



## **Oceanside Collegiate Academy Board Meeting Agenda**

**March 23, 2021, 4:00 p.m.**

580 Faison Road

Mount Pleasant, SC 29466

### **OUR MISSION**

Oceanside Collegiate Academy will serve high school students in a safe, small, family-centered setting who seek the opportunity and challenge of a rigorous curriculum, high academic standards, outstanding athletics while earning up to two years of college credit while in high school.

### **-AGENDA-**

- Call to Order, Welcome - M. Arnsdorff
- Mission Statement – M. Arnsdorff
- Approval of Agenda (Action Item)
- Approval of Minutes - 01.26.21 (Action Item)
- Public Comments/Introduction of Guest(s)
  - Black & Blue Club Presentation
- Board Chair Report - M. Arnsdorff
  - PPP Promissory Note (Action Item)
- Principal Report - B. Corley
  - 2021-2022 Academic Calendar (Action Item)
- Finance Report - M. Miller
- Operations Report - E. Miller
  - Facilities
    - Practice Field Size/Scope (Action Item)
    - Budget/Financing (Action Item)
  - Finance Policies
- Compliance/Accountability/Government Relations Report - A. Patrick
  - SCHSL Update
  - Board Elections
  - Board Meeting Schedule - 2021-2022 (Action Item)
  - Annual Report (Action Item)
- Executive Session
  - Legal - Contracts
- Possible Action Items from Executive Session
- Adjournment

The official meeting of the board is by law a public meeting and the board values citizen input; however, to protect the integrity of the adopted agenda, public dialogue will be restricted to the 'Public Comments' section of the agenda or as directed by the board chairman.

~Each speaker has two minutes.

~Speakers may not ask questions of Board Members.

~Board Members may not engage speakers in discussion.

~Disruptive behavior is not permitted.

~Personal attacks aimed at students or staff are not permitted.

~Scurrilous, obscene, or recklessly defamatory language aimed at any Board Member is not permitted.

Oceanside Collegiate Academy

580 Faison Rd

Mt Pleasant, sC 29466

January 26, 2021

4:00pm

- Call to Order – Chairman Marvin Arnsdorff called the meeting to order at 4:00pm.
- Members in Attendance – Marvin Arnsdorff, Nora Howard, Gary Nestler, Danny Johnson. Others in attendance were Mike D’Angelo, Andy Patrick. Eric Miller, Mike Miller, Todd Helms and Robin Lewis attended by phone.
- Mission Statement – Oceanside Collegiate Academy will serve high school students in a safe, small, family-centered setting who seek the opportunity and challenge of a rigorous curriculum, high academic standards, outstanding athletics while earning up to two years of college credit while in high school.
- Approval of Agenda – Nora Howard moved to approve the agenda, seconded by Gary Nestler. Motion passed unanimously.
- Approval of the Minutes – Nora Howard moved to approve the previous meetings minutes, seconded by Danny Johnson. Motion passed unanimously.
- Public Comments/Guests-no public comments or guests
- Board Chair Report – Marvin Arnsdorff – Meeting happened with Erskine/ Vamshi Rudrapati, Cameron Runyon, Marvin Arnsdorff and Gary Nestler. There seems to be a lack of communication clarity between Erskine, school leadership, the board and Pinnacle. Suggestions were made that there be more checks and balances in the communication between parties. One issue that needs action at OCA is diversity within the school. Board will ask for input from Erskine on addressing this issue.
- Principal Report – Mike D’Angelo on behalf of Brenda Corley – see attached report– Enrollment is 664. There are currently 400 on waiting list. Fifteen students and one teacher have tested positive for covid positive. Interviews for strength & conditioning coach are complete. Spring sports start 2/1/21. Spring football will not happen due to the league’s decision. Mike D’Angelo made a recommendation to pass a resolution to grant Marvin Arnsdorff as Board Chair the ability to approve any schedule changes due to Covid that may be brought forth before presenting to Erskine for approval. Danny Johnson moved to give Marvin permission to act on behalf of the board in coordination with the principal on any Covid related calendar changes, Gary Nestler seconded. Motion passed unanimously.
- Financial report – Mike Miller – see attached – December -had to pay for \$212,000 for outdoor classroom to Choate Construction. Underbudget. Waiting on new allocation from the state which should take place by the end of this week and be paid on actual current number of students instead of 135 –day count. Cares act will bring \$165000 back when received-to cover

outdoor classroom. Student activity fees fall short of budget. Revenue remaining steady. The budget is ahead of last year in overall profitability. There is 148 days of cash on hand.

- Operations Update – Eric Miller – Practice field-Brightview to build a practice field on campus property. School is paying \$1M towards this field and Brightview is giving \$150K in interest free financing. Work has started on project planning, civil engineering, surveying, design concepts. The contractor is preparing items to submit to the town for approval. Update on outdoor classroom-it has been completed. There is one administrative matter to resolve with OSF in order to receive the permit for use. Every 5 yrs there has to be a capital needs assessment done. This year it will need to be completed by June 15, 2021, then every 5 yrs thereafter. School has to order a capital needs assessment from a qualified firm, i.e., architectural firm. Eric has contacted several firms for a proposal. Assessment cost will be approx. \$6K. Firm is to assess major capital items on school campus and assess replacement cost. Pinnacle is asking firms to focus on Major systems within the school. The firm provides its report and that report must be presented to Bond holders. This is to allow the school to fund a replacement reserve to use to pay for the necessary replacements in the future.
- Annual Report – Andy Patrick – Provided an outline of Roles and Responsibilities Chart for Pinnacle staff, OCA staff and board. Survey results – improve communication was the main concern. Elite Athletics and lack of facilities is also a concern. These items are currently being addressed. One change is that the surveys will be done at the end of the school year instead of the end of the calendar year. Annual Academic Report – see attached. Board is to review both documents and submit questions to Andy Patrick prior to next board meeting.
- Resolution – Nora Howard made a resolution as follows:  
Following a meeting with Cameron Runyon and Vamshi Rudrapati on January 25, 2021 and in an effort to enhance communication and improve school accountability, the school's BOD grants open communication between Pinnacle and Charter Institute at Erskine.  
The OCA board of directors provides consent and expectation that all future communications between the school/Principal and the Charter Institute at Erskine to include a member of the Pinnacle team. All future communication to/from the school/Principal will include the following Pinnacle Personnel:  
Finance - Mike Miller/Erik Miller/Andy Patrick  
Operations - Erik Miller/Andy Patrick  
Human Resources - Anna D'Angelo/Andy Patrick  
No communication (email, telephone, video or onsite visit) should be conducted without the aforementioned Pinnacle Personnel being included.  
This communication enhancement will not preclude direct and confidential communication between the BOD and the Charter Institute at Erskine.  
Danny Johnson seconded. Resolution passed unanimously.

- Gary Nestler moved to adjourn, seconded by Danny Johnson. Motion passed unanimously. Meeting adjourned.

## Principal's Report

3-23-20

### Enrollment

- Wait list – Open Houses

### Academics

- 2021-2022 Schedules – Session assignments are based on Oceanside athletics
- Spring Semester = Testing Semester (SAT, College and High School Finals, End of Course)
- Chris Marino – School Gift

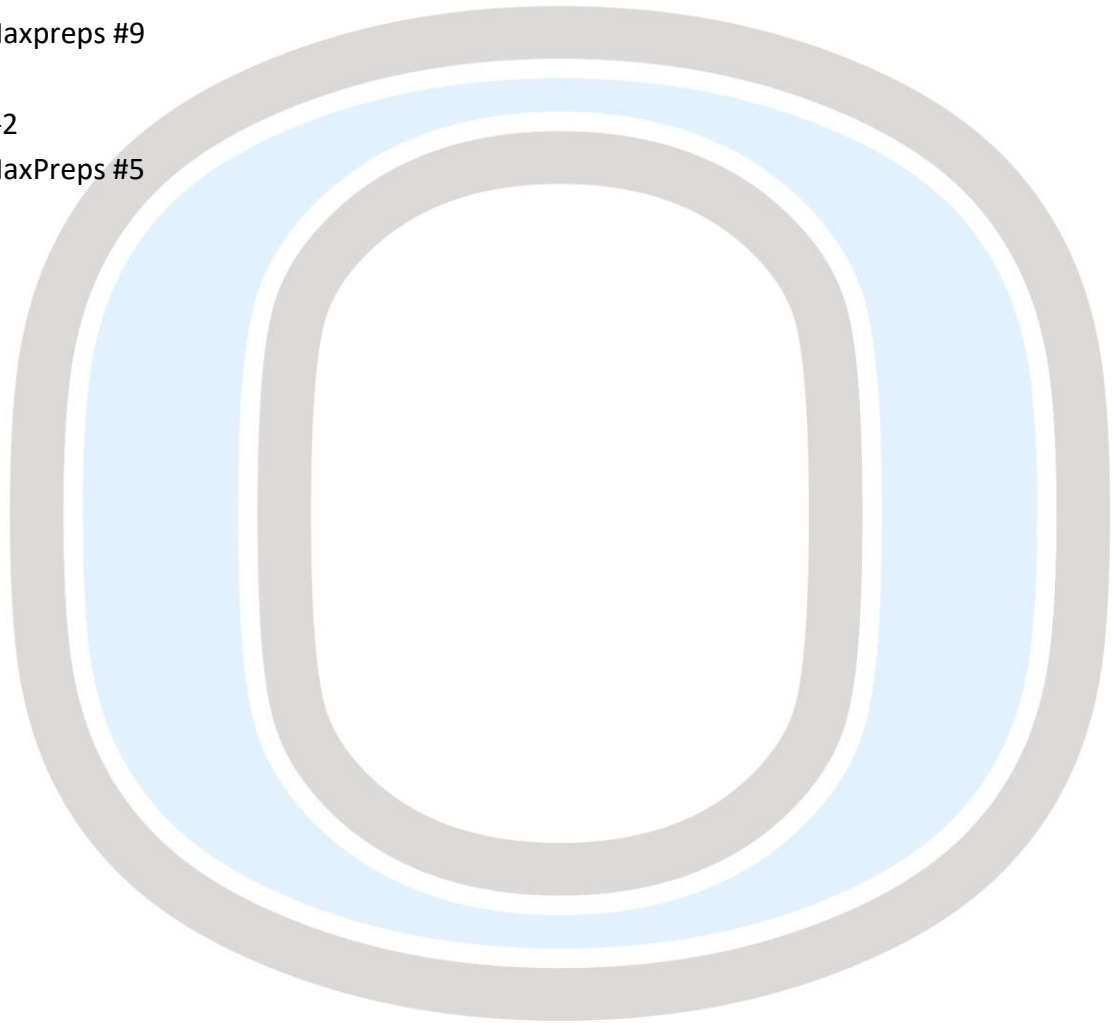
### Covid Update this month:

- Number of students who tested positive: 5
- Number of students quarantined due to "close contact": 5
- This number does not include Boys Varsity soccer shutdown practice for one week on March 1st due to two student athletes who tested positive at the end of February (and not included in the numbers above).
- Students who quarantined due to "close contact" was because of family members who tested positive (vs. school).
- Health Worksheet
- Continue to implement DHEC and Dept of Ed guidelines

### Athletics:

- **Winter Coach Meetings**
- Boys Basketball
  - Qualified for post season as #2 seed and beat Dillon in the 1<sup>st</sup> round. Lost to O-W in the 2<sup>nd</sup> round.
- Girls Basketball
  - Qualified for post season as #2 seed and lost to Loris
- Girls Soccer
  - 3-1 overall
  - 3-0 in Region
  - Maxpreps #3
- Boys Soccer
  - 3-2 overall
  - 3-1 in Region

- Maxpreps #9
- Baseball
  - 6-0 (Region play hasn't started)
  - Maxpreps #1
- BLAX
  - 4-0
  - Maxpreps #1
- GLAX
  - 6-1
  - Maxpreps #9
- Softball
  - 3-2
  - MaxPreps #5



# 2021 - 2022 pending board approval

JULY						
S	M	T	W	R	F	S
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AUGUST						
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						11

SEPTEMBER						
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						21

8/12 - Back to DaTank Day  
 8/16 - TWD  
 8/17 - First Day of School  
 9/6 - Labor Day  
 9/20 - Pers Learning Day

OCTOBER						
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31						19

NOVEMBER						
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DECEMBER						
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						14

10/1 - TWD (no students)  
 10/15 - end of Q1  
 10/22 - PD  
 11/2 - Election Day (No School)  
 11/22-23 - Pers Learning Days  
 11/24 - 11/26 - Fall Break  
 12/20 - Pers Learn Day (students) /  
 end of 51- Teachers on campus  
 12/21-12/31 Winter Break

JANUARY						
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FEBRUARY						
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MARCH						
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						21

1/3-Last Day of Winter Break  
 1/4 - S2 Begins  
 1/17 - MLK Jr. Day (No School)  
 2/18 - TWD (no students)  
 2/21 - President's Day (No School)  
 3/11 - TWD  
 3/18 - End of Q3  
 3/21 - PD

APRIL						
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MAY						
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JUNE						
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4/11-4/15 Spring Break  
 4/18 - Pers Learning Day  
 5/30 - Memorial Day  
 6/2 - Last Day of School (end of Q4)  
 6/3-6/7 Weather Make Up Days

<span style="background-color: #00FF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> first day of school	<span style="background-color: #FFC0CB; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Distance Learning Day	<span style="color: blue;">font</span> End of Quarter
<span style="background-color: #0000FF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> last day of school	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Weather Make Up Days	
<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> teacher work day/PD day - No Students	<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School Closed	

**Oceanside Collegiate Academy**  
**Revenues and Expense Summary - Budget to Actual**  
**Management Use Only**  
**For the Eight Months Ended February 28, 2021**

	Month of February 2021			YTD			Annual	Remaining Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Total Revenue	<b>544,526</b>	<b>600,108</b>	<b>(55,582)</b>	<b>4,282,109</b>	<b>4,800,866</b>	<b>(518,757)</b>	<b>7,201,299</b>	<b>2,919,190</b>
Classroom Instruction								
Wages and Benefits - Teachers	117,463	143,040	(25,577)	895,689	1,144,321	(248,632)	1,716,481	820,792
Classroom Equipment, Textbooks, Courseware and Tuition	16,820	12,846	3,974	126,971	102,769	24,203	154,153	27,182
Furniture, Computers and Capital Outlay	4,430	10,750	(6,320)	55,101	86,000	(30,899)	129,000	73,899
Total Instruction	<b>138,713</b>	<b>166,636</b>	<b>(27,923)</b>	<b>1,077,762</b>	<b>1,333,089</b>	<b>(255,328)</b>	<b>1,999,634</b>	<b>921,872</b>
Instructional Support Services								
Wages and Benefits - Instructional Support	8,177	8,582	(405)	77,318	68,659	8,659	102,988	25,670
General Support Services								
Legal, Audit and Insurance	6,787	10,417	(3,630)	103,148	83,333	19,815	125,000	21,852
General Administration								
Pinnacle Management	69,784	66,025	3,760	533,504	528,196	5,308	792,294	258,790
School Administration								
Wages and Benefits - School Administration	45,213	40,435	4,778	424,420	323,480	100,940	485,220	60,800
Office, Marketing and General	6,766	15,000	(8,234)	68,886	120,000	(51,114)	195,000	126,114
Total School Administration	<b>51,978</b>	<b>55,435</b>	<b>(3,457)</b>	<b>493,305</b>	<b>443,480</b>	<b>49,825</b>	<b>680,220</b>	<b>186,915</b>
Facilities Acquisition and Construction								
Building and Fixed Equipment	-	-	-	-	-	-	-	-
Total Facilities Acquisition and Construction	-	-	-	-	-	-	-	-
Fiscal/HR Services								
Total Fiscal/HR Services	1,243	500	743	5,068	4,000	1,068	6,000	932
Operation of Plant								
Wages, Benefits, and Subcontractor - Plant	3,807	8,742	(4,935)	69,048	69,935	(888)	104,903	35,855
Supplies, Utilities, Phone, and Insurance - Plant	22,200	40,071	(17,871)	459,557	320,567	138,990	480,850	21,293
Total Operation of Plant	<b>26,007</b>	<b>48,813</b>	<b>(22,806)</b>	<b>528,605</b>	<b>390,502</b>	<b>138,103</b>	<b>585,753</b>	<b>57,148</b>
Administrative Technology Services								
Total Administrative Technology Services	-	-	-	-	-	-	-	-
Debt Service								
Total Debt Service	62,458	90,833	(28,376)	819,661	726,667	92,995	1,090,000	253,400

**Oceanside Collegiate Academy**  
**Revenues and Expense Summary - Budget to Actual**  
**Management Use Only**  
**For the Eight Months Ended February 28, 2021**

	Month of February 2021			YTD			Annual	Remaining Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Student Transportation Services								
Total Student Transportation Services	-	-	-	-	-	-	-	-
Athletics								
Total Athletics	<u>92,304</u>	<u>81,759</u>	<u>10,545</u>	<u>468,256</u>	<u>654,071</u>	<u>(185,815)</u>	<u>981,106</u>	<u>512,850</u>
Total Budgeted Expenditures	<u>457,451</u>	<u>529,000</u>	<u>(71,548)</u>	<u>4,106,627</u>	<u>4,231,997</u>	<u>(125,370)</u>	<u>6,362,995</u>	<u>2,239,429</u>
Balance	<u>87,075</u>	<u>71,109</u>	<u>15,966</u>	<u>175,482</u>	<u>568,869</u>	<u>(393,387)</u>	<u>838,304</u>	<u>679,760</u>

# OCEANSIDE COLLEGIATE ACADEMY

## *FEBRUARY 2021 FINANCIAL SUMMARY*

**Revenue** totaled \$544,000 for the month of February 2021. This compares to budgeted revenue of \$600,000 or \$56,000 under budget. Our budgeted revenue is based on enrollment of 685 students. School revenues were adjusted in January to reflect our actual enrollment (45 day count) of 677 students, but will continue to fall short of budget since we are not at budgeted enrollment. Revenues were also short of budget by \$13,000 related to CARES Act revenue. CARES Act revenue will be received on a reimbursement basis and will be collected in the upcoming months. To date, the school has not received any CARES Act revenue and is \$108,000 behind budget. Student fee income continues to run short of budget due to the impacts of COVID. We will have a shortfall in this category for the year.

**Expenses** for February totaled \$457,000. This compares to total budgeted expenses of \$530,000 or \$63,000 under budget. There were no expense amounts that were significantly over budget for the month other than for athletics supplies (\$10,000 over budget). Spring sports team uniforms and supplies were paid for in the month which accounted for most of this expense.

**Net Income** for the month was \$87,000. This compares to budgeted profit of \$70,000 or \$17,000 over budget. Year to date the profit is \$175,000 compared to a budgeted amount of \$568,000. Last year we had a profit year to date of \$201,000.

**Operating cash balances** Operating cash balances increased by \$106,000 since last month. This increase was the result of profits for the month and timing of payments on accounts payable. The operating cash balance was \$2,731,000 as of March 15, 2021. This represents 157 days of cash on hand.

## Accounts Payable Policy

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

To establish the basic structure for payment for the school under the direction of its Board of Directors.

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

### **PROCEDURES:**

#### **General Information**

All disbursements of school funds must be made in accordance with procedures outlined below. The school is accountable to the taxpayers who provide these funds. The school will contract with an external auditor to complete an audit each year to ensure that it is following established practices for making disbursements.

#### **Contracted Services**

Occasionally, payments are made to individuals or organizations that have contracted to perform certain services. These payments are taxable and an IRS Form W-9 should be completed by individuals or organizations performing the contracted services. Transactions for these services must be flagged in the accounting system as a 1099 invoice. This process will ensure that a 1099 is produced by the system for these vendors. Final contract approval by the school principal is required prior to service engagement.

#### **Purchase Approval:**

All school expenditures must be approved in writing. All purchases by school staff must have an approved purchase order on file.

Recurring purchases that may vary as to the amount (i.e., gas, referees) may be covered by a blanket purchase order, which may be completed by the school for a specific vendor for a specified period of time.

Purchases made under emergency circumstances may be made without advance written approval by the principal using her/his debit card, credit card, or manual check but this method should be limited in frequency. After an emergency purchase is made, the school will create a Purchase Order and send to Accounting to complete the audit trail. Emergency purchases without written approval are limited to \$5,000 per purchase and may not be subdivided to get around this threshold.

#### **Expense Reimbursements**

All expenditures made by school staff with a personal card must be handled with a purchase order through the principal's office. Purchases made with a personal card must continue to follow the thresholds outlined in the *Procurement Policy*.

However, in the event of an emergency and the normal process of obtaining goods or services is not feasible, school staff can seek reimbursement for the goods or services they purchased with personal cards once approved by the school principal. All emergency purchases cannot exceed \$500.00 in cost. When goods or services are being purchased by an individual, an *Expense Reimbursement Form* are required to seek reimbursement. A proof of purchase must be attached with the *Expense Reimbursement Form*.

Employee must submit an *Expense Reimbursement Form* within a reasonable timeframe from the day of the purchase.

The processing time for a reimbursement is approximately one week.

### **Travel Reimbursement**

All school staff must follow the guidelines outlined in the *Travel and Meal Policy* when conducting travel related expenses. To be eligible for reimbursement, all travel for school staff must be properly authorized by the school principal in writing. Travel to schools as required by job duties are not subject to the Pre-Authorization Form. Staff must inform and receive approval from their immediate supervisor prior to traveling. To claim expenditures, school staff must submit an *Expense Reimbursement Form* within 10 business days after returning from a travel. The *Expense Reimbursement Form* must contain expenses that actually incurred.

### **Payment Schedule**

Invoices and reimbursement request to vendors and employees are normally processed on Friday of each week. Reimbursement requests and invoices must be received by the Pinnacle accounting office by 12:00 PM Wednesday to be included in Friday process. Any requests or invoices received after that time will be held until the next payment date.

### **Invoices**

All invoices, unless otherwise noted must be reviewed and signed by the principal. Principal must review the invoice to confirm that the goods or services outlined on the invoice has been received by the school. All invoices must contain the date of purchase, name and address of vendor, quantity and description of goods or services rendered, and the amount. The Accounting Office will process the invoice once an approved invoice is received from the school.

### **Recurring Monthly Invoice**

Vendors that have active contracts on file with the Accounting Office may submit recurring monthly invoices to be processed without principal signatures. The Accounting Office is responsible for reviewing all recurring monthly invoices to ensure that the invoice matches the cost outlined in the contract.

The amount on the recurring monthly invoice must be comparable each month. Comparable is defined as no more than a difference of 5% in cost. The principal must review the recurring monthly invoice if a large difference is noted on the invoice. The principal must sign off on the invoice and provide an explanation on the amount difference.

The principal is responsible for ensuring that contracts are aligned with the school budget. The Accounting Office shall be responsible for verifying contracts are aligned with school budgets.

### **Manual Checks**

Occasionally, payments can be made to individual or organization via a manual check. This method is used only when the due date on the invoice cannot be met using the normal process. The invoice or other supporting documentation requiring a manual check **MUST** be signed by the school principal. An explanation on why a manual check is needed is required.

After the payment, a copy of the invoice, or other supporting information and manual check must be retained by the school principal to create an audit trail.

### **Credit Card**

The school does not issue credit cards to its staff.

### **Segregation of Duties:**

All school expenditures must be approved in writing by the school principal. In addition, all purchases by school staff have a purchase order on file.

**Responsibility of the Accounting Office**

The Accounting Office is responsible for the following to ensure that best practices and procedures are met:

- Maintains files on all purchase orders for the school
- Enters all accounts payable information in the school's accounting software
- Writes all checks for the school, including special services, and maintains all information in the school's accounting software
- Provides expenditure records monthly
- Maintain accurate account ledgers
- Prepare monthly financial statements
- Maintains files on accounting data
- Reconciles accounts payable bank statements monthly

## **Cash Receipt Policy**

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

To establish the basic structure for receiving payment for the school under the direction of the Board of Directors.

### **PROCEDURES:**

#### **General Information**

All school funds deposits must be made in accordance with procedures outlined below. The school is accountable to the taxpayers who provide these funds. The Board of Directors will contract with an external auditor to complete an audit each year to ensure that we are following established practices for recording funding.

#### **Cash Receipt**

Payments made to the school must be recorded in the school QuickBooks accounting system. Most school funds are received via wire transfer from its charter authorizer once per month. The school will also accept receipts locally via cash, checks, credit card, and PayPal.

After receipt of cash or check payment, a copy of the check or cash receipt must be retained for record. After making the deposit, a copy of the deposit slip and supporting documentation must be submitted to the Accounting Office for recording in QuickBooks.

#### **Responsibility of the Accounting Office**

The Accounting Office is responsible for the following to ensure that best practice and procedures are met:

- Maintains files on all funding for the school
- Enters all cash receipt in the school's accounting software
- Record all revenue for the school, including special services, and maintains all information in the school's accounting software
- Provides revenue records monthly
- Maintain accurate account ledgers
- Prepare monthly financial statements
- Maintains files on accounting data
- Reconciles bank statements monthly

## **Credit Card Usage Policy and Procedures**

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

To establish the basic structure for the use of the school's debit or credit cards under the direction of the Board of Directors.

The school recognizes the value of credit or debit cards as an efficient method of payment and record keeping for certain expenses. The Board, therefore, authorizes the use credit or debit cards. The authorization, handling, and use of credit or debit cards is approved in order to provide a convenient and efficient means to purchase goods and services from vendors.

- The Board affirms that credit or debit cards shall only be used in connection with Board-approved or school-related activities and that only the expenses that are for the benefit of the school and serve a valid and proper public purpose shall be paid for by credit or debit cards.
- Under no circumstances shall credit or debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Any use of the credit or debit card that violates this policy, or procedures or State statute shall result in disciplinary action up to and including termination.

The Board directs the school principal to determine and specify those employees authorized to use credit or debit cards. The school principal shall be responsible for giving direction to and supervising such employees` use of credit or debit cards.

All receipts for related purchases must be submitted to the school principal or principal's assistant/bookkeeper.

If credit cards are issued, they should be assigned to certain employees and should be used only for school-related expenditures. All charges must be supported by invoices to be eligible for payment by the school.

Monthly credit card statements must be reconciled and approved by the principal and CFO.

### **PROCEDURES:**

#### **Credit and Debit Card Usage**

The school credit and debit cards are to be used for school purchases only. No personal use with school cards is permitted, under any circumstance.

#### **Prohibited Purchases**

- No personal purchases of any kind (personal purchases are defined as purchases of goods intended for non-work-related use or use other than official school business).
- Cash advances including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- No gift certificates/cards, stored value cards, calling cards, pre-paid cards or similar products may be purchased with school credit or debit cards.

- Alcoholic beverages.
- Tobacco products.
- Consultant and Contractor services.

### **Limitations**

- Debit card usage is expected to be limited to transactions that cannot be paid with a check via the principal's or operating account. Meal and entertainment expenses should be charged to a school employees personal credit card and submitted for reimbursement on a reimbursement form.
- School employees are not issued credit cards, only debit cards.
- Employees shall not use the school debit card for any single transaction that exceeds \$1,000.00 with an exception for travel. *Please refer to Travel Section.* The daily limit allowed by the school's financial institution is set at \$3,000.
  - Any expenditures exceeding \$1,000.00 must be purchased via the Accounting Office.
- Splitting a single transaction into several transactions to avoid the prescribed spending limits is specifically forbidden.

### **Security**

Cardholders should always treat the school cards with at least the same level of care as one does their personal credit or debit card. The card should be maintained in a secure location and the card account number should be carefully guarded.

The assigned Cardholder should assure that all credit card purchases are made in accordance with the school's credit card procedure and credit cards are properly issued and secured.

Cardholder must report a lost/stolen card to the issuing agency immediately after loss.

Cardholder must also notify the Accounting Office who will follow up with the card company to ensure that the account has been closed.

### **Travel Card Usage**

When travel has been approved in compliance with procedure, an employee may charge the following travel related transactions on the school card:

- Registration
- Airline Ticket
- Hotel
- Parking
- Taxi/Shuttle
- Vehicle Escort Services
- Rental Car (if feasible)
- Meals

The following items may NOT be charged on the school credit cards:

- Fuel for personal vehicles

### **Gratuities**

The school may occasionally purchase meals for team members in alignment with the *Travel and Meal Policy*. Such expenses can be paid with the school's card. Gratuities may not exceed 18% of the cost of meal.

## **Credit Card Usage Agreement**

I agree to the following regarding the use of the School credit card:

1. I will ensure that the credit card is used only for approved, School purchases only. I will ensure that the credit card is not used for personal purchases.
2. I will ensure that single transactions are not split into several transactions to avoid the prescribed spending limits.
3. I understand that any unauthorized purchases may result in personal reimbursement.
4. I will report a lost or stolen card immediately.
5. If a card is assigned to me, I will return the card upon leaving the School's employment.
6. I understand that the School can terminate my privilege to use the credit card at any time for any reason and without prior notice.
7. I will adhere to the Credit Card Procedure and the requirements for using the credit card.
8. I am aware that violations of credit card regulations or blatant misuse will be reported to my immediate supervisor. Repeated violations may result in loss of credit card privileges and could lead to additional disciplinary action including termination of employment.

Signature of Responsible Employee \_\_\_\_\_

Date \_\_\_\_\_

## **Payroll Policy and Procedures**

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

To establish the basic structure for payment of salary for the school under the direction of the Board of Directors. Payroll must be approved by the Principal and Director of Human Resources prior to processing by Paychex.

### **PROCEDURES:**

#### **Pay Cycle**

Employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month (24 pay periods per fiscal year). The employee's pay cycle runs on a twelve-month basis commencing with the anniversary date of hire as outlined in their contract with Pinnacle.

#### **Payday**

The paydays for the school are the 15<sup>th</sup> and 30<sup>th</sup> of the month.

#### **Hourly Employee**

Time for an hourly employee is properly approved by the individual, the supervisor (if applicable) and the principal. The school principal must verify all individual timesheets and provide authorization for the Accounting Office to process payroll.

#### **Change in Payrate**

All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file. All changes to pay rates or benefits are properly authorized by the school principal, Accounting Office, and Director of Human Resources.

#### **Payroll Taxes**

All payroll taxes are processed through Paychex. The Accounting Office must keep a record of the payroll tax reports filed by Paychex on file.

#### **Method of Pay**

The school requires Direct Deposit for all employees, any exception must be approved in writing by the Accounting Office.

## Procurement Policy and Procedures

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

To ensure that the school will obtain the maximum value for each dollar expended and that all equipment, materials, and services are procured in a systematic manner, the school must employ selective competitive solicitation by qualified manufacturers and suppliers as stipulated by state requirements.

The goal is to ensure the best interest of the school is guaranteed through intelligent action and fair dealing. All the foregoing and what is outlined in the pages that follow are in accordance with the school's Procurement Code and Regulations is similar to the South Carolina Consolidated Procurement Code as approved by the South Carolina Legislature.

### **PROCEDURES:**

#### **General Information**

The school is required by the South Carolina Code of Laws to maintain and adhere to a Procurement Code and Regulations. This is because the school is spending public funds.

Any product, service or any other expenditure of school funds must be processed in accordance with the Procurement Code. The level of competitive solicitations varies by dollar amount.

Individuals shall not commit any school money before a Purchase Order is issued, except as otherwise noted in the *Accounts Payable policy*. Individuals that authorize material or services to be delivered or performed before a Purchase Order is issued, may be subject to discipline.

#### **Objectives**

The school adheres to the following objectives:

- Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
- Make all purchases in the best interests of the school and its funding sources.
- Obtain quality supplies/services needed for delivery at the time and place required.
- Buy from responsible and dependable sources of supply.
- Obtain maximum value for all expenditures.
- Deal fairly and impartially with all vendors.
- Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the school supplier relationships.

#### **Conflict of Interest**

All school employees and members of the school's Board of Directors are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee or Board Member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

#### **Small Purchases**

The school will provide a systematic and businesslike method of obtaining and supplying materials and equipment. Any single procurement not exceeding fifty thousand dollars (\$50,000.00) may be made in accordance with this paragraph; provided however that such procurement shall not be artificially

divided to constitute a small purchase. A purchase order is required for all purchases other than for incidentals where purchase orders are not accepted. All schools must have a Procurement Policy in place and periodically review the policy to ensure that it is meeting the State Procurement Code.

Small purchases not exceeding **five thousand dollars (\$5,000) in total value** may be accomplished without quotes if the price is considered to be reasonable. The school shall annotate the purchase requisition as follows: "Price is fair and reasonable" and sign such purchase requisition. Such purchases shall be distributed equitably among qualified suppliers. The purchase must be approved by the school principal, operations director, and Accounting Office.

Small purchases from **five thousand and 1/100 dollars (\$5,000.01) to twenty-five thousand (\$25,000.00) in total value** may be accomplished if verbal or written quotes from a minimum of three qualified sources of supply are made and it is documented that the procurement is to the advantage of the school, price and other factors considered, including administrative costs of the purchase. Such documentation shall be attached to the purchase requisition. The purchase must be approved by the school principal, operations director and Accounting Office. The school principal will list the purchase as an informational item to the school Board of Directors.

Small purchases from **twenty-five thousand and 1/100 dollars (\$25,000.01)+** must be accomplished with a publicly advertised Request for Proposal. The purchase must be documented that the procurement is to the advantage of the school price and other factors considered, including the administrative costs of the purchase. Such documentation shall be attached to the purchase requisition. The purchase must be approved by the school principal, operations director and Accounting Office. The school principal will list the purchase as an informational item to the school Board of Directors.

Recommendations for engaging a consultant(s) or purchasing of services or products exceeding the total annual cost of \$25,000.01 **MUST** be brought to the Board for approval. The board will make the final decision.

Under no circumstances, shall the Board delegate their responsibilities to third party.

### **Federal Fund Procurement**

Any purchases exceeding **two thousand five hundred and 1/100 dollars (\$2,500.01) in total value** must be accomplished by written quotes from a minimum of three qualified sources (Request for Proposal if the amount exceeds \$10,000.01 in total value) of supply is made and it is documented that the procurement is to the advantage of the school, price and other factors considered, including administrative costs of the purchase. Such documentation shall be attached to the purchase requisition. The purchase must be approved by the school principal, operations director, and Accounting Office. The recommendation must be brought to the Board for approval.

The school will follow Federal Fund Procurement process unless the specific federal funding source has a more restrictive procurement policy involving expenditures. The school will also comply with all federal laws and regulations that are mandatory and that are not otherwise contained herein.

### **Exceptions to the Procurement Code**

The school may exempt specific supplies or services from this Policy. The following supplies and services are exempted from this Policy:

- Books, periodicals, newspapers, technical pamphlets, standardized tests and other testing materials, copyrighted educational materials
- Public utilities, such as electricity, water or sewer
- Workshops, seminars, and conferences
- Professional journals
- Employment
- Taxes, social security, annuities, and credit unions
- Life insurance, health insurance or supplemental insurance
- Refunds on health insurance

- ☐ Professional dues, registration and membership fees
- ☐ Diplomas
- ☐ U.S. postage stamps and post office boxes
- ☐ Graphic Design
- ☐ Professional Training
- ☐ Related services for Special Education
- ☐ Temporary Facility Rentals

### **Sole Source Procurement**

This method of procurement is the least competitive and, therefore, should have limited use. In those instances, however, where the school's needs can only be met by one method, means or item, sole source is an appropriate and necessary method of procurement. Such determination as to whether a procurement shall be made as a sole source shall be made by the school. Such determination and the basis thereof shall be in writing and shall include an explanation as to why no other source will be suitable or acceptable to meet the need.

A contract may be awarded for a supply, service or construction item without competition when the school determines in writing that there is only one source for the required supply, service or construction item.

### **Emergency Procurement**

Notwithstanding any other provision of this policy, the school may make or authorize others to make emergency procurements when there exists a threat to public health, welfare or safety under emergency conditions, or where normal daily operations are affected; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. If emergency considerations exist after an unsuccessful attempt to use competitive sealed bidding, an emergency procurement may also be made. A written determination shall be made stating the basis for an emergency procurement and for the selection of the particular vendor. Emergency procurements shall be limited to that of supplies, services or construction items necessary to meet the emergency. Such procurement shall be presented to the school's Board of Directors at its next meeting.

### **Competitive Sealed Bidding**

Competitive Sealed Bidding is used to initiate competitive procurement in excess of \$25,000. Competitive Sealed Bidding is a basic process used in instances when price is the sole decision-making variable among firms. It is most applicable for the purchase of everyday a ubiquitous good or service, readily available from multiple vendors, such as Chromebooks, cleaning supplies, etc. An Invitation for Bids (or Request for Quotes) is publicly posted detailing the school's specific requirements, as well as contractual terms and conditions set by the school. Bids may be emailed or hard copy mailed to the school, then publicly opened at a time and place outlined per the terms of the Invitation. All things being equal, the contract should award to the lowest responsive and responsible bidder. The final decision rests with the Board.

### **Competitive Sealed Proposals**

Competitive Sealed Proposals are used when the school has a need that exceeds \$25,000 in cost, but the school's selection of a vendor selection requires the flexibility of evaluating both qualitative and quantitative factors. While price is an important factor, it is not the only factor. Rather, factors such as quality, timing, reputation, staffing, or other terms may play an important role. The ultimate purpose of this method of procurement is to provide flexibility to the school while taking into consideration various options and the costs of each. Proposals are solicited through a publicly posted Request For Proposal.

### **Request for Proposal**

The request for proposal shall be the document used to initiate small purchase over \$25,000.01 and a competitive sealed proposal procurement and shall include the following:

- ☐ Instructions and information to vendors concerning the proposal submission requirements, including the time and date set for receipt of the proposal, the individual to whom the proposal is to be submitted, the address of the office to which proposal is to be delivered, and any other special information
- ☐ The purchase description, specifications, delivery and performance schedule, and such inspection and acceptance requirements as are not included in the purchase descriptions
- ☐ All contract terms and conditions, including warranty and bonding or other security requirements as

applicable

- ☐ Instructions to vendors to visibly mark as confidential each part of their proposal which they consider to be proprietary information
- ☐ A statement of a vendor's right to protest

### **Public Notice**

Public notice of the invitation for proposal shall be given. Such notice may include publication on the school's website. Proposal time will be set to provide the vendors a reasonable time to prepare their proposals. A minimum of seven (7) days shall be provided by the school.

### **Bid Opening**

Proposals over \$25,000 shall be publicly opened, but only the names of the offerors disclosed at the proposal opening. Contents of competing proposals shall not be disclosed during the process of opening or negotiation. All proposals shall be recorded at the time of opening and shall be opened for public inspection after contract award. Proprietary or confidential information marked as such in each proposal shall not be disclosed without written consent of the offeror.

### **Request for Qualifications**

Prior to soliciting proposals, and after giving adequate public notice, the school may issue a request for qualifications, experience, and ability to perform the requirements of the contract from prospective offerors. At a minimum, the request shall contain a description of the goods or services to be solicited by the invitation for proposal and the general scope of the work. The request shall also contain the deadline for submission of information and how prospective offerors may apply for consideration.

After the school receives the responses, it will rank prospective offerors from most qualified to least qualified on the basis of the information provided. The school shall then invite vendors from at least the top two prospective offerors.

### **Negotiations with responsible offerors and revisions to proposals**

As provided in the request for proposals, negotiations may be conducted with any offeror submitting a proposal appearing to be eligible for contract award pursuant to the selection criteria set forth in the request for proposals. All apparently eligible offerors shall be afforded the opportunity to submit best and final proposals if negotiations with any other offeror result in a material alteration to the request for proposals and such an alteration has a cost consequence that may alter the order of offerors' price quotations contained in their initial proposals. In conducting negotiations, there shall be no disclosure of information derived from proposals submitted by any competing offerors.

### **Evaluation**

The request for proposals shall state the evaluation factors in relative order of importance. Price may not be an initial evaluation factor. Each responsive and responsible offeror's proposal shall be evaluated. The proposal shall then be ranked in accordance with the results of such evaluation.

### **Award**

The award shall be made to the responsible offeror whose proposal is determined in writing to be most advantageous to the school, taking into consideration the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

## School Training and Travel Policy and Procedures

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

School Travel and Lodging at the expense of the Charter Institute at Erskine (Institute) will be authorized only when officially justified and by those means which meet State and Federal Government requirements consistent with good management practices. The Superintendent and the Director, with joint agreement, are empowered to make non-material modifications to Institute policies without additional approval of the Board of Directors.

The Institute will not issue travel advances without prior written approval by the Director and CEO.

All school mandatory meetings and trainings expenses must be prior approved by the Director and CEO.

### **PROCEDURE:**

#### **General Information**

Upon approval of the Director and the CEO using the *School Training Pre-Authorization Form*, the Institute will reimburse travel for trainings/ mandatory meetings held at its Institute or location determined by the Institute as outlined below. The Institute will only reimburse expenses for school staff that are required to attend the training as determined by the responsible department at the Institute. All department must seek prior approval prior to scheduling the training and notifying the schools.

#### **Lunch Per-Diem**

The Institute staff will notify the schools about lunch arrangements along with the training information. This will allow schools to plan accordingly. There may be changes to the above process if lunch arrangements can be made by other sources like donors or vendors.

Lunch provided at the training will follow the per diems cost of GSA rate.

When determining the cost for lunch or dinner, best judgment will be used to pay for the meals for any Schoolwide special events held by the Institute (Teacher of the Year, Recognition of high performing schools etc..). Institute will do its best to use any donors or vendors to support such events. The cost for such meals will not fall under the per-diem limit.

#### **Lodging**

1. The Institute will only reimburse lodging for school staff that are required to attend the training as required by the responsible department at the Institute
2. Hotels for one-day meetings will not be reimbursed unless approved in advance
3. If the employee chooses to drive back to home and not stay at the hotel room for the multi-day trainings/mandatory meeting(s), mileage will be reimbursed from the school location to the Institute on the first day, and mileage will be reimbursed from the Institute to the school location on the last day.
  - a. As the school employee wishes to not stay overnight, the Institute will only reimburse mileage up to the GSA rate for lodging in Columbia, SC with the exemption of the first and last days of trainings/mandatory meetings.
  - b. Maximum mileage reimbursement will be the distance from the school address to Institute.

## **Mileage Reimbursement**

1. The Institute will only reimburse the mileage for school staff that are required to attend the training as required by the responsible department at the Institute. The Institute will reimburse a maximum of one car per school.
2. If the individual attending the training/mandatory meeting lives within 50 miles round trip from the Institute, then he/she will not receive mileage reimbursement
  - a. For an employee excluding the school leader(s) of a virtual school that lives greater than 50 miles to and from the Institute or the training location, the employee will qualify for mileage reimbursement.
  - b. School leader(s) will not be able to seek mileage reimbursement.
3. Multi-day trainings/mandatory meetings will be reimbursed for 1 round trip greater than 50 miles at the current mileage rate used by the Institute.
  - a. For multi-day trainings/mandatory meetings, one hotel room per school will be reimbursed. The Institute team members will notify the schools if the Institute will be paying for the hotel room.
  - b. Mileage will be reimbursed from the school address to the Institute on the first day, and mileage will be reimbursed from the Institute to the school address on the last day if the school employees choose to not stay in a hotel. Maximum mileage reimbursement will be the distance from the school address to the training location.
4. If an individual attending the training/mandatory meeting is employed by a brick and mortar school within 50 miles round trip from the Institute, then he/she will not receive mileage reimbursement.
5. If an individual attending the training/mandatory meeting is employed by a virtual school and lives within 50 miles round trip from the Institute, then he/she will not receive mileage reimbursement.

## **Prohibited reimbursements include:**

1. Entertainment Expenses (e.g. in room movies)
2. Alcoholic beverages
3. Tobacco Products
4. Parking and other unrelated expenses
5. Expenses incurred for schools visiting the Institute to attend meetings that are related to oversight duties (such as compliance review, charter contract violations, etc.) will not be reimbursed
6. Schools requesting additional training or to seek one-on-one assistance will not be reimbursed

\*Reimbursements are **only allowable** for school employees

*Underline and text in bold for emphasis only.*

## **Documentation of Expenses**

Institute team members will be responsible for providing documentation for the following expenses when seeking reimbursements for schools within 10 business days from the date of the training:

- Program/Agenda of the meeting
- School Training Pre-Authorization Form
- Institute Expense Reimbursement Request
  - Signed by the immediate supervisor
  - As applicable signed by respective Federal Programs contact
  - Reviewed by the Federal Programs Finance Coordinator
  - Signed by the Director and the CEO
  - Signed by Institute Finance Director
- As applicable a travel map summary to show the number of miles
- Receipts (Need prior approval from the Director and the CEO)
  - Hotel/Motel Receipt with “-0-“ balance

- Registration receipt
- Supplies list (Institute staff only)

### **Staff Reimbursement Process**

- The staff member will complete the pre-authorization form
- As applicable, the staff member will have the Federal Programs Director sign the *School Training Pre-Authorization Form*
- The staff member will submit the completed form to the Fiscal Coordinator
- The Fiscal Coordinator will verify the information on the form
- The Fiscal Coordinator will collect signatures on the verified form from the Director and the CEO
- The Fiscal Coordinator will return the approved form to the staff member
- The staff member notifies the school(s) about the training/mandatory meeting including the allowable reimbursements (lunch, mileage and hotel etc...)
- After the training/mandatory meeting, the staff member collects the *Expense Reimbursement Request* from the schools along with the documentation required within 10 business days
- The staff member is responsible to conduct the initial verification of the *Expense Reimbursement Request*
- As applicable, the staff member will have the Federal Programs Director sign the *Expense Reimbursement Request*
- The employee will submit the completed *Expense Reimbursement Request* to the Fiscal Coordinator
- The Fiscal Coordinator will verify the information on the form
- The Fiscal Coordinator will collect signatures on the verified *Expense Reimbursement Request* from the Director and the CEO
- The Fiscal Coordinator will submit the approved expense reimbursement form to the Office of Finance for final approval and payment

Approved 10/09/2018, Modified 08/19/2020

## **Signature and Requisition Authority Policy and Procedures**

**THE SCHOOL RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

This Policy is intended to ensure that commitments of school resources are properly reviewed and approved by authorized employees. The Policy thus identifies who is authorized to enter into transactions with external parties on behalf of the school and to submit requisitions for purchases through the school's Procurement Policy.

### **PROCEDURES:**

#### **General Information**

Authorized signers and requisitioners under this Policy are responsible for ensuring that:

- Where required, internal review and approval (including approval by the Board of Directors) have been obtained;
- The transaction and its terms are consistent with the school's objectives and budgetary authorizations, legal requirements, procurement policies, and the terms of restricted funds (if applicable); and
- There is no real or perceived conflict of interest on the part of any individual or organization involved in the transaction or, where a real or perceived conflict of interest does exist, the issue has been resolved prior to entering into the transaction, as required by the *Conflict of Interest Policy*. Resolution of any real or perceived conflict should be documented in writing and kept on file by the responsible department.

#### **Audit Trail**

To create an adequate audit trail, approvals shall be memorialized in a memorandum, e-mail or other document that is maintained with the file concerning the transaction. Such documents should be stored and retained (whether in paper or electronic form) by the responsible department and the Finance Office.

#### **Unauthorized Signers and Requisitioners**

Individuals who enter into unauthorized contracts or commitments may be subject to disciplinary action.

#### **Delegations of Signature**

Except as specified in this Policy, the school Board, by resolution, will delegate signature and requisition authority with respect to all educational, financial and administrative matters pertaining to the school and may delegate such authority to other administrators for specified transactions.

Those granted signature authority by the Board may delegate their authority but must do so in writing. Further, delegation of signature authority cannot be granted on an ongoing basis. Rather it is to be used on a case-by-case basis. A copy of any delegation must be kept on file with the purchase order and/or contract for audit trail purposes.

#### **Provision**

All persons designated as having signature authority under this Policy are thereby authorized to execute, acknowledge and deliver to external parties, in the name and on behalf of the school, any and all agreements, documents or other instruments that they determine to be necessary or appropriate to carry out the transactions authorized thereby.



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## NON-BINDING TERM SHEET

March 22, 2021

Thank you for considering Truist Bank, formerly known as Branch Banking and Trust Company (“Truist” or “we”), to meet your lending needs! We are pleased to offer you this non-binding summary for discussion and informational purposes only. This Term Sheet is intended to form a basis for discussion of the key terms and conditions that we believe may be incorporated into a commitment should you choose to proceed.

### TERMS AND CONDITIONS

<b>Borrower(s):</b>	Oceanside Collegiate Academy
<b>Purpose:</b>	Loan to help bridge total funding needed for a new multi-use turf sports field. Total cost up to \$1,500,000 to include all site work, utilities and turf. Borrower to contribute a minimum of \$1,050,000 cash towards the project funding.
<b>Loan Facility:</b>	Non-revolving line of credit with term out of any remaining principal balance after the initial 6-month draw period.
<b>Amount:</b>	Up to \$500,000
<b>Payment Terms:</b>	Interest only payable months 1-6, then P&I payments months 7-41, with a full maturity on month 42, based upon a 36-month amortization.
<b>Interest Rate:</b>	Fixed rate of 4.00%
<b>Loan Fees:</b>	\$250
<b>Collateral Description:</b>	Unsecured
<b>Covenants:</b>	none
<b>Other Items:</b>	<ul style="list-style-type: none"><li>- Verify that the covenants within the Economic Development Revenue Bonds Series 2016A and 2016B “(i) allow for the proposed turf field to be built (ii) allow the proposed new loan</li><li>- Annual audited level fiscal year end plus quarter ending financial statements</li><li>- Subject to normal Truist Bank underwriting and information requirements</li></ul>

**Term Sheet Expiration Date:** March 29, 2021

### REQUIREMENTS

- Borrower agrees to establish and maintain its primary deposit account(s) with Truist as long as any part of the proposed credit remains outstanding.
- Borrower agrees to establish and maintain its primary merchant payment processing account(s) with Truist as long as any part of the proposed credit remains outstanding.

### DISCLOSURES

**USA PATRIOT Act:** The USA PATRIOT Act establishes minimum standards of information to be collected and maintained by Lender and its affiliates. This federal law requires all financial institutions to obtain, verify, and record information that identifies each person or legal entity that enters a financial transaction. Specifically, this means that when you seek financing, we will ask you for



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your name, address, date of birth for personal accounts, and other information, such as your tax identification number, to allow us to identify you. We may also ask to see your driver's license, passport, and other identifying documentation.

This Term Sheet is not intended to be an offer, promise, agreement or a contract to lend money or to extend credit within the meaning of section 32-3-10 of the Code of Laws of South Carolina, annotated.



12-Mar-21

Attn: Erik M. Miller, Director of Operations  
 Pinnacle Charter Academies  
 O: (813) 436-0696 | C: (803) 431-6009  
 emiller@pcaschools.org

Project: **Oceanside Collegiate Academy**  
**Mt Pleasant, SC**

### Synthetic Fields

#### CIVIL

##### MOBILIZATION

1	Mobilization	LS
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##### SITE PROTECTION

0	Temp Const Fence	LF
0	Temp Construction Entrance	LF
0	Reinforced Silt Fence	LF
0	Tree Protection	EA
0	Drainage Structure Inlet Protection	SF
0	Rip Rap Outket	EA
0	Floating Turbidity Barrier	EA

##### CLEAR & GRUB

0	Clear & Grub	AC
0	Ditches & Dewatering	LS

##### EARTHWORK

0	Strip Topsoil / Haul Off	CY
0	Inport Fill	CY

#### ATHLETIC FIELD

##### FINE GRADING

80,725	Laser Grade Subgrade	SF
80,725	Laser Grade	SF
4	Survey	HR
80,725	Laser Grade Base Gravel	SF
80,725	Laser Grade	SF
4	Survey	HR
80,725	Laser Grade Synthetic Subgrade	SF
80,725	Laser Grade	SF
4	Survey	HR

##### UNDERFIELD DRAINAGE

3,651	Flat Panel Drain (20'o.c.)	LF
3,651	Hydraway Flat Panel Drain	LF
183	12" HDPE Piping - 5% Waste	LF
34	End Caps	EA
34	InsertaTee	EA

585	12" Collector	LF
130	Trench Lateral Lines (24" wide)	CY
4	On Site Hauling (2 loads/Hour (30cy))	HR
139	#57 Drainage Stone	TN
585	12" HDPE Piping	LF
386	15" Collector	LF
86	Trench Lateral Lines (24" wide)	CY
3	On Site Hauling (2 loads/Hour (30cy))	HR
91	#57 Drainage Stone	TN
386	15" HDPE Piping	LF
193	18" Collector	LF
43	Trench Lateral Lines (24" wide)	CY
1	On Site Hauling (2 loads/Hour (30cy))	HR
46	#57 Drainage Stone	TN
193	18" HDPE Piping	LF
46	24" Collector	LF
10	Trench Lateral Lines (24" wide)	CY
0	On Site Hauling (2 loads/Hour (30cy))	HR
16	#57 Drainage Stone	TN
46	24" HDPE Piping	LF
1	Outlet	EA
8	Area Drains	LF
19	Excavate	CY
8	Area Drain	LF
12	#78 Stone Topping Stone (6"Dp)	TN
GRAVEL BLANKET LAYER		
80,725	Base Gravel	SF
80,725	Geotextile Fabric	SF
80,725	#78 Stone Topping Stone	SF
2,392	#78 Stone Topping Stone (6"Dp)	TN
5	Testing (500 Ton Piles)	EA
SYNTHETIC		
80,725	Synthetic Turf	SF
80,725	Athletic Turf 2"	SF
1	Pioneer Painting	LS
CONCRETE		
1,203	Synthetic Nailer Curb	LF
89	Excavate (12" Deep)	CY
22	Aggregate Base 4" Deep	CY
2,406	Concrete Forming	LF
2,406	Rebar	LF
30	Concrete Curb 8" x 12" Deep	CY
1,203	Nailer	LF

**LANDSCAPE**

30,275	Seeding Area Prep	SF
30,275	Fertilizer /Lime	SF
30,275	Fine Grade	SF
30,275	Hyromulch / Seed	SF

**SURVEY**

1	Survey	LS
1	As Builts	LS
1	GeoTech and Conc Testing ( BY OWNER)	LS

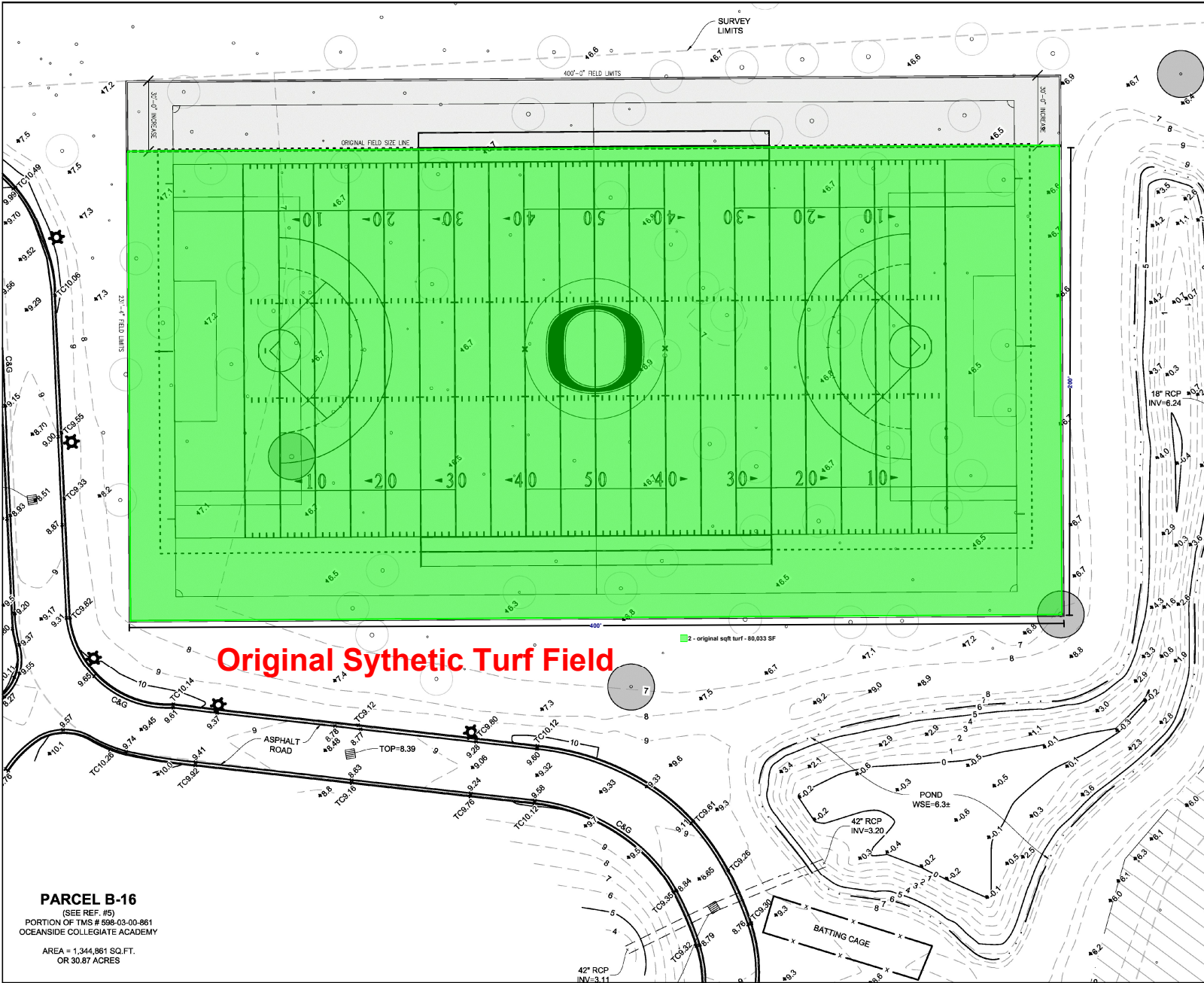
**DESIGN**

1	Design	LS
1	Conceptual Master Plan	LS
1	Civil Documents	LS
1	Field Design	LS

**MISCELLANEOUS**

1	Field Accessories	LS
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**Construction Subtotal >>>      \$1,391,755.00**



## Original Synthetic Turf Field

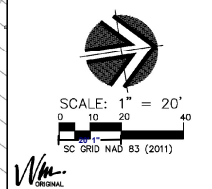
■ 2 - original soft turf - 80,033 SF

**PARCEL B-16**  
 (SEE REF. #5)  
 PORTION OF TMS # 598-03-00-861  
 OCEANSIDE COLLEGIATE ACADEMY  
 AREA = 1,344,861 SQ. FT.  
 OR 30.87 ACRES

- GENERAL NOTES:**
1. ALL AREAS IMPACTED BY THIS CONSTRUCTION ACTIVITY SHALL BE RESTORED TO ITS ORIGINAL CONDITIONS AT NO ADDITIONAL COST TO THE COUNTY. UNLESS OTHERWISE PREVIOUSLY DOCUMENTED.
  2. THE CONTRACTOR SHALL REMOVE ALL EXCESSIVE SOIL AND EXISTING MATERIALS OFF-SITE IN A LEGAL MANNER AT NO ADDITIONAL COST TO THE COUNTY. THE CONTRACTOR IS FULLY RESPONSIBLE FOR ALL QUANTITIES OF MATERIALS AND CUL/ILL CALCULATIONS.
  3. THE CONTRACTOR IS FULLY RESPONSIBLE FOR FIELD VERIFYING ALL EXISTING CONDITIONS PRIOR TO ANY CONSTRUCTION ACTIVITY. ANY FIELD DEVIATIONS FOUND SHALL BE BROUGHT TO THE E.O.R. ATTENTION.
  4. THE CONTRACTOR IS FULLY RESPONSIBLE FOR ALL LAND SURVEYING LAYOUTS AND AS-BUILT SURVEYING IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
  5. THE WIDTH OF THE PROPOSED PERIMETER PIPE TRENCHING WAYBE GREATER THAN 2 TIMES THE PIPE SIZE DIMITER. THE CONTRACTOR SHALL CONSTRUCT THE FINAL TRENCH LENGTH AND WIDTH BASED ON THE FINAL SUBSURFACE COLLECTION PLANS.
  6. THE CONTRACTOR IS RESPONSIBLE FOR ALL SITE AND CONSTRUCTION SAFETY MEASURES IN ACCORDANCE WITH THE MOST CURRENT O.S.H.A. STANDARDS.
  7. THE CONTRACTOR SHALL SUBMIT ALL MATERIALS FOR SHOP DRAWING REVIEW AND APPROVAL PRIOR TO ORDERING OR INSTALLING ANY MATERIALS.
  8. NO ALTERNATIVE MATERIALS SHALL BE ALLOWED WITHOUT PRIOR WRITTEN APPROVAL FROM THE E.O.R.

- FIELD LAYOUT SIZES:**
1. SOCCER FIELD SIZE: 360' X 210'
  2. FOOTBALL FIELD SIZE: 360' X 160'
  3. UNIFIED LACROSSE FIELD SIZE: 360' X 160'

- LEGEND**
- DENOTES HISTORIC TREE LOCATIONS
  - DENOTES SIGNIFICANT TREE LOCATIONS



NO.	REVISIONS	DATE	BY

**fi Sports**  
 LESSON FOR PERFORMANCE  
 8250 PASCAL DRIVE  
 PUNTA GORDA, FL 33560  
 PHONE: 844-989-7500

**BrightView**  
 LANDSCAPE DEVELOPMENT, INC.  
 2700 HAZELBROOK ROAD, SUITE 350  
 CALADASSAS, CA 91301  
 PHONE: 818-737-3116

FS PROJECT	6210098-01
DATE	2-10-21
SCALE	1"=20'
DESIGNED BY	WJM
DRAWN BY	WJM
ORDERED BY	RD

**SYNTHETIC TURF  
 LAYOUT & MATERIAL  
 PLAN**

FOOTBALL | SOCCER | LACROSSE

**OCEANSIDE  
 COLLEGIATE ACADEMY**  
 PREPARED FOR  
**TOWN OF MOUNT PLEASANT**  
 CHARLESTON COUNTY SC

SHEET NUMBER  
**PF-1.00**

PL 2021020900100



12-Mar-21

Attn: Erik M. Miller, Director of Operations  
 Pinnacle Charter Academies  
 O: (813) 436-0696 | C: (803) 431-6009  
 emiller@pcaschools.org

Project: **Oceanside Collegiate Academy**  
**Mt Pleasant, SC**

### Synthetic Fields

#### CIVIL

##### MOBILIZATION

1	Mobilization	LS
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##### SITE PROTECTION

0	Temp Const Fence	LF
0	Temp Construction Entrance	LF
0	Reinforced Silt Fence	LF
0	Tree Protection	EA
0	Drainage Structure Inlet Protection	SF
0	Rip Rap Outket	EA
0	Floating Turbidity Barrier	EA

##### CLEAR & GRUB

0	Clear & Grub	AC
0	Ditches & Dewatering	LS

##### EARTHWO

0	Strip Topsoil / Haul Off	CY
0	Inport Fill	CY

#### ATHLETIC FIELD

##### FINE GRADING

91,931	<u>Laser Grade Subgrade</u>	SF
91,931	Laser Grade	SF
5	Survey	HR
91,931	<u>Laser Grade Base Gravel</u>	SF
91,931	Laser Grade	SF
5	Survey	HR
91,931	<u>Laser Grade Synthetic Subgrade</u>	SF
91,931	Laser Grade	SF
5	Survey	HR

##### UNDERFIELD DRAINAGE

4,085	<u>Flat Panel Drain (20'o.c.)</u>	LF
4,085	Hydraway Flat Panel Drain	LF
204	12" HDPE Piiping - 5% Waste	LF
34	End Caps	EA
34	InsertaTee	EA

607	<u>12" Collector</u>	LF
135	Trench Lateral Lines (24" wide)	CY
4	On Site Hauling (2 loads/Hour (30cy))	HR
144	#57 Drainage Stone	TN
607	12" HDPE Piping	LF
386	15" Collector	LF
86	<u>Trench Lateral Lines (24" wide)</u>	CY
3	On Site Hauling (2 loads/Hour (30cy))	HR
91	#57 Drainage Stone	TN
386	15" HDPE Piping	LF
218	<u>18" Collector</u>	LF
48	Trench Lateral Lines (24" wide)	CY
2	On Site Hauling (2 loads/Hour (30cy))	HR
52	#57 Drainage Stone	TN
218	18" HDPE Piping	LF
46	<u>24" Collector</u>	LF
10	Trench Lateral Lines (24" wide)	CY
0	On Site Hauling (2 loads/Hour (30cy))	HR
16	#57 Drainage Stone	TN
46	24" HDPE Piping	LF
1	Outlet	EA
8	<u>Area Drains</u>	LF
19	Excavate	CY
8	Area Drain	LF
12	#78 Stone Topping Stone (6"Dp)	TN
GRAVEL BLANKET LAYER		
91,931	<u>Base Gravel</u>	SF
91,931	Geotextile Fabric	SF
91,931	<u>#78 Stone Topping Stone</u>	SF
2,724	#78 Stone Topping Stone (6"Dp)	TN
5	Testing (500 Ton Piles)	EA
SYNTHETIC		
91,931	<u>Synthetic Turf</u>	SF
91,931	Athletic Turf 2"	SF
1	Pioneer Painting	LS
CONCRETE		
1,262	<u>Synthetic Nailer Curb</u>	LF
93	Excavate (12" Deep)	CY
23	Aggregate Base 4" Deep	CY
2,524	Concrete Forming	LF
2,524	Rebar	LF
31	Concrete Curb 8" x 12" Deep	CY
1,262	Nailer	LF

**LANDSCAPE**

34,069	<u>Seeding Area Prep</u>	SF
34,069	Fertilizer /Lime	SF
34,069	Fine Grade	SF
34,069	Hyromulch / Seed	SF

**SURVEY**

1	<u>Survey</u>	LS
1	As Builts	LS
1	GeoTech and Conc Testing ( BY OWNER)	LS

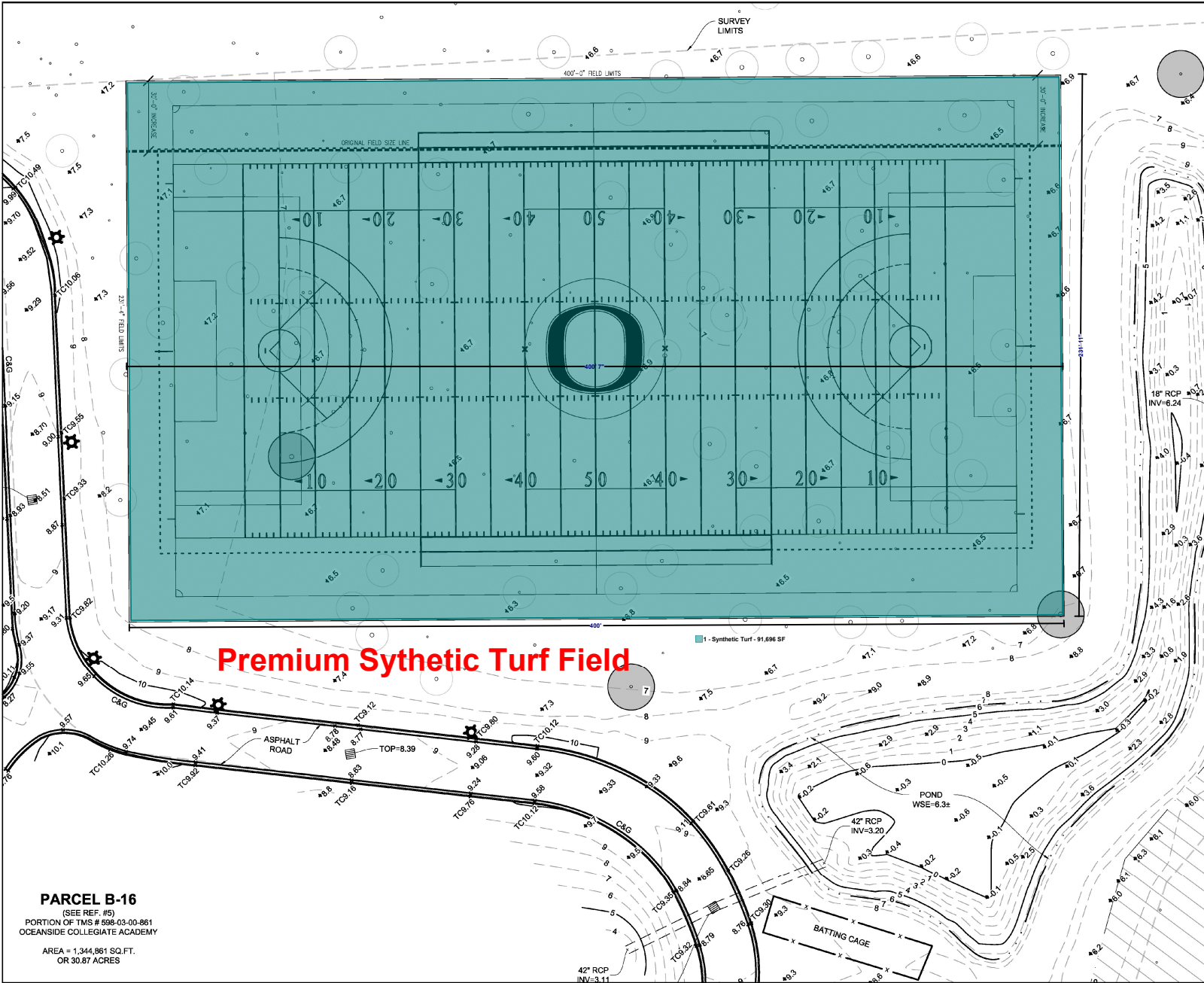
**DESIGN**

1	<u>Design</u>	LS
1	Conceptual Master Plan	LS
1	Civil Documents	LS
1	Field Design	LS

**MISCELLANEOUS**

1	Field Accessories	LS
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**Construction Subtotal >>>      \$1,485,377.00**

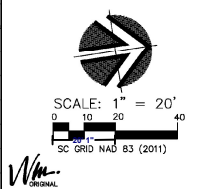


**Premium Synthetic Turf Field**

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- LEGEND**
- DENOTES HISTORIC TREE LOCATIONS
  - DENOTES SIGNIFICANT TREE LOCATIONS



**PARCEL B-16**  
(SEE REF. #5)  
PORTION OF TMS # 598-03-00-861  
OCEANSIDE COLLEGIATE ACADEMY  
AREA = 1,344,861 SQ. FT.  
OR 30.87 ACRES

NO.	REVISIONS	DATE	BY

**fi Sports**  
LESSON FOR PERFORMANCE  
8250 PASCAL DRIVE  
PUNTA GORDA, FL 33560  
PHONE: 844-989-7500

**BrightView**  
LANDSCAPE DEVELOPMENT, INC.  
2700 HAZELBURN ROAD, SUITE 350  
CALADASSAS, CA 91301  
PHONE: 818-737-3116

FS PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY	RD
621009-01	2-10-21	1"=20'	WJM	WJM		

**SYNTHETIC TURF LAYOUT & MATERIAL PLAN**

FOOTBALL | SOCCER | LACROSSE

**OCEANSIDE COLLEGIATE ACADEMY**  
PREPARED FOR  
**TOWN OF MOUNT PLEASANT**  
CHARLESTON COUNTY SC

SHEET NUMBER  
**PF-1.00**

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