSF inspection that week (UNKNOWN)

i. Phase II

j. Dec. 10th meet with architect to finalize layout get their costs (UNKNOWN)

k. Dec. 17th – Phase II drawings done

l. Week of Jan. 7

th review plans with architect team.

- m. Two weeks to finalize drawings.
- n. Jan. 21 final review with architect. If no changes, submit to OSF.
- o. Four weeks for OSF review(UNKNOWN)
- p. Feb. 25 potential OSF approval
- q. First week in March, modify contract with contractor based on cost estimate for Phase II
- r. Second week in March till May 15th Phase II construction (UNKNOWN)
- r. Second week in March till May 15th Phase II construction (UNKNOWN)

4) Unknowns we are working with:

- a. Construction bids cost for Phase I
- b. Will we have cash in bank to start construction
- c. Will May 15th 2019 be reasonable date to target for completion of renovations
- d. Timeline for OSF final review and approval
- e. OSF approval for Phase II
- f. Will state procurement rules allow us to modify contract without rebidding. If not schedule delay.
- g. Construction bids cost for Phase II
- h. Will we have cash in bank to start construction
- i. Timeline for OSF final review and approval
- j. Fund raising success is paramount to releasing any construction contract (UNKNOWN)

5) Discussion with PCSD indicates possibility of staying in Crosswell for next year

- a. Details for that arrangement need to be discussed ASAP with PCSD and arrangement finalized

Bottom line: additional arrangement with PCSD would be a very positive development given the fund raising unknowns and the renovation costs and timeline unknowns.