

AGENDA FOR BOARD OF DIRECTORS MEETING

February 20th, 2023, 6:00 p.m.

Riverview Charter School, 81 Savannah Highway, Beaufort, SC 29906

ZOOM MEETING ID: 791 551 1870 Password: 661491

Mission: Riverview Charter School's mission is to create a small, diverse learning community that actively engages students in meaningful and innovative learning experiences. Emphasizing "learning by doing," family and community involvement, and engaged citizenship, Riverview is committed to nurturing the whole child and preparing each student for a global society.

Public Comments on **NON-BOARD ACTION ITEMS** or **NON AGENDA ITEMS** will be heard by the board at the beginning of the meeting under **Public Session**. These comments are limited to 3 minutes.

Public comments on **BOARD ACTION ITEMS** will be heard after a motion is made, seconded, and prior to the board starting its discussion. These comments are limited to 1.5 minutes.

Call to Order ~ 6:00pm

PUBLIC SESSION

APPROVAL OF THE AGENDA BERTHOLF
STATEMENT OF COMPLIANCE WITH FREEDOM OF INFORMATION ACT
PUBLIC COMMENTS TO THE BOARD (3 MINUTES PER SPEAKER)

FINANCE REPORT

MONTHLY FINANCIAL STATEMENTS (JANUARY) BRENNAN

DIRECTORS REPORT

UPDATE ON SCHOOL OPERATIONS BECHTOLD
LOTTERY UPDATE

COMMITTEE FORMATION/UPDATES

BERTHOLF

CONSENT AGENDA

JANUARY 2023 MINUTES APPROVAL BERTHOLF

NEXT BOARD MEETING DATE

MARCH 20TH, 2023 BERTHOLF

ADJOURN

**Board of Directors Meeting Minutes
Riverview Charter School
February 20, 2023 6:00pm, Riverview/Zoom**

Mission: *Riverview Charter School's mission is to create a small, diverse learning community that actively engages students in meaningful and innovative learning experiences. Emphasizing "learning by doing," family and community involvement, and engaged citizenship, Riverview is committed to nurturing the whole child and preparing each student for a global society.* - Read by Reece Bertholf

Members Present and on Zoom:

Carl Alston, Reece Bertholf, Vincent Brennan, Leigh Copeland, Chelsi Everhart, Maurice Greenleaf, Lauren Kelly, Brandon Major, Erica Martin

Leadership & Staff Present: Rob Bechtold, Erica Freeman, Jenna Gow, Lindsay Kave, Karen Miller, Nikole Sullivan

Call to Order

Meeting called to order at 6:00 p.m.

Approval of the agenda. Vince Brennan moves to approve the agenda. Carl Alston seconds the motion. Unanimous approval of the agenda.

Public Session

We are in compliance with the Freedom of Information Act. Staff, parents, RCS community at large, BCSD, and news outlets notified of the meeting via email on February 17, 2023. Notice posted to school on February 17, 2023.

Public Comment: None

Director's Report: Robert Bechtold

- Board Operations
 - Board training link sent with Charter Alliance information. Through the department of education
 - Annual Report Delivered to BCSD Board on 27 January at their work session. Voted unanimously and forwarded to State Department of Education
- 702 students in attendance.
 - No staffing shortfalls. Job postings for next year are going out now
 - Guidance Counselor
 - Tidewatch Director
 - Enrollment
 - Lottery procedures complete - will send to BCSD for review following confirmation of district k-8 numbers.
- Operations Comments
 - Fantastic meeting with Colonel Geier. Toured the school, discussed facilities needs. Meeting with BCSD Facilities crew in the next week to discuss 2023 referendum needs.
 - Gym project with additional classrooms and office space
 - Need to push for mobile classrooms. Expect a budget amendment next month. Will work through Facilities Committee.

- Athletics
 - Apparel fundraiser is online. Please do some shopping.
 - Tryouts complete for Riverview's first softball and baseball teams
 - Schedules built
 - Sporting Clays
 - Another contest in Clinton this past Saturday
 - Soccer tryouts ongoing
- Tidewatch/Grant Coordinator/Event Manager
 - Total enrolled: 96 AS, 56 Morning
 - Still recruiting for Tidewatch Staff
- BTR
 - 33 days to go!
 - 522 currently signed up
 - \$87,250 in current sponsorships, in-kind and cash
 - Teacher/classroom competition begins this week
 - Last day for guaranteed T-Shirts March 1st
- Summer Programming
 - Initial stages of planning
 - Enrichment focused
- Tech
 - Planning for an additional tech teacher to fully complement the team (one per cycle)
 - Working comprehensive curriculum in partnership with Beaufort Digital Corridor
- Nurses Office
 - Wellness program continues to grow. Seeking partnerships with local gyms and fitness clubs to incentivize healthy lifestyles
 - Staff competitions forthcoming. I learned last year that we have an incredibly competitive staff.

Finance Committee Report: Brennan

Monthly Financial Statements were presented and reviewed. See attachments.

Committee updates: Bertholf

Reece Bertholf reviewed the committee structure which will include:

Executive Committee- Reece Bertholf, Chair

Facilities Committee - Kim Dudas, Chair

Finance Committee - Vince Brennan

Advancement - Leigh Copeland

Bertholf encouraged the committees to begin meeting and drafting goals. He reminded board members to choose at least one committee to join. All committees need to follow FOIA guidelines and post agendas, keep minutes, etc.

Consent Agenda: Bertholf

January minutes reviewed. Motion approved by Lauren Kelly and seconded by Chelsi Everhart. Unanimous approval.

Next Board Meeting

March 4, 2023: Board Retreat at 8:30 a.m.

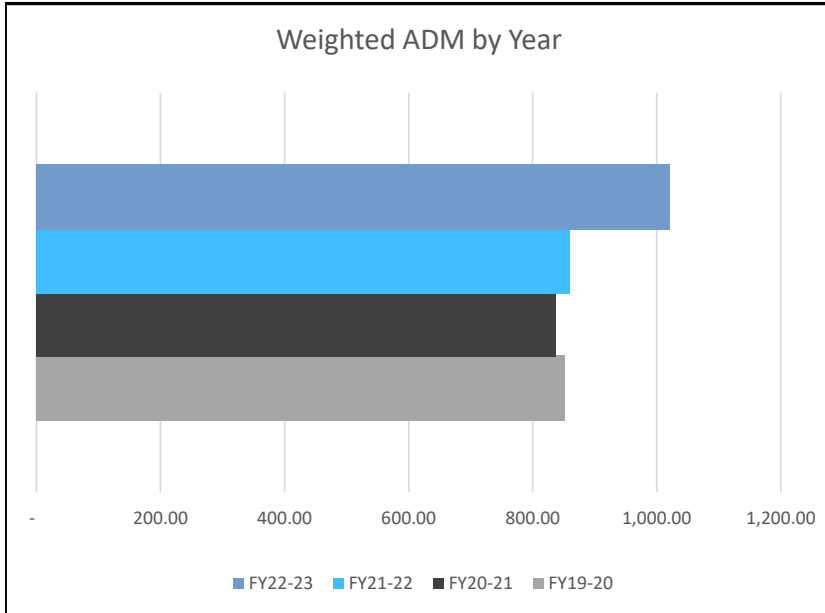
March 20, 2023: 6:00 p.m.

Adjourn

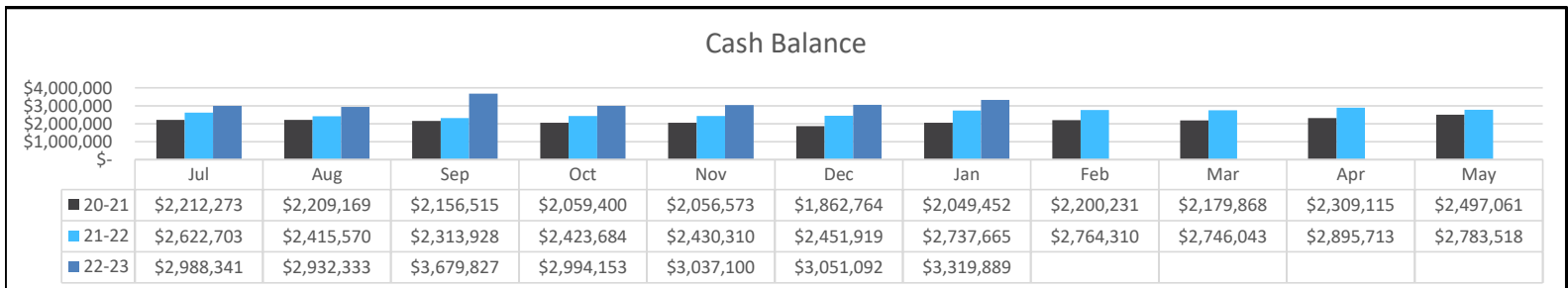
Chelsi Everhart makes a motion to adjourn the meeting. Vince Brennan seconds the motion with unanimous approval. Meeting adjourned at 6:54 p.m.

| Balance Sheet | Jan 31, 23 | Dec 31, 22 | \$ Change |
|----------------------------------|---------------------|---------------------|-------------------|
| Cash | \$ 3,319,889 | \$ 3,051,092 | \$ 268,798 |
| Accounts Receivable | 24,938 | 25,189 | (252) |
| Other Current Asset | 269,217 | 206,440 | 62,777 |
| Other Assets | 10,000 | 10,000 | - |
| Accounts Payable | 34,900 | 25,429 | 9,471 |
| Credit Cards | 17,260 | 13,213 | 4,047 |
| Other Current Liabilities | 346,535 | 198,736 | 147,799 |
| Net Position/Fund Balance | \$ 3,225,350 | \$ 3,055,343 | \$ 170,007 |

| Statement of Revenue & Expenditures | Current Month | Prior Month | YTD |
|-------------------------------------|-------------------|------------------|-------------------|
| Total Revenue | \$ 1,081,674 | \$ 1,189,971 | \$ 6,778,368 |
| Expenses | | | |
| Personnel | 670,895 | 695,294 | 4,523,206 |
| Contracted Services | 81,082 | 52,321 | 299,642 |
| Supplies | 58,844 | 22,161 | 417,800 |
| Facilities | 72,838 | 65,485 | 539,725 |
| Other Expenses | 4,228 | 4,430 | 34,085 |
| Pupil Act | 8,087 | 26,585 | 96,608 |
| After School Care - Tidewatch | 14,835 | 15,336 | 88,297 |
| Total Expenses | 910,809 | 881,612 | 5,999,363 |
| Other Expenses | 859 | 224,845 | 250,328 |
| Net Income | \$ 170,007 | \$ 83,514 | \$ 528,678 |



| Budget to Actual | Actual | Annual Budget | % of Budget |
|-------------------------------|-------------------|-------------------|-------------|
| Revenue | | | |
| Local Funding | \$ 310,758 | \$ 715,000 | 43% |
| Base Funding | 5,900,772 | 9,839,238 | 60% |
| State Funding | 209,330 | 200,720 | 104% |
| Federal Funding | 357,508 | 298,000 | 120% |
| Total Revenue | 6,778,368 | 11,052,958 | 61% |
| Expenses | | | |
| Personnel | 4,523,206 | 7,464,672 | 61% |
| Contracted Services | 299,642 | 446,300 | 67% |
| Supplies | 417,800 | 524,500 | 80% |
| Facilities | 539,725 | 988,500 | 55% |
| Other Expenses | 34,085 | 57,300 | 59% |
| Pupil Activities | 96,608 | 200,000 | 48% |
| After School Care - Tidewatch | 88,297 | 206,572 | 43% |
| Other Expenses | 250,328 | 515,000 | 49% |
| Net Income | \$ 528,678 | \$ 650,114 | |



Riverview Charter School
Balance Sheet
As of January 31, 2023

| | Jan 31, 23 | Dec 31, 22 | \$ Change |
|--|-------------------------|-------------------------|-----------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 10103 · OP-BB&T OP 5945 | 3,319,858 | 3,051,060 | 268,798 |
| 10400 · Petty Cash | 32 | 32 | 0 |
| Total Checking/Savings | <u>3,319,889</u> | <u>3,051,092</u> | <u>268,798</u> |
| Accounts Receivable | | | |
| 11100 · A/R - SandBox | 4,897 | 4,923 | (26) |
| 11110 · A/R - Wordware | 25,603 | 25,829 | (226) |
| 11150 · Doubtful accounts allowance | (5,562) | (5,562) | 0 |
| Total Accounts Receivable | <u>24,938</u> | <u>25,189</u> | <u>(252)</u> |
| Other Current Assets | | | |
| 13300 · Other Receivables | 1,516 | 1,516 | 0 |
| 14050 · Prepaid Expense | 101,374 | 64,009 | 37,365 |
| 14110 · Due from other Gov. Units | 120,914 | 95,502 | 25,412 |
| 14600 · Deposits | 45,413 | 45,413 | 0 |
| Total Other Current Assets | <u>269,217</u> | <u>206,440</u> | <u>62,777</u> |
| Total Current Assets | <u>3,614,044</u> | <u>3,282,721</u> | <u>331,323</u> |
| Other Assets | | | |
| 18700 · Security Deposits Asset | 10,000 | 10,000 | 0 |
| Total Other Assets | <u>10,000</u> | <u>10,000</u> | <u>0</u> |
| TOTAL ASSETS | <u><u>3,624,044</u></u> | <u><u>3,292,721</u></u> | <u><u>331,323</u></u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 20000 · Accounts Payable | 34,900 | 25,429 | 9,471 |
| Total Accounts Payable | <u>34,900</u> | <u>25,429</u> | <u>9,471</u> |
| Credit Cards | | | |
| 22000 · BB&T CC 9976 | 14,503 | 9,184 | 5,318 |
| 22001 · Credit Card - AMEX 81000 | 2,757 | 4,028 | (1,272) |
| Total Credit Cards | <u>17,260</u> | <u>13,213</u> | <u>4,047</u> |
| Other Current Liabilities | | | |
| 20010 · Due to State | 4,556 | 4,556 | 0 |
| 24000 · Payroll Liabilities | 868 | 0 | 868 |
| 24300 · Retirement Liability | | | |
| 24305 · Retirement Liability SCRS | 294,986 | 149,838 | 145,147 |
| 24310 · Retirement Liability SCRS Loan | 47 | 0 | 47 |
| 24315 · Voya Retirement Liability | 558 | 558 | 0 |
| 24316 · TIAA CREF Retirement Liability | 1,041 | 1,041 | 0 |
| 24317 · Mass Mutual Retirement Liab | 1,230 | 0 | 1,230 |
| 24318 · Valic Retirement Liability | 480 | 0 | 480 |
| Total 24300 · Retirement Liability | <u>298,341</u> | <u>151,437</u> | <u>146,904</u> |
| 25000 · Deferred Revenue | 32,572 | 32,572 | 0 |
| 26001 · Prepaid Student Fees-Wordware | 10,199 | 10,172 | 27 |
| Total Other Current Liabilities | <u>346,535</u> | <u>198,736</u> | <u>147,799</u> |
| Total Current Liabilities | <u>398,694</u> | <u>237,378</u> | <u>161,317</u> |
| Total Liabilities | <u>398,694</u> | <u>237,378</u> | <u>161,317</u> |
| Equity | | | |
| 32000 · General Fund Balance | 2,513,392 | 2,513,392 | 0 |
| 33000 · Food Service Fund Balance | 183,280 | 183,280 | 0 |
| Net Income | 528,678 | 358,671 | 170,007 |
| Total Equity | <u>3,225,350</u> | <u>3,055,343</u> | <u>170,007</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>3,624,044</u></u> | <u><u>3,292,721</u></u> | <u><u>331,323</u></u> |

Riverview Charter School
Statement of Revenue & Expenditures
For the Month and Year to Date then Ended

| | Jan 23 | Jul '22 - Jan 23 |
|---|-----------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 1000 - Local Funding | | |
| 1600 - Food Service | 17,216 | 79,603 |
| 1792 - Enrichment Programs | 0 | 3,453 |
| 1793 - Tidewatch After School | 16,285 | 86,250 |
| 1795 - Field Trip Revenue | 2,783 | 2,783 |
| 1796 - Athletics | 0 | 40,529 |
| 1920 - Contributions & Donations | 12,313 | 12,945 |
| 1921 - Twilight Run | 26,940 | 36,765 |
| 1925 - WordWare Income (Not Lunch) | 8,167 | 47,910 |
| 1930 - Sandbox Income | (3,594) | (3,285) |
| 1999 - Revenue from Other Local Source | 16 | 3,805 |
| Total 1000 - Local Funding | 80,126 | 310,758 |
| 3000 - Base Funding | | |
| 3313 - EL-EFA Elementary | 976,136 | 5,900,772 |
| Total 3000 - Base Funding | 976,136 | 5,900,772 |
| 3001 - State Funding | | |
| 3127 - Student Health and Fitness | 0 | 3,902 |
| 3135 - Reading Coaches | 0 | 17,920 |
| 3136 - Student Health and Fitness-Nurs | 0 | 12,419 |
| 3503 - State Aid to Classrooms | 0 | 92,065 |
| 3518 - Formative Assessments | 0 | 1,384 |
| 3526 - Science Kit Refurbishment | 0 | 8,600 |
| 3532 - National Board Certification | 0 | 20,000 |
| 3577 - Teacher Supplies | 0 | 19,800 |
| 3595 - EEDA Supplies and materials | 0 | 427 |
| 3993 - PEBA on Behalf | 0 | 32,813 |
| Total 3001 - State Funding | 0 | 209,330 |
| 4000 - Federal Funding | | |
| 4510 - IDEA | 0 | 143,610 |
| 4810 - USDA Reimbursement | 25,412 | 120,914 |
| 4820 - USDA SCA Funding | 0 | 18,065 |
| 4974 - ESSER III | 0 | 32,819 |
| 4977 - ESSER | 0 | 36,100 |
| 4999 - DHEC Nurse Grant | 0 | 6,000 |
| Total 4000 - Federal Funding | 25,412 | 357,508 |
| Total Income | 1,081,674 | 6,778,368 |
| Gross Profit | 1,081,674 | 6,778,368 |
| Expense | | |
| 100-000 - Personnel | | |
| 100-100 - Personnel-Instructional | | |
| 100-101 - Salary | 343,789 | 2,340,612 |
| 100-102 - Health Benefits | 52,199 | 304,102 |
| 100-103 - Taxes | 26,960 | 195,073 |
| 100-104 - Retirement | 79,929 | 548,135 |
| Total 100-100 - Personnel-Instructional | 502,877 | 3,387,922 |
| 100-200 - Personnel-Support | | |
| 100-201 - Salary | 120,541 | 820,963 |
| 100-202 - Health Benefits | 9,235 | 55,872 |
| 100-203 - Taxes | 9,671 | 69,648 |
| 100-204 - Retirement | 28,571 | 188,801 |
| Total 100-200 - Personnel-Support | 168,018 | 1,135,284 |
| Total 100-000 - Personnel | 670,895 | 4,523,206 |
| 300-000 - Contracted Services | | |
| 113-311 - Elementary-Instructional Svcs | 0 | 8,102 |
| 127-311 - Learning Dis-Instruc Svcs | 0 | 3,206 |
| 231-318 - Board-Audit Services | 0 | 14,625 |
| 231-319 - Board-Legal Services | 1,140 | 6,471 |
| 233-315 - Contracted Admin Services | 2,890 | 12,971 |
| 233-321 - Administrative-Copier Expense | 8,811 | 26,434 |
| 233-332 - Administrative-Travel | 16 | 16 |
| 252-315 - Fiscal Services | 4,477 | 32,825 |
| 255-331 - Student Transportation | 7,095 | 49,665 |
| 256-391 - Food Servi- Technology Services | 271 | 1,585 |
| 256-399 - Food Service - Misc Services | 42 | 125 |
| 258-329 - Building Security System | 580 | 7,327 |
| 263-350 - Marketing & Advertising | 3,793 | 30,559 |
| 266-323 - Technology Repairs | 181 | 2,231 |
| 266-340 - Technology Services (E-Rate) | 4,457 | 5,797 |
| 266-345 - Tech Services (Non-ERate) | 8,594 | 29,732 |
| 266-346 - Tech Equipment (Non-Erate) | 0 | 11,597 |
| 266-347 - Tech Equipment (E-Rate) | 33,940 | 33,940 |
| 300-001 - Professional Development | 4,795 | 22,434 |
| Total 300-000 - Contracted Services | 81,082 | 299,642 |

Riverview Charter School
Statement of Revenue & Expenditures
For the Month and Year to Date then Ended

| | Jan 23 | Jul '22 - Jan 23 |
|--|----------------|------------------|
| 400-000 · Supplies | | |
| 110-410 · Instructional Supplies & Equip | 3,893 | 113,026 |
| 110-540 · Capitalized Items | 0 | 21,756 |
| 120-410 · Exceptional Supplies & Equip | 589 | 1,618 |
| 212-410 · Guidance Supplies | 24 | 450 |
| 213-410 · Health Supplies | 298 | 689 |
| 231-413 · Twilight Run Supplies | 12,562 | 16,063 |
| 233-410 · Administrative-Office Supplies | 11,853 | 25,483 |
| 233-446 · Admin-Office Software&Supplies | 0 | 32,390 |
| 256-410 · Kitchen Supplies | 3,517 | 18,051 |
| 256-460 · Food Purchases | 25,466 | 98,374 |
| 266-410 · Technology Supplies | 342 | 8,766 |
| 266-445 · Technology - computers | 100 | 74,964 |
| 690-699 · Sales and Use Tax | 200 | 6,170 |
| Total 400-000 · Supplies | 58,844 | 417,800 |
| 500-000 · Facilities | | |
| 254-321 · Operations-Water&Sewer Srvcs | 696 | 3,394 |
| 254-322 · Operations-Cleaning Srvcs | 0 | 57,043 |
| 254-323 · Operat-Repairs&Maintenance Srvcs | 6,208 | 31,307 |
| 254-324 · Operations-Property Ins | 106 | 1,057 |
| 254-325 · Operations-Facility Rent/Lease | 49,250 | 344,750 |
| 254-326 · Pest Control | 0 | 1,030 |
| 254-329 · Operations-Trash Srvcs | 0 | 5,536 |
| 254-340 · Operations-Telephone | 828 | 4,510 |
| 254-410 · Operations-Supplies | 8,479 | 24,036 |
| 254-470 · Operations-(Electric, Gas, Oil) | 7,271 | 66,597 |
| 258-540 · Security System | 0 | 465 |
| Total 500-000 · Facilities | 72,838 | 539,725 |
| 600-000 · Other Expenses | | |
| 231-640 · Board-Membership Dues&Fees | 0 | 3,510 |
| 231-645 · Board-Activities Fund | 0 | 2,239 |
| 231-650 · Board-Liability Insurance | 3,223 | 22,564 |
| 252-690 · Fiscal Services-Bank Fees | 1,005 | 5,772 |
| Total 600-000 · Other Expenses | 4,228 | 34,085 |
| 700-000 · Pupil Activities | | |
| 149-311 · Spec Prog-Enrichment Programs | 0 | 465 |
| 190-410 · Pupil Activities Supplies | 0 | 1,750 |
| 190-661 · Field Trips | 7,515 | 43,842 |
| 190-662 · Service-Learning (Empty Bowls) | 0 | 25,758 |
| 190-663 · Student Celebrations | 0 | 126 |
| 271-130 · Athletic Stipends | 0 | 13,367 |
| 271-399 · Athletics Programs | 435 | 11,163 |
| 271-660 · Student Activity | 137 | 137 |
| Total 700-000 · Pupil Activities | 8,087 | 96,608 |
| 800-000 · After School Care - Tidewatch | | |
| 175-110 · AfterSchool Care-Sal Tidewatch | 6,929 | 40,709 |
| 175-210 · Afterschool-Grp Health&Life Ins | 982 | 5,908 |
| 175-220 · Afterschool-Employee Retirement | 1,428 | 8,955 |
| 175-230 · Afterschool Car-Social Security | 489 | 3,434 |
| 175-260 · Afterschool-Unemployment Comp T | 13 | 86 |
| 175-270 · Afterschool-Worker's Comp Ta | 15 | 102 |
| 175-310 · ContrTidewatch for Salary Staff | 2,635 | 17,840 |
| 175-311 · Contracted Tidewatch Services | 0 | 200 |
| 175-320 · Tidewatch Professional Dev | 0 | 395 |
| 175-325 · Tidewatch Tech Services | 499 | 2,683 |
| 175-373 · Afterschool -Tidewatch Tuition | 1,345 | 4,710 |
| 175-410 · Afterschool-Tidewatch Supplies | 199 | 1,679 |
| 175-460 · Afterschool-Food Supplies | 301 | 1,596 |
| Total 800-000 · After School Care - Tidewatch | 14,835 | 88,297 |
| Total Expense | 910,809 | 5,999,363 |
| Net Ordinary Income | 170,865 | 779,005 |
| Other Income/Expense | | |
| Other Expense | | |
| 850-000 · Reserve Account Expenses | | |
| 100-130 · Staff Bonus / Stipend | 0 | 224,250 |
| 100-410 · Furniture (Classroom - VS) | 650 | 20,097 |
| 100-412 · Furniture (IKEA) | 0 | 1,969 |
| 200-413 · Technology - New Bldg | 141 | 3,943 |
| 200-450 · Maintenance (Grounds, Paint) | 68 | 68 |
| Total 850-000 · Reserve Account Expenses | 859 | 250,328 |
| Total Other Expense | 859 | 250,328 |
| Net Other Income | (859) | (250,328) |
| Net Income | 170,007 | 528,678 |

Riverview Charter School
Profit & Loss Budget Performance
 For the Month and Year to Date Ended

| | Jan 23 | Budget | Jul '22 - Jan 23 | YTD Budget | Annual Budget |
|--|------------------|----------------|------------------|------------------|-------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 1000 · Local Funding | | | | | |
| 1600 · Food Service | 17,216 | 14,500 | 79,603 | 87,000 | 145,000 |
| 1740 · Student Fees | 0 | 50 | 0 | 1,200 | 5,000 |
| 1790 · Other Pupil Activity | 0 | 2,083 | 0 | 14,583 | 25,000 |
| 1792 · Enrichment Programs | 0 | 10,000 | 3,453 | 20,000 | 20,000 |
| 1793 · Tidewatch After School | 16,285 | 29,000 | 86,250 | 109,000 | 200,000 |
| 1795 · Field Trip Revenue | 2,783 | 10,000 | 2,783 | 30,000 | 90,000 |
| 1796 · Athletics | 0 | 0 | 40,529 | 10,000 | 10,000 |
| 1920 · Contributions & Donations | 12,313 | 10,000 | 12,945 | 20,200 | 50,000 |
| 1921 · Twilight Run | 26,940 | 20,000 | 36,765 | 80,200 | 120,000 |
| 1925 · WordWare Income (Not Lunch) | 8,167 | 0 | 47,910 | 0 | 0 |
| 1930 · Sandbox Income | (3,594) | 0 | (3,285) | 0 | 0 |
| 1999 · Revenue from Other Local Source | 16 | 900 | 3,805 | 4,000 | 50,000 |
| Total 1000 · Local Funding | 80,126 | 96,533 | 310,758 | 376,183 | 715,000 |
| 3000 · Base Funding | | | | | |
| 3313 · EL-EFA Elementary | 976,136 | 819,937 | 5,900,772 | 5,739,556 | 9,839,238 |
| Total 3000 · Base Funding | 976,136 | 819,937 | 5,900,772 | 5,739,556 | 9,839,238 |
| 3001 · State Funding | | | | | |
| 3127 · Student Health and Fitness | 0 | 0 | 3,902 | 3,750 | 7,500 |
| 3135 · Reading Coaches | 0 | 0 | 17,920 | 0 | 0 |
| 3136 · Student Health and Fitness-Nurs | 0 | 0 | 12,419 | 11,000 | 22,000 |
| 3503 · State Aid to Classrooms | 0 | 0 | 92,065 | 0 | 0 |
| 3518 · Formative Assessments | 0 | 0 | 1,384 | 1,860 | 3,720 |
| 3526 · Science Kit Refurbishment | 0 | 0 | 8,600 | 2,250 | 4,500 |
| 3532 · National Board Certification | 0 | 0 | 20,000 | 21,250 | 42,500 |
| 3538 · At-Risk | 0 | 0 | 0 | 24,000 | 48,000 |
| 3577 · Teacher Supplies | 0 | 0 | 19,800 | 16,500 | 16,500 |
| 3595 · EEDA Supplies and materials | 0 | 0 | 427 | 400 | 1,000 |
| 3597 · Aid to Districts | 0 | 0 | 0 | 6,000 | 25,000 |
| 3993 · PEBA on Behalf | 0 | 0 | 32,813 | 30,000 | 30,000 |
| Total 3001 · State Funding | 0 | 0 | 209,330 | 117,010 | 200,720 |
| 4000 · Federal Funding | | | | | |
| 4510 · IDEA | 0 | 0 | 143,610 | 160,000 | 160,000 |
| 4810 · USDA Reimbursement | 25,412 | 13,800 | 120,914 | 82,800 | 138,000 |
| 4820 · USDA SCA Funding | 0 | 0 | 18,065 | 0 | 0 |
| 4974 · ESSER III | 0 | 0 | 32,819 | 0 | 0 |
| 4977 · ESSER | 0 | 0 | 36,100 | 0 | 0 |
| 4999 · DHEC Nurse Grant | 0 | 0 | 6,000 | 0 | 0 |
| Total 4000 · Federal Funding | 25,412 | 13,800 | 357,508 | 242,800 | 298,000 |
| Total Income | 1,081,674 | 930,270 | 6,778,368 | 6,475,549 | 11,052,958 |
| Gross Profit | 1,081,674 | 930,270 | 6,778,368 | 6,475,549 | 11,052,958 |
| Expense | | | | | |
| 100-000 · Personnel | | | | | |
| 100-100 · Personnel-Instructional | | | | | |
| 100-101 · Salary | 343,789 | 323,324 | 2,340,612 | 2,263,265 | 3,879,882 |
| 100-102 · Health Benefits | 52,199 | 47,006 | 304,102 | 329,044 | 564,075 |
| 100-103 · Taxes | 26,960 | 27,871 | 195,073 | 195,094 | 334,446 |
| 100-104 · Retirement | 79,929 | 72,942 | 548,135 | 510,592 | 875,301 |
| Total 100-100 · Personnel-Instructional | 502,877 | 471,143 | 3,387,922 | 3,297,995 | 5,653,704 |
| 100-200 · Personnel-Support | | | | | |
| 100-201 · Salary | 120,541 | 106,042 | 820,963 | 742,293 | 1,272,502 |
| 100-202 · Health Benefits | 9,235 | 11,808 | 55,872 | 82,658 | 141,700 |
| 100-203 · Taxes | 9,671 | 9,141 | 69,648 | 63,986 | 109,690 |
| 100-204 · Retirement | 28,571 | 23,923 | 188,801 | 167,461 | 287,076 |
| Total 100-200 · Personnel-Support | 168,018 | 150,914 | 1,135,284 | 1,056,398 | 1,810,968 |
| Total 100-000 · Personnel | 670,895 | 622,057 | 4,523,206 | 4,354,393 | 7,464,672 |
| 300-000 · Contracted Services | | | | | |
| 113-311 · Elementary-Instructional Svcs | 0 | 2,083 | 8,102 | 14,583 | 25,000 |
| 127-311 · Learning Dis-Instruc Svcs | 0 | 1,000 | 3,206 | 7,000 | 12,000 |
| 214-313 · Psychological Services | 0 | 833 | 0 | 5,833 | 10,000 |
| 215-313 · Exceptional Svcs - SP, HEAR, OT | 0 | 417 | 0 | 2,917 | 5,000 |
| 231-318 · Board-Audit Services | 0 | 6,000 | 14,625 | 12,000 | 12,000 |
| 231-319 · Board-Legal Services | 1,140 | 5,000 | 6,471 | 15,000 | 25,000 |
| 233-315 · Contracted Admin Services | 2,890 | 1,000 | 12,971 | 7,000 | 10,000 |
| 233-321 · Administrative-Copier Expense | 8,811 | 2,917 | 26,434 | 20,417 | 35,000 |
| 233-332 · Administrative-Travel | 16 | 0 | 16 | 0 | 0 |
| 252-315 · Fiscal Services | 4,477 | 4,583 | 32,825 | 32,083 | 55,000 |
| 255-331 · Student Transportation | 7,095 | 40,000 | 49,665 | 65,000 | 80,000 |
| 256-320 · Food Ser Professional Develop | 0 | 500 | 0 | 1,750 | 3,000 |
| 256-391 · Food Servi- Technology Services | 271 | 208 | 1,585 | 1,458 | 2,500 |
| 256-399 · Food Service - Misc Services | 42 | 0 | 125 | 0 | 0 |
| 258-329 · Building Security System | 580 | 2,125 | 7,327 | 6,375 | 8,500 |
| 263-350 · Marketing & Advertising | 3,793 | 1,625 | 30,559 | 11,375 | 19,500 |
| 266-323 · Technology Repairs | 181 | 583 | 2,231 | 4,083 | 7,000 |
| 266-340 · Technology Services (E-Rate) | 4,457 | 600 | 5,797 | 3,600 | 3,600 |
| 266-345 · Tech Services (Non-ERate) | 8,594 | 2,917 | 29,732 | 20,417 | 35,000 |
| 266-346 · Tech Equipment (Non-Erate) | 0 | 2,750 | 11,597 | 24,000 | 33,000 |
| 266-347 · Tech Equipment (E-Rate) | 33,940 | 1,267 | 33,940 | 8,867 | 15,200 |
| 300-001 · Professional Development | 4,795 | 5,133 | 22,434 | 29,167 | 50,000 |
| Total 300-000 · Contracted Services | 81,082 | 81,541 | 299,642 | 292,925 | 446,300 |

Riverview Charter School
Profit & Loss Budget Performance
 For the Month and Year to Date Ended

| | Jan 23 | Budget | Jul '22 - Jan 23 | YTD Budget | Annual Budget |
|--|----------------|----------------|------------------|------------------|------------------|
| 400-000 · Supplies | | | | | |
| 110-410 · Instructional Supplies & Equip | 3,893 | 0 | 113,026 | 120,000 | 120,000 |
| 110-540 · Capitalized Items | 0 | 2,083 | 21,756 | 22,917 | 25,000 |
| 120-410 · Exceptional Supplies & Equip | 589 | 833 | 1,618 | 5,833 | 10,000 |
| 212-410 · Guidance Supplies | 24 | 208 | 450 | 1,458 | 2,500 |
| 213-410 · Health Supplies | 298 | 250 | 689 | 1,750 | 3,000 |
| 231-410 · Board-Supplies | 0 | 208 | 0 | 1,458 | 2,500 |
| 231-413 · Twilight Run Supplies | 12,562 | 10,600 | 16,063 | 12,000 | 60,000 |
| 233-410 · Administrative-Office Supplies | 11,853 | 2,083 | 25,483 | 14,583 | 25,000 |
| 233-446 · Admin-Office Software&Supplies | 0 | 3,750 | 32,390 | 41,250 | 45,000 |
| 256-410 · Kitchen Supplies | 3,517 | 2,083 | 18,051 | 14,583 | 25,000 |
| 256-460 · Food Purchases | 25,466 | 10,000 | 98,374 | 80,000 | 120,000 |
| 266-410 · Technology Supplies | 342 | 0 | 8,766 | 3,500 | 3,500 |
| 266-445 · Technology - computers | 100 | 5,000 | 74,964 | 75,000 | 80,000 |
| 690-699 · Sales and Use Tax | 200 | 250 | 6,170 | 1,750 | 3,000 |
| Total 400-000 · Supplies | 58,844 | 37,348 | 417,800 | 396,082 | 524,500 |
| 500-000 · Facilities | | | | | |
| 254-321 · Operations-Water&Sewer Srvc | 696 | 833 | 3,394 | 5,833 | 10,000 |
| 254-322 · Operations-Cleaning Srvc | 0 | 35,000 | 57,043 | 122,500 | 210,000 |
| 254-323 · Operat-Repairs&Maintenance Srvc | 6,208 | 2,500 | 31,307 | 25,000 | 30,000 |
| 254-324 · Operations-Property Ins | 106 | 542 | 1,057 | 3,792 | 6,500 |
| 254-325 · Operations-Facility Rent/Lease | 49,250 | 49,250 | 344,750 | 344,750 | 591,000 |
| 254-326 · Pest Control | 0 | 333 | 1,030 | 2,333 | 4,000 |
| 254-329 · Operations-Trash Srvc | 0 | 1,000 | 5,536 | 7,000 | 12,000 |
| 254-340 · Operations-Telephone | 828 | 667 | 4,510 | 4,667 | 8,000 |
| 254-410 · Operations-Supplies | 8,479 | 167 | 24,036 | 1,167 | 2,000 |
| 254-470 · Operations-(Electric, Gas, Oil) | 7,271 | 9,583 | 66,597 | 67,083 | 115,000 |
| 258-540 · Security System | 0 | 0 | 465 | 0 | 0 |
| Total 500-000 · Facilities | 72,838 | 99,875 | 539,725 | 584,125 | 988,500 |
| 600-000 · Other Expenses | | | | | |
| 231-640 · Board-Membership Dues&Fees | 0 | 708 | 3,510 | 4,958 | 8,500 |
| 231-645 · Board-Activities Fund | 0 | 208 | 2,239 | 1,458 | 2,500 |
| 231-650 · Board-Liability Insurance | 3,223 | 2,500 | 22,564 | 17,500 | 30,000 |
| 252-690 · Fiscal Services-Bank Fees | 1,005 | 1,333 | 5,772 | 9,333 | 16,000 |
| 255-650 · Student Tran-Vehicle Liabil Ins | 0 | 25 | 0 | 175 | 300 |
| Total 600-000 · Other Expenses | 4,228 | 4,774 | 34,085 | 33,424 | 57,300 |
| 700-000 · Pupil Activities | | | | | |
| 149-311 · Spec Prog-Enrichment Programs | 0 | 0 | 465 | 0 | 0 |
| 190-410 · Pupil Activities Supplies | 0 | 0 | 1,750 | 0 | 0 |
| 190-661 · Field Trips | 7,515 | 7,000 | 43,842 | 35,000 | 110,000 |
| 190-662 · Service-Learning (Empty Bowls) | 0 | 0 | 25,758 | 25,000 | 25,000 |
| 190-663 · Student Celebrations | 0 | 417 | 126 | 2,917 | 5,000 |
| 271-130 · Athletic Stipends | 0 | 0 | 13,367 | 15,000 | 50,000 |
| 271-399 · Athletics Programs | 435 | 0 | 11,163 | 10,000 | 10,000 |
| 271-660 · Student Activity | 137 | 0 | 137 | 0 | 0 |
| Total 700-000 · Pupil Activities | 8,087 | 7,417 | 96,608 | 87,917 | 200,000 |
| 800-000 · After School Care - Tidewatch | | | | | |
| 175-110 · AfterSchool Care-Sal Tidewatch | 6,929 | 8,917 | 40,709 | 59,417 | 95,000 |
| 175-210 · Afterschool-Grp Health&Life Ins | 982 | 833 | 5,908 | 5,833 | 10,000 |
| 175-220 · Afterschool-Employee Retirement | 1,428 | 1,786 | 8,955 | 12,502 | 21,432 |
| 175-230 · Afterschool Car-Social Security | 489 | 574 | 3,434 | 4,016 | 6,885 |
| 175-260 · Afterschool-Unemployment Comp T | 13 | 42 | 86 | 294 | 504 |
| 175-270 · Afterschool-Worker's Comp Ta | 15 | 48 | 102 | 336 | 576 |
| 175-310 · ContrTidewatch for Salary Staff | 2,635 | 2,917 | 17,840 | 20,417 | 35,000 |
| 175-311 · Contracted Tidewatch Services | 0 | 2,000 | 200 | 10,000 | 20,000 |
| 175-320 · Tidewatch Professional Dev | 0 | 0 | 395 | 0 | 2,000 |
| 175-325 · Tidewatch Tech Services | 499 | 348 | 2,683 | 2,435 | 4,175 |
| 175-373 · Afterschool -Tidewatch Tuition | 1,345 | 0 | 4,710 | 0 | 0 |
| 175-410 · Afterschool-Tidewatch Supplies | 199 | 600 | 1,679 | 3,200 | 6,000 |
| 175-460 · Afterschool-Food Supplies | 301 | 517 | 1,596 | 2,901 | 5,000 |
| Total 800-000 · After School Care - Tidewatch | 14,835 | 18,582 | 88,297 | 121,351 | 206,572 |
| Total Expense | 910,809 | 871,594 | 5,999,363 | 5,870,217 | 9,887,844 |
| Net Ordinary Income | 170,865 | 58,676 | 779,005 | 605,332 | 1,165,114 |
| Other Income/Expense | | | | | |
| Other Expense | | | | | |
| 850-000 · Reserve Account Expenses | | | | | |
| 100-130 · Staff Bonus / Stipend | 0 | 0 | 224,250 | 450,000 | 450,000 |
| 100-410 · Furniture (Classroom - VS) | 650 | 5,000 | 20,097 | 40,000 | 50,000 |
| 100-412 · Furniture (IKEA) | 0 | 500 | 1,969 | 7,500 | 10,000 |
| 100-413 · Guided Reading Library Update | 0 | 417 | 0 | 2,917 | 5,000 |
| 200-413 · Technology - New Bldg | 141 | 0 | 3,943 | 0 | 0 |
| 200-450 · Maintenance (Grounds, Paint) | 68 | 0 | 68 | 0 | 0 |
| Total 850-000 · Reserve Account Expenses | 859 | 5,917 | 250,328 | 500,417 | 515,000 |
| Total Other Expense | 859 | 5,917 | 250,328 | 500,417 | 515,000 |
| Net Other Income | (859) | (5,917) | (250,328) | (500,417) | (515,000) |
| Net Income | 170,007 | 52,759 | 528,678 | 104,915 | 650,114 |

- Veris Summary - Upper Left
 - ✓ Fiscally - another good month
 - ✓ Cash position rose again by \$269k.
 - ✓ We are currently holding \$3.32 M
 - ✓ Total Equity increased by \$170k
 - ✓ Current Liabilities increased by \$148k due to a Retirement System obligation.

- Upper Right
 - ✓ Revenue exceeded expenses by \$170k resulting in positive Equity increase.
 - ✓ January looks better than December due to bonus payments made in the prior month

- Budget Detail
 - ✓ Base Funding had a positive variance for January \$156k
 - ✓ Total Income had a positive variance of \$151k for the month and \$303k for the year

 - ✓ Personnel was over budget by for January by \$49k and over for the year by \$169k
 - ✓ Contracted Services is right on target for both the month and the year
 - ✓ Supplies was over budget for the month by \$21k and \$22k for the year - main line items were Office and Food Purchases
 - ✓ Facilities - Supplies was also over for the month by \$8k and \$24k for the year

- Actual Net Income (revenue above expenses) for the year is now \$529k
- Budgeted Net Income for the entire year is \$650k
- We are now only \$121k short of plan for the year

Overall

- RCS is in sound financial condition
- Areas for improvement for next year are budgeting for Personnel and Supplies

**Board of Directors Meeting Minutes
Riverview Charter School
January 23, 2023 6:00pm, Riverview Conference Room & Zoom**

Mission: *Riverview Charter School's mission is to create a small, diverse learning community that actively engages students in meaningful and innovative learning experiences. Emphasizing "learning by doing," family and community involvement, and engaged citizenship, Riverview is committed to nurturing the whole child and preparing each student for a global society.* - Read by Reece Bertholf

Members Present:

Carl Alston, Vincent Brennan, Leigh Copeland, Kimberly Dudas, Chelsi Everhart, Maurice Greenleaf, Lauren Kelly, Brandon Major (Zoom) Erica Martin, Bridget Norton

Leadership & Staff Present: Rob Bechtold, Erica Freeman, Jenna Gow, Lindsay Kave, Karen Miller, Liz O'Brien, Nikole Sullivan

Call to Order

- Meeting called to order at 6:02 p.m. by Vice Chairwoman Kimberly Dudas
- Approval of the agenda. Vince Brennan moves to approve the agenda. Carl Alston seconds the motion. Unanimous approval of the agenda.

Public Session

We are in compliance with the Freedom of Information Act. Staff, parents, RCS community at large, BCSD, and news outlets notified of the meeting via email on January, 19, 2022. Notice posted to school on January 19, 2022.

Public Comment: None

Finance Report: Vince Brennan

- **RCS Finance Operations Overview – See Attached**
- **Monthly Financial Reports - See attached**

Director's Report: Robert Bechtold

Director's Report:

- 705 students in attendance. All seats are filled.
 - No staffing shortfalls.
 - Enrollment
 - 328 Total
 - 149 K
 - 33 1st
 - 25 2nd
 - 19 3rd
 - 30 4th
 - 25 5th
 - 37 6th
- Cycle 1 Update - Jenna Gow

- Barrier Island 2nd grade capstone trip has 70 of 80 students signed up. Cycle and ADEPT observations are ongoing. Kindergarten are touring RCS and learning about communities.
- Cycle 2 Update - Karen Miller
 - RCS Band is partners with Battery Creek High School's Band and has created some great learning opportunities. RCS has the largest middle school band in the district. Celebrating a successful K-5th grade Winter Dance, thanks to support of PTO. Lots of upcoming performances and STEM projects ongoing. There is a new ambassador program with students from 2nd, 5th and 8th grades to help with student open houses.
- Cycle 3 Update - Erica Freeman.
 - Costa Rica capstone trip preparations underway. 41 students out of 70 are signed up. and ongoing fundraising opportunities. 7th and 8th graders from National Junior HONor Society and Student Council will be attending school choice week in Columbia this week.
- Operations Comments - Liz
 - New playground installed and in-use. Was funded through the 2017 BCSD referendum dollars.
 - Rest of money from the referendum will go toward security and safety upgrades this summer including new FCC-licensed radio system that can be accessed by emergency responders if needed; shatter-resistant glass; rewiring of building speakers and announcement systems; and hands-free wearable emergency alerts for teachers.
 - Working to finalize and install new monument sign by end of school year.
- Communications and Development - Nikole
 - Wednesday morning tours now feature student ambassadors.
 - Emphasis on being out in the community including presenting to the Lowcountry Rotary and participating in the MLK parade. Also assisted with the Oyster Boogie 5K and had an information booth about the school and BTR while collecting funds from parking lots.
 - 45 families have attended open houses. out of the 80+ who have signed up. All will be followed up with.
 - Strategic planning initiatives under way.
- Athletics
 - Basketball
 - Girls 8-1
 - Boys 3-6
 - Last Home Games 1/23, 1/26
 - Sporting Clays

- Next Tournament 2/18 in Clinton
 - Soccer spooling up
 - Baseball/Softball Equipment
 - Conditioning underway
 - Bullpens are in place on the practice field
 - Golf - Home Course is Legends on Parris Island
 - All coaching spots are filled
- ⅔ of our middle school has signed up for athletics
- Tidewatch/Grant Coordinator/Event Manager
 - Total enrolled: 96 After School, 56 Morning Care
 - Still recruiting for Tidewatch Staff
- BTR
 - 318 Runners registered to run
 - \$63,725 in committed sponsorship, \$27,500 paid to date
- Music Department
 - 3-5th grade chorus - First performance March 9th
 - 7 Students selected for BCSD's honor choir
- Tech
 - Planning for an additional tech teacher to fully complement the team (one per cycle).li
 - Working comprehensive curriculum in partnership with Beaufort Digital Corridor
- Nurses Office
 - Partnered with Lions Club for vision screenings tomorrow
 - Blood Drive on the 26th
 - Nurse Byrne now certified CPR instructor

Consent Agenda: Dudas

December and January minutes included. Motion to approve by Lauren Kelly and seconded by Vincent Brennan. Unanimous approval.

Next Board Meeting

February 20, 2023 6:00p

Adjourn

Lauren Kelly makes a motion to adjourn the meeting. Kimberly Dudas seconds the motion with unanimous approval. Meeting adjourned at 7:13p.

**Board of Directors Retreat Meeting
Riverview Charter School
March 4, 2023**

Mission

Riverview Charter School's mission to create a small, diverse learning community that actively engages students in meaningful and innovative learning experiences. Emphasizing "learning by doing", family and community involvement, and engaged citizenship, Riverview is committed to nurturing the whole child and preparing each student for a global society.

Members Present

Carl Alston, Reece Bertholf, Vincent Brennan, Leigh Copeland, Kimberly Dudas, Chelsi Everhart, Maurice Greenleaf, Lauren Kelly, Brandon Major, Erica Martin, Bridget Norton

Leadership Team Present

Robert Bechtold, Jenna Gow, Karen Miller, Liz O'Brien, Erica Freeman

Facility Present

Lindsay Kave, Nikole Sullivan

Call to Order

Meeting called to order at 9:00am. Approval of agenda moved by Lauren Kelly and seconded by Kimberly Dudas.

Public Comment

None

Public Session

We are in compliance with the Freedom of Information Act. Staff, parents, community at large, BCSD, and news outlets notified of the meeting via email on March 2, 2023. Notice posted to the school website on March 2, 2023.

Leadership team kicked off the retreat by introducing the intent of the 9:00am – 10:30am session entitled Morning Meeting/Living Our Mission.

Board and Leadership members gathered to conduct a morning meeting, a daily practice among all classrooms as a way to start the day. This session was modeled after the K-2 morning meeting approach. The group gathered in a circle and chose a meaningful object from a collection of items on nearby tables. Each participant then had the opportunity to introduce themselves to the person on their left, share the items selected from the table and what it represented to the participant, and a brief background about themselves and their connection to RCS.

Leadership then led a guided activity and presentation titled Living Our Mission:

- Who we are
- What do we believe
- What we practice
- What we aim to be
- How can I contribute to RCS

Erica Freeman, Assessment Coordinator, provided an update of academic performance, comparing institutional SC Ready data across the span of five years among grades. The impact of COVID and learning loss was reviewed by grades most impacted: 3rd graders who were in Kindergarten at the start of the pandemic and 8th graders who were in 5th grade at that time. Data on learning loss largely mirrors national data. She explained that several changes occurred in curricula to address learning loss and shared current data (Jan 2023) on i-Ready scores. She explained that i-Ready is an instructional resource embedded in instruction that helps students learn and grow academically along grade level. The program provides personalized instruction to support learners needs and can be mapped to expected performance with SC Ready. Following this presentation, the Leadership team, with the exception of the Director, vacated the meeting.

Rob Bechtold then led the Charter School 101 presentation, discussing board membership and duties, and RCS recognition as a public charter sponsored by the Beaufort County School District. RCS serves as an “incubator” for BCSD because RCS can implement changes on a small scale for possible district-wide implementation. The relationship between BCSD and RCS is cordial and mutually beneficial. Further, he shared commonalities and differences from state-sponsored charter schools as part of the presentation.

Compliance with FOIA and Robert’s Rules of Order for conducting meetings was reviewed by Rob Bechtold.

Rob Bechtold briefed participants on the latest legislation proposed as it relates to charter schools and public education and potential impact, if approved by the legislature.

Participants conducted a working lunch to facilitate moving agenda along.

Rob Bechtold provided an overview of programs and people, including:

- Vacant positions
- Facility needs
- HR policy updates
 - o Paid Time off
 - o Revised teacher evaluation process
 - o Elimination of mandatory contract letters to all faculty each spring

- Current projects

Rob provided an update of revised communications plan and recent brand workshop. This will support advancement committee efforts. Advancement Committee reported on the first meeting held February 28, 2023 and identified goals and proposed projects to support instruction, annual giving, and capital fundraising.

Rob continued the Director's report with an update on changes to the funding model to support field trips and Capstone experiences. Also provided updates from the Athletics Director and CIO. Discussed updates to automating and testing the lottery system for admissions (see attached handout). He emphasized that revisions to practices and processes are data-informed and reflect the continuous process improvement model.

Rob presented his current Succession Plan for the director position in the event of extended illness or position vacancy.

Rob requested board committees develop meeting schedules to ensure timely notification and establish goals for the year. Committee efforts can support productive board meetings.

Next Meeting

March 20, 2023

Adjourn

Lauren Kelly made motion to adjourn, seconded by Vincent Brenna. Meeting adjourned at 3:00p.m