

## Board Meeting Minutes 1/26/2021

Location: Virtus Academy of SC 2407 Pisgah Road Florence, SC 29501

Time: 6:00 p.m.

**In attendance:** Principal Brittany Hamilton (via Zoom), Dr. Thomas Ducey, Dr. Marie DeVincenzo, Mrs. Stacey Coleman, Mr. Carlos Washington, Mr. Don Strickland, Mr. Scott Kozacki  
Honorary Board Member Mr. Bill Pickle attended the meeting.

Meeting began at 6:17 p.m.

Dr. Ducey called the meeting to order and took the roll audibly.

Dr. Ducey read the mission statement.

A special moment of silence was observed in honor of Mrs. Marlene Evans.

Mary Allison Caudell swore in new Board member, Mr. Scott Kozacki. Mr. Kozacki introduced himself as a local lawyer in Florence, Sc. He has been practicing law for over 30 years.

No public comment.

The agenda was approved with no objection.

Reviewed minutes from 12/9/20.

Minutes were approved with no objections.

Reviewed minutes from 12/29/20.

Minutes were approved with no objections.

Reviewed minutes from 1/2/2021.

Minutes were approved as amended.

Reviewed minutes from 1/15/2021.

Minutes were approved with no objections.

Ms. Meredith joined us Via Zoom. She has been nominated as STEM Employee of the Year. They have reached out to VASC to help celebrate her accomplishments and she will move on to the finals. The Board congratulated her on this accomplishment.

Ms. Kleine provided the monthly budget report. No update as of now on the state funding, we are still operating under the 45 day count. The only major change this month is line 56, Cares line reflects a zero balance. We have submitted a reimbursement for Cares funding and learned that we had to submit an additional amendment on 1/27/21. Ms. Hamilton shared with the Board that this is new funding for everyone, as the state department and CIE learn more, amendments are required. CIE is ensuring that we have all of our documentation in order in the likelihood of an audit. Ms. Klein also referenced line 109, reflecting a negative balance. This is due to several reclassifications and coding changes. Ms. Klein and Ms. Allen are currently working through all employees to ensure coding is accurate. A credit for PEBA is shown, this is due to an estimated billing from CIE. Ms. KLeine also shared that the loan forgiveness application was submitted. No questions were posed related to the monthly budget report.

Ms. Hamilton provided her monthly principal's report. Marketing efforts have been focused on enrollment. Focused areas were Timmonsville, Lamar, Darlington (2) and Florence (1). When more funding is available we will revisit and include additional zip codes. Diversity Works Magazine featured an article on VASC. A copy of the mass mailing mailer is included in the board packets. Enrollment efforts are running behind schedule but everything is progressing.

Ms. Tyner asked when our target date was to get the mailers distributed. Dr. Ducey asked if we had a deadline for the quotes we were waiting for. Ms. Tyner asked if we were able to extend the deadline for enrollment cut off date to get

the most of the mailers. Applications for current student re-enrollment were sent out today. Ms. Hamilton will re-evaluate the lottery date and add a lottery date to the enrollment application.

Title I team met and made scheduling changes due to COVID-19. PBL Showcase was approaching quickly so the decision was made to switch the dates between PBL Showcase and the Math Make and Take nights. Those events begin this week and are entirely virtual. Following the previous Title I event, parents requested the ability to attend multiple workshops. Sponsoring them virtually allows parents to do so.

Ms. Hamilton provided the COVID-19 update, informational sheet provided in the board packet. We currently have 11 students who are quarantined and six staff members. Staffing has been challenging but all classes have been covered by substitutes, support staff, administrative staff. Ms. Hamilton shared that her principal group has been supporting each other as the nation faces this staff shortage and excessive student absenteeism. We have purchased more KN-95 masks, with three corresponding quotes in case more CARES funding becomes available in the future.

Ms. Williams will ensure that purchasing HVAC filters from a company other than Warren-Hay does not void any type of service warranty.

Dr. Ducey applauded staff and teachers for all of their efforts this year.

Ms. Caudill provided an overview of proposed fiscal policies. CIE requested that all schools review their fiscal policies and ensure that they aligned with the strength of their policies. She explained that she reviewed each policy and made notations where a VASC policy was not as strong as recommended.

The cash receipt policy is a newly developed policy. Ms. Kleine commented that the policy states we only accept cash and ACH, however we also accept credit card payments through our Skooki website. Ms. Caudill will make that edit to the policy. She also recommends removing the cash receipt portion of the policy and making it more of an operating procedure, versus including it in the policy.

Conflict of interest policy - Referencing the second paragraph. Ms. Caudill advised that this wording is very strict. There are state ethic policies that help govern this practice. Dr. Ducey recommended that the entire second paragraph be removed as we are in compliance with the state ethics policy. Mr. Strickland shared concerns about removing the portion allowing principals to hire family members, based on the school size and potential issues. Ms. Caudill will edit the language and present to the board.

Credit/Debit Card policy - Ms. Caudill referenced the section that prohibits the school from purchasing gift certificates, gift cards, prepaid cards, etc. Our sunshine club, PTO, Title I, etc currently purchases gift cards as incentives. Discussion was held about removing the prohibitive language related to this section, the board agreed. Mr. Strickland recommended raising our daily spending limit to \$5,000.

Fixed Assets policy - the board discussed and recommended adding some flexibility in this policy. Specifically allowing administration the option to sell items before gifting them. Ms. Caudill will work with administration on revisions to this policy.

Fraud Prevention Policy - CIE mandates that our school policy can not differ from theirs. More details related to this policy will be discussed in the Executive Session.

Payroll and Policy Procedures - No changes recommended.

Procurement Policy and Procedures - Recommend removing the second paragraph. After much discussion, the board recommended revising the limits on purchasing and what requires three quotes and RFP. Ms. Tyner suggested that any purchase over \$2,500 be sent as an update to board members as a "purchase update."

Travel and Meal Policy - Dr. Ducey recommended following the state or GSA guidelines, to prevent frequent changes.  
A motion was made by Dr. Ducey to amend the agenda to add receipt of legal advice.  
The second motion was made by Mr. Washington.  
The Board unanimously voted to approve the motion.

A motion was made by Dr. DeVincenzo to enter executive session at 7:57 p.m.  
The second motion was made by Ms. Tyner.  
The Board unanimously voted to approve the motion.

The Board returned to open session at 9:00 p.m.

The next scheduled Board of Directors meeting will be held on February 23, 2020 at 6:00 p.m.

A motion was made at 9:09 p.m. by Mr. Strickland to adjourn the meeting.  
The second motion was made by Ms. Tyner.  
The meeting adjourned at 9:09 p.m.