



BOARD OF DIRECTORS MEETING
April 20th, 2021
6:00pm

Middle School Science Room at PSA
 meet.google.com/dta-gywf-fjy

I. Administrative

10 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 Poetzsch		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:
- e. Acceptance of Minutes from prior Board meeting
 Motion to: Accept the minutes from the previous regular board meeting (3/16)
 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 Minutes from prior Special Board meeting
 Motion to: Accept the minutes from the Special board meeting (3/25)



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. Acceptance of Minutes from prior Special Board meeting
 Motion to: Accept the minutes from the Special board meeting (4/8)
 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	

h. 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	

i. 45 Day Calendar Review

- ✓ 4/22/2021 Academic Excellence Committee Meeting, 5:00pm
- ✓ 4/28/2021 Communications Committee Meeting, 12:30pm
- ✓ 5/5/2021 Policy & HR Committee Meeting, 6:00pm
- ✓ 5/10/2021 Quarter Bond Disclosure to U.S. Bank
- ✓ 5/10/2021 Nominating Committee Meeting, 4:00pm
- ✓ 5/12/2021 Human Resources Committee Meeting, 12:00pm
- ✓ 5/13/2021 Academic Excellence Committee Meeting, 5:00pm
- ✓ 5/13/2021 Finance Committee Meeting, 6:00pm
- ✓ 5/18/2021 PSA Board Meeting, 6:00pm
- ✓ 5/26/2021 Communications Committee Meeting, 12:30pm
- ✓ 5/27/2021 Academic Excellence Committee Meeting, 5:00pm

II. Principal's Report

40 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. Informational:** 2021/2022 Employment Projection
- c. Informational:** From Turner & Caudell – Department of Labor determination of impact of FMLA on Charter Schools (Kim to report based on correspondence from attorney)
- d. Discussion:** HR Committee recommendation to Board of Policy PSA-HMR031.0_Professional Personnel Vacation Policy for the 2021/2022 School Year
- e. Discussion:** HR Committee recommendation to Board of Policy PSA-HMR047.0 Personal Leave Policy for the 2021/2022 School Year
- f. Discussion:** The value of PSA’s Academic Teams
- g. Decision:** Policy PSA-FED046.0 Student Records
 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	

- h. Decision:** Policy PSA-HMR034.0 Personnel Evaluations Policy
 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	

III. Old Business 30 Minutes

- a. Discussion:** Recommendations regarding flow of meeting
 - i. Standardized Committee Reports
 - ii. Committee Reports before New Business/Old Business
 - iii. Items before the Board should be allowed to “mature” by proceeding first as Informational, then Discussion, then Decision stages
 - iv. Build trust through consistent and predictable processes
 - v. Appoint a Sergeant at Arms to ensure meetings stay on topic
- b. Discussion:** Board Procedure for Complaints and Grievances
- c. Discussion:** Amendments to Charter Language
- d. Discussion:** Revision of PSA Bylaws

IV. Community Partner Reports 0 Minutes

- a. PCA**

V. Committee Reports 0 Minutes



- 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

VI. Executive Session

30 Minutes

- a. Personnel Matter: Employee Compensation
- b. Attorney Correspondence: Legal Services
- 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	

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



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

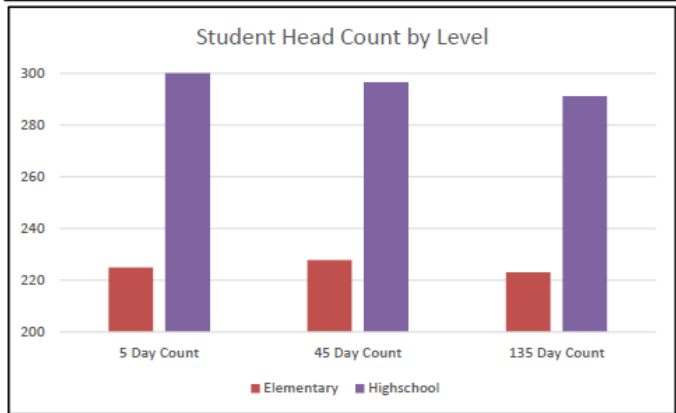
Information – Topic of interest to the Board that are relevant to organizational operations.



Palmetto Scholars Academy

Balance Sheet	Feb 28, 21	Jan 31, 21	Feb 29, 20
Cash Accounts	\$ 2,057,825	\$ 2,085,023	\$ 1,530,545
US Bank Bond Account	853,476	1,006,532	822,285
Other Current Assets	180,317	84,706	136,349
Fixed Assets	7,129,429	7,129,429	7,373,506
Accounts Payable	78,280	61,956	57,436
Credit Card Payable	8,258	3,658	3,820
Other Current Liabilities	235,767	400,929	216,070
Long Term Liabilities	7,875,000	7,875,000	8,025,000
Net Position/Fund Balance	2,023,741	1,964,148	1,560,360

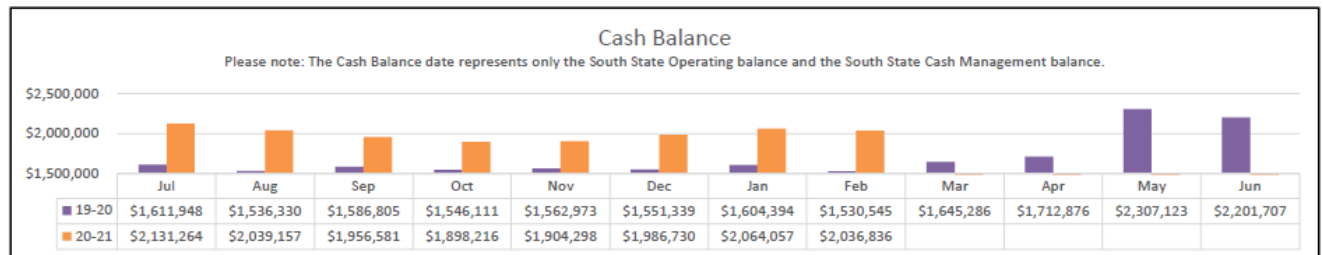
Please Note: The Cash Accounts above represents the total cash balance for the South State Operating account, the South State Cash Management account, and the PCA Bank account. The South State Operating account includes funds from Pupil Activity income.



Statement of Revenue & Expenditures	Feb 21	Year to Date	Prior Year to Date
Total Revenue	\$ 487,562	\$ 3,776,042	\$ 3,349,007
Expenses			
Personnel	247,527	2,082,523	1,992,540
Contracted Services	81,627	276,193	270,524
Supplies	11,313	146,810	138,088
Facilities	29,922	233,206	213,682
Other Expenses	1,222	15,292	52,276
Pupil Act	23,250	131,347	230,786
Debt Service Expenses	33,107	275,626	282,152
Total Expenses	427,969	3,160,998	3,180,049
Surplus (Deficit)	\$ 59,593	\$ 615,044	\$ 168,958

Annual Budget to Actual	Year to Date		
	Actual	Budget	% of Budget
Revenue			
Local Funding	\$ 600,426	\$ 120,000	500%
Base Funding	1,030,550	1,620,000	64%
State Funding	1,897,550	2,949,164	64%
Federal Funding	195,420	13,000	1503%
Pupil Activity Income	52,096	0	100%
Expenses			
Personnel	2,082,523	3,047,762	68%
Contracted Services	276,193	423,000	65%
Supplies	146,810	242,500	61%
Facilities	233,206	373,048	63%
Other Expenses	15,292	18,200	84%
Pupil Activities	131,347	132,942	99%
Debt Service Expenses	275,626	557,413	49%
Surplus (Deficit)	615,044	(92,701)	

Please Note: Any Uncategorized Expenses on the SRE or the Budget to Actual have been combined with the supplies expense line.





COMMITTEE REPORT SAMPLE

Committees are often required to report their progress to the board, executives and/or to the larger group. While such a report may be presented orally at meetings, it is often recommended, if not required, to also publish a report in print format. Below is a suggested format for such a committee report.

The number of items and depth of detail depends on the nature of the committee and the issues being addressed. In general, it is a good idea to keep points of information short for easy review, with additional information available through a committee contact.

Committee: HR Committee

Liaison to the Board: Kim Shultz

Committee Members: Margaret Dullanty, Corrigan Rutherford, Destiny Grant, Tammy Wiman

Date of last meeting: 4/14/2021

Date of next meeting: (day month year)

Action Items Completed:

- Recommendation to the Board: Policy PSA-HMR031.0 Professional Personnel Vacation Policy [recommended for School Year 2021-2022 Implementation]
- Recommendation to the Board: Policy PSA-HMR047.0 Personal Leave [recommended for School Year 2021-2022 Implementation]

Action Items In-progress/Pending:

- 2021/2022 School Year Employment and New Positions: Discussed communication of information on this topic to the Board
- Proper Venue for oversight of Complaint Log
- Outsourcing of HR Services – still in work, evaluating vendors



Announcements:

- None

Questions for the board/larger group:

- Committee would like to know how much information the Board would like to see for budget decisions regarding employment (positions new or revised from previous year)
- Complaint log implemented in the interest of transparency in the complaint process needs to have a more appropriate venue for review/oversight of process as many complaints are not related to personnel matters.

Other Notes:

- None

— END OF REPORT—



Policy Title: Professional Personnel Vacation Policy

Policy Number: PSA-HMR031.0

Date Reviewed by Administration: 4/14/2021

Date Approved by PSA Board: MM/DD/YYYY

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

Policy References: PSA-HMR047.0 PERSONAL LEAVE

Policy:

PROFESSIONAL PERSONNEL VACATION POLICY

SECTION 1. Vacation Eligibility

SECTION 1.1. The Palmetto Scholars Academy authorizes annual leave for benefits eligible personnel employed on a twelve-month basis.

SECTION 1.2. Personnel employed on a twelve-month basis but not at 100 percent Full Time Employment (FTE) shall receive a prorated portion of earned leave.

SECTION 2. Earned Leave

SECTION 2.1. Employees shall earn leave in the form of Paid Time Off (PTO) based on employment status and time in service with the organization. Methodology for Calculating Paid Time Off days is defined in Policy PSA-HMR047.0 Personal Leave in SECTION 1.2 and 1.3.

SECTION 2.2. An employee may accrue vacation days up to a maximum of 25 working days. Accrued leave in excess of 25 days will be paid out based on the balance as of the last working day of the academic year in accordance with PSA-HMR047.0 SECTION 1.7.

Procedure:

[text to be completed by Administration to outline how policy will be implemented]

Effective Date: MM/DD/YYYY

Revision Record



Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	9/15/2020
0.0	Policy recommended by HR Sub Committee for Board approval for the 2021/2022 school year	4/14/2021



Policy Title: [Personal Leave Policy](#)

Policy Number: [PSA-HRM047.0](#)

Date Reviewed by Administration: [4/14/2021](#)

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

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

Policy References: [PSA-HMR009.0 JURY DUTY](#)
[PSA-HMR010.0 MILITARY LEAVE](#)
[PSA-HMR029.0 EMPLOYEE TIME SCHEDULE](#)
[PSA-HMR031.0 PROFESSIONAL PERSONNEL VACATION POLICY](#)
[PSA-FED026.0 FAMILY AND MEDICAL LEAVES OF ABSENCE \(FMLA\)](#)
[PSA-HMR043.0 SICK LEAVE BANK](#)
[PSA-HMR048.0 SUSTITUTE TEACHERS](#)

Policy:

PERSONNEL PAID TIME OFF (PTO) POLICY

SECTION 1. Vacation and Sick Leave Eligibility

SECTION 1.1. The Palmetto Scholars Academy authorizes annual leave for benefits eligible personnel employed on a twelve-month basis.

SECTION 1.2. Personnel employed on a twelve-month basis but not at a full 8 hour workday shall receive a prorated portion of earned leave based on their percentage of employed days, with maximum accrued balance rounded up to the nearest half day. Definitions for calculating PTO:

- A. **Baseline PTO Eligibility** 15 Days
- B. **Calendar Year Employment** Number of Months / 12 Months
- C. **Percent Full Time Days** Employment Agreement Days / 245
- D. **Percent Full Time Equivalent** Work Day Hours / 8 hours (specified in Employment Agreement)
- X. **Individual Sick Leave Eligibility** Product of formula, rounded up to nearest half day

Formula for calculating PTO (inputs should be rounded up to nearest 10th):

$$A * B * C * D = X$$



Examples of calculation for Paid Time Off (PTO) for personnel employed less than a full calendar year or less than full time over the calendar year:

- Employee is 100% Full Time Equivalent employed from August 1st to July 31st of following year on a 190 day contract:

$$A * B * C * D = X$$

$$15.0 * (12.0 / 12.0) * (190 / 245) * (100\%) = X$$

$$15.0 * 100.0\% * 77.6\% * 100.0\% = 11.63$$

Employee would receive 12.0 days of PTO

- Employee is 25% Full Time Equivalent employed from August 1st to July 31st of following year on a 190 day contract:

$$A * B * C * D = X$$

$$15.0 * (12.0 / 12.0) * (190 / 245) * (25\%) = X$$

$$15.0 * 100.0\% * 77.6\% * 25.0\% = 2.91$$

Employee would receive 3.0 days of PTO

- Employee is 50% Full Time Equivalent employed from August 1st to June 8th of following year on a 190 day contract:

$$A * B * C * D = X$$

$$15.0 * (10.3 / 12.0) * (190 / 245) * (50\%) = X$$

$$15.0 * 85.8\% * 77.6\% * 50.0\% = 4.96$$

Employee would receive 5.0 days of PTO

- Employee is 100% Full Time Equivalent employed from August 1st to July 31st of following year on a 225 day contract:

$$A * B * C * D = X$$

$$15.0 * (12.0 / 12.0) * (225 / 245) * (100\%) = X$$

$$15.0 * 100.0\% * 91.8\% * 100.0\% = 13.78$$

Employee would receive 14.0 days of PTO

SECTION 1.3. Employees will receive additional Paid Time Off based on their time in service with the organization. First year employees will not receive an additional day, employees in the 2nd through 10th year of service will receive two additional days, and employees with more than 10 years with the organization will receive three additional days.

Time in Service Vacation Days

Years of Service*	Added PTO Days
1	0
2-10	2
11 or more	3

* Include current year



SECTION 1.4. Employees may only take vacation or sick leave in increments of ½ day.

SECTION 1.5. Personnel are immediately eligible for all Paid Time Off on the first day of their employment for the year and may use it at their discretion.

SECTION 1.6. Employees may not request to utilize PTO in advance of eligibility as most employees are on a year to year Employment Agreement and are not obligated to continue employment with the school in the next calendar year. Employees with a need for time off beyond their eligible amount may access the Sick Leave Bank if they qualify under policy PSA-HMR043.0 SICK LEAVE BANK (see SECTION 9.).

SECTION 1.7. Employees who do not use their PTO benefits may roll PTO days over to the next Employment Agreement up to the maximum of 25 days. Accrued leave in excess of 25 days will be paid out based on the balance as of the last working day of the academic year.

Compensation for Excess and or accrued leave will be paid out as follows:

- Employees who decline or are not renewed for an employment agreement for the following academic year will receive the balance of their Paid Time Off at a rate of \$100 per day in their final check.

Example: An employee on a 225 day contract with a PTO balance of 17 days on the final day of work for the current academic year would receive an additional \$1,700 pay in their final check.

- Employees who accept an employment agreement for the following academic year and who have a balance of accrued leave in excess of 25 days will receive a check for the number of days in excess of 25 calculated at a rate of \$100 per day in their first check of the new employment agreement term.

Example: An employee with a PTO balance of 32 days on the final day of work for the current academic year would receive a check in the amount of \$700.

SECTION 1.8. An employee may buy back accrued annual leave below the 25 day maximum at a rate of \$100 per day. Buy back events may occur only at the end of the year or upon a change in employment status. Employees may buy back their entire PTO balance below 25 days at this rate.

SECTION 1.9. Should an employee not complete a contract or employment agreement, all PTO days used but unearned will be deducted from the last salary payment. An employee who is absent due to PTO used as sick leave after tendering resignation will have a resignation effective date as of the last day actively at work unless a physician's statement of disability is provided.

SECTION 1.10. Certified employees who are absent from work may remain on the requisition as long as the teacher is in-state pay status. However, that person will receive full pay for the remainder of unused sick leave. An employee will not be on payroll thereafter unless actually present.



SECTION 1.11. Vacation and/or Sick Leave Days may not be transferred from another public school or public school system.

SECTION 1.12. Employees absent for other than approved reasons, or absent after PTO days have been exhausted, shall be deducted at their daily rate of pay for each day's absence not covered by leave or unapproved.

SECTION 2. PTO to be used as Vacation must be scheduled a minimum of 3 business days in advance with request submitted in writing. Approval of vacation request is subject to the needs of the school and will be processed within 2 business days by the Principal or delegate.

SECTION 3. Upon the approval of the (Principal or other title), an employee may utilize PTO as sick leave for the following reasons:

- Absence due to illness or injury;
- Absence due to exposure to contagious disease necessitated to protect the health of others who might be endangered by his attendance on duty;
- Absence due to an illness or death in the employee's immediate family. Immediate family includes spouse, children, mother, father, brothers, sisters, grandparents, in-law equivalent of the above and any relative residing in the employee's home.

SECTION 3.1. Scheduled sick leave must be requested a minimum of 3 business days in advance with request submitted in writing.

SECTION 3.2. Employees must notify Principal or delegate a minimum of 1 hour prior to scheduled start time if sick leave is needed for same day illness to provide time to arrange substitute.

SECTION 3.3. Taking more than 3 consecutive unscheduled sick days in a row will require a note from a physician.

SECTION 3.4. Employees may schedule Sick Leave ahead of time for personal medical events such as surgeries. Scheduled Sick Leave exceeding 3 days in a row requires a note from a physician.

SECTION 4. When an employee terminates employment with Palmetto Scholars Academy and immediately retires, he/she will be compensated for unused PTO days up to the maximum of 25 days.

SECTION 4.1. Retirement requires at least 90 days notification and budget adjustments for accumulated and unused sick leave must be approved by the Governing Board.

SECTION 4.2. This payment will be in the employees' final check or in the next payroll cycle following board resolution for budget adjustment, whichever comes sooner.

SECTION 5. Personal Leave.

SECTION 5.1. No grant of approval for an absence permitted under this policy section shall be conditioned upon disclosure of the specific purpose for which such absence is sought, nor shall any



such grant of approval be withheld or denied because of the failure or refusal of the employee to disclose the specific purpose for which an absence is sought, provided that the employee may be requested to state whether the absence is sought under the category of "personal" or "professional" absence.

SECTION 6. FMLA Leave

SECTION 6.1. Policy PSA-FED026.0 FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA) should be referred to for all qualifying family events such as Adoption, Child Birth, Dependent Care, Personal Health Conditions, and deployment of close family on Military Orders.

SECTION 7. Military Leave

SECTION 7.1. Policy PSA-HMR010.0 MILITARY LEAVE should be referred to for all employee absences involving military duty or deployment on military orders.

SECTION 8. Jury Duty

SECTION 8.1. . Employees should refer to policy PSA-HMR009.0 JURY DUTY for absences related to service when summoned for Jury Duty.

SECTION 9. Sick Leave Bank

SECTION 9.1. Employees needing more than their earned leave days may apply to draw from the PSA Sick Leave Bank in accordance with Policy PSA-HMR043.0. SICK LEAVE BANK Policy.

Procedure:

Administration to develop forms for requesting Paid Time Off (PTO). Forms may be paper or electronic.

Administration to develop procedure to ensure PTO utilized is properly recorded when consumed by the Employee. Current balance of PTO for each employees should be readily accessible upon request through the HR Focal or their backup. Summary data of current balances (employee names redacted) should be provided monthly to the Board Finance Committee for budgeting purposes and reporting to the Board on current liabilities.

Administration to develop Form for Employees to Buy Back accrued Leave.

Administration to develop procedure to schedule substitute labor if needed to maintain continuity of instruction when vacation or sick leave is accessed. Procedure should also address actions to be taken by the Administration in the event insufficient notice is given to permit a substitute to be scheduled or if substitutes are not available.



Palmetto
Scholars
Academy

Effective Date:

MM/DD/YYYY

Revisions Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	9/15/2020
0.0	Policy recommended by HR Sub Committee for Board approval for the 2021/2022 school year	4/14/2021



Policy Title: Student Records

Policy Number: PSA-FED046.0

Date Reviewed by Administration: 3/31/2021

Date Approved by PSA Board:

Stand Alone or Handbook:

- ✓ Employee Handbook
- ✓ Student/Parent Handbook
- ✓ Stand Alone Policy

Policy References: See also 34 CFR Part 99 (Family Educational Rights and Privacy); Section 444 of subpart of part C of the General Education Provisions Act; 20 USC, Section 1232f through 1232i (FERPA); 20 USC 1400 et seq., Individuals with Disabilities Education Improvement Act; S.C. Code, as amended (including Sections 59-1-490 , 59-38-10, 59-63,-50, 59-63-370, 63-5-30, 63-19-2020, and 63-19-2030); 20 USC 7165(b); 26 USC 152; 20 USC 7908;

In order to provide appropriate educational services and programming, PSA must collect, retain, and use information about individual students. PSA recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information and school records.

SECTION 1.0: Student Records.

Educational or school records include all materials directly related to a student which PSA maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use and which are not available to others are exempted from this definition.

Student personally identifiable information (PII) includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, PSA student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or other information requested by a person who PSA reasonably believes knows the identity of the student to whom the education record relate.

Definitions:

- **"PSA Parent"** - the term "PSA parent" includes parents, legal guardians, or other persons standing in loco parentis (such as a grandparent or step-parent with whom the child lives or a person who is legally responsible for the welfare of the child).
- **"PSA eligible student"** - refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.



- **“PSA official”** - refers to a person employed by Palmetto Scholars Academy as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and PSA Board members.
- **“Legitimate educational interest”** shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the PSA” or if the record is necessary in order for the PSA official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student’s family. The PSA Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that PSA officials obtain access to only those education records in which they have legitimate educational interest.
- **Written consent** as used in this policy includes signed and dated written consent in paper or electronic format that does the following: identifies and then indicates a particular person as the source of the consent and indicates the person’s approval of the release of pertinent and protected student information in the electronic consent, unless legally prohibited.

SECTION 1.1: The PSA Board hereby authorizes collection of the following student records, in addition to educational records and membership records, as required by law:

- observations and ratings of individual students by professional staff members acting within their sphere of competency
- samples of student work
- information obtained from professionally acceptable standard instruments of measurement including, but not limited to: interest inventories and aptitude tests; vocational preference inventories; achievement tests; and standardized intelligence tests
- authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- verified reports of serious or recurrent behavior patterns
- rank in class and academic honors earned
- psychological tests
- attendance records
- health records
- custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

SECTION 2.0: Availability of records. Student records shall be available only to students and their parents, eligible students, and designated PSA officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. PSA will protect the confidentiality of PII of students during collection, storage, disclosure, and destruction.



SECTION 2.1: PSA will require prior written consent before information may be divulged to third parties. Blanket authorization for release of information is not permissible. Written consent will include the type(s) of information to be released, the purpose(s) for the disclosure, the parties or class of parties to whom the disclosure may be made, the date signed, and the signature of the PSA parent or eligible student.

Exceptions: Exception to this rule exists for Charter district employees who have a legitimate Charter-based interest in viewing the records; state and national educational organizations that require student data for confidential research and statistical purposes are also exempted from the prior written consent requirement; and materials under court order are also exempted from the prior written consent requirements, although the PSA parent or PSA eligible student must be notified of the order.

SECTION 2.2: Directory information. PSA will disclose directory information, as detailed below, unless a PSA parent or PSA eligible student specifically requests in writing that such information not be disclosed.

SECTION 2.3: PSA will establish administrative rules for compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations.

SECTION 2.4: In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order or other legally binding instrument governing such matters as divorce, separation, or custody. The same applies to PSA parent requests for disclosure to other individuals or to organizations.

SECTION 2.5: PSA eligible students as dependents under Section 152 of the Internal Revenue Code or court awarded legal guardianship beyond the age of majority. Whenever a student is 18, the rights accorded to and required of the parent of the student will thereafter only be accorded to and required of the eligible student unless PSA has received written notice that a court has awarded legal guardianship beyond the age of majority or the student is dependent on the parent/legal guardian for support and is claimed as dependent for tax purposes under the Internal Revenue Code. The school will document such written notice.

SECTION 3.0: Provision of Student records. The Board authorizes the Administration to:

- A. Forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of PSA seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record before transmission occurs;
- B. Provide PII to appropriate parties, including parents of an PSA eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. Report a crime committed by a student to appropriate authorities, as legally required.



- D. Release de-identified records and information in accordance with Federal regulations;
- E. Disclose PII from education records, without consent, to organizations conducting studies “for, or on behalf of” the Academy for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instructions;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, PSA will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following PII will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information. The written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identifiable information be used whenever possible so as to reduce the risk of unauthorized disclosure.

- F. Disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. PSA will verify compliance with FERPA regulations.
- G. Request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information.

Any entity receiving PII pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with PSA delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the PSA Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer



needed or when the timeframe for the activity has ended, as specified in its written agreement with PSA.

SECTION 3.1: Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the PSA Board policy and Administrative Procedures and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of PSA and beneficial to the affected students. PSA officials may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marking, or solicitations. Before disclosing the directory information, PSA officials may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

Directory Information

Each year the Palmetto Scholars Academy Principal or designee shall provide public notice to students and their parents of the Academy’s intent to make available, upon request, certain information known as “directory information.”

The Board designates as student “directory information” to include:

- student’s name;
- student’s address;
- telephone number;
- date and place of birth;
- major field of study;
- grade level;
- participation in officially recognized activities and sports;
- height and/or weight, if a member of an athletic team which requires disclosure to participate;
- height and/or weight of an athletic team, which requires disclosure to participate;
- dates of attendance;
- date of graduation;
- Diploma or certificate and awards received
- school photographs, video, and other electronic images of students participating in school activities, events or programs;
- Most recent previous educational agency or institution attended by the student
- Other similar information which may appear in newspaper articles, on television, in radio broadcasts, on displays, on the world wide web, or in school or charter promotional pieces;
- PSA-assigned email accounts. PSA designates PSA-assigned email accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile application/apps that will be utilized by the student educational purposes; for inclusion in internal email address books.



SECTION 3.2: Armed Forces Recruiting: PSA officials shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. “Armed forces of the United States” means the Armed Forces of the United States and their reserve components and the United States Coast Guard.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information may be charged to an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the Armed Forces of the United States or the service academies of the Armed Forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the Armed Forces of the United States or the service academies of the Armed Forces of the United States.

Annually, PSA will notify male students age eighteen (18) or older that they are legally required to register for the selective service.

Requests to PSA shall be presented on a standardized form developed by the Armed Forces of the United States requesting access to the PSA high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

SECTION 3.3: Right to refuse inclusion in Directory Information and Armed Forces Recruiting. PSA Parents and eligible students may refuse to allow PSA to disclose any or all of such directory information, including to the Armed Forces of the United States and the service academies of the Armed Forces of the United States upon signed, written request to PSA within 10 business days after receipt of PSA’s public notice. PSA officials shall ensure that PSA students and PSA parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure of any or all “directory information” including to the Armed Forces of the United States and the service academies of the Armed Forces of the United States.

Whenever consent of the PSA parent(s)/eligible student is required for the inspection and/or release of a student’s education records or for the release of “directory information”, either parent may provide such consent unless stipulated otherwise by court order.

PSA may disclose “directory information” on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

SECTION 3.4: Students in foster care. Upon enrollment of a child in foster care, the Department of Social Services (DSS) will provide a copy of the court order to PSA for inclusion in the student’s records. PSA will request school records of a student in foster care within two days of placement and



will transfer records within two days of receiving a request for school records of a student in foster care.

SECTION 3.5: The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of selling that information (or otherwise providing that information to others for that purpose.)

SECTION 3.6: PSA school officials will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities or as required by law. If a hearing concerning the student is pending, PSA will honor the request for inspection of the record prior to the hearing. Upon legitimate request, a record shall be reproduced, unless said record is copyrighted, and a fee may be charged equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records. PSA is responsible for the maintenance of each student's record. Therefore, school personnel are not to turn the original record or master file of a record over to any person or organization unless they have a specific, written judicial order for such action.

SECTION 3.7: PSA shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person requesting/viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained, if required.

SECTION 3.8: PSA may establish online access for the PSA parent(s) or PSA eligible student(s) to view the student's confidential academic and attendance record. To authorize such access, the PSA parent or the eligible student must sign a release. This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the Board of Palmetto Scholars Academy nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

SECTION 3.9: The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

SECTION 3.10: Storage of records: PSA shall retain school records as required by South Carolina retention schedules for school records in conjunction with the South Carolina Charter District, as applicable. PSA administration shall be responsible for developing and administering a comprehensive plan to properly secure all student records as well as establishing and making known data access procedures for student records.

SECTION 3.11: Liability. No liability shall attach to any member, officer, or Palmetto Scholars Academy employee specifically as a consequence of permitting access or furnishing student records in accordance with this policy and applicable regulations.

SECTION 4.0: Challenged information. If a PSA parent or eligible student believes that the information in the student's education record is inaccurate, misleading, or violates the privacy or other rights of the student, he/she may request an amendment to the record. The PSA official receiving the request will either amend the record, if appropriate, or notify the parent or eligible student within 15 business days in writing that the request is denied and that he/she has the right to request a hearing.



SECTION 4.1.1: Hearings for challenged information. PSA parents or PSA eligible students will make requests for hearings to the PSA principal. The principal or his/her designee may conduct the hearing. The principal or administrator will set a date, time, and place for the hearing and notify the requestor in writing of the date, time, and place. The principal will establish the hearing date within 5 business days of the receipt of the request for hearing and must mail written notice of the hearing to the PSA parent or eligible student at least 10 days prior to the actual hearing date. A PSA official who does not have a direct interest in the outcome will conduct the hearing. At the hearing, the principal or administrator will try to have the person who entered the information in question if the person is known and reasonably available. The PSA parent or eligible student who requested the hearing will have the right to question that person, if present, and be able to show evidence that would correct inaccurate, misleading, or otherwise inappropriate information. Such evidence will become a permanent part of the student's record. The PSA parent or eligible student will have a full and fair opportunity to present relevant evidence and may be assisted or represented at their expense by legal counsel. PSA will send its decision (including a summary of the evidence), the reasons for the decision, and the right to a judicial appeal in writing to the PSA parent or eligible student within five business days after the conclusion of the hearing. PSA will base its decision solely on evidence. If, as a result of the hearing, PSA concludes that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the PSA parent or eligible student in writing that he/she has the right to place in the educational record a statement commenting upon the information in the record and/or setting forth any reasons for disagreement. Any such statement must remain with the record as long as the contested portion remains in the record. Disclosure of the contested portion must include the statement of the PSA parent or eligible student.

SECTION 5.0: Destruction of Education Records. PSA may destroy data that is no longer needed for providing direct educational services as long as the following conditions apply.

- There is no outstanding request to inspect and review the education record.
- PSA keeps the record of disclosures as long as it maintains the education records to which it relates.
- The data does not concern the referral, evaluation, staffing, and placement of a disabled student or a student suspected at one time of having a disability. Such data will be sent to the office of programs for the disabled when no longer needed for providing direct educational services to a student

No one may remove the following items from a student's cumulative record at any time:

- Name (last, first, and middle) and preferred name (nickname)
- Date of birth (verified), along with sex and ethnic background
- Address and telephone number
- Name of parents/guardians
- Health record, including surveys for vision, speech, and hearing if available
- Standardized test scores
- End of year assessment scores
- Attendance and scholarship record card



Special service contact reporting is to be removed from a student's cumulative record at the end of five years if the student is not enrolled in a special program. The guidance counselor or a designated school employee will remove this record. The continual reading and mathematics records, 6th through 8th, are to be removed and made a part of the record keeping system in force for 9th through 12th grades. Correspondence with parents should be reevaluated and discarded after five years.

SECTION 6.0: Records provided by the Department of Juvenile Justice. A student's juvenile criminal records must be provided by the Department of Juvenile Justice to the PSA principal immediately upon the student's release from the Department of Juvenile Justice. The principal will ensure that the student's juvenile criminal record is maintained in the school disciplinary file or other such confidential location. Access to the record will be restricted to school personnel having need to such information in order to adequately address the educational needs of the student. These records must be destroyed upon the student's completion of secondary school or upon reaching 21 years of age.

SECTION 7.0: The Family Educational Rights and Privacy Act Office. PSA parents and eligible students have the right to file written complaints concerning alleged violations of the Family Educational Rights and Privacy Act. The Family Policy Compliance Office has the responsibility for investigating, processing, and reviewing alleged violations and will refer appropriate cases to a review board for adjudication. Written complaints should be sent to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Procedures:

Required Recordkeeping Procedures:

- Within 45 days of policy approval, PSA Administration will develop and publish the associated procedures to establish administrative rules for compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations, as detailed above.
- PSA Administration shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person requesting/viewing the record, information disclosed, date of disclosure, legitimate purpose for disclosure, and date parental/eligible student consent was obtained, if required.
- PSA Administration shall develop reasonable and appropriate methods (including but not limited to physical and/or technological access controls) to control access to student records and to make certain that PSA officials obtain access to only those education records in which they have legitimate educational interest. PSA administration shall be responsible for properly securing all student records as well as establishing and making known data access procedures for student records.



- PSA Administration shall develop guidelines for the proper storage and retention of records including a list of the type and location of records
- Specifically, the PSA Principal or a designee shall develop guidelines for informing school employees of the Federal and State laws concerning student records as well as related PSA policies

Required Annual Disclosures/Consent:

- Each year, the PSA Principal or designee will notify PSA Parents and PSA eligible students of the following: the type of records being kept; the procedure for inspecting and copying these records; the right for explanation; the right to challenge data thought to be erroneous and the procedures for expunging such data or inserting a rebuttal statement; the right to lodge a complaint with the US Department of Education if mandates are not adequately enforced.
- Each year the PSA Principal or designee shall provide public notice to students and their parents of the Academy's intent to make available, upon request, certain information known as "directory information." PSA Parents and eligible students shall be notified that they may refuse to allow PSA to disclose any or all of such directory information, including to Armed Forces of the United States and the service academies of the Armed Forces of the United States upon signed, written request to PSA within 10 business days after receipt of the Academy's public notice.
- Each year, the PSA administration shall require signed releases for online access by a PSA parent or PSA eligible student to view the student's confidential academic and attendance record. This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information.
- Annually, the PSA Principal or designee will notify male students ages eighteen (18) or older that they are required to register for the selective service.
- The PSA administration may establish online access for the PSA parent(s) or PSA eligible student(s) to view the student's confidential academic and attendance record. To authorize such access, the PSA parent or the eligible student must sign a release.
- The PSA administration will establish notification procedures for students turning 18 years of age, as well as PSA parents, as required above.
- The PSA administration will establish parameters and guidance regarding the requirements necessary to establish an articulable and significant threat necessary to provide PII to appropriate parties, including parents of an PSA eligible student, whose knowledge of the information is necessary to protect the health or safety of a student or other individual.





Release of Student Information/Inclusion in Media Coverage

This form should be completed and returned only if you DO NOT want directory information disclosed about your child or you do not want your child to be included in media coverage associated with Palmetto Scholars Academy.

The Family Education Rights and Privacy Act (FERPA) defines directory information as information about a student that would not generally be considered harmful or an invasion of privacy if disclosed. The information may include: name, address, telephone number, place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight/height of athletes, degrees, honors/awards, most recent education agency attended, photograph. As a parent/guardian or an adult student you have the right to request that such information not be disclosed.

The inclusion of photographs means that schools may now publish student photographs (individual or group) in school newspapers, newsletter or other publications or on their web pages. They may also provide photographs for publication in newspapers, education journals and other reputable publications. Palmetto Scholars Academy will not provide e-mail addresses of students as part of directory information. Also, directory information will not be provided to agencies for marketing purposes.

As a parent/guardian or an adult student you have the right to request that such information not be disclosed. If you DO NOT wish to have information/photographs of your child released as allowed under the "directory information" exclusion of the Family Educational Rights and Privacy Act or to allow any audio or video taping or interviewing of your child for media dissemination, please complete the information below, and return it to your child's school.

PLEASE CHECK ONE OR BOTH:

_____ I (we) do not grant permission for the release of directory information or photographs of my child. (This includes yearbook and school newsletters).

_____ I (we) do not grant permission for the release of directory information or photographs of my child in media coverage of school events and achievements.

(Print full name of student)

Parent's/Legal Guardian's Signature (student's signature if 18 years or older)

Address: City, State & Zip Code Phone Number (H) (cell)

DATE



Effective Date:

XX/XX06/2020

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	
	Approved by Policy & HR Committee	03/31/2021
	Sent to Board for review and approval	03/31/2021



Policy Title: [Personnel Evaluations Policy](#)

Policy Number: [PSA-HMR034.0](#)

Date Reviewed by Administration: [MM/DD/YYYY](#)

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 Complaints and Grievances](#)

PERSONNEL EVALUATIONS POLICY

SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The Principal shall be formally evaluated by the Governing Board on at least an annual basis using the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP) Evaluator system adopted by the South Carolina Department of Education.

SECTION 1.2. The Assistant Principal(s) shall be formally evaluated by the Principal on at least an annual basis using the Assistant Principal Evaluation aligned to the PADEPP standards.

SECTION 1.3. All instructional staff, certified and non-certified, shall be formally evaluated by a trained ADEPT Evaluator, such as the Principal or Assistant Principal, on a yearly basis using the Assisting, Developing and Evaluating Professional Teaching (ADEPT) Evaluation system as adopted by the South Carolina Department of Education.

In addition, standards pertaining to gifted and talented education (including current National Association for Gifted Children standards for gifted education) along with the PSA Charter (see also Charter Section 2.b.ii.1) and national norms, shall be added, as necessary, to reflect the unique PSA educational landscape.

SECTION 1.3.1. Per PSA's charter section 2.b.ii.3., all instructional staff, certified and non-certified, shall, with the Principal or Principal's designee;



- a) Review an annual self-evaluation using professional standards prior to the beginning of the school year.
- b) Establish expectations and set performance goals during the first month of the school year. These expectations and goals shall be aligned with the school charter/mission, school improvement plans, individual performance expectations, and a review of student achievement and the teachers' self evaluations.
- c) Update or establish a professional development plan in concert with the goal setting process.
- d) Have at least three (3) observations completed each year.

SECTION 1.4. The Principal or Principal's Designee shall make available to the employee the self-evaluation form, goal setting document, professional development plan and all observation ratings, observation note forms, and any other documentation obtained or used during observations or evaluations.

SECTION 1.5. Each classified staff member or non-instructional staff member shall be formally evaluated by the Principal or Principal's Designee on at least an annual basis using an established evaluation rubric that directly aligns with the job description.

SECTION 1.6. The Employee and Principal or Principal's Designee shall acknowledge the evaluation via signature.

SECTION 1.6.1. Employees may challenge the findings of performance evaluation and/or provide written commentary related to such a dissent; however, the evaluation document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record.

SECTION 1.6.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Governing Board is considered final.

SECTION 2. Evaluators are encouraged to use supplementary means of assessing and documenting performance in addition to the state performance standards, assessment rubrics and evaluation instruments, including but not limited to, additional formal observations, informal observations, conferences, review of lesson plans and grade books, interactions with the employee, plans of growth or improvement and any other accurate indicators of performance.

SECTION 3. Evaluation data will be used in making employment decisions, including decisions



related to professional and staff development and suspension, demotion and dismissal of employees.

SECTION 3.1. The Board expects all employees to maintain high levels of performance. If an employee does not meet acceptable levels of performance, the administrative staff, in collaboration with the employee, shall address any deficiencies through appropriate means, including but not limited to, the development and implementation of a Performance Improvement Plan (PIP).

SECTION 4.0. Recordkeeping. The Board expects the Administration to retain personnel records in accordance with legal requirements and best practices for school administration. PSA administration shall be responsible for developing and administering a comprehensive plan to properly retain and secure all personnel records as well as establishing and making known data access procedures for personnel records.

Procedure:

The Principal or the Principal's designee will evaluate the performance of each employee on a periodic basis towards the goal of continuous improvement in the quality of all work performance. At a minimum, each employee will have a mid-year formative performance review and a year-end summative performance review. Every employee shall be informed of his/her performance evaluation and the criteria by which his/her performance is evaluated.

The Principal or the Principal's designee will evaluate the performance of each instructional staff member, both certified and non-certified in accord with state law and the South Carolina Department of Education's Assisting, Developing, and Evaluating Professional Teaching (ADEPT) system. The ADEPT performance standards are aligned with nationally recognized professional standards and provide a seamless continuum for educators throughout the entirety of their careers. In addition to applications for classroom-based teachers, the ADEPT system also included standards and models for assisting, developing, and evaluating special area educators such as school guidance counselors. The PSA ADEPT process will be coordinated through the SC Public Charter School District.

Teachers in their first year of teaching will be evaluated as an Induction Teacher under ADEPT. Other teachers, such as out-of-state teachers with less than one year of experience or other out-of-state teachers, will also be included in this program.

Summative ADEPT Formal Evaluation of Classroom-Based Teachers, SAFE-T, is the state's formal



evaluation model used to evaluate classroom-based teachers. Continuing contract teachers will be evaluated using the Expanded ADEPT Support and Evaluation Model and will develop Student Learning Objectives for the Student Growth component.

Support staff employees, those whose positions do not require a certificate issued by the SC Department of Education, will be evaluated annually by the Principal. The Principal will provide each support staff employee with an explanation of the responsibilities and duties that will be evaluated as well as a copy of the employee's job description.

All evaluations will be written and reviewed with each employee by April 15 of each year.

Forms

SCDE provides the forms for classroom observation summaries, teacher reflection, the professional review, and the SLO and professional growth and development plan. Districts have discretion to use these forms or their own locally-developed format. All forms will be available electronically and printable on the new SCLead.org effectiveness and support data management system. Forms are also available in the SCTS process manual.

Conferences

The purpose of the pre-observation conference is to give the observer an opportunity to get more context and begin collecting evidence about the upcoming lesson.

The purpose of the post-observation conference is to reflect on the lesson observed and to focus on best practice professional development. Areas of strength, or reinforcement, and an area in need of improvement, or refinement, will be discussed. Support plans will then be put into place.

Informal Evaluations

The informal evaluation process complements the formal evaluation in providing administrators additional opportunities to conduct observations and provide feedback. These evaluations are designed to be shorter in nature and unannounced. Due to the shorter timeframe, an informal evaluation may not encompass the entire lesson. Feedback from these evaluations shall be used for practice only. Administrators will not question teachers beyond the observation in order to obtain additional evidence. If a component of the rubric was not evident in the observed portion of the lesson, it is not rated. Post-observation conferences are not typically held following informal observations but may be requested by the observer or the teacher. The Eleot Observation Tool adopted from AdvancED will be used to conduct informal observations. Teacher's will be informally observed a minimum of one time per quarter in conjunction with the formal evaluation cycle.



Observation and Evaluation Calendar

Timeframe	Task
Prior to Q1	Returning staff complete self-assessment
August Q1	<p>New staff complete self-assessment within the first two weeks of the school year.</p> <p>Pre-observation: Goal set with the Principal during the first month of the school year, including a review of student achievement, the school's charter/mission, the teachers' self evaluations, and the school's accountability plan.</p>
Q1 August-September	Formal observation conducted by Admin
Q2 October-December	Formal observation conducted by Admin
Q3 January-February	Formal observation conducted by Admin
Q4 March-April	Follow-up observations for staff with action plans.
April 15th	Deadline to have all observations and evaluations complete

Effective Date: MM/DD/YYYY

Revision Record



Revision	Purpose	Date
0.0	Original form created by Policy and HR committee from PCSASC template	MM/DD/YYYY
	Approved by Policy Committee	02/03/2021
	Sent to Board for review/approval	02/10/2021
	Revisions made and resent to Board for approval	03/31/2021