



Minutes of REGULAR Board Meeting on Tuesday, September 24, 2024

Location: 2407 Pisgah Rd, Florence
Lower Campus Reception Area Conference Room
Posted Zoom Option: <https://zoom.us/j/98364827540>

Posted start time: 6:00 p.m.

	Name	Office	Remote	Present	Absent	Arrived late	Departed early
1.	Dr. Tom Ducey	Chair		X			
2.	Mr. Carlos Washington	Vice Chair			X		
3.	Mrs. Lindsay Privette	Treasurer		X			
4.	Dr. Machell Sprauve	Secretary	X				6:58 pm
5.	Ms. Meredith Cotton	Director	X				
6.	Mr. Scott Kozacki, ESQ	Director		X			
7.	Mr. Ron Roberts	Director	X				
8.	Dr. Latoya Mitchell Hodges	Director	X			6:17 pm	
9.	Pastor Michael Cook	Director			X		

Staff Present:

Dr. Brian Carpenter, Executive Director
Ms. Jackee Johnston, Chief Operations Officer
Ms. Toni Brandt, Chief Academic Officer

Authorizer representative(s):

Dr. Bill Roach, CIE Deputy Superintendent (remote)

Guests of the board:

Kim Lane, Veris CAS Manager (remote)
Mary Allison Caudell, Turner & Caudell Esquire

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- Establish quorum/call to order:** After establishing the presence of a quorum, Chair Ducey called the meeting to order at 6:00 pm
 - Welcome/Opening Ceremonies:** Chair Ducey welcomed everyone.
 - Approval of Agenda:** Treasurer Privette moved to amend the posted agenda to eliminate the closed session (item #14). Seconded by Director Kozacki. Motion carried.
 - Public comment:** There were no public comments.

5. **Approval of Minutes:**

- a. *Regular meeting on 05/28/24.* After calling for corrections to the minutes of the regular meetings on 5/28/24 and 8/29/24 and hearing none, Chair Ducey moved to approve them as submitted. Seconded by Director Kozacki. Motion carried.
- b. *Regular meeting on 08/29/24.* Ibid.

6. **Guest discourse:**

- a. *Dr. Bill Roach, CIE (optional).* Dr. Roach conveyed the Institute's excitement about participating in the ribbon cutting ceremony scheduled for 9/26/24.

7. **Report of any correspondence from the authorizer unique to the school since the previous regular board meeting:** Dr. Carpenter reported that he had received a phone call from CIE Chief Operating Officer Mr. V who thanked him saying, "The school has never run as smoothly." Dr. Carpenter acknowledged that it was a team effort.

8. **Officer Reports:**

- a. *Board Chair.* No report presented.
- b. *Board Secretary.* No report presented.
- c. *Board Treasurer.* No report presented.

9. **Executive Director's report:** Dr. Carpenter discussed several items from his bi-monthly board report (#36) with the board (attached).

10. **Financial report:** Kim Lane, Veris CAS Manager, presented the most recent financial report consisting of a balance sheet and an income and expense statement through 8/31/24, along with the Veris generated dashboard reflecting key metrics and covenant requirements.

11. **Board Committee Reports:**

- a. *Financial Oversight Committee.* Committee Chair Privette stated there is no report.
- b. *Risk Management Oversight Committee.* Committee Chair Kozacki stated there is no report.
- c. *Governance Committee.* Committee Chair Ducey stated there is no report.

12. **Unfinished Business:**

- a. *Trane proposal (postponed 8/29/24).* Dr. Carpenter appraised the board of further exploration by a mechanical engineer sent by Hubrich. As the potential solution is ongoing, Dr. Carpenter stated that he would like to keep this proposal as unfinished business at this time. Director Kozacki moved that general counsel attempt to enter a tolling agreement with Hubrich Construction to address the HVAC malfunctions in the original building. Seconded by Treasurer Privette. Motion carried.

13. **New Business:**

- a. *Update CIE Contact Information Sheet.* Dr. Carpenter requested that all board members update their contact information on a spreadsheet he sent out earlier for CIE.
- b. *Details of the board retreat scheduled for 10/5.* Dr. Carpenter relayed information from Vice Chair Washington that he has lined up the same venue for the board training that occurred in 2023 (the downtown Hyatt).
- c. *Establish an ad hoc search committee for a permanent executive director.* Chair Ducey moved that the board establish an ad hoc committee consisting of Treasurer Privette (chair), Director Hodges, Director Roberts and Director Kozacki to lead the search for a permanent executive director. The committee will meet with Dr. Carpenter prior to the next regular board meeting to (1) develop a search timeline; (2) recommend a job description; (3) explore the possibility of a search firm. Seconded by Director Kozacki. Motion carried.
- d. *Revised policy on controlled substances (including vape); recommended by management for board ratification.* Chair Ducey moved that the board ratify the **Tobacco, Alcohol, Electronic Smoking Devices and Drug Use Policy** as included in the board packet. Seconded by Director Kozacki. Motion carried.

- e. *New policy regarding student cell phones; recommended by management for board ratification.* Chair Ducey moved that the board ratify the **Prohibited Access to Personal Electronic Devices during the School Day by Students** as included in the board packet. Seconded by Director Cotton. Motion carried.

14. **Closed session discussion of pending contractual arrangements as permitted by [SC Title 30 §30-4-70\(a\)\(2\)](#).**
Removed by board vote during the adoption of the agenda.

15. **Good of the school.** None

17. **Adjournment.** Having concluded the agenda at 6:58 pm, Treasurer Privette moved to adjourn. Seconded by Secretary Cotton. Motion carried.

Approved by the board 10-29-24
(date)

Board Secretary Signed by:
Dr. Madhull Sprauve
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(signature)

Next regular meeting is scheduled to occur on 10/29/24.