



BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on September 15th at 6:00 via webex and in Science Room at PSA (in person will be available for this meeting)

I. Administrative

- a. Meeting call to order at 6:00pm
- b. Board Members Roll Call

Board Members	Kim Shultz	P	Bryan Coppage	P	Mary Brown	P
	Lilian Hudescu	P	Mary Blunt	P	Melissa Knight	P
	Faith Bongiorno	P	Jason Colonna	P	Cynthia Hall	P
Ex-Officio Members	Corrigan Rutherford	P	Patrick O'Neill	P	Joel Baughman	P
	Destiny Grant	P	Amber Speight	P	Tony Chatfield	P
Non-Board	Foundation		Faculty Liaison		PCA	P

P = Present A = Absent E = Excused (absent but report submitted)

c. Guests/Public in Attendance

- i. Chris Gerry, Leslie Sullivan, Miranda LaMattina, Rachel Crafton, Mr. Helmstetter

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. Announcements

III. New Business

- a. Board Reorganization for new term
 - i. State of the School/Board member priorities & expectations
 - ii. Proposed Organizational Chart (page 5 & 6 below)
 - iii. Resolution to appoint Patrick O'Neill as Ex-Officio Board Member/Assistant Treasurer
 - iv. Resolution to appoint Joel Baughman as Ex-Officio Board Member/Assistant Treasurer
 - v. Board Officer Elections
 - vi. Board Committee Chair Assignments
- b. Approve July Financials
- c. Board member training from Charter School Alliance on 10/20 and 11/5
 - i. 10/20 Board meeting pushed back a week to 10/27

IV. Old Business

- a. Re-Entry to School Update
- b. PADEPP Principal Evaluator Training completed 8/31 by Liliana, Jason, Faith, and Kim
 - i. Initial meeting with Principal due in September – Kim to schedule
 - ii. Accounts need to be established in SCLead.org

V. Principals Report – Corrigan Rutherford

- a. Formal Principals Report below minutes



VI. Community Partner Reports

- a. Foundation
- b. PCA
- c. Joint Base Charleston

VII. Committee Reports

- a. Policy & Human Resources Destiny (Kim)
 - i. Committee met on 9/2 and worked on existing projects with no policies forwarded to the Board for approval.

Policy Coverage Status as of 9/8

		Governance	Federal	Finance	Human Resources	Operational	All Policies
Implemented	Board Approved	8	2	0	1	4	15
	Approved, Review Due	0	0	0	0	8	8
	Approved, Revision Needed	0	0	3	1	0	4
In Use as Guidelines	Pending Board Review	0	0	0	0	0	0
	Revision in Work	2	60	16	57	50	185

- b. Human Resources Sub Committee Corrigan (Kim)
 - i. Scheduled to meet in late September
- c. Development & Fundraising Faith
 - i. meeting postponed until after strategic planning meeting
- d. Military Bryan
 - i. review of legal terms for enrollment
- e. Finance Patrick
 - i. Met 9/10
 1. Evaluating Budget areas with major variances and/or high risk
 2. Working with Facilities to do a Reserve Study and Maintenance Plan
 3. Evaluating current financial operations at school to identify areas of need and/or risk
 4. Working with PCA to incorporate PCA Financials into audit (it was determined that PCA has been using PSA 501(c)3 and must be included in PSA Financials)
- f. 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
 4. Will meet again in September
- g. Facilities Jason
 - i. Discussion re: HVAC system. Will determine need to hire consultant for TAB report based on unusual preliminary findings.



- ii. Gym floor is having issues again. Jason has called the builder who directed him to the installation company, with whom the floor is warranted. Installer is scheduling an inspector to come to the school to evaluate
- iii. Reserve Study
- h. Communications John
 - i. No meeting this month
- i. Academic Excellence Amber (Mark)
 - i. Met in conjunction with Reentry Committee work assignments
 - ii. No specific AEC meeting this month
- j. Reentry Sub Committee Rachel (Mark)
 - i. attached
- k. Grievance Melissa
 - i.

VIII. Executive Session

- a. Sensitive Information: Key Strategic Information
- b. Legal Matter: Update on SCHSL Lawsuit
- c. Legal Matter: Update on EEOC Complaint

IX. Action Items

- a. Motion to approve August Meeting Minutes
 - i. Made by: Patrick O'Neill
 - ii. Second by: Mary Blunt
 - iii. Vote: Unanimous Voice Vote approved
- b. Motion to approve Resolution appointing Joel Baughman as Ex-Officio Board Member and Assistant Treasurer
 - i. Made by: Jason Colonna
 - ii. Second by: Mary Blunt
 - iii. Vote: Recorded vote
- c. Motion to approve Resolution appointing Patrick O'Neill as Ex-Officio Board Member and Assistant Treasurer
 - i. Made by: Jason Colonna
 - ii. Second by: Faith Bongiorno
 - iii. Vote: Recorded Vote
- d. Motion to approve slate of Board Officers as presented
 - i. Made by: Mary Blunt
 - ii. Second by: Bryan Coppage
 - iii. Vote: Unanimous voice vote approved
- e. Motion to approve Committee Assignments as presented
 - i. Made by: Mary Blunt
 - ii. Second by: Bryan Coppage
 - iii. Vote: Unanimous voice vote approved
- f. Motion to approve July Financials as presented
 - i. Made by: Kim Shultz
 - ii. Second by: Liliana Hudescu



iii. Vote:

Unanimous voice vote approved

X. **Adjournment** at 8:06 pm
Your Governing Board



Principal's Report September Board Meeting

I. General Update

- A. Building strong relationships is the basis. Current climate has made this quite difficult.
- B. Still multiple areas of intensive work. The work has been compounded by the virtual environment.
- C. Policy gaps and not enough current capacity to draft procedures quickly enough. Staff input is essential, but teaching tasks take priority.
- D. Leading by example. Compassion, clarity, but communication remains an issue (see A).
- E. So, stating often and clearly what we expect, what is going to work, and what is not going to work, using any policy/procedure venues to explain the new processes.
- F. Back to the roots/charter--building foundation for school moving forward
- G. "When we are anchored in patience, small steps grow into great accomplishments, as patience ripens into perseverance." Unknown where this came from, but fitting.

II. Students

- A. Transcript Audits
- B. Scheduling Courses
- C. Virtual SC capacity
- D. Two National Merit Semi-Finalists
- E. Virtual MAP Testing

II. Staffing/Human Resources

- A. Effort toward 75% certified staff--out of state transfers
- B. SCLEAD system has not updated (state level)

II. Facilities

- A. Wall plates
- B. Fire alarm and A/C



Palmetto Scholars Academy Board of Directors

Palmetto Scholars Academy

Kim Shultz
Chairman

Bryan Coppage
Vice Chair/Military Liaison

Mary Brown
Secretary

Liliana Hudescu
Interim Treasurer

Mary Blunt
Board Member

Melissa Knight
Board Member

Cynthia Hall
Board Member

Jason Colonna
Board Member

Faith Bongiorno
Board Member

Corrigan Rutherford
Ex-Officio

Destiny Grant
Ex-Officio

Amber Speight
Ex-Officio

Tony Chatfield
Ex-Officio

Keith McElveen
Foundation

Patrick O'Neill
Finance - Operations

Doneen Frolich
PCA

Joel Baughman
Finance - Budgeting

TBD
Faculty Liaison

- Voting Member of Board
- Ex-Officio Non-Voting Member of Board
- Community Representative



Palmetto Scholars Academy Board of Directors Committees

- Standing Committee
- Sub Committee

Palmetto Scholars Academy

Policy & Human Resources	
Chair	Destiny Grant
Vice Chair	Mary Brown
Board	Liliana Hudescu
PSA Empl.	Tammy Wiman
Parent	George Quartuccio
Parent	Becky Dale
Student	Alex Brodeur
Student	Samantha Quartuccio

HR Sub Committee	
Chair	Corrigan Rutherford
Board	Mary Blunt
Parent	Margaret Dullanty
HR Focal	Miranda LaMattina

Military Liaison	
Chair/Board	Bryan Coppage

Nominating	
Chair/Board	Cynthia Hall
PSA Empl.	Lisa Hakamium
PSA Empl.	Terra Poetzscher
Parent	Jennifer Fisher
Parent	Kelli Frye
Parent	Becky Dale

Academic Excellence	
Chair	Amber Speights
Vice Chair	Liliana Hudescu
PSA Empl.	
PSA Empl.	
PSA Empl.	
Parent	
Parent	
Parent	
Student	

Re-Entry Sub Committee	
Chair	Rachel Crafton
Co-Chair	Destiny Grant
Board	Liliana Hudescu
Parent	Patrick O'Neill
Community	Mark Bowden

Finance	
Operations	Patrick O'Neill
Budgeting	Joel Baughman
Metrics	Kim Shultz
Admin	Corrigan Rutherford
Admin	Destiny Grant
Staff	Tammy Wiman

Facilities	
Chair/Board	Jason Colonna
Faculty	
Faculty	
Parent	
Parent	

Communications	
Chair/Board	Kim Shultz
PSA Empl.	Bernadette Brogan
Parent	

Development & Fundraising	
Chair/Board	Faith Bongiorno
PSA Empl.	Marcella McAnich
Parent	Lisa Shultz

Grievance	
Chair/Board	Mary Blunt
Board	Liliana Hudescu
Board	Jason Colonna
Board	Cynthia Hall
Board	Bryan Coppage

Additional assignments to be determined by the Board at the Strategic Planning meeting on 10/6



Resolution of the Palmetto Scholars Academy Board of Directors

Regarding: Appointment of an Assistant Treasurer to provide Finance Expertise and Advice following the vacancy of the Palmetto Scholars Academy Office of Treasurer

Concerning:

Ensuring appropriate technical expertise is provided to advise the Board of Directors and PSA Administration on financial matters.

WHEREAS, Palmetto Scholars Academy is a South Carolina Charter School formally authorized under the South Carolina Charter Schools Act of 1996; and

WHEREAS, No Board member with the requisite qualifications and experience has stepped forward to serve as Treasurer for the 2020-2021 Fiscal Year; and

WHEREAS, The Board deems it necessary to provide additional support for financial matters during the COVID-19 Pandemic Reentry to School process; and

WHEREAS, The Board deems it necessary to provide additional support to develop and implement Financial Best Practices and Accounting Structures; and

WHEREAS, Patrick O'Neill has served as a member of the Palmetto Scholars Academy Board Finance Committee; and

WHEREAS, Patrick O'Neill has provided evidence of the requisite experience to serve as Treasurer for the Palmetto Scholars Academy Board of Directors; and

THEREFORE, be it resolved, the following:

The Board of Directors hereby expresses its desire to receive the volunteer services of Patrick O'Neill as an Ex-Officio Board member through August 31st, 2021, and further

HEREBY RESOLVES to appoint Patrick O'Neill as Assistant Treasurer, in which position he will hold and exercise all of the rights and responsibilities of the Treasurer and as an Officer of the Board and will report to the Board of Directors through Kim Shultz, the Chair of the Palmetto Scholars Academy Board of Directors.

Resolved this 15th day of September, 2020.



Directors	Yea	Nay
Kim Shultz (Chair)	<input type="checkbox"/>	
Bryan Copping (Vice Chair)	<input type="checkbox"/>	
Mary Brown (Secretary)	<input type="checkbox"/>	
Liliana Hudescu	<input type="checkbox"/>	
Melissa Knight	<input type="checkbox"/>	
Mary Blunt	<input type="checkbox"/>	
Cynthia Hall	<input type="checkbox"/>	
Faith Bongiorno	<input type="checkbox"/>	
Jason Colonna	<input type="checkbox"/>	

Vote Total:	9 in favor, 0 opposed
Date of Vote:	9/15/2020

Recorded electronically by Kim Shultz



Resolution of the Palmetto Scholars Academy Board of Directors

Regarding: Appointment of an Assistant Treasurer to provide Finance Expertise and Advice following the vacancy of the Palmetto Scholars Academy Office of Treasurer

Concerning:

Ensuring appropriate technical expertise is provided to advise the Board of Directors and PSA Administration on financial matters.

WHEREAS, Palmetto Scholars Academy is a South Carolina Charter School formally authorized under the South Carolina Charter Schools Act of 1996; and

WHEREAS, No Board member with the requisite qualifications and experience has stepped forward to serve as Treasurer for the 2020-2021 Fiscal Year; and

WHEREAS, The Board deems it necessary to provide additional support for financial matters during the COVID-19 Pandemic Reentry to School process; and

WHEREAS, The Board deems it necessary to provide additional support to develop and implement Financial Best Practices and Accounting Structures; and

WHEREAS, Joel Baughman has served as a member of the Palmetto Scholars Academy Board Finance Committee; and

WHEREAS, Joel Baughman has provided evidence of the requisite experience to serve as Treasurer for the Palmetto Scholars Academy Board of Directors; and

THEREFORE, be it resolved, the following:

The Board of Directors hereby expresses its desire to receive the volunteer services of Joel Baughman as an Ex-Officio Board member through August 31st, 2021, and further

HEREBY RESOLVES to appoint Joel Baughman as Assistant Treasurer, in which position he will hold and exercise all of the rights and responsibilities of the Treasurer and as an Officer of the Board and will report to the Board of Directors through Kim Shultz, the Chair of the Palmetto Scholars Academy Board of Directors.

Resolved this 15th day of September, 2020.



Directors	Yea	Nay
Kim Shultz (Chair)	<input type="checkbox"/>	
Bryan Coppage (Vice Chair)	<input type="checkbox"/>	
Mary Brown (Secretary)	<input type="checkbox"/>	
Liliana Hudescu	<input type="checkbox"/>	
Melissa Knight	<input type="checkbox"/>	
Mary Blunt	<input type="checkbox"/>	
Cynthia Hall	<input type="checkbox"/>	
Faith Bongiorno	<input type="checkbox"/>	
Jason Colonna	<input type="checkbox"/>	

Vote Total:	9 in favor, 0 opposed
Date of Vote:	9/15/2020

Recorded electronically by Kim Shultz



Board Priorities and Expectations for 2020/2021 School Year: Discussion by Kim

- Become more visible to the community so that they understand our role and hold us accountable for our actions
 - Board Member Profiles highlighting personal and professional qualifications– to be completed no later than **October 2nd**
 - Communicate regularly directly to the community – the Board should send out a regular email/newsletter directly to the community highlighting our accomplishments and priorities
 - Evaluate Board member performance
 - Nominating Committee developing evaluation process
 - Results will be published for the Community
 - Classroom Observation for at least one class per semester – all Board members should become familiar with our educators and teaching methodology
- The Board will engage in a mandatory, in person, strategic planning session on **October 6th**. The intent is to develop a short term Strategic Plan to tackle our problems in an organized way, assign specific tasks and deadlines, establish a vision for the future, and set the school on a proper foundation.
- Every Board member will be the focal for at least one Committee and will provide guidance to that committee.
 - The assigned Board member will develop a Committee Mandate/Mission/Goal for the year and submit it to the Board no later than **October 9th** (after Strategic Planning)
 - Board member responsible for Committee will establish the staffing need for the committee and will recruit members to serve on the committee. A list of committee staffing requirements and current members will be provided to the Board no later than **October 9th**
 - Committee will establish a cadence with regular monthly meetings.
 - Board member responsible for Committee will give the monthly report to the Board. If a non-Board member is the chair of the committee they will only provide supporting commentary to the regular monthly report.
 - Board member responsible for Committee will ensure meeting notices are placed on the Board and Committee calendar with attached agenda no later than 48 hours prior to meeting.
- Every Board member will serve on at least 2 committees.
- Every Board member will take on the task of updating/revising a set number of policies per month until the backlog of policy gaps is eliminated.
 - Policies will be updated per guidelines provided by the Policy & HR Committee and submitted to the committee so that the policies can be finalized and forward to the Board for approval.
 - Policy Priorities will be established by the Administration and flowed through the Policy & HR Committee to the Board



Example Board member Profile for web site (format to be emailed to Board following meeting):

Board Member Profile

Board Chair Kim Shultz

Education and Certifications:

- Bachelors in Business Administration, Columbia College
- Master of Health Policy and Administration, Washington State University
- Lean Six Sigma Green Belt

Experience:

- Non-Commissioned Officer in United States Army (ret.)
- Manager of Surgical Clinic
- Executive Consultant to Hospital CEO's, CFO's and Boards
- Aerospace Maintenance Manager
- Specialist in Estimating and Financial Analytics
- Served on PSA Board of Directors from 2018 to present
- Served on various non-profit Boards from 2000 to present

Personal:

- Married to Lisa Marie since 9/9/2000
- Son Zander, 14 (student at PSA)
- Daughter Amelia, 12 (student at PSA)
- Daughter Liberty, 10, (homeschooled)





Building, Student and Staff Safety Recommendations

9/15/2020

This document is intended to outline some improvements that the Re-entry Committee believes would be necessary to begin Hybrid Learning at some point of the 2020-2021 school year. Also is attached the Hybrid model that we recommend in relation to the specific design of Palmetto Scholars Academy.

Physical Changes to Campus:

- Plexiglass dividers for the classroom- all quotes are for our 3x5 tables but with different overhang KTM's quote is for 114 where Johnson quote is for 110.
 1. KTM solutions in Greer, SC (There are three options when looking at the quote- we are only looking to purchase one size- our committee is recommending the 60x60 size- KTM seems to be the best option)
 - Partition quote attached (\$600 for shipping/delivery or we could bring a full size truck and they would be able to help us load them)
 - a. 48" D x 60" W x 24" H 114 @\$135.00 each = total \$15,390.00
 - b. 36" D x 60" w x 24" H 114 @ \$100.00 each = total \$11,400.00
 - c. 60" D x 60" W x 24" H 114 @ \$145.00 each = total \$16,530.00
 - Trifold individual desk: made out of one piece of .118 polycarbonate with the corners rounded and rubber feet. They also nest into one another for storage. The main focus for these is durability and simplicity.
 - a. 20" W x 14" D x 16" H \$41.18/ desk
 - b. 20" W x 14" D x 24" H \$55.10/desk
 2. Johnsons in Summerville (\$200 for shipping/delivery)
 - Partition quote attached (quote has 2 different sizes and we would only be looking to purchase one size from one vendor)
 - a. 36D x 60W @\$ 150.45 = \$17,151.30
 - b. 40D x 60W @ \$160.48 = \$18,294.72
 - Trifold individual desk 24W x 18D x 18.75H= \$55.55each- picture attached
- Another option would be to add some more desks in classrooms. One at the end of each table would



make the 6 ft barrier. 20 desks for \$2123.20 including shipping.

<https://www.worthingtondirect.com/school-furniture/set-of-20-open-front-desk-medium-oka-top-plastic-bookbox-quick-ship.htm>

- Cleaning services/protocols

1. Aquaox- This is an eco friendly option for cleaning and disinfecting that is EPA approved. It is safe for our students and staff. We are talking with the day porter

- 2 Outdoor classrooms to be placed in between the two hallways on each side of the building. The Boy Scouts came on 9/10 to evaluate the area and will be working on the project. More to come at a later date.

- Swivl Projectors for teachers to use in their classrooms during the Hybrid Model. Total of \$18,753.00 for



19 devices.

Quotes from Vendors as of 9/11/2020

to see how much he would charge to perform this.

a. We would like to provide a spray bottle of the cleaner for each classroom

where students or teachers could clean the desks prior to the next set of students coming in. (start up cost :42 sprayers, 2-5gal cleaners= \$298.40) b. We would like to purchase the backpack fogger where we could have our day porter use this once and week or when it is necessary (e.i.-in classes as soon as someone has been identified as possible COVID. 1 gal sprays about 6-8,000 sq feet(start up cost: 1-backpack sprayer, 3 sprayers, 3- 5 gal disinfectants= \$1299.2) 2. Bud Services- This is a group that would come into the building at a scheduled time we set it up for them. The quote attached is a wide range of options that they provide. We would only be suggesting the fogging service once a week and as needed. \$400 every fogging for once a week

- Water Filling stations- Will need 3 of these(\$692.31/each) to be placed in front hallway and one outside of each bathroom on the side halls. This is an adaptation that will attach to the already existing water fountain.