



BOARD OF DIRECTORS MEETING
November 17, 2020
6:00pm

I. Administrative
Meeting Commencement

- a. Meeting commencement and call to order at 6:00 pm
- b. Board/Member Roll Call

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joal Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X
Ex-Officio Members	Corrigan Rutherford				Tony Chatfield	
	Destiny Grant	X	Amber Speights	X	PCA - Christine LaRue	X
Non-Board	Foundation -	A	Faculty Liaison: Terra Poetzscher	X		

X = Present A = Absent

Also present:

- 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: - none

- i. Speakers giving public comment:

Motion to Approve Agenda with movement of discussion of Principal’s contract to Executive session and movement of Executive Session to after the discussion of New Business due to schedule of school attorney.

- e. Made by: Mary
- i. Second by: Liliana
- ii. Vote: Unanimous.

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

- II. **Principal’s Report - Please see attached report. Corrigan offered additional discussion regarding the percentage of certified teachers and indicated this number should be updated for 2Q report. She stated PSA is at 71/72 for certified teachers but indicated there are teachers seeking alternative certifications. She also reported that PSA admin is implementing HR processes, using Frontline, and other resources; has made the effort to expand our sub-pool; and is making sure we are ready to support our teachers. Kim and Corrigan praised Miranda**



for her hard work on HR and additional issues. Corrigan stated that 12/28 teachers (13 staff total) are GT endorsed. She stated this number needs to rise and is a concerted effort. She also shared that Dr. Westbury and Ms. Krallman have worked on establishing an alma mater link and will share the lyrics at the next board meeting. Corrigan reported that the school alarm has been triggered (pulling of external doors) and the silver lining is that the alarm is working. She also reported the auditor is willing to speak with the Board and staff and will attend the December board meeting. Corrigan shared news about PSA athletic accomplishments, preparations for the basketball season, and the nomination of Coach Shelley for AD of the Season. Regarding technology, Corrigan reported that she has talked with Bernadette about a more robust email back up system and Bernadette is reaching out for possible solutions. Corrigan stated that Netref is on all Chromebooks as an additional safety measure for all students. Corrigan reported MAP testing will be administered soon and will hopefully be a useful benchmark. Corrigan stated that PSA has been tasked with developing a policy regarding EOCs by the Charter District. While there is not a waiver for federally mandated testing; however, Superintendent Spearman has the authority to offer districts to change the weighting of EOCs. PSA has been tasked to come up with a plan - to craft and approve a policy related to this. Corrigan indicated that the administration has gathered necessary information from teachers about what would be best practice in terms of counting that final test. Corrigan also stated it will be interesting to see if waivers come through after the beginning of the year and indicated this will be an ongoing conversation. After questioning by Liliana, Corrigan reported that the District does not have a recommendation and that many schools are handling the EOC differently (some are counting it as a test, others completely disregarding, some are weighing it 10%). Corrigan also informed the board that our Charter District has entered into an MOU with Erskine charter institute, which is a great step towards charters working together for the best interests of children and the charter organizations. Upon additional questioning by Liliana, Corrigan stated that the only direct impact of the MOU to the school is there is a moratorium on movement between authorizers for a period of 3 years. Corrigan stated she will send the Board a copy of the MOU. Corrigan reported there are two other outcomes: 1) the districts are working together to pool resources, specifically for training and 2) from a legislative viewpoint, they now have partnered together to advocate together, particularly for funding, etc. Corrigan reported that she and Destiny will participate virtually in the Charter Alliance conference tomorrow and Thursday. Corrigan discussed an updated chart on student enrollment. Corrigan and Terra also reported that they had reached out to faculty to check on them. They stated that, on the whole, it was an unfavorable response and that the general consensus is that many faculty members have considered leaving PSA. Corrigan stated that this is a tough time in the field of education due to multiple possible contributors. The faculty in general is tired and has struggled regarding communication and improvements. The admin team has talked about streamlining communication. Terra also confirmed the need to improve communication and build stronger relationships between faculty and the school board. They also discussed there has been a bit of a loss of school culture with new administration and many other things beyond our control.



Jason asked about the gym floor and Destiny confirmed that the vendor came out to assess the floor and stated he would communicate his findings to Jason. Jason reported that the outcome of the assessment was that it was a covered repair item and he would follow-up on this. As to landscaping, Jason asked about concern about drainage areas and whether there has been a resolution. Destiny reported she sent a quote to Jason for it to be done on a quarterly or as needed basis and would get additional quotes. Administration reported that tree pruning and removal is ongoing and indicated they have mixed feelings about the current provider. Regarding the recent sad news at PSA, Liliana questioned Corrigan as to whether there is a custom at Board/school level to approach this situation in a sensitive way, and if there are funds, etc., to use if there is a need and/or should the Board move forward creating a fund for situations like this. Corrigan reported she has been in contact with family and will reach out toward the later part of the week to see if there are specific needs and if we could assist. She stated that, historically, PSA has amongst ourselves taken up funds and contributed to families in times of tragedy. She thinks it would be beneficial to formalize a fund.

II. Acceptance of Minutes from last meeting 10/27/2020.

Motion to approve 10/27/2020 Meeting Minutes

- a. Made by: Mary
- i. Second by: Liliana
- ii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

III. New Business

- a. Approve September/October financials. Joel discussed that due to our accounting system, we have only September to review and will have a 2 month lag generally. He went over the financials, which generally showed \$391k in revenue and \$457k in expenses with numbers similar to August. Corrigan stated the administration is hoping to have a better understanding of the whole picture by the time the finance Committee meets. She reported the academic assistance add-on for funding was confirmed to remain stable whereas before that was uncertain as it is funded based on test scores (which were cancelled due to CV). She also indicated that there was an instructional services overrun partly due to covid but more likely due to paying the Fall 1 tuition bill (dual enrollment), which would balance out over the year. She stated Trident and CoC do not bill at the same time and there is a timing issue.

Motion to approve September financials, as presented

- i. Made by Joel
- ii. Second by Faith



iii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

- b. Candidates Recommended by the Nominating Committee for election to fill vacancy on the Board. Cynthia discussed that the Board received 7 applications and used the rubric as a guide to come up with scores for each candidate. She stated the top 3 listed candidates and they are recommended by the committee for the election. During discussion, Cynthia stated that all applicants were qualified and the committee looked at the skillsets to rank them, including consideration of suggestions of desired skillsets that were made by Board members. She indicated that through this process, the committee determined that some changes to the application are required to ask about skillsets and connections to the community.

Motion to approve the slate of 3 candidates to go to vote/election

i. Made by Cynthia

ii. Second by Joel

iii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

- c. Discussion/Motion to adopt the nominating committee recommendations for committee descriptions, rubric for applicant selection, and board evaluation. Cynthia reported there are 3 recommendations in total. She indicated the committee used the mission statements and drafted the job descriptions for committee chairs, including general and committee specific language. After discussion, it was recommended that all committees consider the committee chair descriptions and report back to the Board prior to a vote at the next Board meeting. The Board discussed the use of the rubric scoring for parents and non-parents as a valuable tool to be applied depending on the vacancy and Board needs (for example, the Grievance Committee needs non-parent members). Cynthia will add a statement to the board applicant rubric to accommodate for changes in elections when parents versus non-parents are more needed. This will also be reviewed and voted on by the Board at the next meeting. Jason discussed having first and second readings to allow the Board to have time to fully consider. Finally, the board evaluation is undergoing a first reading. If anyone has changes, they can submit to Cynthia and once comments are integrated it will go to the policy committee, and then come back to the board for a second reading.
- d. Lottery policy discussion/motion. Discussion regarding the limited policy changes proposed by the administration and Kim. A policy change is the deletion of a bullet



about failing students, which is inconsistent with Charter policy. All the other adjustments are about procedures for administration and are minor, clarifying edits.

Motion to approve Lottery policy as presented

- i. Made by Liliana
- ii. Second by Joel
- iii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

IV. Executive Session

Entered Executive Session at 6:59pm

Present: Kim, Liliana, Faith, Bryan, Jason, Mary, Joel, Cynthia, Corrigan, Destiny, and Tyler Turner

Left Executive Session at 8:09pm

Recusals: none

- a. Receipt of Legal Advice and Discussion of Proposed Contractual Arrangements regarding Palmetto Scholars Foundation
- b. Receipt of Legal Advice regarding the South Carolina Freedom of Information Act
- c. Principal's contract discussion

Motion to enter Executive Session

- i. Made by Mary
- ii. Second by Joel
- iii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

Motion to leave Executive Session at 8:09pm

- i. Made by Joel
- ii. Second by Jason
- iii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

After exiting Executive Session: Motion to authorize the board chair to sign and send a letter to the Foundation based on requested changes.

- i. Made by Faith



ii. Second by Jason

iii. Vote:

Board Members	Kim Shultz	X	Bryan Coppage	-	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X

Bryan was not present for the vote due to technological issues.

V. Old Business

- a. Charter Board member training - update and discussion of future training/dates: Kim will determine when the Charter School Alliance is available for advance Board training (3 hour session) and inform the Board. He is hopeful this can occur in January.
- b. Strategic planning discussion - Board discussion regarding the need to have clear objectives and roles. Liliana discussed Corrigan’s idea to have the Alliance facilitate/run the strategic planning, which would be very helpful considering the workloads of the administration and board. This will be scheduled after the advanced board training

VI. Community Partner Reports

- a. Foundation - n/a
- b. PCA - Christine La Rue - PCA has a current spirit wear promotion and the hope is to have the merchandise available for pick up during MAP testing. The PCA is working with the Rock the Walk committee on a February date but adjustments are required due to the pandemic. PCA is also working on hospitality efforts to help the school. Christine discussed an issue with a request made by the accounting firm for the PCA Treasurer’s bank login account (her personal login). The treasurer is now unable to access the bank account using her log in. Corrigan stated that she would look into this odd situation. Discussion was had regarding the use of the PSA EIN by the PCA, which requires the Board to include the PCA in Board financials and auditing. Joel indicated that the PCA monthly financials will be added to the Board's future financials. Kim indicated that the board will need to work through the process and governance of this partnership with an attorney and accountant as there will need to be separation of accounts/firewalls. The Board will reach out to the Charter School Alliance for assistance. Christine indicated the PCA is happy to work with the Board on all of this. She reported that the last PCA bank statement showed around \$17k in funds, which were primarily being held due to covid.
- c. Joint Base Charleston - n/a

VII. Committee Reports

- a. Policy & Human Resources: Destiny (Mary Brown). Meeting to be held this Thursday as the last meeting did not have a quorum.
- b. Human Resources Sub Committee: This committee met on the 11th. They have discussed the hiring practices policy but have no final language yet. An extension from the district may be required due to timing. The committee has also received an employment agreement example from Tyler that will be adapted. The administration is working very hard on HR issues, templates, documents. This committee meets the



second Wednesday of every month. Given other Committee schedules, some adjustment may be made between the committees to avoid over scheduling during the second week of the month.

- c. **Development & Fundraising:** Faith discussed how this committee is being hampered by a lack of strategic planning. She indicated the committee will push forward because she feels PSA is missing out on grants. Faith indicated the committee/admin needs to determine what teachers need so we can try and get those grants. She and Corrigan will work to identify needs. Additionally, Destiny just finished a grant writing workshop. This committee will work on getting data required for grants.
- d. **Military:** Bryan reported he was unable to meet with Tony but hopes to meet with him soon.
- e. **Finance:** Joel reports there was no committee meeting in November with a plan to meet on 12/10. He reported he wants to discuss the deep dive financials for preparation of building next year's budget and will defer to the administration for meeting timing. He would like to meet prior to the committee meeting.
- f. **Nominating:** Cynthia. Nothing additional beyond the discussion above.
- g. **Facilities:** Jason reported he is in the process of soliciting two additional proposals for reserve studies.
- h. **Communications:** Kim reported this committee did not meet and has not really been established.
- i. **Academic Excellence:** Amber discussed the need for 2 policies to be reviewed and will discuss with the Policy Committee. Amber also discussed potential information sessions and new student orientations to prepare students for their time at PSA. Liliana gave a presentation as a point of information regarding the need to track and provide oversight of academic excellence at PSA. Based on her research of the Board through past minutes, the Board has a very limited history of academic analysis and tracking. This analysis and tracking is a primary role of the Board. Covid has provided an opportunity for the Board to address the oversight and build a foundation for it. In a presentation, Liliana went over her findings and the needs moving forward. She indicated that the Board should expect a proposal from the committee to evaluate the curriculum (\$10-20K). This committee will meet more often than once a month due to the required need for development and speed. The Committee requests that all chairs go into the Charter and determine their stated purpose, promises, and expectations. Additionally, the committee will develop with the administration a set of academic benchmarks and targets that they will propose to the board that the board can then vote on. Additionally, Liliana indicated that each committee needs to know the risk that their subject area has to academic excellence as every time the administration and staff have to handle additional issues, that is time taken away from them and instruction. Liliana reminded the board that we must be an educational board.
- j. **Ad hoc Grievance Committee:** There is a matter before this committee. The committee met on the 11th and is meeting again soon. They will prepare feedback for the Board.



The intent is to request a special meeting of the board to address this issue. Kim indicated that another complaint will likely be submitted, which will take a life of its own. He indicated that the special meeting can also be used to review this complaint, too, if submitted. Additional discussion took place over internal procedures, including not having parties in the same meeting so individuals do not feel as though they have to defend their perspectives and so as to avoid inflaming situations. Discussion was made that the complaint currently pending was filed prior to the adoption of the new Grievance policy. After resolution of the complaint, the committee will give the Board feedback for moving forward with sequencing and refining best practices.

- k. Re-Entry subcommittee - n/a

VIII. Meeting Adjournment

Motion to adjourn at 9:14pm

- i. Made by Kim
- ii. Second by Faith
- iii. Vote: unanimous

Board Members	Kim Shultz	X	Bryan Coppage	X	Mary Brown	X
	Liliana Hudescu	X			Joel Baughman	X
	Faith Bongiorno	X	Jason Colonna	X	Cynthia Hall	X



Principal's Report November Board Meeting

General Update

- 72% certified staff
- Implementing processes (i.e. SC New Hire; E-verify)
- 12/28 teachers GT Endorsed (13 staff total)
- Alma Mater (found here)

Facilities

- Alarm triggers

Athletics

- On a very positive note out of 14 total 1A teams, across the state, we are ranked 3rd.
- Cross Country Boys qualified for participation in the State Finals for 1A Classification
- Basketball Season

Student Related Info

- Back-ups for email options--Archiving (working with Software Solutions)
- Net Ref
- MAP Testing
- State Waivers/Assessments/EOC weighting
- State Guidance: "Unless a federal waiver is granted, districts must still administer the EOCEP assessments in the 2020–21 school year but may choose whether to include EOCEP scores in the calculation of students' final course grades. In other words, districts may determine what percentage, if any, the EOCEP will count toward a student's grade."

IV. District News

- Board/District Relationship--Alliance/Erskine MOU (Reminder)

V. Enrollment Update

- Weeks of:

	8/25	8/31	9/7	9/14	9/21	9/28	10/05	10/12	10/19
6th	76	77	78	78	78	78	78	77	76



7th	79	75	77	76	75	75	75	74	74
8th	79	77	78	77	76	74	73	73	73
9th	82	77	76	76	75	74	73	73	73
10th	80	77	78	78	78	78	78	78	78
11th	80	78	78	78	78	78	78	78	78
12th	65	65	65	65	64	64	64	64	64

	10/26	11/2	11/9	11/16	11/23	11/30	12/		
6th	76	76	77	77					
7th	74	73	72	72					
8th	73	73	73	73					
9th	73	73	73	73					
10th	78	78	78	78					
11th	78	78	78	78					
12th	64	64	64	64					



Dear Fellow Board Members,

On behalf of the nominating committee, as the committee chair, I submit the following for your review, comment and approval.

Recently, the nominating committee was tasked with the following:

- Develop a "Job Description" for the chair of each standing Board committee; • Create a data driven scoring document for rating prospective candidates for the Board; and
- Develop an evaluation for assessing the board and its progress toward meeting its vision and goals.

Job Descriptions:

The nominating committee reviewed the mission statement or tasks of each committee and drafted a description for the chairs of each committee to incorporate meeting facilitation and specific tasks into each description.

The nominating committee submits these descriptions and recommends the board approve these for inclusion into each committee's charter.

Rubric for Board Applicants:

The nominating committee reviewed requirements for board applicants and developed a scored rubric for ranking future applicants.

The nominating committee submits the scoring rubric and recommends the board approve for use in all future board elections.

Board Evaluation:

The nominating committee reviewed numerous board evaluations in the development of the attached. We looked at the commitments and the training and education required of board members, as well as, the requirements of the board in meeting the needs of the school and the community. We utilized and adapted an evaluation developed as part of a five-year study, which involved trustee boards from more than 20 colleges, schools, and non-profit organizations in the United States.

The nominating committee submits the evaluation and recommends the board approve for annual board evaluations. The nominating committee recommends that a Google Form be set up for easy access and review.

Thank you,

Cyndi
Chair, Nominating Committee



Position Descriptions for Committee Chairs

Policy and Human Resources Committee

Ideally the chair should have experience with educational policy, that is having an ability or interest in writing or editing, or have prior experience in the development of policies and procedures. A knowledge of the history of the charter school district should also be considered. The chair should facilitate the development and review of all policies of the school. The chair should aid the administration, when necessary, in hiring procedures, staff position descriptions, and evaluation of staff.

Finance Committee

Ideally the finance committee chair is an accountant or enrolled agent and also serves as most the board treasurer, whose specific duties are usually described in the organization's bylaws. The finance committee chair does not always have to be a professional "numbers" person but good judgment, logic, curiosity, and a commitment to accountability and the long-term financial stability of the organization are vital traits. A good treasurer or finance committee chair will have, or quickly develop, an understanding of nonprofit financial reporting.

Funding and Development Committee

Ideally the funding and development committee chair should have experience in writing grants, as well as have knowledge in federal, local, or private industry grants available to educational institutions. The chair should work with board members and administration to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc., be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Facilities Committee

Ideally the facilities committee chair should have experience in operation, maintenance, safety and security of all buildings, grounds, furnishings and equipment owned by the school. The chair should review requests regarding buildings, grounds, furnishings and equipment owned by the school and determine what, if any, action should be taken. If work is to be done, assist the administration in carrying out such work.

Military Committee

Ideally the military committee chair has a positive working relationship with the Joint Base Charleston. The chair should work with the JBC to facilitate positive relations and communicate board and school activities. The chair should also communicate opportunities



for collaboration to the board.

Nominating Committee

Ideally the nominating committee chair should have experience in evaluation using approved rubrics and should have relationships with teachers and staff to purposefully recruit parents and community individuals with the needed board expertise.

Communications Committee

Ideally the communications chair has expertise in marketing and/or communications. The chair should oversee working directly with administration and staff, the updating and monitoring of communications policies, social networking accounts, the school's website, and marketing materials.

Academic Excellence Committee

Ideally the academic excellence chair has expertise in academic priorities and standards. The chair should work with the school leadership to develop academic standards and achievement goals and devise clear and consistent ways to measure progress towards stated goals.

Grievance Committee

Ideally the grievance committee chair has expertise in conflict resolution, but if not works well with others, is a good listener, effective communicator, and is able to provide sound advice/suggestions for conflict resolution. The chair develops a process by which individuals can request a grievance review and prepares documentation to support the process, evaluates grievance review requests, determines eligibility for grievance review, and communicates decision to the requestor and other relevant individuals, conducts grievance review of actions taken with appropriate level of investigation, documenting all discussions and findings, recommends to the board follow up action to redress legitimate grievances as appropriate, and maintains documentation of all grievance requests

All chairs should:

- Provide leadership for the committee
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according to the agenda
- Create the agenda in partnership with staff support
- Provide research as needed for the committee
- Send out meeting reminders and agendas



- Take minutes during the meeting and create the monthly Board report
- Stay in regular communication with the Executive Director
- Bring the viewpoint of the Board of Directors to the committee discussion • Bring action items and recommendations from the Committee to the Executive Director when necessary
- Report Board decision back to the committee.

Rubric for Evaluating Board Applicants

Applicant evaluation forms are to be completed by the nominating committee to rank the applicant's overall qualifications for a position on the board. Under each heading, the committee should give the applicant a numerical rating and write specific job-related comments in the space provided. Needed skill sets will be provided to the nominating committee by the board.

Parent: Is the applicant a parent?

Rankings include: 2 - Yes 1 - No

Skills: Does the applicant have the appropriate qualifications or training for meeting the needs of the board?

Comments:

Rankings include: 5 - Exceptional 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

Board Experience: Does the applicant have previous board experience? Rankings include: 3 - Yes 2 - Some 1 - None

Community Engagement: Does the applicant have relationships with local industry, local school, local non-profits, and other community organizations?

Rankings include: 3 - Yes 2 - Some 1 - None

School culture: Does the applicant understand the PSA culture?

Rankings include: 3 - Yes 2 - Some 1 - None



Total: ____/16

Board Self Evaluation¹

Each question will have 5 options for answers:

4 = Always

3 = Frequently

2 = Occasionally

1 = Rarely

0 = Never

Each board member will complete the sections below. The individual scores will be collected and averaged. On average a total score of 80% for each section will be considered satisfactory. Each section, however, will also be reviewed and any item scoring poorly among multiple board members will be discussed and a plan for improvement developed.

Overall Board Commitments:

1. Board takes the time to learn about important issues facing schools through actions such as allowing teachers, students, and administrators to report at meetings.
2. Board discusses and researches events and trends in the larger community and surrounding school districts that may affect schools.
3. Board communicates its decisions to all affected by them.
4. Board keeps abreast of policies mandated by state and federal law, as well as requirements from the SC Public Charter School District.
5. Board establishes and maintains a systematic plan for feedback on policies to determine effectiveness, their worth, and whether they need to be amended, modified, or canceled.
6. Board keeps informed about what children are learning through reports on scholastic achievement and the impact of extracurricular activities.
7. Board sets priorities based on total financial needs of the system and maintaining an adequate financial reserve.
8. Board encourages the public to attend board meetings.
9. Board has formed ad hoc committees/task forces that include staff and community representatives as well as board members.
10. Board sets clear organizational priorities for the year ahead and at least once every two years, the board has a retreat or special session to examine its performance

SCORE: ____/40 = ____%



Education Commitments:

1. New board members are oriented and fully briefed prior to being seated and are integrated into the board as soon as election is complete to help them learn the ropes.
2. At our board meetings, there is at least as much dialogue among members as there is among members and staff/faculty.
3. Board handles conflict openly and constructively.
4. Board handles issues that are ambiguous and complicated by appointing committees to conduct in-depth research and make recommendations.
5. Board questions administrative and committee proposals, requiring evidence / justification for the recommendations.
6. Before reaching a decision on important issues, board requests input from students, faculty, or staff likely to be affected by the decision.
7. When faced with an important issue, the board often "brainstorms," generating a list of creative approaches or solutions to the problem.
8. Board is composed of individuals with a broad and appropriate range of expertise and experience and seeks outside counsel for matters beyond its expertise, i.e. from consultants, other districts, legal counsel.
9. Board has a procedure in place for conducting administration evaluations.
10. Meetings are well planned with clear agendas focused on appropriate policy and action items.

SCORE: _____/40 = _____%

Personal Board Member Commitments:

1. Board member participates in in-service programs or required training programs at regional, state, and national levels.
2. Board member has read through the board's policies and procedures thus has knowledge of the school and district work.
3. Board member is able to hold confidential items in confidence and board member understands the legal and ethical responsibilities (duty of care/loyalty, conflict of interest).
4. Board member serves on or chairs at least one committee. The board member takes responsibility for knowing what the committee responsibilities are and for initiating the meetings necessary to fulfill those responsibilities.
5. Board member prepares for meetings and participate constructively.
6. Board member has input in policy development and decision-making
7. Once a decision is made, the board member on the relevant committee works with others to see that it is carried out.
8. Board member is present at least 80% of meetings.



9. Board member furthers the mission of the school with time, skills and/or financial support
10. Board member is able to speak his/her mind without fear of being ostracized.

SCORE: _____/40 = _____%

¹ Adapted from a five-year study, which involved trustee boards from more than 20 colleges, schools, and non-profit organizations in the United States.



Policy Title: [Lottery for Admission to School](#)

Policy Number: [PSA-OPR053.0](#)

Date Reviewed by Administration: [11/16/2020](#)

Date Approved by PSA Board: [11/17/2020](#)

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy References: [South Carolina Code of Laws Title 59, Chapter 40](#)
[PSA Charter Section 4.b. Admissions Policies and Procedures](#)
[PSA-FED013.0_Federal_Student Privacy and Parental Access to Information \(FERPA\)](#)

Policy:

[Lottery for Admission to School](#)

The Board of Palmetto Scholars Academy (PSA) adopts the following policy, effective on the date of adoption by the Board.

[SECTION 1. Student eligibility.](#)

[SECTION 1.1. Palmetto Scholars Academy is open to all students eligible to attend public school, subject to space limitations.](#)

[SECTION 1.2. Palmetto Scholars Academy will not limit or deny admission or show preference to any individual or group of individuals except under the following conditions:](#)

- [PSA will give enrollment preference to students enrolled at PSA the previous school year for grades 7-12. Enrollment preference for returning students excludes those students from entering into the lottery.](#)
- [If applicants exceed the available enrollment slots applicants will be entered into a Lottery to determine placement](#)



- Students who withdraw from PSA or enroll at another school forfeit entirely and definitively their status as a current student of the school. Such students can only re-enroll by observing and complying with the Lottery process and its subsequent procedures and rules.

Procedure:

PSA LOTTERY PROCEDURES

I. PROCESS

- Timing and Notice. As directed under PSA's Charter, when the number of applications received exceeds the number of pupils permitted per grade, a lottery will be conducted for that grade level(s), in compliance with Section 59-40-50 of the South Carolina Charter School Act (SCCSA). Parents or guardians of all affected applicants will be notified of the date that the lottery will occur, as well as the designated place and time of the meeting.
- Conduct. The lottery will be conducted by Palmetto Scholars Academy administration and staff and overseen by at least one Board Member and a SC Notary Public to ensure lawful operation of the lottery.
- Procedures. The lottery process will proceed as follows: (a) each student applicant will be registered in an electronic database by grade level; (b) a randomizing computer program will generate a list of sorted names for each grade; (c) the Board Member, Notary and administrators will use the generated list to draw the name of the applicants in the order that they appear on the randomized list for each grade level; (d) a record of the order in which the names are recorded and called will be kept on file by the Principal and the Registrar. The school may choose to contract with a 3rd party vendor specializing in conducting Charter School Lotteries to provide those services in lieu of a manual drawing.
- Class Roster and Wait List. The class roster for the affected grade(s) will include the students whose names were drawn in lottery order equaling the number of enrollment openings for that grade. The remaining names will compose the wait list for the affected grade(s) by order of their lottery number.
- Single Year Wait List. There is no appeal process when an applicant is denied admission because of lottery results. Acceptance to the school, through standard enrollment or lottery, may not be deferred to another school year.
- Student Appeals Process. In the event that an applicant believes they were denied admission for a reason other than the results of a lottery, the student may appeal the denial to the school's sponsor, South Carolina Public Charter School District (SCPCSD). The appeal must be in writing and state the grounds on which the appeal is based, and the written appeal must be provided to both SCPCSD and to the school. The decision made by that Board will be binding on the student and the school per Section 59-40-50(C)(1) of the SCCSA.

II. PREFERENCE CLASSES & PRIORITY



- a. Enrollment Priority. PSA shall give enrollment priority to students enrolled at PSA during the previous school year (previous to the year for which they Lottery is conducted). An enrollment preference for returning students excludes those students from entering into a lottery.
- b. Preferred Classes. In alignment with its charter and its physical location, Palmetto Scholars Academy honors these special exceptions for priority enrollment per Section 59-40-50(8) of the SCCSA (1996):
 - Siblings of students currently enrolled and attending,
 - Siblings of any PSA student who attended the school for at least one complete academic year within the last 6 years, and
 - Children of current PSA Charter School Employees, and
 - Children of the PSA Charter Committee, and
 - Students who are dependents of military personnel living in military housing on Joint Base Charleston or who are currently stationed at Joint Base Charleston.

Requests for consideration as a preferred class must be submitted at least 10 working days prior to the general deadline for Lottery applications to permit the school time to verify applicant qualifies for the preference.

Qualification of student applicants for the first four preferred classes will be verified by PSA Administration from their records.

Qualification of student applicants for Military Preference will be verified by a representative of Joint Base Charleston Leadership prior to inclusion in that preferred class.

- c. Definitions related to preference classes:
 - **“PSA Student” or “Existing Student”** - a child eligible to attend public school that is currently enrolled in Palmetto Scholars Academy.
 - **“Children”** – a legal dependent, as indicated by a birth certificate, adoption decree, custody arrangement, or documented guardianship.
 - **“Sibling”** – children who share at least one common biological or legal parent whether through natural or adoptive means. Parents may choose to submit evidence in the form of a Birth Certificate or adoption decree showing common parent(s), or if step siblings Birth Certificates for both children and a Marriage Certificate linking the two parents to indicate a sibling relationship. **“Siblings” may be further categorized as follows:**
 1. **“Twins”** Multiple offspring produced by the same pregnancy. For the purposes of this policy Triplets, Quadruplets, etc. will be considered “Twins”. If a student who is a twin is admitted to PSA the remaining twin will move to the front of the Sibling wait list.
 2. **“Siblings in the same grade”** Siblings who are to be enrolled in the same grade will be treated similar to, but behind twins. If a student



with a sibling in the same grade is admitted to PSA the remaining sibling will move to the front of the wait list, behind only twins already on the wait list.

3. ***“All Other Siblings”*** when a student is admitted to PSA all of their siblings will be moved to the front of the wait list, behind only twins and siblings in the same grade.

- ***“PSA Student who has graduated within the last 6 years”*** – students who have received a diploma or certificate of graduation from Palmetto Scholars Academy in one of the preceding 6 graduating classes.
- ***“PSA Charter Committee”*** – the original committee of parents and community members who developed the Charter for Palmetto Scholars Academy. The names of all members of this class are documented in the original Charter.
- ***“PSA Charter School Employee”*** – employees of the Palmetto Scholars Academy. Only individuals who are currently employed as of the date of the Lottery draw and who have an Employment Agreement with the school are considered Employees for the purpose of this preference class.
- ***“...military personnel living in military housing on Joint Base Charleston or who are currently stationed at Joint Base Charleston”*** – individuals who are enlisted or commissioned into one of the 6 branches of the United States Military (U.S. Army, U.S. Navy, U.S. Marine Corps, U.S. Air Force, U.S. Coast Guard, or U.S. Space Force), whose major command and work location are included under the command structure of the military area governed by the Leadership of Joint Base Charleston and whose ETS (Expiration of Term of Service) date is after the first day of the school year for which the Lottery is being conducted. This may include service members who are on either active duty or reserve status, with status verified by the JBC School Liaison Office. Reservists seeking preference must provide a copy of orders assigning them to Joint Base Charleston or proof that they are residents living on Joint Base Charleston.

d. Preferred Class Limitations:

- Children of PSA Charter Committee members and Children of PSA Charter School Employees shall not exceed 20% of available enrollment slots.
- Children of Military personnel shall not exceed 20% of available enrollment slots.

e. Racial Composition. Palmetto Scholars Academy serves students statewide and strives to mirror the racial composition of South Carolina. Racial composition is not used as a factor in lottery placement.

III. LOTTERY DRAW ORDER

Class size is determined by facility space and capacity at each grade level.



- a. Sixth Grade. 20% of the sixth grade class spaces will be offered to dependents of Military Parents stationed at JBC as per the school's Charter. If there are more military applicants than spaces, a sub-lottery will determine which students are offered spaces for this preferred class of applicants and which students are wait listed among the preferred classes of applicants. Wait listed preferred class applicants will additionally be entered into the general lottery.
- b. 7th through 12th grades. In the remaining classes, priority is given to currently enrolled returning students. 20% of open spaces will be offered to Active Duty Military Parents as per the school's charter. If there are fewer than 5 open slots in any class and there are multiple applicants with preferred status a sub-lottery will be held to determine placement. Any other remaining seats will be filled through the general lottery and wait list.
- c. Sibling Order on Wait List. The general lottery will be worked from the lowest grade to the highest (6th - 12th). Should a space be offered to an applicant with an applying sibling, that sibling will remain in the general lottery to determine their space of enrollment or wait list. When the accepted sibling enrolls, the wait listed sibling will be moved to a priority entrance space as a sibling on the wait list after the conclusion of the lottery. Twins will be prioritized first on the wait list, followed by Siblings in the same grade, and then all other siblings.
- d. Vacancies During the School Year. The wait list will be used to fill available slots as vacancies arise during the school year. Priority is given to the preferred classes outlined above. Again, if there are fewer than 5 slots in any class and there are multiple applicants with preferred status a sub-lottery will be held to determine placement. The 5 slot threshold has been established to ensure compliance with the 20% set aside preference for military families.

IV. NOTIFICATION AND ENROLLMENT

- e. All families, both accepted and wait listed, will receive an email within 72 hours of the lottery. This email will either extend an invitation to enroll or list the child's wait list position. Should the child be granted an invitation to enroll, the parent(s)/guardian(s) will have 3 business days to submit online and physical forms and documents required for enrollment. Below is a list of required documents:
 - Birth Certificate (this must be the "long form" which shows parent(s)' names)
 - DHEC Immunizations (this is the form requested from the student's pediatrician)
 - Proof of Residency (lease, mortgage agreement or major utility bill)
 - Most recent report card. Students 8th grade and above will also require a transcript by July 1st
 - Any testing documentation the student has available (this is optional, but helpful to school administration and staff)
 - The above items, as well as forms which the school will provide, must be completed within an allotted amount of time in order to hold the child's space.



If the required documentation is not received by the deadline provided, the student’s space will be deemed forfeited and offered to the next student on the appropriate wait list.

Periodic updates will be sent to all families remaining on the wait list throughout the remainder of the year.

- f. Sixth Grade Military Space Timing. To accommodate relocations of military personnel, PSA will hold any remaining available military spaces until June 1 of the year prior to the enrolling school year. After that date, the wait list will be used to fill unclaimed seats.

PSA will schedule individual enrollment appointments with those offered a space. Parents who fail to respond to the enrollment request within 3 business days will be considered to have declined enrollment at PSA. Parents who fail to schedule an enrollment appointment within 3 business days of accepting enrollment will be considered to have declined enrollment at PSA.

Effective Date: 10/27/2020

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	10/15/2020
1.0	Revised order of enrollment priority for preferred classes to mirror SC Title 59 Chapter 40 Section (8) order. Revised “Sibling” definition to “Parents may choose to submit” from “Must submit” for documentary evidence in support of sibling relationship. Deleted requirement that students failing 6 th grade reenter the lottery to bring policy into compliance with SC 59-40.	11/17/20