



## BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on August 10<sup>th</sup> at 9am at Palmetto Scholars Academy.

### I. Administrative

#### a. Meeting call to order 9am

#### b. Board Members Roll Call

i. Tim Gott (Principal)	absent
ii. John Mulvey	x
iii. William Quantz	x
iv. Catherine Parker	absent
v. Kim Shultz	x
vi. Bryan Coppage	x
vii. Keith McElveen	x
viii. Morgan Futch	x
ix. Mark Bowden	x
x. Elizabeth Hallum	absent
xi. Melissa Knight (Board Member Elect)	x
xii. Faith Bongiorno (Board Member Elect)	x
xiii. Cynthia Hall (Board Member Elect)	x
xiv. Bernadette Brogan (Faculty Liaison)	absent
xv. John Warder (PCA)	x
xvi. Corrigan Rutherford (Ast. Principal)	x
xvii. Melissa McCants (Ast. Principal)	x
xviii. Matthew Bongiorno (Parent)	x
xix. Rhys Harris (Teacher)	x
xx. Leslie Sullivan (Teacher)	x
xxi. Margaret Dullanty (Teacher)	x

#### c. **Mission Statement:** Palmetto Scholars Academy (PSA) exists to meet the distinctive academic, social, and emotional needs of students by utilizing best practices of gifted education.

#### d. Public Comment

### II. New Business

- a. Introduction by Keith with contributions from Board as needed
  - i. between incoming and outgoing board members
  - ii. Overview and History
  - iii. Infrastructure
    1. Fundraising
    2. Expenses
  - iv. Leadership & Governance
  - v. Policies & Procedures
  - vi. Community Involvement
  - vii. Culture
  - viii. Transportation



- ix. Academic Excellence
- x. Future Expansion
- b. Reviewed 2016-2018 Strategic Plan Goals with intent to:
  - i. Validate goals were still current, and
  - ii. Determine if goals were appropriately assigned.
  - iii. See Attachment “A” regarding goals and responsible committees.
- c. Used Strategic Plan Review to identify key items to prioritize
- d. Discussed next steps
  - i. Board of Directors to evaluate committee assignments at 8/20 meeting taking into consideration the skills of Board members and appropriate allocation of work
  - ii. Board of Directors to establish initial due dates for Committees to report back on Strategic Planning progress
  - iii. Establish committee “charters” or other documentation to outline responsibilities and work procedure for committees to accomplish their tasks so that responsibilities and processes are clearly understood and ensure buy in of committee members at the outset.
  - iv. Additional areas of opportunity to be evaluated by appropriate committees:
    - 1. Grants:
      - a. Title 4A Transportation Grants
      - b. Need to evaluate ability to research and write grants
    - 2. Additional sources of revenue:
      - a. Lessees to replace St. Leo
      - b. Volunteer Matches and other corporate gift programs
    - 3. Student Diversity needs to be considered when evaluating marketing/communications/transportation and other actions that could impact marginalized communities
    - 4. Quarterly interaction between Board and Faculty to ensure that communications lines are open (some Board members attend staff meeting?)
    - 5. Publish Organizational Chart for PSA
    - 6. Identify areas in which Administrative staff may have expertise or ability to support Strategic Plan Goals
    - 7. Identify individuals with ability to serve as effective Committee members
      - a. Committee chairs to work with PCA and faculty to identify parents with key skills
      - b. Leverage events like Phoenix Fest to advertise key committee needs to parents
      - c. Solicit Faculty volunteers to serve on Committees

### III. Current Committee Structures

- a. Ad Hoc Committee on Relocation & Expansion
- b. Policy & Human Resources – Keith McElveen
- c. Finance – William Quantz (Melissa Knight)
- d. Development & Fundraising – Morgan Futch
- e. Military – Elizabeth Harris
- f. Nominating – Kim Shultz
- g. Facilities – Mark Bowden
- h. Communications – John Mulvey
- i. Academic Excellence – Tim Gott and Catherine Parker



j. Grievance – Bryan Coppage

k. Transportation – Ad Hoc

**IV. Action Items**

a. None

**V. Adjournment** at 11:30am

Your Governing Board

Attachment A:

**Goal A1:** Identify metrics to track academic achievement, ensure compliance with charter mandate and identify areas of strength and weakness.

- Goal still relevant for PSA Strategic Plan
- Responsible: Academic Excellence, Administration & Faculty
- Other Comments: individual items within the Action Steps were not well understood and need updating.

**Goal A2:** Enhance summer mentorship and authentic research experiences.

- Goal still relevant for PSA Strategic Plan
- Responsible: Academic Excellence, Administration & Faculty
- Other Comments: Since this involves interacting with external organizations to find student opportunities there may be a role for Communications or select individuals to contribute here

**Goal B1:** Review and update PSA bylaws and policies and procedures to support effective leadership.

- Goal still relevant for PSA Strategic Plan
- Responsible: Policy & Human Resources, Administration
- Other Comments: Bylaws were recently updated so they may only need some editing and minor cleanup. Some specific issues were identified recently with Lottery Procedures. It was noted that this information is not readily accessible to those who use or need it.

**Goal B2:** Be a school of choice for talented educators through quality professional development and support, compensation, and emphasis on employee well-being.

- Goal still relevant for PSA Strategic Plan
- Responsible: Policy & Human Resources Committee, Administration, Academic Excellence, and Finance
- Other Comments: Many stakeholders and external players will make it a more challenging area to define and achieve goal. Some parts of this such as Professional Development and Compensation may need to be worked separately so the problems are more manageable.

**Goal B3:** Build support for PSA within the state and charter education community.

- Objective of goal is not clear and may need to be rewritten.
- Responsible: To be determined.



- Other Comments: This item drove a lot of discussion about how PSA communicates with students, parents, and faculty. Goal itself was perhaps more external than internal but discussion identified some weakness in that area of the plan.

**Goal B4:** Ensure that PSA is governed by a focused, visionary board that is accountable and effective.

- Was not clear whether this item was a “Goal” or a mission statement.
- Responsible: To be determined
- Other Comments: By agreeing to serve Board members understand that a significant amount of work should be anticipated. All Board members are required to have committee assignments and to proactively manage their areas of responsibility.

**Goal C1:** Secure sufficient funding to ensure PSA’s premier performance and sustainability, and provide state of the art facilities.

- Goal could be separated into two separate goals, one focused on programmatic funding and the other on facilities.
- Responsible: Development & Fundraising, Facilities
- Other Comments: Need clarity on areas in which PCA operates as opposed to the scope of work of Board managed committees.

**Goal C2:** Develop tools to assess options for growth, size and facilities.

- Goal still relevant for PSA Strategic Plan, but could be rewritten to exclude Expansion/Replication and other areas of growth now under the purview of the PSA Foundation.
- Responsible: Development & Fundraising, Facilities
- Other Comments: Items that would fall in this area include wing expansion and athletic fields that would directly benefit students of the existing PSA school.

**Goal D1:** Develop and support strong communication channels with the PSA parent and alumni community to foster a sense of school culture and sustain and enrich school traditions.

- Goal still relevant for PSA Strategic Plan
- Responsible: Communications, PCA, Administration & Faculty
- Other Comments: Importance of how information is delivered to the intended recipients was reiterated with discussion of this goal. The limited effectiveness of current methods of communication highlights the need for major improvements that require IT support for the “How” before we can focus on the “What”.

**Goal D2:** Create robust outreach initiatives that include innovative partnerships with businesses and higher education institutions.

- Goal still relevant for PSA Strategic Plan
- Responsible: Communications, Administration, select individuals
- Other Comments: Interacting with external organizations such as businesses and higher education facilities needs to be closely managed by the Board. Relates to Goal A2 and several fundraising areas.

**Goal E1:** Provide safe, fully equipped facilities to support current and projected student population.

- Goal needs to be updated to remove “projected” and focus on current students at PSA.



- Responsible: Facilities, Administration
- Other Comments: Related to Goal C2. As PSA is near capacity of existing facility “projected” student population is the responsibility of the PSA Foundation.

**Goal E2:** Employ state of the art technology and equip creative and athletic programs to achieve PSA’s mission.

- Goal should be divided into a goal focusing on technology & equipment and a separate goal focusing on athletic programs.
- Responsible: Facilities, Administration, Academic Excellence
- Other Comments: None

**Goal F1:** Nurture relationship with the armed services to fulfill charter and land use agreements.

- Goal still relevant for PSA Strategic Plan
- Responsible: Military, Administration
- Other Comments: PSA receives substantial financial benefit from maintaining minimum DOD affiliated student population and relationship with military may facilitate future growth opportunities.