

Gray Collegiate Academy Special Board Meeting

May 20, 2020
10:00 a.m.

Out of an abundance of caution this meeting is being held adhering to CDC guidelines. If you wish to join the meeting and provide public comment please call the following number and enter the PIN when prompted.

1-386-516-0114
Pin: 519 452 002#

AGENDA

- Call to order
- Public notice
- Public comments
- Mission: Gray Collegiate Academy (GCA) will serve high school students in a safe, small, family centered environment who seek the opportunity and challenge of a rigorous curriculum, high academic standards, elite athletics while earning up to two years of college credit while in high school.
- Adoption of agenda (Action Item)
- Approval of minutes (Action Item)
- Student Success Profile Briefing (Vamshi Rudrapati, Charter Institute at Erskine)
- Chair Report (Teresa Brazell)
- Financial Report (Mike Miller)
- Operations Report (Erik Miller)
 - Site Visitor Policy (Action Item)
- Principal/AD Report (Brian Newsome/Adam Holmes)
- Legislative, Compliance & Accountability Report (Andy Patrick)
 - 2020-2021 Board Meeting Schedule (Action Item)
- CEO Report (Mike D'Angelo)
- Adjournment

The official meeting of the board is by law a public meeting and the board values citizen input; however, to protect the integrity of the agenda, public dialogue will be restricted to the "Public Comments" section of the agenda or as directed by the board chair.

- Each speaker has two minutes.
- Speakers may not ask questions of board members.
- Board members may not engage speakers in discussion.
- Disruptive behavior is not permitted.
- Personal attacks aimed at students or staff are not permitted.
- Scurrilous, obscene, or recklessly defamatory language aimed at any board member is not permitted.

Gray Collegiate Academy - Board Meeting
3833 Leaphart Road
West Columbia, SC

February 26, 2020, at 8:30 AM
Meeting Minutes

Board Members in Attendance: Teresa Brazell, Trevor Kinard, Andy Markl, Penny Peagler, Laura Stevens, Wayne McKim (via Phone)

Board members Absent: None

Staff Attendees: Dr. Brian Newsome, GCA Principal; Mike D'Angelo, Pinnacle CEO (via phone); Andy Patrick, Pinnacle (via phone); Erik Miller Pinnacle (via phone)

Public Attendees: None

The meeting was called to order by Teresa Brazell, Chair.

Public Notice: Dr. Newsome affirmed that public notice was given.

Public Comments: None

GCA Mission read by Teresa Brazell, Chair: Gray Collegiate Academy will serve high school students in a safe, small, family-centered environment who seek the opportunity and challenge of a rigorous curriculum, high academic standards, and elite athletics while earning up to two years of college credit while in high school.

Action Item:

Dr. Newsome explained that GCA had been approached by Florence District 3 about the availability of a new modular building (free to GCA and no delivery fee). The use of the modular is restricted to Career and Technology Education (CTE) classes. Charter Institute at Erskine has approved the addition of 8th grade to GCA as a means of preparing students for dual-enrollment classes. The plan is to start accepting applications to GCA 8th grade on March 1, 2020, with 75 students and a waiting list (if needed). A 13-week schedule for permitting and construction (platform, walkways, etc.) is anticipated.

The scenario is a good opportunity for GCA to add middle school classes without a huge financial outlay.

Andy Markl made a motion to approve the addition of an 8th grade academy to the existing dual enrollment high school model for the 2020-2021 academic year. Pennie Peagler seconded the motion.

A motion to adjourn the meeting was made by Andy Markl and seconded by Trevor Kinard. The meeting adjourned at approximately 9:30 am.

Next Board Meeting is scheduled for March 25, 2020, at Gray Collegiate Academy, 3833 Leaphart Road.

GRAY COLLEGIATE ACADEMY

APRIL 2020 FINANCIAL SUMMARY

1. Revenue totaled \$424,000 for the month of April. This compares to budgeted revenue of \$435,000 or \$11,000 under budget. Our shortfall in revenue came from both State funding and student and athletic fees. For the year to date, revenue is essentially at budget and should be ahead of budget at the end of the fiscal year.
2. Expenses for April totaled \$329,000. This compares to total budgeted expenses of \$406,000 or \$77,000 under budget. There were no larger or nonrecurring expenses in the month which contributed to the under-budget results. With the closure of our school facility and cancellation of athletic activities, our ongoing expenses have been reduced accordingly. On a year-to-date basis we are \$259,000 under budget on expenses. However, staff bonuses will be paid in June and are budgeted at \$200,000. In addition, we will incur approximately \$100,000 related to the installation and equipping of the new modular unit for the eighth grade..
3. The school had a profit for the month of \$95,000. This is \$66,000 over our budgeted profit of \$29,000. Through April, our profit is \$543,000 compared to a budgeted profit of \$291,000. This puts us on track to exceed budget for the year.
4. Operating cash balances increased by \$135,000 since last month due profits for the month and timing of cash payments. The operating cash balance was \$1,496,000 as of May 12, 2020. This represents 120 days of cash on hand.

Cash Summary Report
Balances through May 12, 2020
Gray Collegiate Academy

	<u>December 15 2019</u>	<u>January 15 2020</u>	<u>February 15 2020</u>	<u>March 15 2020</u>	<u>April 15 2020</u>	<u>May 12 2020</u>
CASH IN BANK	<u>1,089,427</u>	<u>1,176,141</u>	<u>1,283,324</u>	<u>1,406,692</u>	<u>1,535,893</u>	<u>1,656,778</u>

Bank Account Details:

<i>Operating account</i> *1756	937,403	1,011,784	1,144,127	1,232,455	1,361,586	1,495,901
<i>Payroll account</i> *4232	42,292	50,863	28,435	60,699	60,348	47,547
<i>Principal account</i> *4240	9,422	13,184	10,452	13,228	13,649	13,020
<i>Savings (Wells Fargo)</i>	<u>100,310</u>	<u>100,310</u>	<u>100,310</u>	<u>100,310</u>	<u>100,310</u>	<u>100,310</u>

TOTAL CASH IN BANK	<u>1,089,427</u>	<u>1,176,141</u>	<u>1,283,324</u>	<u>1,406,692</u>	<u>1,535,893</u>	<u>1,656,778</u>
Days Cash on Hand	75	81	92	99	109	120
Cash on Hand Last Year	<u>760,385</u>	<u>765,034</u>	<u>834,561</u>	<u>823,167</u>	<u>939,217</u>	<u>1,059,689</u>
Increase from Prior Year	329,042	411,107	448,763	583,525	596,676	597,089

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only

For the
Ten Months Ended April 30, 2020
 Month of April 2020 YTD

	Actual	Budget	Variance	Actual	Budget	Variance	Annual	Remaining Budget
Number of Students		500			500		500	
Basic per student revenue		852			8,321		10,398	
Weighted total: all students	425,958	432,814	(6,856)	4,160,507	4,328,143	(167,635)	5,193,771	1,033,264
Total EFA Revenue:	425,958	432,814	(6,856)	4,160,507	4,328,143	(167,635)	5,193,771	1,033,264
2% to District	(9,205)	(6,659)	(2,546)	(95,893)	(86,563)	9,330	(103,875)	(17,982)
Net EFA Revenue	416,753	424,158	(7,405)	4,074,615	4,241,580	(166,965)	5,089,896	1,015,281
Student and Athletics User Fees	6,384	10,825	(4,441)	230,714	108,250	122,464	129,900	(100,814)
Bond Proceeds	-	-	-	34,015	-	34,015	-	(34,015)
Interest on Investments	694	8	686	4,249	83	4,166	100	(4,149)
Total Revenue	423,832	434,991	(11,160)	4,343,593	4,349,913	(6,321)	5,219,896	876,303
Classroom Instruction Salaries								
Classroom Teachers	51,625	53,250	(1,625)	525,720	532,500	(6,780)	639,000	113,280
LD teachers	5,000	3,333	1,667	49,583	33,333	16,250	40,000	(9,583)
Total Salaries of Full Time Personnel	56,625	56,583	42	575,304	565,833	9,470	679,000	103,696
Adjunct teachers	-	-	-	-	-	-	-	-
Total Instructional Personnel	56,625	56,583	42	575,304	565,833	9,470	679,000	103,696
Retirement-Classroom Teachers	756	1,963	(1,206)	7,331	19,625	(12,294)	23,550	16,219
Retirement-LD Teacher	150	100	50	1,068	1,000	68	1,200	132
Social Security-Classroom Teachers	4,179	5,004	(826)	42,747	50,044	(7,298)	60,053	17,306
Social Security-LD Teachers	474	255	219	4,665	2,550	2,115	3,060	(1,605)
Health Insurance (includes dental, etc)- Classroom Teachers	9,000	10,869	(1,869)	88,500	108,687	(20,187)	130,424	41,924
Health Insurance (includes dental, etc)-LD Teachers	1,200	600	600	11,400	6,000	5,400	7,200	(4,200)
Workers' Compensation-Classroom Teachers	187	196	(10)	2,255	1,963	292	2,355	100
Workers' Compensation-LD Teachers	24	10	14	291	100	191	120	(171)
Unemployment Compensation-Classroom Teachers	629	327	302	5,882	3,271	2,611	3,925	(1,957)
Unemployment Compensation-LD Teachers	85	17	69	1,022	167	856	200	(822)
Teacher bonuses	-	16,667	(16,667)	17,100	166,667	(149,567)	200,000	182,900
Classroom and Instructional Supplies	2,747	2,250	497	32,923	22,500	10,423	27,000	(5,923)
Exceptional Supplies	-	167	(167)	3,403	1,667	1,736	2,000	(1,403)
Textbooks	4,800	4,167	633	29,253	41,667	(12,414)	50,000	20,747
Classroom Equipment (desks, chairs, etc.)	-	375	(375)	-	3,750	(3,750)	4,500	4,500

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only
For the
Ten Months Ended April 30, 2020

Month of April 2020

YTD

	Actual	Budget	Variance	Actual	Budget	Variance	Annual	Remaining Budget
Classroom Equipment (desks, chairs, etc.) LD	-	-	-	-	-	-	-	-
Computer Equipment	-	4,583	(4,583)	8,510	45,833	(37,323)	55,000	46,490
Computer Equipment-LD	-	-	-	-	-	-	-	-
Technology assisted courseware	5,883	6,417	(534)	85,756	64,167	21,589	77,000	(8,756)
Curriculum Development	-	83	(83)	-	833	(833)	1,000	1,000
Substitute Teachers	-	1,375	(1,375)	11,875	13,750	(1,875)	16,500	4,625
Total Instruction	86,739	112,007	(25,268)	929,283	1,120,073	(190,789)	1,344,087	414,804
Instructional Support Services								
Pupil Personnel Services								
Salaries								
Student Support	10,341	10,500	(159)	108,612	105,000	3,612	126,000	17,388
PowerSchool Coordinator	2,917	2,917	(0)	31,167	29,167	2,000	35,000	3,833
Total Pupil Personnel Staff	13,258	13,417	(159)	139,778	134,167	5,612	161,000	21,222
Retirement	398	403	(5)	3,977	4,025	(48)	4,830	853
Bonuses	-	-	-	-	-	-	-	-
Social Security	1,198	1,026	171	12,529	10,264	2,265	12,317	(212)
Health Insurance (includes dental, life, etc.)	2,400	2,400	-	24,000	24,000	-	28,800	4,800
Workers' Compensation	62	40	22	667	403	265	483	(184)
Unemployment Compensation	126	67	59	948	671	277	805	(143)
Total Pupil Personnel Services	17,441	17,353	88	181,900	173,529	8,371	208,235	26,535
Staff Development								
Workshop Stipends	-	-	-	-	-	-	-	-
Consulting Services - Exceptional	-	-	-	185	-	185	-	(185)
Travel (workshop registration, lodging, etc.)	-	58	(58)	-	583	(583)	700	700
Total Staff Development	-	58	(58)	185	583	(398)	700	515
General Support Services								
Board								
Professional Services	6,969	3,917	3,052	83,551	39,167	44,384	47,000	(36,551)
Insurance - General Liability	2,388	1,917	471	21,684	19,167	2,517	23,000	1,316
Audit	-	1,833	(1,833)	18,486	18,333	153	22,000	3,514
Governance Training	-	333	(333)	-	3,333	(3,333)	4,000	4,000
Total Board	9,357	8,000	1,357	123,721	80,000	43,721	96,000	(27,721)
General Administration								
Pinnacle EMO Services per contract	55,568	56,250	(682)	555,682	562,500	(6,818)	675,000	119,318
School Administration								
Salaries								
Administrative Personnel	28,333	30,167	(1,833)	305,883	301,667	4,217	362,000	56,117
Total Office Personnel	28,333	30,167	(1,833)	305,883	301,667	4,217	362,000	56,117

Gray Collegiate Academy
Revenues and Expenses - Budget to Actual
Management Use Only

For the
Ten Months Ended April 30, 2020
Month of April 2020

	Month of April 2020			YTD			Annual	Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		Budget
Other Purchased Services								
Custodial Services (contracted)	-	3,333	(3,333)	36,575	33,333	3,242	40,000	3,425
Fire/Security Alarm Monitoring	-	208	(208)	3,550	2,083	1,467	2,500	(1,050)
Property Insurance	-	417	(417)	-	4,167	(4,167)	5,000	5,000
Electricity	-	4,583	(4,583)	41,347	45,833	(4,487)	55,000	13,653
Equipment	-	-	-	16,850	-	16,850	-	(16,850)
Construction Services	4,270	6,250	(1,980)	28,047	62,500	(34,453)	75,000	46,953
Capital Outlay	-	3,583	(3,583)	7,830	35,833	(28,003)	43,000	35,170
Total Operation of Plant	11,130	27,172	(16,042)	224,355	271,719	(47,364)	326,063	101,708
Maintenance of Plant								
Repairs and Maintenance	798	8,333	(7,535)	86,742	83,333	3,409	100,000	13,258
Supplies	472	1,667	(1,195)	19,939	16,667	3,272	20,000	61
Total Maintenance of Plant	1,270	10,000	(8,730)	106,682	100,000	6,682	120,000	13,318
Food Services								
Food Services Contractor	-	-	-	-	-	-	-	-
Total Food Services	-	-	-	-	-	-	-	-
Administrative Technology Services								
Supplies	-	417	(417)	-	4,167	(4,167)	5,000	5,000
Office Equipment	-	-	-	-	-	-	-	-
Computer Equipment/Servers	-	-	-	-	-	-	-	-
Software Leases	-	667	(667)	-	6,667	(6,667)	8,000	8,000
Total Administrative Technology Services	-	1,083	(1,083)	-	10,833	(10,833)	13,000	13,000
Debt Service								
Redemption of Principal	3,571	2,500	1,071	24,394	25,000	(606)	30,000	5,606
Legal Services	-	-	-	5,500	-	5,500	-	(5,500)
Interest	55,684	35,417	20,268	228,346	354,167	(125,820)	425,000	196,654
Fees	1,355	1,667	(312)	5,816	16,667	(10,851)	20,000	14,184
Total Debt Service	60,611	39,583	21,028	284,056	395,833	(131,778)	475,000	210,944
Student Transportation Services								
Vehicle Liability	1,226	167	1,059	8,515	1,667	6,848	2,000	(6,515)
Athletics								
Salary	19,086	20,601	(1,515)	227,274	206,011	21,263	247,213	19,939
Bonuses	-	-	-	-	-	-	-	-
Supplies & Equipment	12,335	22,958	(10,623)	223,754	229,582	(5,827)	275,498	51,744
Transportation	414	2,875	(2,461)	7,830	28,750	(20,920)	34,500	26,670
Practice Fields - Construction	-	-	-	-	-	-	-	-
Facility	-	2,583	(2,583)	12,560	25,833	(13,273)	31,000	18,440
Total Athletics	31,835	49,018	(17,182)	471,418	490,176	(18,758)	588,211	116,793
Total Budgeted Expenditures	328,839	405,864	(77,025)	3,800,033	4,058,638	(258,605)	4,870,365	1,070,332
Balance	94,993	29,128	65,865	543,580	291,276	252,284	349,531	(194,029)

Site Visitor Policy

PINNACLE CHARTER ACADEMIES RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.

PURPOSE:

To ensure the peace of mind and safety of students, parents, and teachers & staff when visitors are on campus during school hours. Providing a consistent and thorough approach can minimize the risk and impact of negative outcomes, allowing for students and teachers/staff to focus on the learning environment.

POLICY:

Visits During School Hours

For the purpose of this policy, visitors are defined to include any individual(s) who is *not* an active student, teacher, coach, full or part-time staff member, administrator of that specific school, or law enforcement/first responder. Examples of visitors include vendors/contractors, parents/guardians, siblings not attending the school, guests of current students, volunteers, community members, prospective students & their parents, and any other individual not otherwise defined above.

Parents are always welcome at the schools; however, it is recommended they reach out to any staff member they wish to speak with in advance and make an appointment to ensure their availability.

Upon arrival to the school visitors must enter through the main entrance and report to the main office. In the main office, all visitors will be asked to state their purpose and provide their driver's license or state-issued ID to a front office staff member. Individuals who do not follow this protocol or who have no explicit purpose for being on school grounds will be notified they are trespassing and told to leave by school staff. Per Section 16-11-620 of the SC State Code, trespassers who do not leave upon request are subject to a \$200 fine, arrest and imprisonment of up to 30 days.

The school will employ technology (like Raptor or Identakid) that scans the individual against databases like known sexual offenders. If the individual has a legitimate purpose to be on campus and is clear, they are checked in and issued a visitor's badge. The badge should be prominently placed on their body.

The school acknowledges that some visitors are on campus more often than others, and as a result, may be known to school staff. For multiple reasons, *every visitor should be screened for every visit.*

Once the individual has ended their visit, they should return to the front office to check out of the visitor system. The badge is given back to the front office staff for disposal.

School staff should stop anyone in the building without a badge and escort them to the main office to sign-in. All staff members and visitors are expected to wear identification badges in a visible manner during their time on campus.

Visits After School Hours

If the school is hosting an event after school hours, such as a parent forum or athletic event the policy differs.

After hours events do not require all visitors to check in with the front office staff nor enter via the main entrance, depending on the event. These are events open to the public, but visitors on campus will still be expected to behave safely (i.e. no fighting, no threatening, no weapons, etc.).

If there is a need for a visit after-hours on an individual or small-group basis (i.e. parent or family meeting), the visitor must be accompanied by a staff member or adult who has permission to use the facility at all times.

Policy Communication

To let potential visitors know what to expect, the school will communicate its policy in a variety of ways. First, a visitor’s policy will be made available on the school’s website. It will outline what visitors can expect and what is expected of them when they are on campus. By doing this, information is widely and publicly available. This approach is common among school districts of all types. Second, the school will communicate its policy within its *Student Handbook*. Last, the school will post a sign outside its main entrance letting visitors know they must first check in at the main office and failure to do so may result in being asked to leave the property.

Responsibility of the Front Office Staff

The school front office staff is responsible for the following to ensure the policy is met:

- Scan all visitor driver licenses/IDs
- Reviewing the results of the scan to make sure a visitor is not on any offender lists
- Check out visitors upon leaving
- Notifying the principal if a visitor causes a disruption

Responsibility of the Principal

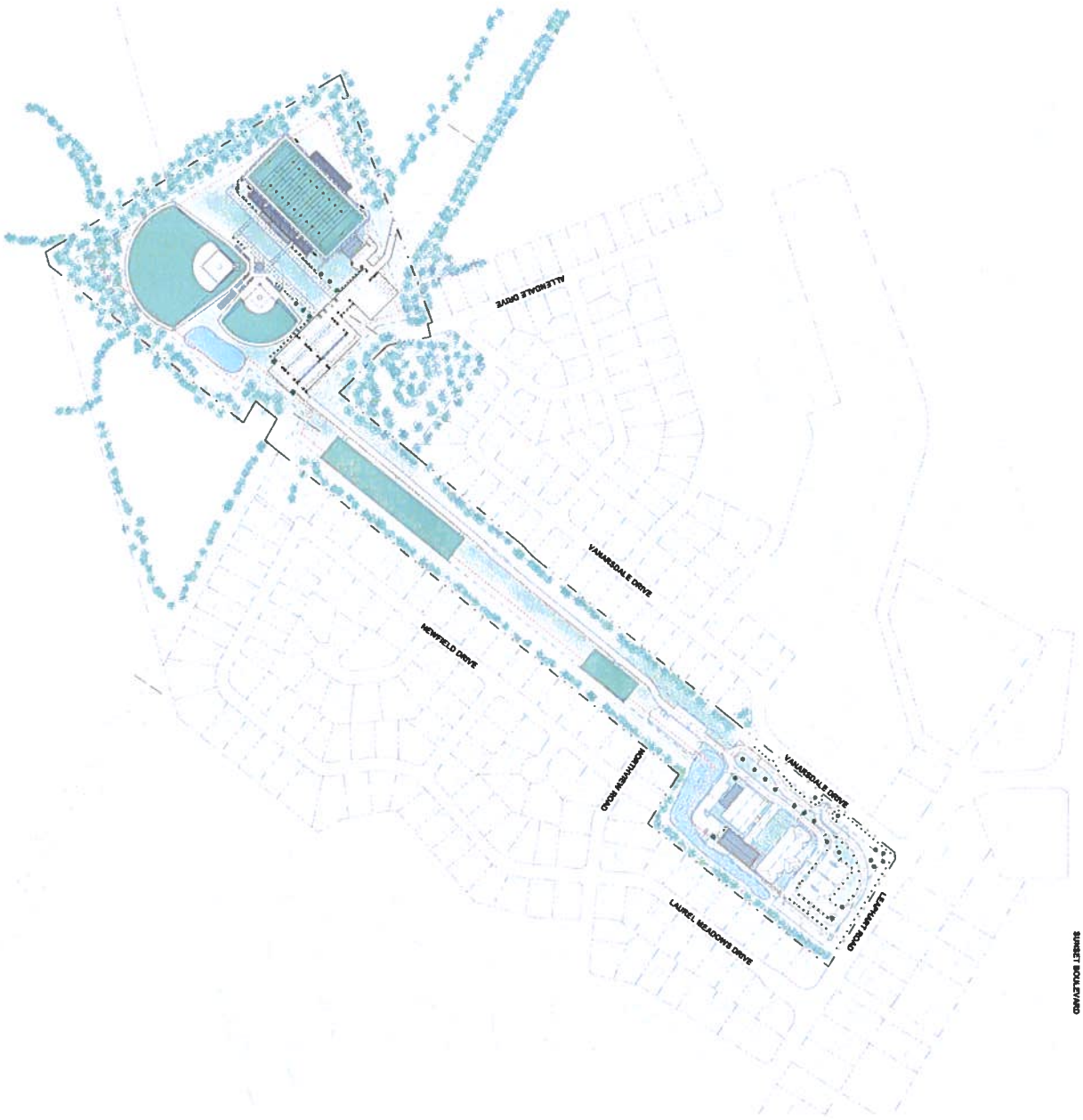
- Communicating with law enforcement in the event a visitor is disruptive
- Periodic monitoring of front office staff to ensure all visitors are checked in and out

Responsibility of School Staff

- Stopping any visitors who do not have badges & escort them to the main office so they check in.

Document History

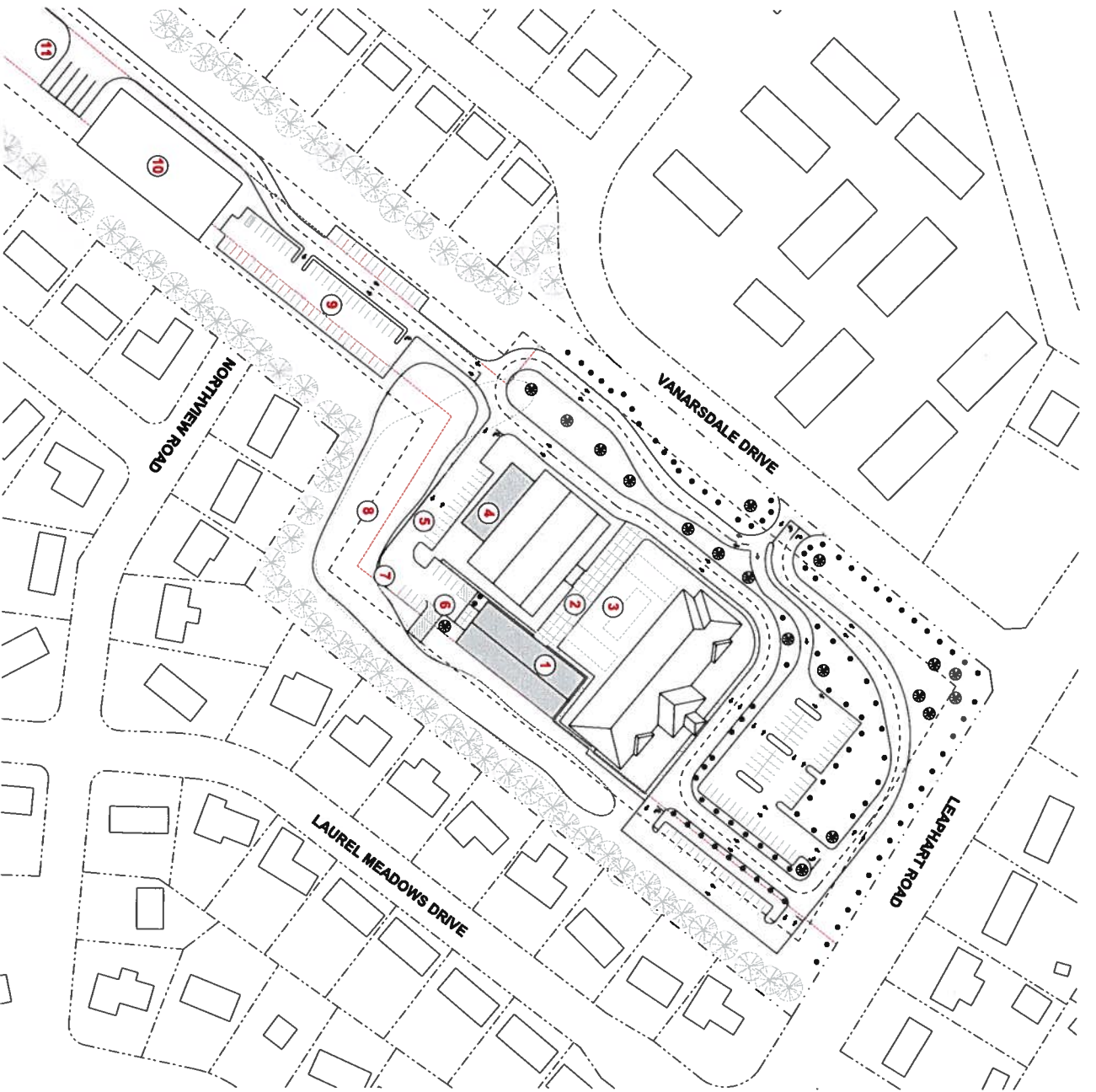
Change	Date	Editor
Initial Draft	2/18/2020	Erik Miller



- LEGEND**
- PROPERTY LINE
 - - - SCHOOL PROPERTY LINE
 - SETBACK
 - RESIDENTIAL BUFFER
 - POWER LINES
 - EXISTING POND OUTLINE

GRAY COLLEGIATE ACADEMY MASTER PLAN PROPOSED SITE PLAN





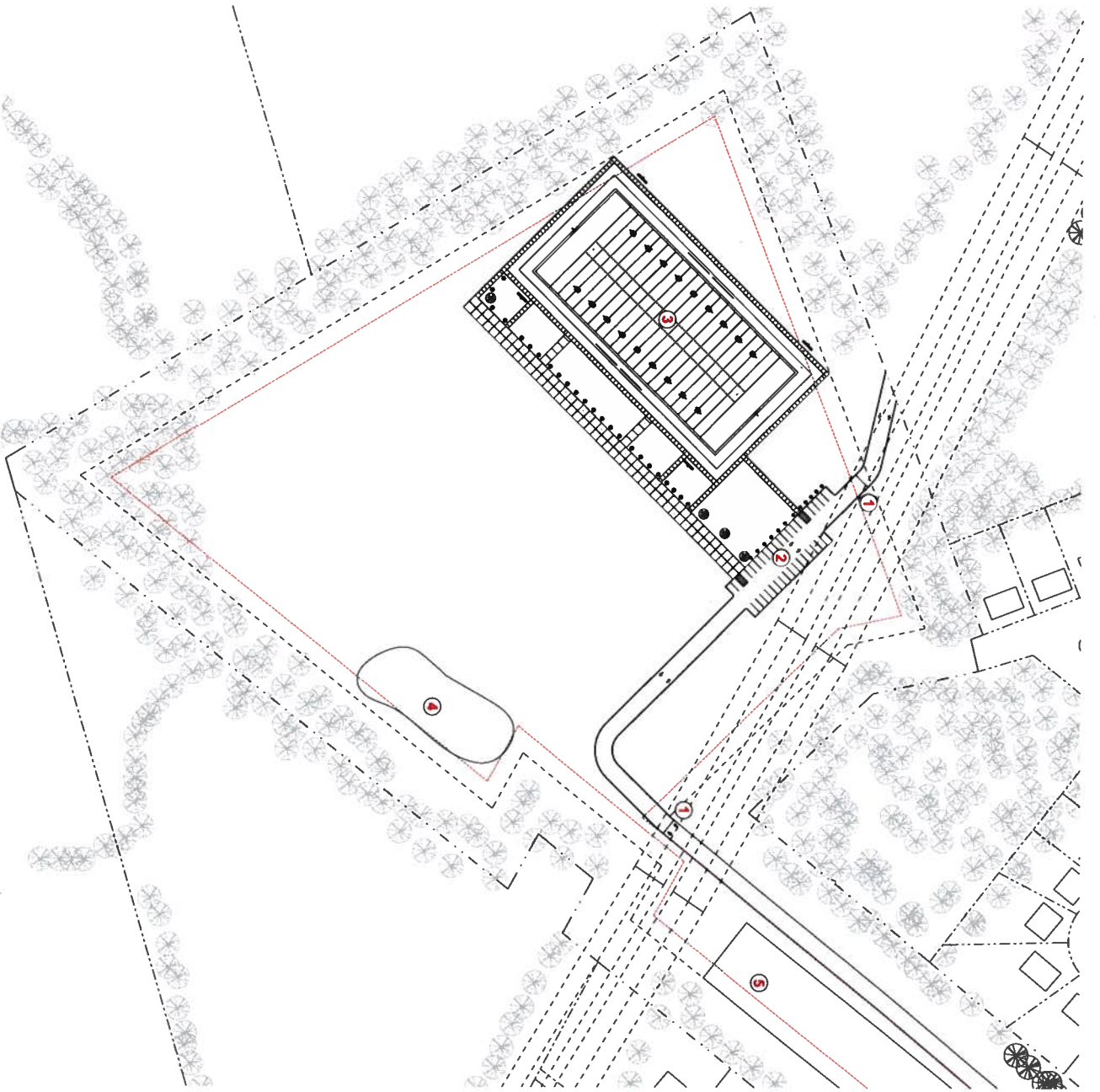
NOTES

- 1** PROPOSED EDUCATION BUILDING: 9,000 SF
- 2** COURTYARD
- 3** EXISTING MODULAR CLASSROOMS
- 4** PROPOSED WEIGHT ROOM: 3,200 SF
- 5** 20 PARKING SPOTS
- 6** FIRE TRUCK TURNING AREA
- 7** DUMPSTER
- 8** MODIFIED POND
- 9** 66 PARKING SPOTS
- 10** ATHLETICS PRACTICE FIELD
- 11** BUS PARKING

LEGEND

- PROPERTY LINE
- SCHOOL PROPERTY LINE
- - - SETBACK
- - - RESIDENTIAL BUFFER

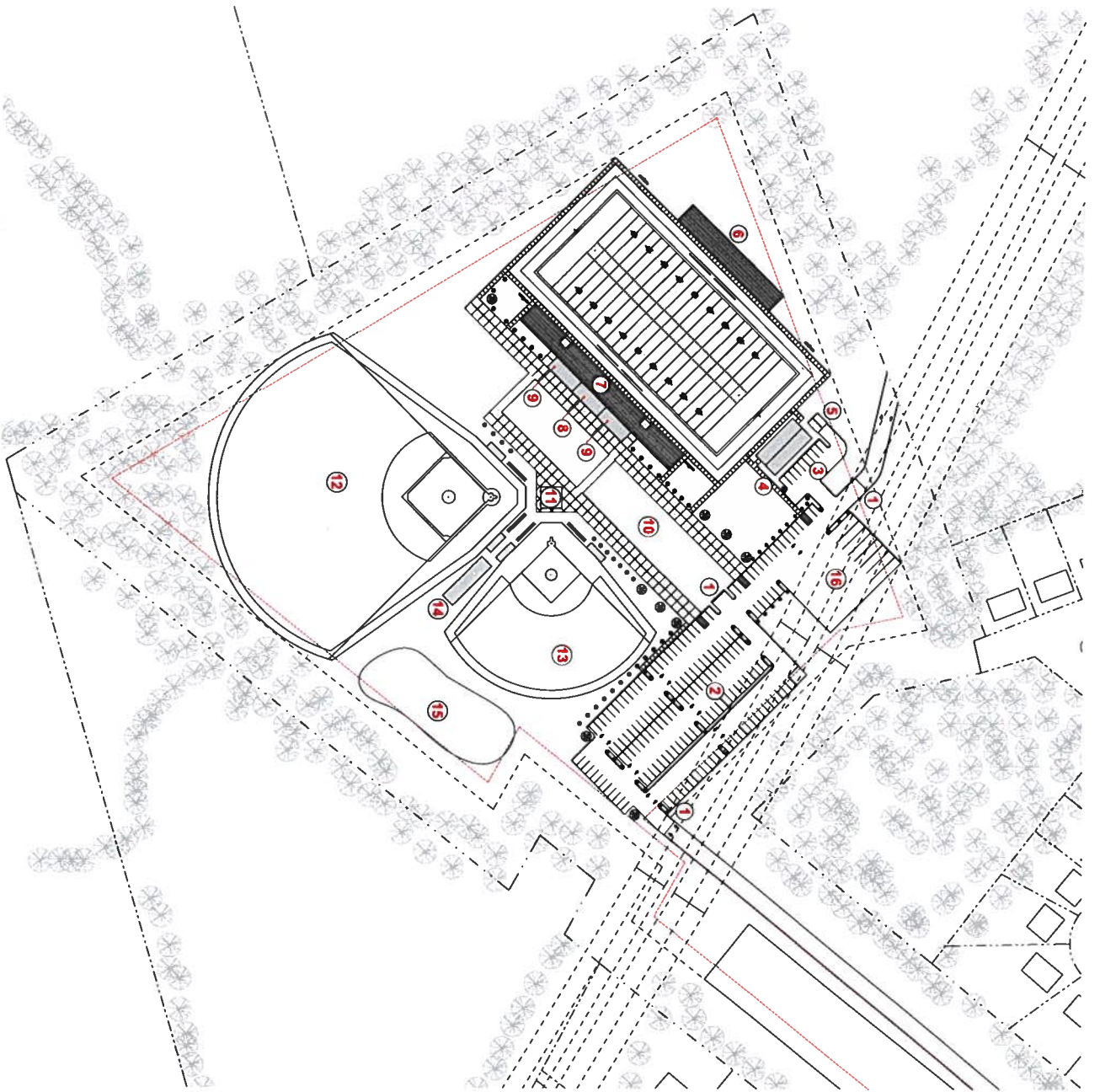




- NOTES**
- 1 GATED ENTRANCE
 - 2 37 PARKING SPOTS
 - 3 FOOTBALL FIELD
 - 4 POND
 - 5 PRACTICE FIELD / ADDITIONAL PARKING

- LEGEND**
- PROPERTY LINE
 - ... SCHOOL PROPERTY LINE
 - - - SETBACK
 - - - RESIDENTIAL BUFFER
 - ... POWER LINES
 - ... EXISTING POND OUTLINE





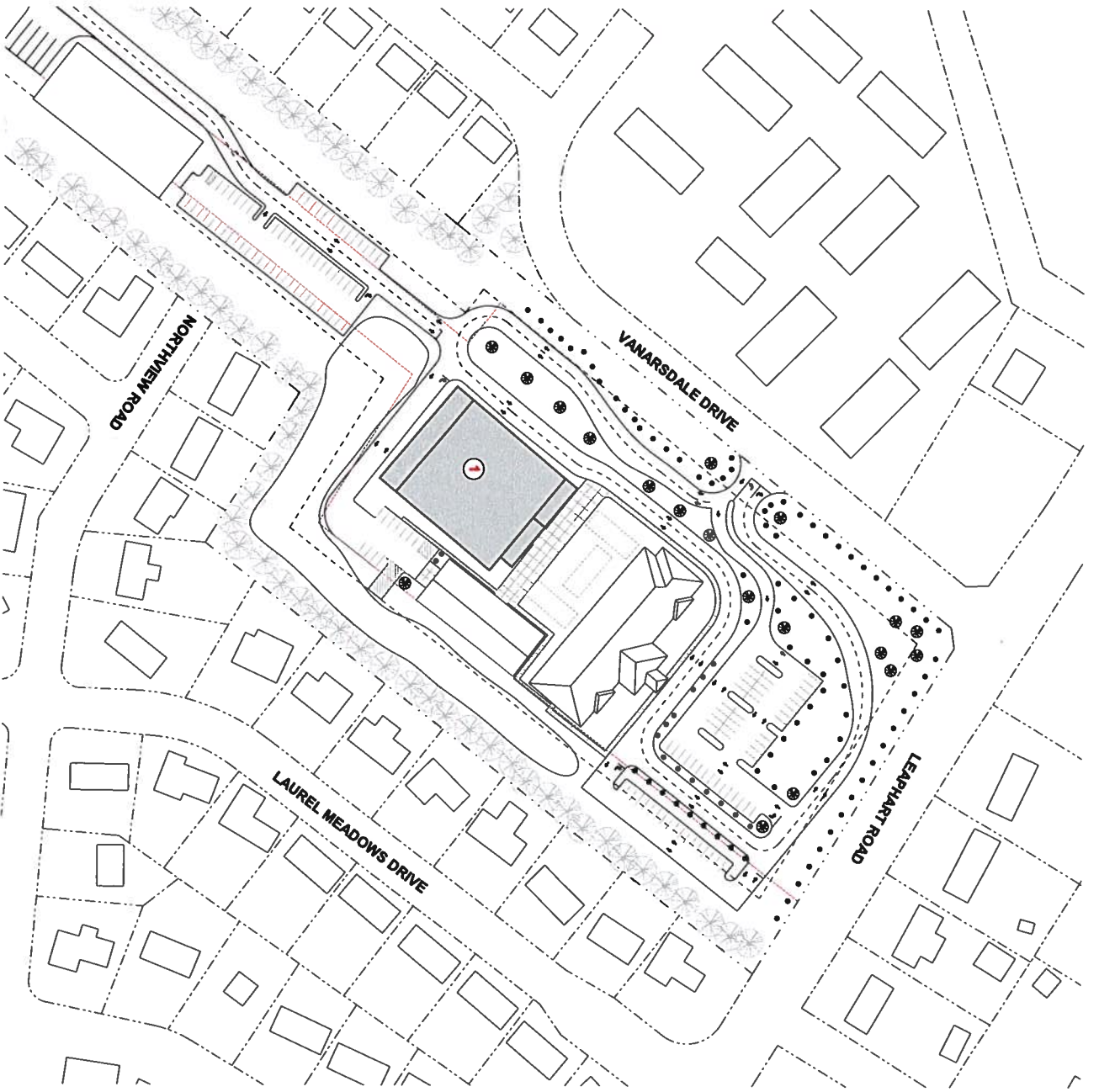
NOTES

- 1 GATED ENTRANCE
- 2 126 PARKING SPOTS
- 3 8 PARKING SPOTS
- 4 FIELD HOUSE: 3,000 SF
- 5 STORAGE BUILDING: 400 SF
- 6 AWAY SEATING: 1,200 SEATS
- 7 HOME SEATING: 1,800 SEATS
- 8 CONCESSIONS FIRST FLOOR, PRESSBOX SECOND FLOOR: 2,000 SF
- 9 RESTROOMS: 2,000 SF
- 10 GRASS AREA / ADDITIONAL PARKING
- 11 PRESSBOX: 900 SF
- 12 BASEBALL FIELD
- 13 SOFTBALL FIELD
- 14 BULLPEN
- 15 RETENTION POND
- 16 BUS PARKING

LEGEND

- PROPERTY LINE
- - - SCHOOL PROPERTY LINE
- - - SETBACK
- - - RESIDENTIAL BUFFER
- - - POWER LINES
- - - EXISTING POND OUTLINE





NOTES

1 PROPOSED GYMNASIUM BUILDING: 26,300 SF

LEGEND

- PROPERTY LINE
- SCHOOL PROPERTY LINE
- SETBACK
- RESIDENTIAL BUFFER





**School Board Meeting
May 20, 2020**

****Enrollment**

***Updates for:**

-Finishing School year

-Processes to open in August

***New Marketing Position for Gray**

***Updates on 8th grade**

OCA Tuesday 4:00 pm	GCA Wednesday 2:00 pm	LCA Thursday 4:00 pm	Meeting Type
August 25, 2020	August 26, 2020	August 27, 2020	Regular
October 27, 2020	October 28, 2020	October 29, 2020	Regular
December 1, 2020	December 2, 2020	December 3, 2020	Regular
January 26, 2021	January 27, 2021	January 28, 2021	Regular
March 23, 2021	March 24, 2021	March 25, 2021	Regular
May 15, 2021	May 15, 2021	May 15, 2021	Regular/Retreat New members sworn in
June 22, 2021	June 23, 2021	June 24, 2021	Annual Meeting Budget/Board Officer Election

Other Meaningful Dates:

Board Elections:

2020

Oceanside Collegiate Academy - September 2020, Date TBD

Gray Collegiate Academy - September 2020, Date TBD

Legion Collegiate Academy - September 2020, Date TBD

2021

Oceanside Collegiate Academy - March 30, 2021

Gray Collegiate Academy - March 31, 2021

Legion Collegiate Academy - April 1, 2021

2021 Graduation Schedule:

Gray Collegiate Academy - May ??, 2021

Oceanside Collegiate Academy - June 2, 2021

Legion Collegiate Academy - May 27, 2021

Annual Board Retreat: (Rock Hill) - May 14-15, 2021