



**BOARD OF DIRECTORS MEETING**  
**March 16<sup>th</sup>, 2021**  
**6:00pm**

meet.google.com/dqr-dhrt-wsv

**I. Administrative**

**15 Minutes**

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

Board Members	Kim Shultz		Bryan Coppage		Mary Brown	
	Joel Baughman		Susan Durand		Liliana Hudescu	
	Faith Bongiorno		Jason Colonna		Cynthia Hall	
Ex-Officio Members	Corrigan Rutherford		Destiny Grant		Amber Speights	
	JBC Representative					
Non-Board	Foundation: Keith McElveen		Faculty Liaison: Terra Poetzscher		PCA: Christine LaRue	

**X = Present    A = Absent**

Also present:

- c. Mission statement: Palmetto Scholars Academy (PSA) will provide a differentiated program designed to meet the educational needs of intellectually gifted learners, address their distinctive social and emotional needs, promote individual character development and instill a life-long love of learning. Our students will engage with leading innovative organizations in higher education, business and science, to empower them to make original and impactful contributions toward the elevation of South Carolina in the areas of education, commerce, arts, and science.
- d. Public Comment:
  - i. Speakers giving public comment:  
Jenn & Jeff Fisher
- e. Acceptance of Minutes from prior Board meeting  
 Motion to: Accept the minutes from the previous regular board meeting  
 Made by:  
 Second by:  
 Vote:

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

- f. Acceptance of Agenda  
 Motion to: Accept the Agenda  
 Made by:



Second by:

Vote:

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

**g. 45 Day Calendar Review**

- ✓ 3/24/2021 Officer Certificate due to U.S. Bank (135 Day Enrollment)
- ✓ 3/25/2021 Academic Excellence Committee Meeting, 5pm
- ✓ 4/7/2021 Policy & HR Committee Meeting, 6:30pm
- ✓ 4/8/2021 Academic Excellence Committee Meeting, 5pm
- ✓ 4/8/2021 Finance Committee Meeting, 6pm
- ✓ 4/12/2021 Nominating Committee Meeting, 4pm
- ✓ 4/14/2021 Human Resources Committee Meeting, 11:30am
- ✓ 4/20/2021 PSA Board Meeting, 6pm
- ✓ 4/22/2021 Academic Excellence Committee Meeting, 5pm

**II. Principal's Report**

**15 Minutes**

**a.**

**III. New Business**

**60 Minutes**

**a. Decision:** Discussion and approval of financials (Dashboard pasted below)

Motion to:

Made by:

Second by:

Vote:

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

**b. Decision:** Resolution to approve Charter Amendment

Resolution text and vote table attached to agenda

**c. Discussion:** Changes to Bylaws recommended by Tyler Turner, Attorney for PSA. Bylaws were last updated in 2017 but were not received by the District per the notification requirements in the Charter Contract. Attorney recommends updating Bylaws and resubmitting to PCSDSC. Administration would like to move forward with this at the same time as submitting the Charter updates.

**d. Decision:** Board delegation of authority to act to protect PSA's Intellectual Property to the Principal.

Motion to:

Made by:

Second by:

Vote:



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

e. **Decision:** Approve Policy PSA-HMR012.0 Hiring Practices

Motion to:

Made by:

Second by:

Vote:

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

f. **Decision:** Approve contract with Dinsmore & Shohl, LLP to complete rebate calculations on PSA bond debt. 5 year contract costing \$1,550 per year (\$1,300 legal fees, \$250 fee to Trustee). Vendor is incumbent for work and per McKay Kiddy (accounting firm) fees are competitive.

Motion to:

Made by:

Second by:

Vote:

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

- |                                      |                   |
|--------------------------------------|-------------------|
| <b>III. Old Business</b>             | <b>0 Minutes</b>  |
| a.                                   |                   |
| <b>IV. Community Partner Reports</b> | <b>10 Minutes</b> |
| a. Foundation                        |                   |
| b. PCA                               |                   |
| <b>V. Committee Reports</b>          | <b>30 Minutes</b> |
| a. Academic Excellence:              | Liliana           |
| b. Policy & Human Resources:         | Mary              |
| c. Human Resources Sub Committee     | Kim               |
| d. Finance:                          | Joel              |
| e. Nominating:                       | Cynthia           |
| f. Development & Fundraising:        | Faith             |
| g. Grievance Committee:              | Jason             |
| h. Military:                         | Bryan             |
| i. Facilities:                       | Jason             |
| j. Communications:                   | Susan             |
| k. Re-Entry subcommittee             | Inactive          |
| <b>VI. Executive Session</b>         | <b>15 Minutes</b> |



- a. Personnel Matters: Compensation
- b. Legal Advice: Tax Filings on behalf of Foundation
- c. Motion to enter the Executive Session

Made by:

Second by:

Vote:

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

- d. Motion to exit the Executive Session

Made by:

Second by:

Vote:

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

**VII. Adjournment**

Motion to: Adjourn the meeting

Made by:

Second by:

Vote:

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

**Decisions** – Matters or items reviewed by the Board and once finalized, voted on for approval.

**Discussions** – Items under Board purview that may require additional investigation, research or discussion before it's ready for a decision.

**Information** – Topic of interest to the Board that are relevant to organizational operations.



## **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:**

Expanding access to a differentiated program addressing the social and emotional needs of Gifted and Talented students and addressing the desire of some students to utilize alternative educational delivery methods in receiving such a program.

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

**WHEREAS**, Palmetto Scholars Academy has utilized a virtual academic model in the 2020-2021 school year to accommodate the health and safety needs of students and faculty in accordance with state and local health requirements; and

**WHEREAS**, The Board deems it necessary to continue providing such a model in order to effectively deliver our educational model to existing and future students; and

**WHEREAS**, The Administration feels it necessary to establish specialized virtual academic delivery separate and distinct from the in person model; and

**THEREFORE**, be it resolved, the following:

The Board of Directors hereby amends the Palmetto Scholars Academy Charter effective March 16<sup>th</sup>, 2021, and further

**HEREBY RESOLVES** to approve the attached amended Charter language and submit it for approval by the Board of the Public Charter School District of South Carolina, the sponsor organization for the Palmetto Scholars Academy Charter, in accordance with requirements under the South Carolina Charter Schools Act of 1996.

Resolved this 16<sup>th</sup> day of March, 2021.



<b>Directors</b>	<b>Yea</b>	<b>Nay</b>
Kim Shultz (Chair)		
Bryan Coppage (Vice Chair)		
Mary Brown (Secretary)		
Joel Baughman (Treasurer)		
Liliana Hudescu		
Susan Durand		
Cynthia Hall		
Faith Bongiorno		
Jason Colonna		

Vote Total:	
Date of Vote:	

Virtual Meeting - results recorded electronically by Kim Shultz



**Palmetto Scholars Academy**

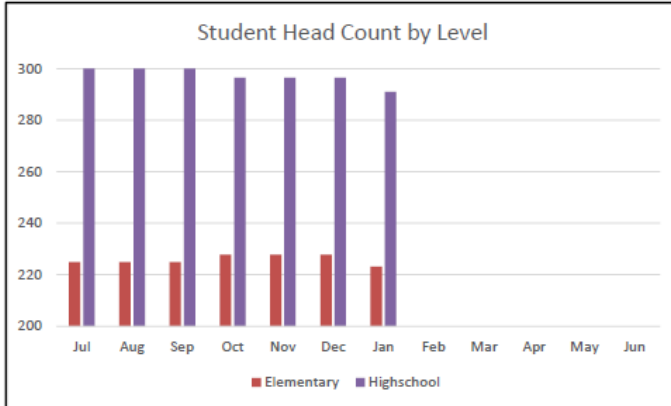


Balance Sheet	Jan 31, 21	Dec 31, 20	Jan 31, 20
Cash Accounts	\$ 2,085,023	\$ 2,007,755	\$ 1,604,394
US Bank Bond Account	1,006,532	957,571	977,902
Other Current Assets	84,706	90,101	69,514
Fixed Assets	7,129,429	7,129,429	7,373,506
Accounts Payable	61,956	2,639	58,752
Credit Card Payable	3,658	7,731	5,028
Other Current Liabilities	400,929	365,851	386,733
Long Term Liabilities	7,875,000	8,400,982	8,025,000
<b>Net Position/Fund Balance</b>	<b>1,964,148</b>	<b>1,407,652</b>	<b>1,549,803</b>

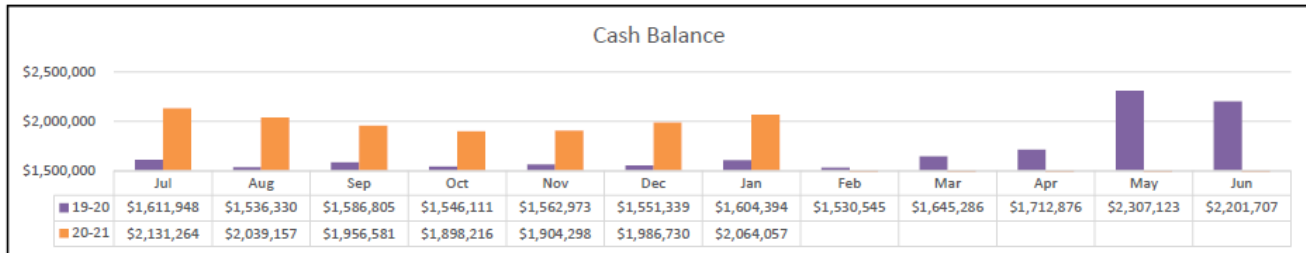
Statement of Revenue & Expenditures	Jan 21	Year to Date	Prior Year to Date
Total Revenue	\$ 936,649	\$ 3,288,480	\$ 2,917,213
Expenses			
Personnel	251,420	1,834,996	1,743,721
Contracted Services	48,920	194,566	224,409
Supplies	5,091	135,453	129,839
Facilities	30,300	203,443	190,715
Other Expenses	2,713	14,070	34,058
Pupil Act	11,260	111,204	188,397
Debt Service Expenses	30,448	239,297.05	247,672.43
Total Expenses	380,153	2,733,029	2,758,811
Surplus (Deficit)	\$ 556,496	\$ 555,451	\$ 158,402

Please Note: The Cash Accounts above represents the total cash balance for the South State Operating account, the South State Cash Management account, and the PCA Bank account. The South State Operating account includes funds from Pupil Activity income.

Budget to Actual excluding all Federal Grants except USDA	Year to Date Actual	Budget	% of Budget
<b>Revenue</b>			
Local Funding	\$ 599,889	\$ 120,000	500%
Base Funding	891,322	1,620,000	55%
State Funding	1,622,007	2,949,164	55%
Federal Funding	134,972	13,000	1038%
Pupil Activity Income	40,290	0	100%
<b>Expenses</b>			
Personal	1,834,996	3,047,762	60%
Contracted Services	194,566	423,000	46%
Supplies	135,453	242,500	56%
Facilities	203,443	373,048	55%
Other Expenses	14,070	18,200	77%
Pupil Activities	111,204	132,942	84%
Debt Service Expenses	239,297	557,413	43%
	555,451	(92,701)	



Please Note: The Cash Balance data below represents only the South State Operating balance and the South State Cash Management balance.





Policy Title: [Hiring Practices](#)

Policy Number: [PSA-HMR012.0](#)

Date Reviewed by Administration: [3/10/2021](#)

Date Approved by PSA Board: [MM/DD/YYYY](#)

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

Policy References: [PSA-OPR034.0\\_Operations\\_Complaints and Grievances](#)

Policy:

### SECTION 1. Purpose

The purpose of this Hiring Practices Policy is to provide the guidelines and parameters for hiring Palmetto Scholars Academy {"PSA"} personnel other than the School Leader.

### SECTION 2. At-Will Employment Status.

Employees of Palmetto Scholars Academy are "at-will" unless otherwise designated through an express written contract executed with the Board of Directors. "At-will" is defined as allowing either the employee or the school to terminate the employment relationship at any time, with or without notice and for no reason or any reason that does not violate local, state or federal law; likewise, the employee can terminate the employment relationship at any time with or without notice and with or without cause as long as such action does not violate local, state, or federal law.

### SECTION 3. Non-Discrimination/Equal Opportunity Employer.

PSA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, ancestry, age, disability, genetic information, marital status, military service, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

PSA assures that all applicants for employment (and all PSA employees) are given equal consideration based solely on job-related factors, such as qualifications, experience, performance, and availability. PSA recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, gender, sex, pregnancy, sexual orientation, gender identity, national origin, ancestry, age, disability, genetic information, marital status, military service, or status as a covered veteran. Additionally, PSA does not discriminate or tolerate retaliation against an





employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice.

Please see PSA Policy \_\_\_\_\_ for complete statement of Non-discrimination and Equal Employment Opportunity.

#### SECTION 4. Job Description and Posting,

The School Leader (or her designee) shall draft or revise a job description for any and all open positions. These job openings and descriptions will be posted internally simultaneously with external advertisement, while giving first preference to internal candidates in scheduling interviews and considering comparable qualifications. Job openings shall be posted at a minimum on the school website, the Sponsor website if available as an option, and the Public Charter School Alliance of South Carolina jobs board. Job descriptions prepared by the School serve as an outline only. Due to school needs, job duties may be required that are not within the written job description. Job descriptions may be revised with or without advance notice to employees.

All job postings should include the contact information for the school's designated Title IX Coordinator

#### SECTION 5. Applications and Interviews

The receipt of and the first screening of applications will occur by the Principal or designee in consultation with those responsible for filling the position, including the appropriate supervisor. All applicants must submit at a minimum an application, resume or CV, and three professional non-relative references. Once a pool of candidates has been screened, interviewing for a specific position will begin, and will be scheduled through Principal or designee. In some cases, more than one interview will occur and, for some positions, staff input into the selection process will be considered and/or implemented. At the time of the interview process, if a candidate is seriously being considered for the position, all references will be verified. When applicable, verification of credentials will also be necessary. All offers are contingent upon the successful completion of a criminal history background check.

PSA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or data may result in PSA's exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment

#### SECTION 6. Background and Criminal Background Checks.

To ensure that individuals who join PSA are well qualified and to ensure that PSA maintains a safe and productive work environment, it is the Policy of PSA to conduct pre-employment background checks on all applicants who accept an offer of employment. The cost of this background check shall be borne by PSA.

All offers of employment are conditioned on receipt of a background check that is satisfactory to PSA. All background checks shall be conducted in conformity with the Federal Fair Reporting Act, the



Americans with Disabilities Act, and state and federal privacy, anti-discrimination, and other applicable laws. Under the Fair Credit Reporting Act (FCRA), all background checks are done after the person has received a disclosure and signed a release. All such reports shall be kept confidential and are only viewed by authorized individuals involved in the hiring process. If PSA intends to deny employment wholly or partly because of the information obtained in a pre-employment check, the applicant will first be provided with a copy of the background report, a statement of rights, and the name, address, and phone number of the consumer reporting agency to contact about the results of the check or to dispute its accuracy.

Furthermore, all offers of employment are contingent upon the successful passage of a criminal background screening.

#### SECTION 7. Offer Letter.

Upon selection of a candidate, the School Leader shall issue a letter offering employment. The letter shall contain at least an at-will statement, an EEOC statement along with the contact information for the Title IX Coordinator, the title and job description of the position, the salary/pay/benefits, and instructions on how to accept or decline the offer.

#### SECTION 8. Hire.

Prior to the first day of employment, the employee and School Leader shall execute an at-will Employment Agreement. (Unless the Board of Directors has decided to execute an express written employment contract with the employee instead. Such a decision shall be made in collaboration with the School Leader).

On or before the first day of work the Principal or designee shall ensure all necessary tax forms and personnel forms are completed including a W-4, I-9, E-verify, and all other required documentation. Within three business days of the first day of paid work, PSA shall confirm the employment eligibility of all new hires by examination and documentation of the presentation of appropriate documentation required for the completion of the I-9.

#### SECTION 9. SC Wage and Payment Act.

Each new employee shall be notified in writing at the time of hiring (individually or by posted notice) of the normal hours and wages agreed upon, the time and place of payment, the deductions which will be made from the wages (including insurance payments), and the other benefits due to an employee under any employer policy or employment contract (including vacation, holiday and sick leave policies). Employees who will be eligible for bonuses or other incentive payments will be notified of the time when such payments will be made.

#### SECTION 10. On-Boarding and Training.

All employees will be required to participate in the PSA annual on-boarding and training and all other required training. Each employee shall be given the updated Employee Handbook during the annual onboarding and training. Each Employee Handbook shall include the at-will disclaimer in capital letters and underlined on the first page, and each employee shall sign and date immediately under



such disclaimer. Additionally, each employee shall sign an acknowledgment of receipt of the Employee Handbook and/or Update. The Principal or designee shall ensure that for employees hired after the annual on-boarding and training, new employee orientations will take place within a week of hiring date, and the Employee Handbook and required signatures described above shall be executed on the first day of paid work.

New employee orientation and training should include, at a minimum:

- Welcome
- Tour
- Introductions
- Discussion of handbook (sign)
- Discussion of school mission, organizational structure, schedules, and charter
- Introduction to the key components of the school's culture, values, and any other information about how you do business (and how you don't)
- Discussion of when benefits will commence
- When appropriate, an introduction to a mentor and expectations for the mentor and mentee

SECTION 11. Relatives.

PSA may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing, or other decisions impacting the terms or conditions of employment of relatives. Pursuant to PSA's Charter, a relative of a member of the Board of Directors cannot be an employee.

Procedure:

To be Completed by the PSA Administration

- Attach Employment Application Form
- Attach Employment Agreement Form
- Attach Employment Contract Form
- Attach Orientation Document(s)

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by HR committee from PCSASC template	3/10/2021