



## BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on May 19<sup>th</sup> at 6:00 pm via webex

### I. Administrative

#### a. Meeting call to order at

#### b. Board Members Roll Call

- |                                     |   |
|-------------------------------------|---|
| i. Mark Bowden                      | X |
| ii. John Mulvey                     | X |
| iii. Melissa Knight                 | X |
| iv. Kim Shultz                      | X |
| v. Bryan Coppage                    | X |
| vi. Faith Bongiorno                 | X |
| vii. Cynthia Hall                   | X |
| viii. Patrick O'Neill               | X |
| ix. Jason Colonna                   | X |
| x. Corrigan Rutherford [Ex-Officio] | X |
| xi. Joel Baughman [Ex-Officio]      | X |
| xii. Destiny Grant [Ex-Officio]     |   |
| xiii. Amber Speights [Ex-Officio]   | X |

#### c. Non-Board Members Roll Call

- |   |   |
|---|---|
| i. Keith McElveen [Foundation]          | X |
| ii. Bernadette Brogan [Faculty Liaison] |   |
| iii. John Warder [PCA]                  |   |

iv. Additional: Mary Brown (Board Elect), Rachel Crafton (School Nurse), Chris Gerry (JBC), Colonel Terry (JBC), Tony Chatfield (JBC), Mary Blunt (Board Elect), Lilianna Hudescu (Board Elect)

#### d. 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.

#### e. Acceptance of Minutes from last meeting

#### f. Public Comment

- i. None

### II. New Business

- Early onboarding of Assistant Principals (approved via email)
- 2019/2020 Budget Adjustments
- 2020-2021 Budget (in work, approval in June)
- Approve March Financials
- Board Member Evaluations
- Rescheduled events:
  - Prom – June 13<sup>th</sup>, likely to be rescheduled
  - Graduation – July 31<sup>st</sup> at CSU Lightsey Chapel

### III. Old Business

- 2020/2021 PSA Employee Salary Schedule
- Small Business Administration (SBA) Loan (CARES Act) status



- i. SBA Loan secured through First National Bank of South Carolina (FNBS) on 5/18 in the amount of \$525,982 and deposited into the PSA main account at South State Bank (SSB) the same day. Board Chair signed for loan and delivered funds to PSA account.
- ii. SBA Loan Funds under the CARES act are intended to be used for payroll during the Pandemic/Quarantine situation. PSA must maintain reported employment of 47 employees for an undetermined amount of time (need to research this and figure out how long).
- iii. Accountant was directed to segregate funds in a restricted account and use this account for all payroll expenses until consumed.
- iv. Interest Rate is 1%; SBA will make first of 4 payments on November 18<sup>th</sup> (approximately \$133,144) and PSA will be responsible for the remaining 3 payments unless loan is forgiven. Total interest over the life of the loan is approximately \$6,592.
- v. After all funds are consumed for payroll expenses accounting firm will assist us in submitting through FNBS to forgive the entire loan. (probably in August or September)

#### **IV. Principals Report – Corrigan Rutherford**

- a. Formal Principals Report at end of document

#### **V. Report from Foundation**

- a. Received 2<sup>nd</sup> funding installment
- b. 2<sup>nd</sup> Friday of the month proposed as regular meeting date of Foundation Board
- c. In discussions with existing Charter school regarding use of land

#### **VI. Committee Reports**

- a. Policy & Human Resources Destiny (Kim)
  - i. Did not meet in April
  - ii. Next project: Adapt SCCSA Templates for PSA use (ECD 8/1/20)
- b. Human Resources Sub Committee Corrigan (Kim)
  - i. Reviewed survey results
  - ii. Discussed HR position
  - iii. Discussed new hires and remaining openings
  - iv. Reviewed complaints
- c. Development & Fundraising Faith
  - i. Will schedule meeting after next week
  - ii. Need survey information on grant writing skills
  - iii. Identifying “targets” to fundraise for
    1. Contact at Google for Chromebooks grant – currently paused due to COVID
    2. Volvo Community Grant due June 5<sup>th</sup>
  - iv. Identifying funding sources and working to ensure efforts do not duplicate PCA
  - v. Recruiting additional individuals with grant writing experience to serve on committee
- d. Military Bryan
  - i. Commentary from Colonel Terry (Mission Support Group Commander) who was attending PSA Board meeting along with Chris Gerry (JBC School Liaison Officer) and Tony Chatfield (to represent JBC on Board).
  - ii. Kim to set up meeting with Chris and representatives from Turner & Caudell to brief him on the SCHSL lawsuit.
- e. Nominating Cynthia
  - i. Election completed



1. Mary Blunt
2. Mary Brown
3. Lilianna Hudescu

- f. Facilities Jason
- i. Evaluation of existing facility needs
  - ii. Several Landscaping bids received, waiting on 1 more
  - iii. Custodial “checklist” in work to better define the regular maintenance requirements
- g. Communications John
- i. Evaluating Technology needs and exploring solutions
- h. Academic Excellence Amber (Mark)
- i. Did not meet in May
  - ii. Draft completed of Middle School Survival Guide and High School Course Guide to help define what makes PSA a unique school and to communicate that to new students
  - iii. Looking for Mentors for Capstone Projects
    1. Goal is for every Board member to secure 5 Mentors
    2. A list of topics/areas of interest will be provided to the Board
- i. Grievance Melissa
- i. Mark Bowden
  - ii. Cynthia Hall
  - iii. Kim Shultz
  - iv. Bryan Coppage
- j. Ad Hoc Committee on Transportation John
- i. Reviewed potential costs for In-House option versus School Wheels
  - ii. Surveys to determine extent of need

## VII. Executive Session

- a. Legal Matter: SCHSL Rule Changes Lawsuit
- b. Personnel Matter: Executive Performance Evaluations

## VIII. Action Items

- a. Approved via email funding to onboard Assistant Principals early (2019/2020 Budget Adjustment)
- b. Approved March Financials via unanimous voice vote
- c. Approved motion to have executive review panel review content of performance management document and present to the Board at a later date

## IX. Adjournment at

Your Governing Board

## Principal’s Report May Board Meeting

May 17 PSA Community Update can be found [HERE](#).

### A. Quarantine Update

- Working to set forth guidelines to begin opening the building in June.
- Likely no camps/enrichment activities in June. Exploring possibilities for July.



- Currently, only limited staff in the building.

#### B. Staff Update

- PSA is currently out of compliance with the number of certified personnel (70%). Working to remedy this by providing support to current personnel who are seeking certification and through hiring decisions.
- Completing year-end grading.
- Working in shifts to distribute/accept items (individually sanitize).
- Have hired English 2 (Brenda Buckley-Kuhn), Band (Ryan Westberry), and seventh grade English (Amber Nobles) teachers. Information can be found in the above link to May 17 Update.
- HR Committee met to discuss survey results and evaluation process.

#### C. Facilities

- Lockers emptied, individually sanitized
- Still periodic emptying trash, disinfecting door handles (some staff in the building)
- Beginning to paint building in shifts, opened dialogue to install wall tracks (to address exposed cords).
- Seeking plumbing assistance for a recurring leak in the main hallway.
- Started facilities list. Will seek further Board assistance.
- Met with current cleaning service provider. Meet and greet evolved into an exchange of information regarding suggestions to improve communications. Education for principal regarding product requests and ordering.
- Met with current landscaper. Services limited to lawn care. Previously did provide mulch, bed maintenance, etc. Discussed the need for a current scope of service/agreement. Awaiting follow up.

#### D. Metrics/Schedules/Planning for 20-21

- Using Panorama (<https://www.panoramaed.com/>) moving forward to measure growth toward goals.
- More information will be shared in June regarding specifics. Tailored surveys will be crafted to meet the needs of PSA. Destiny and Amber to assist.
- Master schedule continues to be a work in progress. Working to ensure the schedule meets students' needs. Investigating opportunities to offer a larger variety of elective classes.
- Beginning work with principal leader to align mission/vision with strategic plan to positively impact growth and culture.

#### E. Community Relations

- Recent meeting with personnel at Trident Tech to gather information regarding past relationship, common goals, ways to improve communication between the organizations
- Recent meeting with the Incoming Dean of the Zucker Family School of Education (the Citadel) to discuss potential opportunities for partnerships, including opportunities for students interested in a military career as well as providing staff with opportunities for GT Endorsement classes.
- Upcoming meeting (Wednesday morning) with Scholarships and Grants Program Manager of SC Commission on Higher Education. Purpose is to gain an understanding of the process as well as improve communication and process. Investigate further opportunities for PSA students.

#### F. Status of Leadership transition

- Banking responsibilities have fully transferred.
- Continue to close the gap on distribution lists and updating partners regarding change in leadership
- Still need training/guidance on fire alarm, camera system, but also have vendors to call if needed. Keith McElveen to follow up and assist with evaluating camera system coverage.

#### G. Technology

- Multiple meetings and follow up with vendors and Brogan.
- Seeking information regarding purchase versus lease options.
- Possible implementations include:
  - Bark (free, identifies high risk communications across the Google Suite)
  - Netref (assists teachers in monitoring Chromebook activity)



- Schoology through PowerSchool (integrates with Google Classroom, provides single login for students, parents, and teachers)
- MAP testing (6-9 or 10 grades)