



BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on July 8th at 6:00 pm at PSA and via webex

I. Administrative

a. Meeting call to order at

b. Board Members Roll Call

- | | |
|------------------------------------|--------|
| • Mark Bowden | x |
| • John Mulvey | absent |
| • Melissa Knight | x |
| • Kim Shultz | x |
| • Bryan Coppage | x |
| • Faith Bongiorno | x |
| • Cynthia Hall | x |
| • Patrick O’Neill | x |
| • Jason Colonna | x |
| • Corrigan Rutherford [Ex-Officio] | x |
| • Joel Baughman [Ex-Officio] | absent |
| • Destiny Grant [Ex-Officio] | x |
| • Amber Speights [Ex-Officio] | x |
| • Tony Chatfield [Ex-Officio] | absent |
| • 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, Justin Gadsden, Shelley Gordon, Sheldon Kramer

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 Deferred until July 21st.

f. Public Comment

- i. None

II. New Business

- a. Review proposed Confidentiality Statement for Board and Committee Members
- b. Process for approving on campus activities
 - i. Athletics procedures for summer conditioning and compliance with SCHSL requires reviewed
 - ii. Liability waivers for athletes and coaches
 - iii. Process documentation for coaches to follow
- c. Mid-month recommendations from Reentry Sub Committee



- d. All regular meeting items to be addressed during 7/21 meeting

III. Old Business

- a. All regular meeting items to be addressed during 7/21 meeting

IV. Principals Report – Corrigan Rutherford

- a. To be provided during 7/21 meeting

V. Report from Foundation

- a. To be provided during 7/21 meeting

VI. Committee Reports

- a. Policy & Human Resources Destiny (Kim)
 - i. To be provided during 7/21 meeting
- b. Human Resources Sub Committee Corrigan (Kim)
 - i. To be provided during 7/21 meeting
- c. Development & Fundraising Faith
 - i. To be provided during 7/21 meeting
- d. Military Bryan
 - i. To be provided during 7/21 meeting
- e. Nominating Cynthia
 - i. To be provided during 7/21 meeting
- f. Facilities Jason
 - i. To be provided during 7/21 meeting
- g. Communications John
 - i. To be provided during 7/21 meeting
- h. Academic Excellence Amber (Mark)
 - i. To be provided during 7/21 meeting
- i. Reentry Sub Committee Rachel (Mark)
 - i. Recommendations
- j. Grievance Melissa
 - i. To be provided during 7/21 meeting
- k. Ad Hoc Committee on Transportation John
 - i. To be provided during 7/21 meeting

VII. Executive Session

- a. Legal Matter: SCHSL Rule Changes Lawsuit
 - i. \$1,153.85 check sent to Turner and Caudel law firm to pay for PSA’s portion of surety bond for lawsuit against SCHSL (\$15,000 bond required, divided amongst 13 schools)
- b. Legal Matter: Hiring Practices

VIII. Action Items

- a. Motion to approve Confidentiality Statement for Board and Committee Members as presented. Motion approved by unanimous voice vote.
- b. Motion to approve delegating authority to Corrigan for approval resumption of athletic activities on campus. Motion approved by unanimous voice vote.



- c. Motion to develop and implement protocols documenting safety for PSA sanctioned activities and agreement from participants to comply with protocols prior to resumption of athletic activity. Motion unanimously approved via voice vote.
- d. Motion to accept Reentry Sub Committee recommendation to focus initial efforts on preparation for Level 3 of the Flexible Plan for Instructional Continuity, Full Distance Learning model corresponding to the High Risk classification from the Department of Health for first quarter of 2020/2021 school year in accordance with direction from Department of Education. Motion passed with unanimous voice vote.
- e. Motion to accept Reentry Sub Committee recommendation to adopt Flexible Plan for Instructional Continuity from Sacred Heart Preparatory School as framework for implementing reentry to school in a phased approach. Approved unanimously via voice vote.
- f. Motion to authorize Kim, Faith, and Corrigan to consult with attorney's specializing in Employment Law and select one to represent PSA in legal matter. Approved unanimously via voice vote.

IX. **Adjournment** at 8:55pm.

Your Governing Board

Documents attached:

- Confidentiality Statement for Board and Committee Members [page 4]
- Processes and Protective Measures for resumption of athletic activity [page 5-6]
- Reentry Sub Committee - Recommendations to the Board [page 7-11]



Confidentiality Statement for Board and Committee Members

(Sources: National Council of Nonprofits; Delphi Consultants, Inc.)

It is the policy of Palmetto Scholars Academy (PSA) that trustees and committee members of Palmetto Scholars Academy will not disclose confidential information belonging to, or obtained through their affiliation with, Palmetto Scholars Academy to any person, including their relatives, friends, and business and professional associates, unless Palmetto Scholars Academy has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Trustees and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to Palmetto Scholars Academy to avoid unauthorized or improper disclosures of confidential information.

While trustees and committee members are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Board Chair or that would not be supported by board policy, procedures, or decisions.

At the end of the trustee or committee member's term or upon his/her retirement, resignation or removal from the Board of Trustees or committee, he/she shall return, at PSA's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that trustees and committee members, will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with Palmetto Scholars Academy.

Certification

I have read Palmetto Scholars Academy's complete policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and this statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature _____ Name _____ Date _____

Approved by the Board of Directors (Board of Trustees) on _____



Processes and Protective Measures for resumption of athletic activity – to be adapted to a Procedure and distributed to all coaches

Entering The School

ALL ATHLETES are required to enter through the main entrance of the school. Doors will be LOCKED 5 minutes prior to practice time. If you are not inside the school by then, you will not be allowed in. DO NOT go to the back of the school and try to get in. The coaches have been instructed to not allow anyone in through those doors.

Health Screens for Volleyball/Basketball

Kat (trainer) will move her health screen to outside the front door. While she is evaluating one athlete, ONLY TWO OTHERS may wait in line, 6' apart, at the cones placed on the walkway. As one athlete goes inside the school, another can join the line. Parents, if you see athletes in line, please do not "stop, drop and roll". Feel free to pull up and form a "drop off line" while in your vehicle but be sure to leave enough space for another car to go around you. IMPORTANT: If your athlete is not feeling well, stay home.

Health Screens for Cross Country

Kat (trainer) will perform health screens no sooner than 5 minutes before the start of practice. Parents, please stay with your athlete and have them remain in your vehicle until then. For practices where Kat is not present, remain in your vehicle until you see me get my bike out of my truck. IMPORTANT: If your athlete is not feeling well, stay home.

Register for Practice

You MUST register for practice by using Sign Up Genius EVERY WEEK. The link will be sent Friday or Saturday. Watch for it. If you do not register, Kat will not have your name and you will NOT be granted entry to the school. Registration is REQUIRED so we can ensure we are meeting the participant guidelines. And don't forget ... if you cannot make practice once you sign up, please remove your name or email me so I can let the coach know and make adjustments if necessary.

Once Inside the Building

Athletes are NOT permitted to use the locker rooms and water fountains. The single bathrooms in the main hall can be used, but only 1 can wait outside the door.

When inside the gym, place your items at the designated cones and remain at the cones until your coach gives you further instructions.

Water Breaks

Bring plenty of water. During your water break, you MUST remain at your cone. This is NOT a time to socialize.

Leaving the Building



At the end of practice, you must leave the school facility (building/parking lot) immediately. NO LOITERING. Parents, be sure to be waiting for your athlete to pick them up. Don't forget that late charges will be applied if your athlete is not picked up on time.

Coach, Athlete and Parent Responsibilities

Coaches are aware of and are reminded regularly of the guidelines mandated by SCHSL for practices and they rigidly run their practices based on these guidelines. Aside from a parent, NO ONE wants to ensure player safety more than the Coach and this department. Coaches are, throughout the practices, reminding the athletes of the 6' rule and will NEVER require a drill be performed which compromises that mandate.

Athletes, while we all realize this is a much different practice atmosphere from what you are used to, it is YOUR responsibility to ensure that you are strictly following the coaches' instructions and are maintaining the required 6 feet distance. If you interpret the instruction to require less than 6 feet distancing, it is your responsibility to ask the coach for clarification.

Parents, please have the conversations with your athlete and make a decision that you believe is in YOUR family's best interest. If you choose to continue to participate in future practices, all guidelines and reminders as noted above MUST be followed.

Coaches will continue to instruct and remind their athletes to follow the practice guidelines, specifically as it relates to maintaining 6' distance; however, if an athlete disregards the instruction (ie during a water break, during practice), the coach has the authority to make the decision to remove the player and ask them to not return.

[SCHSL Guidelines](#)



Reentry Sub Committee - Recommendations to the Board

1. Taking into account -and limited by -the most recent legal documents regarding schools' re-entry by DHEC/CDC, SC DoE and SCPCSD and by the PSA workforce re-entry survey results as referenced below:
 - 1.1. Most recent DHEC and CDC document regarding COVID-19 Pandemic situation, released on July 6, 2020 regarding the level of alertness in South Carolina counties, which classifies Berkeley, Charleston and Dorchester County as a "high" risk;
 - 1.2. DHEC/CDC Guidance on School Re-openings released on June 22/2020
 - 1.3. SC DoE AcceleratedED Task Force: Guidance and Recommendations for 2020–21 School Year June 22, 2020
 - 1.4. SCPCSD COVID-19 Re-Entry Guidance Developed June 24, 2020
 - 1.5. Results of the PSA faculty and staff survey

The PSA Re-Entry Committee recommends to the PSA Board to adopt- and prepare accordingly- for re-opening the school year 2020-2021 as "Full Distance Learning" program -as defined by Model 3 of AcceleratedED Task Force: Guidance and Recommendations for 2020–21 School Year June 22, 2020. The Committee recommends keeping the start date of August 18, 2020.

2. As mandated by the PSA Board, this committee has reviewed best academic practices used in mitigating the instructional disruption caused by COVID-19, successfully protecting the health of employees and students while maintaining a solid instructional program.
 - 2.1. After considering plans and recommendations put forward by numerous legal entities, global and USA based non-profits supporting school activity, other districts, and other schools;
 - 2.2. Taking into account the flexibility required from our school to readily respond to Level 3 -HIGH RISK -as defined by DHEC and CDC, while continuing to prepare for switching our instruction mode to Level 2 (medium risk) and Level 2 (low risk), as necessary;
 - 2.3. Understanding that communication of a well-defined and integrated plan to all of our faculty and staff, parents and students, and school business partners is critical for the success;

The Re-entry committee recommends the adoption by the PSA Board of the [FLEXIBLE PLAN FOR INSTRUCTIONAL CONTINUITY](#) as shared by Sacred Heart Schools as a working framework, which should serve as a guide to the PSA in developing the plan.



3. As mandated by the PSA Board, the Re-entry Committee has reviewed the legal documents and requirements and informs the Board about the **August 1st deadline** in regards to submission of school plans for 2020-2021 re-entry and mitigation of COVID-19 health plans to the SCPCSD. The committee has organized its work in 3 (three) categories, as explained in the referenced document bellow.

Categories of work:

1. “Re-entry: Curriculum, Instruction and Technology Sub-Committee”

Deadline for submitting to the district by August 1, 2020.			
	Items	Hybrid (Level 2)	Online (Level 3)
	Selection of appropriate e-learning mechanism (synchronous, asynchronous or hybrid)	✓	✓
	Adaptation of existing curriculum and instruction content into e-learning and hybrid models	✓	✓
	Instruction to validate learning and recover 2019-2020 Q4	✓	✓
	Possible options to recover learning time/instruction under different social distancing ending times; for example -an intensive review period	✓	✓
	Re-prioritization of curriculum goals given the disruptive instructional reality of social distancing	✓	✓
	Foundation classes (standard curriculum) vs gifted curriculum, AP, dual enrollment under different instructional models	✓	✓
	Alignment of student assessment to proposed instruction models	✓	✓
	Alignment of grading policy to reflect proposed e-learning or hybrid	✓	✓
	Special student populations aspects: English-learners, special education/learning disabilities	✓	✓
	Teaching and studying through the Covid-19 pandemic: recognizing signs of trauma and the need of emotional support in students in themselves(teachers)	✓	✓



	Alternative means of delivery for classes, if e-learning (synchronous -on line or hybrid) instruction is not feasible	✓	✓
	Just-in-time professional development for teachers (and for parents) to be able to support learning in the new proposed environment	✓	✓
	Modalities to foster teacher collaboration and adherence to e-learning or hybrid professional communities proposed models of instruction to increase teacher autonomy	✓	✓
	Modalities to enhance communication and collaboration among students to foster mutual learning and well-being	✓	✓
	Development /consolidation/unification of use of technology, web platforms, teacher-student mail system across classes /curriculum	✓	✓
	Evaluation of student devices/connectivity; partnership with organizations /private sector in securing resources	✓	✓

2. “Re-Entry: Operational Sub-Committee”

Deadline for submitting to the district by August 1, 2020.			
	Items	Hybrid (Level 2)	Online (Level 3)
1	Revise regulatory framework in ways that make hybrid/on-line feasible	✓	✓
2	Roles/responsibilities and expectations to effectively steer and support students ‘learning under the new circumstances	✓	✓
3	Policy revision of the mechanism of daily checking in with teachers/staff	✓	✓
4	Consolidated mechanism of information and coordination with public health authorities to synchronize PSA educational program with public health goals.	✓	✓
5	Policy revision for Title I	✓	✓
6	Policy revision of Mechanism for daily student communication /check-in routine	✓	✓



7	Policy revision of Truancy definition /absenteeism policy	✓	✓
8	Provide guidance to students/parents about the safe use of online tools	✓	✓
9	Cyberbullying, Online Predators, and Child Exploitation	✓	✓
10	“Key constituency and key messages” communication plans to support execution of the education strategy	✓	✓
11	Policy revision of Emergency response procedures based on new building use/ education model	✓	

3. “Re-Entry: Building and Student Safety Sub-Committee “

Deadline for submitting to the district by August 1, 2020.			
	Items	Hybrid (Level 2)	Online (Level 3)
1	School schedule scenarios under social distancing scenarios	✓	
2	F-2-F and -on-line hybrid instruction models	✓	
3	Adapt/repurpose school building layout/entry points/drop- off points to limit movement and respect safety routines	✓	
4	Use of school premises for alternate class instruction (e.g. PE, athletics)	✓	✓
5	“Student stay-teachers move” models	✓	
6	Lunch delivery options	✓	
7	Alternative means of distribution of free lunch even under full online model		✓
8	Technological support /adaptations for increased on-line use		✓
9	Adaptation of school Emergency Response procedures/layout to reflect hybrid models	✓	
10	Covid-19 safety/ health procedures for hybrid models re: daily student/staff safety routines	✓	
11	Covid-19 case detection, and ensuing legalities and logistic procedures	✓	
12	Building cleaning daily routine/frequency and following Covid -19 case detection	✓	


