



BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on June 16th at 6:01 pm at PSA and via webex

I. Administrative

a. Meeting call to order at

b. Board Members Roll Call

- | | |
|------------------------------------|----------------------------|
| • Mark Bowden | X |
| • John Mulvey | X |
| • Melissa Knight | X |
| • Kim Shultz | X |
| • Bryan Coppage | X |
| • Faith Bongiorno | X |
| • Cynthia Hall | Report submitted via email |
| • Patrick O’Neill | X |
| • Jason Colonna | X |
| • Corrigan Rutherford [Ex-Officio] | X |
| • Joel Baughman [Ex-Officio] | X |
| • Destiny Grant [Ex-Officio] | X |
| • Amber Speights [Ex-Officio] | X |
| • Tony Chatfield [Ex-Officio] | X |
| • Mary Brown [Member Elect] | X |
| • Mary Blunt [Member Elect] | X |
| • Liliana Hudescu [Member Elect] | X |

c. Non-Board Members Roll Call

- Keith McElveen [Foundation]
- Bernadette Brogan [Faculty Liaison]
- John Warder [PCA]
- Additional: Rachel Crafton

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 approved

f. Public Comment

- i. None

II. New Business

- a. Re-Entry to School Committee
- b. Appointment of Anthony Chatfield as Ex-Officio member of Board (JBC Liaison)
- c. PSA Board and Administration Summer Priorities
- d. 2020-2021 Budget
- e. Approve April Financials
- f. Review South Carolina Uniform Grading Policy
- g. Process for approval of International Grades



- i. Background: PSA has several students (Military and Exchange) with international transcripts from their enrollment in non-U.S. Schools
- ii. In accordance with South Carolina Uniform Grading Policy dated February 12th, 2018, implementing S.C. Code Ann. 59-5-68, approvals of International Transcripts are a local decision based on local policy.
- iii. Item tabled to August Board Meeting (8/18/20)
- h. PADEPP Principal Evaluator Training.
 - i. 3 Board members needed to attend training for evaluating Principals
 - ii. Available dates 7/15, 7/20, 8/10, 8/31
 1. Kim to attend in August
 2. Faith to attend in August
 3. Jason to attend in August
 4. Liliana to attend, no specific date
 - i. Pandemic considerations and impact on Field Trips in 1st Semester
 - j. Joel Baughman to Review Cash Management practices for the school in general, the Athletic Department, and Academic Clubs
 - k. Advanced Board Training with Public Charter School Alliance of South Carolina – 3pm-6pm July 21st (date of next Board meeting)

III. Old Business

- a. 2020/2021 PSA Employee Salary Schedule
- b. 2019/2020 Budget Adjustments
- c. Board Member Evaluations
- d. Rescheduled events:
 - i. Prom – July 25th
 - ii. Graduation – July 31st at CSU Lightsey Chapel

IV. Principals Report – Corrigan Rutherford

- a. Formal Principals Report at end of document

V. Report from Foundation

- a. Received 2nd funding installment
- b. 2nd 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. After researching previous approvals determined Ethics and Conflict of Interest, Grievance Policy & Procedure, Banking, Check and Credit Card Policy, and Cash Management and Donations Policy were all approved by past Boards and policy documents were located. The 2016/2017 project to use PCSASC Templates to develop a full policy set for PSA was never completed.
 - ii. Kim met with Destiny on 6/5 to pass on all policy documents, history of policy making at PSA, and objectives of Policy & HR Committee to prepare her for taking over as chair of the committee.
 - iii. Kim, Corrigan, Destiny, & Amber met on 6/10 to discuss Policy priorities for the summer.
 - iv. Next project: Adapt PCSASC Templates for PSA use (ECD 8/1/20)
- b. Human Resources Sub Committee Corrigan (Kim)



- i. Did not meet
- 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 5th
 - 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
 - vi. Amber to assist with DoE grant
- d. Military Bryan
 - i. Chris Gerry and MSG Commander met with representatives from Turner & Caudell to brief him on the SCHSL lawsuit.
 - ii. Base Public Health Working Group – base is opening up, fitness open for military only, child center open Monday, progressing towards normal operations
- e. Nominating Cynthia
 - i. Committee met on 6/10 to review some summer tasks related to evaluating Board candidates
 - 1. New Project: Job Descriptions for Committee Chairs
 - 2. New Project: Rubric for evaluating Board Candidates
 - 3. New Project: Board Self Evaluations
- f. Facilities Jason
 - i. Evaluation of existing facility needs
 - ii. Several Landscaping bids received, working on selection
 - iii. Custodial “checklist” in work to better define the regular maintenance requirements
 - iv. Need to confirm remaining warranties in force for building and systems
- g. Communications John
 - i. Did not meet
- h. Academic Excellence Amber (Mark)
 - i. Did not meet in June
 - 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. Met on 6/11 with Grievant, Employee, and Administration to discuss grading dispute. Recommendation provided to the Board in Executive Session.
- 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. Grievance: Dispute regarding grades received
- c. Personnel Matter: Executive Performance Evaluations



VIII. Action Items

- a. Approved via electronic meeting the following Motions:
 - i. Motion made on 5/22: The Palmetto Scholars Academy Board, in accordance with the South Carolina Uniform Grading Policy dated February 12th, 2018, implementing S.C. Code Ann. 59-5-68, approves the ability of students to retake dual enrollment courses and for their GPA to be based on the higher of the two courses. Motion made by Kim and seconded by Faith. Motion passed with 9 approve, 0 disapprove, and 0 abstain on 5/23.
 - ii. Motion made on 5/22: The Palmetto Scholars Academy Board delegates authority to approve individual requests to retake dual enrollment courses and receive credit for the higher of the two courses to the Principal for the 2019/2020 and 2020/2021 Academic School Years. Motion made by Kim and seconded by Faith. Motion passed with 9 approve, 0 disapprove, and 0 abstain on 5/23.
 - iii. Motion made on 5/29: The Palmetto Scholars Academy Board approves an individual Performance Evaluation Process using the format utilized for all previous employee evaluations. Motion made by Patrick and seconded by Kim. Motion passed with 7 approve, 2 disapprove, 0 abstain on 5/31.
 - iv. Motion made on 6/3: The Palmetto Scholars Academy Board rescinds approval of individual Performance Evaluation Process submitted to the Board on 5/29 and approved on 5/31. Motion made by Patrick and seconded by Kim. Motion passed with 9 approve, 0 disapprove, 0 abstain on 6/4.
- b. Approved April Financials via unanimous voice vote
- c. Approved 2020/2021 Budget via unanimous voice vote
- d. Approved 2020/2021 Salary Schedule (reference for employee salaries) via unanimous voice vote
- e. Approved increase of \$183,578 to close budget gap for 2019/2020 budget via unanimous voice vote
- f. Approved recommendations of Grievance Committee RE: Grading Dispute via unanimous voice vote
- g. Resolution to form Re-Entry to School Committee to navigate Pandemic Related School Reopening plans passed with 7 approve, 0 disapprove, 0 abstain (2 members not present for the vote)
- h. Resolution to appoint Tony Chatfield as Ex-Officio Board Member and designated representative of Joint Base Charleston Leadership passed with 7 approve, 0 disapprove, 0 abstain (2 members not present for the vote)

IX. Adjournment at 8:57pm

Your Governing Board

Principal's Report June Board Meeting

May 29 PSA Community Update can be found [HERE](#).

A. End of Year Update

- Senior Grades
- Storing Grades



- Senior Transcripts
- Graduation/Graduation Dinner
- Covid Grading/PowerSchool
 - Press conferences versus memos
 - Minimal from the state--S2 as sole requirement
 - Teachers were given guidelines including grace, inflated grades, deflated grades, and opportunities to prove mastery.
 - 3 Grievances, 1 to committee

B. Staff Update

- Staff transition (counseling)
- Staff transition (leadership)
- New hires
 - Jo Beckum
 - Susan Harper
 - Donna Heisler

C. School Management

- Financials--Continuing to look for ways to streamline process, cut cost.
 - Recent costs cut through transcript service and a duplicate server backup.
 - Budget notations

D. Metrics/Schedules/Planning for 20-21

- Customer Service
- Proactive Approach
- Clearly Communicate
- Updated Withdrawal form completed (due to COVID-19)/survey included
- No bus service offered--does not indicate a high need either, but working on a metric to better evaluate.
- Re-entry Committee
- AcceleratED guidance
- Covid District Statement likely to come: **“Stringent guidelines that we MUST abide by. We should keep in mind that Mrs. Spearman did not close the schools, Governor McMaster did, and we do not have the authority to move forward without his blessing.”**

E. Community Relations

- Continued communication with Trident. Opening their campus for Accuplacer testing.
- Meeting on Monday (6/15) with College of Charleston.
- Gathering information regarding dual enrollment agreements. Looking forward to working with the Academic Excellence Committee

F. Status of Leadership transition

- Destiny has come onboard. Worked with Dr. Gott to understand fire alarm panel, camera system, etc.
- Meeting week of 6/15 to sync school phones with camera system.
- Majority of tasks have been transitioned to the current leadership team.



G. Athletics

- SCHSL Injunctive Relief Update--change of venue (Lexington County).
- Open Season/SCHSL Guidelines--See memo [here](#). Additional guidelines may be found [here](#).

PSA Board and Administration Summer Priorities

Initial meetings of each committee will include evaluating the identified tasks and reporting to the Board on the plan to accomplish tasks and any recommended changes in direction.

Policy & HR Committee

Destiny

- Board Governance Policy updates
- Financial Policy updates
- Human Resources Policy updates

Academic Excellence Committee

Amber

- Curriculum Consistency
 - Syllabi alignment
 - Grade to Grade curriculum flow
- Gifted & Talented Best Practices
- Enrichment/Differentiation (meeting the needs of individual students)

Finance Committee

Patrick & Kim

- Financial best practices
- Review of Cash Management practices for the school, Athletic Department, and Academic Clubs
- Realign Budget Accounts to ensure accurate reporting

Re-entry to School Subcommittee

Rachel

- Social Distancing
 - Facilities considerations
 - Budgetary impact
- Screening for illness
- Distance Learning options and guidance

Additional Projects across Committees:

- Review of Charter
- Powerschool and other Technology
- Orientations