

**MEETING OF THE BRENTWOOD EXECUTIVE COMMITTEE**

**February 13, 2017**

**9:00AM**

**75 Calhoun Street**

**AGENDA**

- I. CALL TO ORDER Sarah Campbell
- II. APPROVAL OF MINUTES FROM PREVIOUS MEETING
- III. NEW BUSINESS
  - A. Principal's Report Sarah Campbell
  - B. CCSD Agenda Items Dr. Gerrita Postlewait
    - 1. Plans for 2017-2018 (enrollment, budget)
    - 2. Meeting Street Middle School
    - 3. Model Scalability
  - C. MSS Agenda Items Amy Mims
  - D. Misc. New Business
- IV. ADJOURNMENT

**BRENTWOOD EXECUTIVE COMMITTEE**  
**Minutes from the September 22, 2016 Committee Meeting**

The September 22<sup>nd</sup>, 2016 meeting of the MSE@Brentwood Executive Committee was held at the school campus, 2685 Leeds Avenue, North Charleston, SC 29405.

Members present:

- Sarah Campbell – Principal (voting member)
- Gerrita Postlewait – Superintendent, CCSD (voting member)
- Jeff Borowy – COO, CCSD (voting member)
- Ben Navarro – Founder, MSS (voting member)
- Amy Mims – Executive Director, MSS (voting member)
- Chris Allen – MSS (non-voting member)

Sarah Campbell, Principal of MSE@B officially called the meeting to order at 3:42pm.

Minutes from the June 6, 2016 meeting were read aloud. Sarah Campbell moved to approve the June 6, 2016 minutes, and Amy Mims seconded the motion. With no objection, the motion was approved unanimously (5-0) and the June 6<sup>th</sup> minutes were approved. (*See Exhibit A*). There being no additional Old Business, the committee moved into New Business.

Sarah Campbell presented to the Committee the Principal's Report for the first quarter of the 2016 school year. Highlights included the rapid growth of the school attendance over the summer, an on-time daily attendance rate of 97%, and the expansion of several community partnerships (Green Heart Project, Backpack Buddies, and Be-A-Mentor). Sarah also highlighted the coming addition of a first-of-its-kind health clinic partnership between MSE@B and MUSC. (*See Principal's Report – Exhibit B*).

The next piece of New Business were CCSD Agenda Items.

- **Identify each party's appointments to the Executive Committee:**

CCSD:

Dr. Postlewait will remain a CCSD appointee to the MSE@B Executive Committee.

Dr. Postlewait introduced Jeff Borowy (COO of CCSD) as the second CCSD appointment to the Committee.

MSS:

MSS appointees to the Executive Committee remain Ben Navarro (Founder of MSS) and Amy Mims (Executive Director, MSS).

MOU Appointee:

Per the MOU, Sarah Campbell in her role as Principal of MSE@B will remain a member of the Executive Committee.

- **Summary Review of MSE@B Budgets for FY15 and FY16**

The Committee reviewed the schools' budgets for FY15 and FY16.

*(Exhibit C)*

- **Detailed Review of MSE@B Budget for FY17**

The Committee reviewed the schools' budget for FY17. Amy Mims moved for the Committee to approve the FY17 budget as written. Dr. Postlewait seconded the motion. With no objection, the motion was approved unanimously (5-0) and the FY17 budget was approved.

*(Exhibit D)*

- **Review of available audits for FY15 and FY16 (if available)**

Amy Mims reported that the FY16 audit was still underway, and that the report would be available for review at the next meeting of the Committee. Dr. Postlewait made a motion to move this agenda item to the next regularly scheduled meeting of the Executive Committee for full discussion. Sarah Campbell seconded, and by a vote of 5-0, the Committee voted to move this agenda item to the next regularly scheduled meeting of the Committee.

- **Adopt proposed schedule for meetings of the Executive Committee**

Chris Allen notified the Committee that the next regularly scheduled meeting was on the books for December 5<sup>th</sup>, 2016 at 75 Calhoun Street. Dr. Postlewait and Ben Navarro agreed that since their schedules after the first of the year are not yet clear, that the best course of action would be to schedule the mid-spring and end-of-year meetings after the first of the year. Chris Allen will work with Mr. Navarro's assistant and Dr. Postlewait's assistant on or after January 1 to identify dates that work for all parties.

- **Take necessary steps to activate the Advisory Board**

Chris Allen notified the group that in the MOU, the following language is used to describe the Advisory Board component of the MSE@B Governance Structure:

*"...the parties intend to establish an Advisory Board consisting of 2 members appointed by MSE@Brentwood, 2 members appointed by CCSD, and 2 members from the community selected jointly that will meet at least quarterly with the School Principal to discuss school matters"*

Dr. Postlewait suggested that both parties make their appointments now and that we activate the Advisory Board to begin meeting.

Amy Mims made the following appointments on behalf of MSS:

- *Gabriela Dalnekoff – COO, MSS*
- *Rich Leadem – Director of Development, MSS*

Dr. Postlewait made the following appointments on behalf of CCSD:

- *Glenn Steigman – CFO, CCSD*
- *Erica Taylor – Exec. Director of Strategy and Communications, CCSD*

Ben Navarro and Dr. Postlewait made the following joint appointments for the community seats:

- *Ms. Tanang Strachan-Williams – President, Waylyn Neighborhood Association*
- *Ms. Joyce Green – President of JA Green Consulting, Member of Charity Baptist Church, North Charleston*

Jeff Borowy moved that we accept these nominations as presented and approve the establishment of the Advisory Board pending acceptance of the nomination by Ms. Williams and Ms. Green. Sarah Campbell seconded, and the Committee voted unanimously to approve the appointees to the Committee pending acceptance by Ms. Williams and Ms. Green. Amy Mims made a motion to nominate Gabriela Dalnekoff to coordinate the first official meeting of the Advisory Board – whereby at that first meeting the Advisory Board can then vote to establish their Chairman and their Secretary. Dr. Postlewait seconded and the Board voted unanimously to nominate Gabriela Dalnekoff to coordinate the first meeting of the Advisory Board. Gabriela Dalnekoff will report back to the Executive Committee upon contact with Ms. William and Ms. Green.

- **Adopt a schedule of quarterly meetings for the Advisory Board for FY17**

Per the previous item, the Executive Committee agreed to let Gabriela Dalnekoff handle scheduling the first meeting, and then at that meeting the Advisory Board will determine from within their future meeting schedule.

With no other New Business, Sarah Campbell moved to adjourn the meeting. Amy Mims seconded, and the Committee voted unanimously to adjourn the meeting at 5:30pm.

Chris Allen.