

**PSA BOARD OF DIRECTORS**  
**SPECIAL MEETING MINUTES**  
**August 2, 2021**  
**6:00pm**

I. Administrative

- a. Meeting commencement at 6:02pm and call to order.
- b. Board/Member Roll Call

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

*X = Present    A = Absent*

Also present: Leslie Sarj (board member as of 09/2021)

- 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 - none
- e. Decision: Acceptance of the Agenda

Motion to: Accept the agenda

Made by: Mary

Second by: Liliana

Vote: unanimous of those present

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

II. New Business

- a. Discussion/Decision: Administration request for Board approval of Student/Parent handbook with Organizational Chart

Motion to: Approve the Student/Parent handbook with Organization Chart, as presented

Made by: Mary

Second by: Faith

Discussion:

-Principal Rutherford answered questions previously posed by Faith in an email.

-Principal Rutherford indicated that the Administration would clarify the language regarding student volunteer hours to highlight that volunteer hours would not count for services performed within a family relationship (ie., babysitting a sibling). She also reported that volunteer hours will be tracked using a Google form moving forward and took the suggestion of having a 1-pager to explain to the community how to log volunteer hours.

- Regarding fundraising, Principal Rutherford stated it traditionally was a joint venture with the PCA. Faith asked for the Administration and the PCA to work on making fundraising strategic towards common goals.

-Susan spoke about how historically the PCA's intent was to do a membership fundraiser and a Rock the Walk fundraiser with the intent that clubs and teachers could ask the PCA for needed funds. However, there were some difficulties coordinating with all the clubs and groups at school as well as with communication.

Principal Rutherford discussed tracking lunch accounts and stated that Charleston County requires a number coding system to be used. She indicated there had been a few situations in the past where account numbers were mixed up and there were erroneous charges. However, she noted Charleston County worked with the Administration to address the problems. Principal Rutherford reported that while Charleston County normally sent a server for lunch, this year there would be no such server, which gives PSA the opportunity to possibly use numbers with the additional tracking of names for lunch accounts.

-Principal Rutherford discussed dual enrollment concerns and added that there was a link to the Dual Enrollment handbook because there is so much information that the administration did not want overlooked. She noted that timeline adjustments to the Dual Enrollment handbook were made based on experiences from the past year.

-Principal Rutherford spoke about schedule changes and how, when there are extenuating circumstances, the Administration will work with students to make sure their needs are met. Faith mentioned the handbook read as though schedule changes are not allowed.

- Principal Rutherford noted the Administration uses Powerschool to track bullying incidents. She reported students typically email reports of bullying but are encouraged to reach out to teachers. She noted that some students are not comfortable with reporting face to face. Principal Rutherford indicated anonymous reporting is discouraged because it hinders investigation.

-Regarding parking, Principal Rutherford noted the Administration could add a statement about assigned student parking spaces and how they are not to be utilized by parents/visitors.

-Principal Rutherford stated the handbook passages regarding sexual harassment and procedures will be clarified and policy hyperlinks would be added.

- Regarding substitutes, Principal Rutherford noted that the Administration is using a new system with Kelly services, which is different this year and will be a more defined process shared with staff as part of onboarding. She noted it was not detailed in the employee handbook as it may change.

-Principal Rutherford appreciated Faith's submission of language for parent and student responsibilities.

-Regarding communication with parents and Faith's suggestion of using regular mail, Principal Rutherford noted the Administration received more successful communication by using email/phone calls and that is why they preferred those modes. Faith asked more details about the notification procedure and there was additional discussion by the Board about parent notification by the Administration and/or teachers. Principal Rutherford indicated this may need to be a grade level decision but the handbook is clear for expectations and communication.

-Liliana commented that many of the things mentioned by Faith are a part of the Employee handbook, which could be copied and pasted into the student/parent handbook.

-Jason asked about why the decision was made to discontinue donations in lieu of volunteering and the related impact. Principal Rutherford reported that PSA typically did not have parents pay for hours but that often parents would donate items for hours. She stated that this would be clarified in the handbook.

-Jason asked about the elimination of the Dean positions that were previously approved by the Board. Principal Rutherford noted that she thought this was previously discussed and highlighted the Administrative concern that the Dean positions would create more confusion and that the roles they would have performed would be done by others (TAs, etc) with clear roles and responsibilities set out.

-Liliana discussed the robustness of the employee handbook and asked whether the Administration felt attaching the forms would be beneficial. She asked how specific the Administration felt their procedures should be in the handbook. Principal Rutherford discussed linking the relevant forms.

-Liliana also asked about the lack of a Schoology reference and a listed registrar in the student/parent handbook as well as a description of how the IT platforms affect the life of

students and what is expected of students/families. Principal Rutherford stated this description would be tightened up by the Administration.

-Liliana discussed how it would be helpful if the handbooks were approved for the Administration to see how they work and then adjust them as needed. Principal Rutherford agreed and stated that suggestions would be taken and that there would be no material change without coming back to the Board.

-Liliana spoke about a statement on the first page of the Employee Handbook, which appeared to be in error as it indicated that the Administration reserved the right to deviate from Board approved policies. Principal Rutherford indicated this language would be revised as there would be no policy change without Board approval and notice and that the intention is that amendments would come to the Board over time.

-Faith offered the reminder that the handbooks protect PSA as an organization.

-Liliana asked about whether the Board could approve the handbooks with an expected time to bring the changes required and Faith discussed possible quarterly handbook changes.

-Mary discussed the motion at hand.

-Mary and Principal Rutherford discussed the PSA diplomas section of the parent/student handbook and adding additional explanation regarding PSA/state diploma distinctions, cords, and state diplomas with different seals.

Vote: by name vote, below

Board Members	Bryan Coppage	yes	Cynthia Hall	yes	Mary Brown	yes
	Joel Baughman	Absent	Susan Durand	yes	Liliana Hudescu	Abstain
	Faith Bongiorno	yes	Jason Colonna	yes		

Liliana explained that she abstained as she did not understand the process in which Principal Rutherford and the Administration would take into account all of these suggestions and when the Board would see them materialize. She noted that she wanted to know what she is voting for and when the changes would take place.

- b. Discussion/Decision: Administration request for Board approval of Employee handbook

Motion to: Approve the Employee handbook, as presented

Made by: Mary

Second by: Faith

Discussion:

- Brian asked for the timeline of the changes, as suggested. Principal Rutherford stated they would be made as soon as possible and could be ready to go by the next Board meeting.

- Liliana stated she could not understand the input, the timeline, or the amendments and Principal Rutherford stated the Administration’s intent is to take the Board’s feedback and make the requested changes.

-Mary noted the vast improvement in the handbooks from years past and thanked Principal Rutherford, AP Grant, and AP Speights for their hard work on them.

Vote: unanimous of those present, by name vote

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

III. Executive Session - entered at 7:00pm, exited at 7:25pm. Present: Bryan, Faith, Cynthia, Susan, Jason, Mary, Liliana, Principal Rutherford, AP Grant

Motion to: Enter Executive Session

Made by: Mary

Second by: Faith

Vote: unanimous of those present

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

a. Discussion: Vendor engagement for the 2021-2022 school year

Motion to: Exit Executive Session

Made by: Faith

Second by: Mary

Vote: unanimous of those present, by name below

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

IV. Actions Arising Out of Executive Session

Motion to: Authorize the Principal to engage with Canty Technology Services to address technology needs, specifically IT consulting and project management not to exceed \$4,000; Powerschool support for \$17,500.00; and CISOP support not to exceed \$6,000.

Made by: Mary

Second: Faith

Vote: unanimous of those present

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

V. Adjournment at 7:28pm

Motion to: Adjourn

Made by: Faith

Second by: Mary

Vote: unanimous of those present

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

\*\*\*This public meeting was recorded.