

Gray Collegiate Academy Charter School

Board Meeting

West Columbia, South Carolina

May 13, 2022 @ 6:00 PM

~ AGENDA ~

1. Call to Order

2. Mission:

Gray Collegiate Academy will serve high school students in a safe, small, family-centered setting who seek the opportunity and challenge of rigorous curriculum, high academic standards, and outstanding athletics while earning up to two years of college credit while in high school.

3. Adoption of Agenda

4. Approval of Minutes

5. Executive Sessions-Legal Advice for contractual matters with EMO

6. Actions taken, if any, on items discussed in Executive Session

7. Principal's Report- Dr. Brian Newsome

8. Academic Programs: Virtual Days (May 26, 2022, and November 8, 2022)- Dr. Brian Newsome

9. Athletic Report-Dr. Brian Newsome

10. Financial Report- Mrs. Marty Rawls

11. Approval of SC Retirement System and Revision of Procurement Policy-Mrs. Marty Rawls

12. Adjournment

Public comments:

The official meeting of the board is by law a public meeting and the board values citizen input; however, in order to protect the integrity of the adopted agenda, public dialogue will be restricted to the 'public comments' section of the agenda or as directed by the board chairman.

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 Charter School Board Meeting

3833 Leaphart Road

West Columbia, SC

March 28, 2022, at 12:00 PM

Meeting Minutes

Board Members in Attendance: Teresa Brazell, Josh Jackson, Mackenzie Long, Andy Markl, Wayne McKim, Pennie Peagler, Laura Stevens, Trevor Kinard

Board Members Absent: none

Other Attendees: Dr. Brian Newsome, Mr. Adam Holmes, Ms. Casey Hallman, Ms. Marty Rawls

Public Attendees: None

1. Call to Order: The meeting was called to order at 12:01 pm by Teresa Brazell, Chair.

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

3. Adoption of Agenda: A motion to adopt the agenda with Executive Session removed and a discussion of the GCA Capital Campaign added was made by Mackenzie Long and seconded by Wayne McKim. The motion was unanimously approved.

4. Approval of Minutes: A motion to approve the minutes from January 24, 2022, as written, was made by Pennie Peagler and seconded by Mackenzie Long. The motion was unanimously approved.

5. School Board Recognition (delayed from January meeting): In recognition of January being School Board Appreciation Month, the board members were thanked for their service and received a gift and plaque from GCA.

6. Financial Report: Dr. Newsome directed those in attendance to review the February 2022 Financial Summary provided in the meeting packet. GCA revenue totaled \$627,000 for the month, which was \$35,000 over budget. Revenue was over budget by \$49,000 from state funding sources since receiving our revised funding based on the 45-day enrollment count. At \$520,000, expenses were \$10,000 over budget. The largest parts of this overage were: 1. \$106,000, which represents the new monthly interest payment on the combined 2019 and 2021 bonds (budget only includes 2019 interest) and will continue to be over budget by \$55,000 for the remainder of the school year; and 2. \$62,000 in athletic supplies and equipment for spring teams, annual Hudl fee, and football team meals. GCA recorded a profit of \$106,000 in February compared to a budgeted profit of \$81,000. The year-to-date loss before bond activity is \$302,000 vs. budgeted profit of \$649,000. Cash balances represent 170 days of cash on hand.

7. Academic Programs Update: Ms. Casey Hallman provided an overview of GCA's current Friday Enrichment/Intervention program. In-person, synchronous, and asynchronous learning takes place on Fridays, with students and teachers scheduling one-on-one or small group sessions for enrichment or intensive intervention. Students not participating in-person are working asynchronously at home. GCA

continues to be “in session” for state-mandated testing, or professional development the required 180 school days. This program also allows for time set aside on Fridays for state-mandated testing and staff professional development, as well as social-emotional counseling for students without missing classroom instruction. Much positive feedback has been received regarding the Friday program from both teachers and students, and early data indicates that even as our enrollment numbers have increased, our failing percentage has decreased (10.4% down to 9.3%).

A motion was made by Pennie Peagler to add scheduled Friday Enrichment/Intervention time to our charter to be presented to Charter Institute at Erskine. The motion was seconded by Laura Stevens and approved unanimously.

8. Principal’s Report: Dr. Newsome reported that GCA’s current enrollment stands at 673 and that there are three lunch and learns remaining, with the additional one being added due to demand. Construction is going well with final permitting expected soon for the stadium. As for personnel, Jamal Brown has been hired as a middle school Social Studies teacher and Marty Rawls as our new CFO. A drive-through awards program is being planned for early May. Board elections will be conducted on April 26th and a Board Retreat will be held May 13th - 15th. GCA graduation is scheduled for 8:30 am on May 26, 2022, at Segra Park.

9. Athletic Report: Coach Holmes provided an update on GCA’s spring sports teams. Varsity Baseball is 12-0 and ranked #1 in SC 2A per MaxPreps. Varsity Softball is 13-2 and ranked #2 in SC 2A. Boys Varsity Soccer are currently 7-2-1 and ranked #2 in SC 2A. Girls Varsity Soccer is 6-2 and ranked #10 in SC 2A. All four of these teams are undefeated in region play. Boys golf is 4-2-1 and opens region play Wednesday. The GCA Track program (boys and girls) is also off to a good start having competed in two meets so far. In other competitions, 11 GCA student athletes participated in the State Weightlifting Competition and GCA’s archery team, in only their second year of existence, is competing in the State Championship on Wednesday.

10. Capital Campaign: Trevor Kinard discussed the preliminary stages of the GCA capital campaign to provide funding for our new academic and athletic facilities and asked for volunteers to assist on the committee.

11. Adjournment: A motion to adjourn the meeting was made by Pennie Peagler and seconded by Laura Stevens. The meeting adjourned at 12:46 pm.

Athletics

Soccer

I want to congratulate Coach Kevin Heise and the boy's soccer team on beating Andrew Jackson in one of the most exciting soccer games I have ever witnessed, to win the Upper State Championship! This will be our first appearance in Boys Soccer for a State Championship. Coach Heise has done an amazing job with this program and I am so happy for him and the team! They will be playing for the State Championship this Saturday at 3 p.m. against Christ Church at Irmo High School. Please come out in full support and cheer these guys on to a Championship.

I also want to Congratulate Coach Emily Heise and the girls soccer team on a great season as well. They went undefeated in Region Play, winning another Region Championship and made it to the third round of the playoffs. They lost to Southside Christian 2-0 who is playing for the State Championship. They finished in the top 5 in Class 2A. Great Job by Coach Heise and the girls.

Baseball

Our boy's baseball team defeated Blacksburg Monday afternoon 9-0 to become the District 2 Champions. They have moved on to the Upper State Championship District where they will play Abbeville tonight at 8 p.m. They are currently ranked #2 in the State, and we are excited to watch them compete and hopefully make a State Title appearance. Good luck to Coach Assey and the Baseball team.

Softball

Our softball team defeated Abbeville last night 5-1 to also become the District 2 Champions. They have moved on to the Upper State Championship District where they will face Crescent tomorrow night at 6 p.m. We are wishing them luck and hoping they make a Championship run as well. They are also ranked #2 in the State. Good luck to Coach Frye and the Softball team.

Spring Football

Spring Football cranked up this past week and we had over 70 players total come out for football. That is the most we have had to date. We are excited to have 20 eighth graders to work with as well. We are excited about adding Coach Willie Offord, Coach Craig Farnsworth, and Coach Mike Armstrong to our staff. We have probably the best coaching staff in the State, and we are excited about next season. We will be practicing out at Midlands because of the construction at the school. We will practice all next week and finish up on May 24th.

Signing Day

We had an amazing signing day this past Wednesday. We had 11 student-athletes sign to play collegiate sports. That puts us over 20 athletes signing this year! We have been averaging around 47% of Seniors going on to play collegiate sports while the national average is 6%. I haven't done the calculations yet, but I am pretty sure they are the highest they have ever been this year. Congratulations to all the student-athletes and their parents for this momentous occasion!

2022 – 2023 ANNUAL BUDGET

May 13, 2022

BUDGET FACTORS

- Significant differences in House and Senate budget versions
- Addition of 7th grade – increase in enrollment
- Additional staff required for growth
- Provide funding for Instructional Services & Supplies
- Allocate funding to outfit the new facilities with items not covered in the Bond Project Funds
- Become a participating employer with the SC Retirement System – plans for addition of PEBA Insurance at a later time

ESTIMATED REVENUE

Student Fees & Fundraisers	\$250,000
Interest on Investments	\$1,250
ESSER II	\$594,854
Title II (estimated)	\$12,500
IDEA (estimated)	\$15,000
State Sources (Allocation from Erskine)	\$7,507,013
TOTAL	\$8,380,617

ESTIMATED EXPENDITURES

Salaries	\$2,797,934
Employee Benefits	\$836,260
Purchased Services	\$1,502,000
Supplies & Materials	\$679,172
Capital Outlay	\$150,000
Other Objects (Debt Service)	\$1,584,700
TOTAL	\$7,550,066

BUDGET SUMMARY

ESTIMATED REVENUE

\$8,380,617

ESTIMATED EXPENDITURES

\$7,550,066

NET INCREASE IN FUND BALANCE

\$830,551

POLICY CHANGE RECOMMENDATIONS

- Update the Procurement Policy to conform to the 2021 Model School Procurement Code as provided by the SC Department of Education and the Institute's Policy.
 - Change spending limits requiring a RFP/quotes
- Board Action is required to amend this policy as presented.

SC RETIREMENT SYSTEM

- Polled staff to gather information on interest – majority are interested
- This will be a HUGE factor with recruitment and retention.
- Employer contribution rate for 2022-2023 is 23.81%.
- Board Action is required to complete the application process.

ANY
QUESTIONS?

Procurement Policy and Procedures

GRAY COLLEGIATE ACADEMY (“GCA” or the “School”) RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS POLICY, IN WHOLE OR IN PART.

POLICY:

It is the responsibility of the Principal and the Business Manager to assure that purchases are made in a legal, ethical, and professional manner, and that they follow policies, rules, statutes, and regulations governing GCA.

PROCEDURES:

Objectives

GCA adheres to the following objectives:

- Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
- Make all purchases in the best interests of GCA and its funding sources.
- Obtain quality supplies/services needed for delivery at the time and place required.
- Buy from responsible and dependable sources of supply.
- Obtain maximum value for all expenditures.
- Deal fairly and impartially with all vendors.
- Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the School’s supplier relationships.

Conflict of Interest

It is the responsibility of each employee and Board Member to take all appropriate steps to ensure that GCA does not knowingly enter any purchase commitment which could result in a conflict of interest. Employees and Board Members will immediately bring any questionable situations to the attention of the appropriate supervisor and/or authorities. In addition, all Board Members will annually sign a Conflict of Interest Agreement to be kept by the Board’s Secretary.

Purchases

Small purchases not exceeding ten thousand dollars (\$10,000.00) in total value may be accomplished without quotes, if the price is fair and reasonable.

For purchase above \$10,000.01 but less than \$25,000.00, written quotes from three (3) qualified sources of supply are required. Price and other factors will be considered including administrative costs of the purchase. Goods or services purchased from a vendor with a state contract are exempt from this process.

For all major projects (such as renovations, new installation, or improvement to GCA classified of substantial scope) and all purchases above \$25,000.01, must be accomplished with a written Request for Proposal and/or a Competitive Sealed Bid. The Board or a designated subcommittee will review a minimum of three (3) detailed proposals in conjunction with the Principal and recommend the expenditure for approval by the Board. All bids will consider pricing and quality of service and the overall benefit to GCA.

Under no circumstances, shall the Board delegate its responsibilities to third party.

Exceptions to the Procurement Code (non-Federal Funds only)

- a. Books, periodicals, newspapers, technical pamphlets, standardized tests and other testing materials, copyrighted educational materials, filmstrips, slides and transparencies.
- b. Public Utilities, such as electricity, water or sewer
- c. Travel
- d. Workshops, seminars, and conferences

- e. Professional journals
- f. Taxes, social security, annuities, and credit unions
- g. Life insurance or supplemental insurance
- h. Clergy
- i. Court reporters
- j. Professional dues, registration and membership fees

Federal Fund Procurement

Any purchases exceeding two thousand five hundred and 1/100 dollars (\$2,500.01) in total value must be accomplished by written quotes from a minimum of three qualified sources (Request for Proposal if the amount exceeds \$10,000.01 in total value) of supply is made and it is documented that the procurement is to the advantage of the School, price and other factors considered, including administrative costs of the purchase. Such documentation shall be attached to the purchase requisition. The purchase must be approved by the Principal, operations director, and Business Manager. The recommendation must be brought to the Board for approval.

GCA will follow the Federal Fund Procurement process unless the specific federal funding source has a more restrictive procurement policy involving expenditures. GCA will also comply with all federal laws and regulations that are mandatory and that are not otherwise contained herein.

Exceptions to the Procurement Code

GCA may exempt specific supplies or services from this Policy. The following supplies and services are exempted from this Policy:

- a. Books, periodicals, newspapers, technical pamphlets, standardized tests, and other testing materials copyrighted educational materials, filmstrips, slides and transparencies.
- b. Public utilities, such as electricity, water, or sewer
- c. Travel
- d. Workshops, seminars, and conferences
- e. Professional journals
- f. Taxes, social security, annuities, and credit unions
- g. Life insurance or supplemental insurance
- h. Refunds on health insurance
- i. Clergy
- j. Court reporters
- k. Professional dues, registration, and membership fees
- l. Diplomas
- m. U.S. postage stamps and post office boxes
- n. Art reproductions
- o. Expert witness services
- p. Professional services, including architectural, engineering, design, legal and accounting services
- q. Services and/or supplies provided by the Division of General Services to public procurement units.

Sole Source Procurement

This method of procurement is the least competitive and, therefore, should have limited use. In those instances, however, where GCA's needs can only be met by one method, means or item, sole source is an appropriate and necessary method of procurement. Such determination as to whether a procurement shall be made as a sole source shall be made by Board. Such determination and the basis thereof shall be in writing and shall include an explanation as to why no other source will be suitable or acceptable to meet the need.

Sole Source purchases will be identified based on the following criteria:

- There is a lack of competition for a product of service.
- It is a unique, one-of-a-kind service or offer.
- The product has patented or proprietary rights that provide superior capabilities that are not obtainable from similar products and this product is not marketed through other wholesalers or distributors whose competition could be encouraged.
- The product is a standardized or exempt item.
- In the case of addition to existing product or services (ex: Installed security system. etc.) a decision based on vendor knowledge gained from previous installation and with insight into existing structural limitations a decision may be granted to the original vendor even if their quote is not the lowest.

Emergency Procurement

Notwithstanding any other provision of this policy, the School may make or authorize others to make emergency procurements when there exists a threat to public health, welfare or safety under emergency conditions, or where normal daily operations are affected; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. If emergency considerations exist after an unsuccessful attempt to use competitive sealed bidding, an emergency procurement may also be made. A written determination shall be made stating the basis for an emergency procurement and for the selection of the vendor. Emergency procurements shall be limited to that of supplies, services, or construction items necessary to meet the emergency. Such procurement shall be presented to the GCA Board of Directors at its next meeting.

Request for Proposal

The request for proposal shall be the method used to initiate purchases over \$10,000.01 shall include the following:

- Instructions and information to vendors concerning the proposal submission requirements, including the time and date set for receipt of the proposal, the individual to whom the proposal is to be submitted, the address of the office to which proposal is to be delivered, and any other special information.
- The purchase description, specifications, delivery and performance schedule, and such inspection and acceptance requirements as are not included in the purchase descriptions.
- All contract terms and conditions, including warranty and bonding or other security requirements as applicable.
- Instructions to vendors to visibly mark as confidential each part of their proposal which they consider to be proprietary information.

Request for Qualifications

Prior to soliciting proposals, and after giving adequate public notice, GCA may issue a request for qualifications, experience, and ability to perform the requirements of the contract from prospective offerors. At a minimum, the request shall contain a description of the goods or services to be solicited by the invitation for proposal and the general scope of the work. The request shall also contain the deadline for submission of information and how prospective offerors may apply for consideration.

After GCA receives the responses, it will rank prospective offerors from most qualified to least qualified on the basis of the information provided. GCA shall then invite vendors from at least the top two prospective offerors.

Negotiations with responsible offerors and revisions to proposals

As provided in the request for proposals, negotiations may be conducted with any offeror submitting a proposal appearing to be eligible for contract award pursuant to the selection criteria set forth in the request for proposals. All apparently eligible offerors shall be afforded the opportunity to submit best and final proposals if negotiations with any other offeror result in a material alteration to the request for proposals and such an alteration has a cost consequence that may alter the order of offerors' price quotations contained in their initial proposals. In conducting negotiations, there shall be no disclosure of information derived from proposals submitted by any competing offerors

Evaluation

The request for proposals shall state the evaluation factors in relative order of importance. Price may not be an initial evaluation factor. Each responsive and responsible offeror's proposal shall be evaluated. The proposal shall then be ranked in accordance with the results of such evaluation.

Process of Award

All proposals received shall be evaluated based upon their published criteria by either the Board at large, or a designated committee of the Board. The Board or subcommittee shall use objective and appropriately competitive methods in their evaluation. The award shall be made to the responsible offeror whose proposal is determined in writing to be most advantageous to GCA, taking into consideration the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

Policy Effective: 3/29/21

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