



**Minutes of (January) REGULAR Board Meeting on Tuesday, January 28, 2025**

Location: 2407 Pisgah Rd, Florence  
Upper School Conference Room  
Posted Zoom Option: <https://zoom.us/j/98364827540>  
**Posted start time: 6:00 p.m.**

	Name	Appointed or Elected	Current Term Expires	Office	Remote	In-person	Absent	Arrived late	Departed early
1.	Dr. Tom Ducey	elected	6/30/25	Chair		X			
2.	Chief Carlos Washington	appointed	6/30/26	Vice Chair		X			
3.	Mrs. Lindsay Privette	elected	6/30/26	Treasurer		X			
4.	Dr. Machell Sprauve	elected	6/30/25	Secretary	X			6:16 pm	6:51 pm
5.	Ms. Meredith Cotton	appointed	6/30/25	Director	X				
6.	Mr. Scott Kozacki, ESQ	appointed	6/30/25	Director		X			
7.	Mr. Ron Roberts	elected	6/30/26	Director	X				
8.	Dr. Latoya Mitchell Hodges	appointed	6/30/26	Director	X				
9.	Pastor Michael Cook	elected	6/30/26	Director		X			

**Administrators Present:**

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

**Authorizer representative(s):**

Dr. Bill Roach, Chief of School Support  
Ms. Heather Holliday, Chief of Academic Programs and Assessment

**Guests of the board:**

Ms. Mary Allison Caudell, Turner & Caudell Esquire  
Ms. Kim Lane, Veris CPA (remote)  
Ms. Melissa Yutzy, Veris CPA (remote)

- 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 and read the school's mission statement and the board's mission statement.
- Approval of Agenda:** After calling for revisions to the posted agenda and hearing none, Chair Ducey declared the agenda as approved as posted.

4. **Public comment:** Chair Ducey opened the floor to public comments, however, none were offered.
5. **Approval of Minutes:**
  - a. *Special meeting on 11/19/24.* After calling for corrections to the minutes of the special meeting on 11/19/24 and hearing none, Treasurer Privette moved to approve the minutes as submitted; seconded by Vice Chair Washington. Motion carried.
  - b. *Regular (November) meeting on 12/3/24.* After calling for corrections to the minutes of the regular meeting on 12/03/24 and hearing none, Treasurer Privette moved to approve the minutes as submitted; seconded by Vice Chair Washington. Motion Carried.
6. **Financial report presented:** Ms. Melissa Yutzy presented an overview of the school's financial performance and position as of 12/31/24 (included in board packets), with the opportunity to board members to ask questions. Dr. Carpenter noted that although the financials reflect a YTD negative net income, the school's position is actually over \$100,000 in the black due to awaiting receipt of federal funds and other monies. He also reiterated that, while the school is ahead of budget, he is carefully monitoring expenses in anticipation of a 135th count day that he believes will fall below 730.
7. **Guest discourse:**
  - a. Dr. Bill Roach, CIE (optional) - none
  - b. Ms. Heather Holliday, CIE (understanding winter growth data). Ms. Holliday presented an overview to the board of Virtus Academy's performance on winter growth data (MAP) and discussed ways in which she is assisting the school in utilizing it.
8. **Report of any correspondence from the authorizer unique to the school since the previous regular board meeting:**

Dr. Carpenter stated that the school has not received any unique correspondence from the authorizer since the previous regular meeting, however, he informed the board that he had initiated unique correspondence that week with Dr. Roach pertaining to some personnel matters.
9. **Officer Reports:**
  - a. *Board Chair:* No report given, however, Chair Ducey shared that he has been in contact with the Public Charter School Alliance of South Carolina in preparation for the upcoming board.
  - b. *Board Secretary:* No report.
  - c. *Board Treasurer:* No report.
10. **Executive Director's report:** Dr. Carpenter shared his bi-monthly board report dated 1/28/25 and illustrated the school's drop off and pick up procedures for the board that we use in order to prevent accidents similar to the recent tragedy in Texas in which a student was killed as a result of their jacket being caught in the door. He also provided a picture to the board showing how the sinks in the boys restroom in the upper school gym had become detached from the wall.
11. **Board committee reports (standing committees)**
  - a. *Financial Oversight Committee.* No report.
  - b. *Risk Management Oversight Committee.* No report.
  - c. *Governance Committee.* No report.
12. **Board committee reports (ad hoc committees).**
  - a. Executive Director Search Committee. Committee Chair Privette reported that the school recently also posted the Executive Director position on Indeed, which resulted in seven additional applicants. Committee Chair Privette also stated that the committee will commence reviewing applications and conducting initial interviews in the next month, with the goal of having finalists on campus in March, and an offer being negotiated in April.
  - b. **Unfinished Business:**
    - c. *Form an ad hoc committee to explore charter and bylaw revisions (postponed 10/29/24).* Board Chair Ducey moved that the board approve hiring a consultant to rewrite the charter and the bylaws and that an ad hoc committee be assembled comprised of the following board members: Tom Ducey, Latoya Hodges and Ron Roberts to provide input on the charter and bylaws and staff approved by administration to provide input on the charter. Vice Chair Washington seconded. Motion carried.

13. **New Business:**

- a. *2025-2026 instructional Calendar approval.* Chair Ducey moved to approve the 2025-26 instructional calendar as prepared and presented by COO Johnston. Director Cook seconded. Motion carried.
- b. *Varsity Tutoring Proposal.* CAO Brandt presented an overview of a proposal to engage a company called Varsity Tutoring (an approved provider through SC Procurement, thus not necessitating multiple bids. Following the presentation and board questions and answers, Chair Ducey moved to approve the recommended Varsity Tutoring proposal at a cost not to exceed \$48,000. Treasurer Privette seconded. Motion carried.
- c. *Expulsion policy discussion; no action recommended.* Dr. Carpenter requested board feedback on possible revisions to the school's expulsion policy where vaping and fighting are concerned.

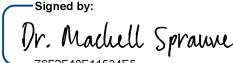
14. **Closed session.** No Closed Session

15. **Good of the School.** None.

16. **Adjournment.** Having concluded the agenda at 8:18 pm, Treasurer Privette moved to adjourn. Seconded by Vice Chair Washington. Motion carried.

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Approved by the board 2/25/25  
(date)

Board Secretary  Signed by:  
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(signature)

Next Meeting: Tuesday, February 25, 2025