

MINUTES OF A MEETING OF THE BOARD
CAROLINA SCHOOL for INQUIRY
RICHLAND COUNTY, SOUTH CAROLINA
November 21, 2006

Place and Time of Meeting

The regular meeting of the Carolina School for Inquiry Board was held at Carolina School for Inquiry, 7405-A Fairfield Road, Columbia, South Carolina, on Tuesday, November 21, 2006 at 6:33 pm pursuant to notice having been duly given to the media and to all members of the Board in accordance with the rules of the Board.

Call to Order/Roll Call

The following members were present:

Jeannie P. Eidson, B. Quinton Epps, Jonathan L. Moreno, Julie M. Barichivich, Darlene S. Bell, and Laurie M. Gantt

Members Absent: Mark A. Roberts

Additional attendees: Stacie Mandrell, Victoria Dixon-Mokeba, Bill Moser and Vickie Laughlin

Approval of Minutes

A motion to approve the minutes from the November 8, 2006 meeting as revised was made by Laurie Gantt and seconded by Darlene Bell. The motion was approved without objection.

Public Comments: None

Reports:

Director's Report – Victoria Dixon-Mokeba

See Attached

Curriculum Coordinator's Report – Stacie Mandrell

See Attached

New Business:

- Financial Accountability Training
 - An in-depth report and explanation was given by Bill Moser
- Teachers Annual Leave
 - The decision was made for the teachers to contact their prior District regarding their previous annual leave. Victoria Dixon-Mokeba will review the accrued leave by teacher and present the data to the board.
- Auditor
 - Julie Barichivich reported that all of the auditor fees were within range of each other. Quinton Epps made a motion to hire Scott McClellan of Elliott Davis as the schools auditor. The motion was seconded by Julie Barichivich and passed without objection.

- Report and Approval of Financial Statement
 - Bill Moser explained the October Financial Statement. Laurie Gantt made a motion to approve the Financial Statement. Julie Barichivich seconded the motion. Motion passed without objection.
 - Jonathan Moreno moved changes to the budget be made suggested by Victoria Dixon-Mokeba and Julie Barichivich where ‘Transportation’ funds be categorized as ‘AfterSchool’ funds. Motion was seconded by Quinton Epps. Board approved without objection.

Other Business

- SIAC (Education / Governance)
 - A motion by Jonathan Moreno to move the SIAC Committee the Education Committee was seconded by Quinton Epps and approved without objection.
 - The Business Plan will be the responsibility of the Budget Committee.
- Defining Roles (Sub-committee report)
 - Motion to accept as policy the report of the sub-committee was approved. The work of the sub-committee was applauded.
- Policy Status
 - Jonathan Moreno distributed a list of potential policies. He explained the need and suggested committee assignments. The Board accepted the recommendations of the policy sub-committee.

A motion to adjourn was made by Darlene Bell and seconded by Julie Barichivich. Meeting adjourned at 9:00 pm.

Carolina School for Inquiry

Director's Report
November 21, 2006

New Business:

School Improvement Advisory Council (SIAC):

- Kristen Maxfield resigned as the chair of this committee to become president for the Parent Student Teacher Association (PSTA)
- New member joining is Val Cochran. Mrs. Cochran is an educator in Richland One Schools.
- The regular SIAC meeting is scheduled for November 21, 2006 at 5:00 pm. Changes in the function of the SIAC will be presented. Two members have confirmed that they will not be present: Dr. Gloria Boute' (Benedict College) and Dr. Susi Long (University of SC). The following members have confirmed their attendance to date: Val Cochran (Richland One), Dr. Carl Wells (University of SC), Stacie Mandrell (CSI), Catrina Pinkston (DHEC), and Jamaal Barr (CSI), Kathy Thomas (CSI).
- The Board of Directors need decide if the name of this organization as it stands should expire. It is my suggestion to keep SIAC as a function of the Education/Governance Committee. SIAC is crucial in end of the year reporting to the Richland One, our school report card and for future grant and community based appointments.

Parent Student Teacher Association (PSTA)

- Executive positions have been restructured to the following:
 - President-Kristen Maxfield
 - Treasurer- Ashley Moreno
 - Secretary- Linda McLeod
 - Committee Chairs
 - Fundraising Kathy Duffy Thomas & Tonyia Barnes
 - Teacher Appreciation- Kenya Cannon & Kendra Mosteller
 - Volunteer Coordinator- Courtney Simmons
 - CSI Teacher Representative- Dr. Verdie Samuels
- The PSTA plans to submit a monthly newsletter to families. PSTA will also use the Investigations Newsletter to highlight upcoming events and reminders.

Parent University

- Parent University is a collaborative parenting program in conjunction with Richland County Recreation Commission (RCRC): Stacie and I co-wrote the attached proposal to offer parenting classes that focus on literacy and

mathematical education and awareness. The classes will begin in December. RCRC has purchased over \$3500.00 worth of children books and supplies to fund this lab for parents. Parent University is open to families of CSI as well as the community at large. (see attached proposal)

Exemplary Instructional Practices and Accountability

- In an effort to describe the climate and culture that we hope to establish at CSI, Stacie and I found a document that supports the vision and structure of the school. We are in the process of developing an instrument to measure teacher performance and learner outcomes. We are also researching several instruments that support a democratic learning environment where children take ownership for their learning and behaviors. (see the attached proposal)
- The administrative staff is in the process of requiring that all visitors sign in before entering the school. Several parents are a little agitated with this but in light of recent events around the nation, we want to make sure that we make contact and have documented accounts of everyone entering the building. A notice has been placed in the entrance area.

Richland School District One

SCRAPI

- Chantel and I attended a meeting which involved the South Carolina Readiness Assessment PI (SCRA). The purpose of this meeting was to train and inform in submitting documentation to the State Department of Education. (Children in the Primary classes are assessed with SCRA.) This assessment will be completed twice in a regular school year. The district requires that the first assessment be completed by February 19. Stacie is assisting the primary teachers with this assessment.

PACT

- Scores received on current Upper Elementary students (see attachment) Stacie and I will share more information on this data at the Dec. 3 board meeting.

National Board Supplements:

- We have finally received our back pay supplements from the district for our 3 national board certified teachers. This supplement will be included in the monthly EFA disbursement from the district.

\$250.00 Teacher start-up money-

- Every public school teacher is awarded \$250 start-up funds at the beginning of the school year to supplement personal purchases made to begin the school year. R1 has submitted this payment to CSI. All certified staff will receive this supplement including LD resource, Speech, Music and P.E. The checks should arrive this week.
- **R1** requested salaries and positions for full time employees (FTE). Bill and Tracey assured me that this was a common practice being that R1 has to

report to the State Department of Education. All charter school who fall under the district must submit this documentation.

- **Medicaid Cards** are being received from the district to distribute to families which will ensure that we are getting the necessary funding for families who are served under this program. This information is also being secured for children who have parents who serve in the armed forces. Bill is looking into other funding that we should obtain based on the information secured in SASI (district database)

Laptops/Printers-

- Six (6) laptops and printers have been ordered for classroom teachers. Since we have a new account with Tech Depot we cannot receive the merchandise until the check has cleared the bank. Luckily the merchandise will be distributed out of Charlotte North Carolina so the turn around time won't be a long. Chris Economy our national tech rep assured me that we will have our merchandise by the first of December.

Local Tech Rep from Office Depot-

- Ward Richardson has been assigned to CSI to help with any office supplies that we are need of. We have ordered school stationary along with business cards for our staff. All items are received at a special rate. We also have a fundraiser account established at Office Depot. We will encourage parents to mention CSI when making purchases at any Office Depot store.

Media Center:

- The media center is now open for students to check out books. Cara Williams is currently assisting students with this process. We are working on a system to engage kids in the media center more that once per week.

Discipline Issues

- We have had less than five discipline issues to come through my office during the month of October. To date I have received two for the month of November. All have been handled in house.

Professional Development

- Cara Williams attended a Recycling workshop in Myrtle Beach. She presented learned information to the staff with hopes to head the recycling program at CSI. (cost \$250.00)
- Lauri Kemmerling attended a Best Practice Seminar at e Columbia Conference Center with Tim Rasinki. She will share at our next faculty/curriculum gathering. (cost- free)

Breakfast/Lunch Report-see attached



Curriculum Coordinator's Report November 21, 2006

Dominie Assessments- Dominie Assessments are almost complete. A full report of our students reading and writing progress at this point in the year will be given at the next Board meeting. District schools are being contacted in order to receive Dominie Scores from last year. These will most likely not be available at the December 5th meeting but I will share what we have as a comparison.

Math Assessment – I am in contact with different schools around the country and our math curriculum sales rep about math assessment possibilities. I am trying to find something that is in line with our school philosophy about testing and therefore I am having some difficulty finding something that suits us. I will have a report ready on math assessment choices at the December 5th Board Meeting.

American Education Week – students spent the week enjoying many different activities in and out of the classroom. I have attached a schedule from the week's events.

Curriculum Night – Our next Curriculum Night is November 30th. It will focus on our classrooms. We will open with students from each classroom sharing work that they did during American Education Week and then we will move to classrooms to have an Open House/Share Fair. This will be an informal look at what is going on in classrooms. This night was suppose to highlight Assessment but at the teachers request we changed it to an Open House setting. Teacher wanted a chance to let parents come in and informally talk with them and see things the kids are doing in their classrooms. Some children will share projects or work in their classrooms. The school wide newsletter from last week included a section from me about assessment. The January Curriculum Night will be about Assessment.

Book Fair – the school will host a book fair the week of December 11th. Information will go out on Monday, November 20th. Volunteers are needed. I am coordinating this one but have talked with the PSTA President about coordinating the one in the Spring.

Jack Frost at the Koger Center – We will take a school wide field trip to see Jack Frost on December 14th. The cost is \$4.00 per student and we will be taking Richland One buses.

South Carolina Readiness Assessment – Our Primary Classes are working on the SCRA. It is a portfolio assessment so the teachers have been collecting work since school started that can be used for this portfolio. I am attending a meeting on November 30th to find out more information about administering the assessment.

Orders – after much anticipation our Maps and Globes have finally arrived! We are working on getting them hung up. The Upper Elementary Social Studies books have also arrived and they are even better than we anticipated. We are still waiting on our Reading Materials. There was confusion about the order but it has all been cleared up now and the order should be on the way in the next week.

Text Book Caravan – Each year South Carolina adopts a new text book series. This year the subject that is being adopted is science. Charter schools are eligible to participate when a new text book is adopted. I along with another teacher will be attending the day long caravan where each publisher shares their product. We will then decide on how we want to spend out science text book money for next year. I will share information from the caravan in my February Curriculum Report.