

**PSA BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**  
**August 17, 2021**  
**6:00pm**

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

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

X = Present/yes      A = Absent

Also present: Orianna Roumillat

- 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: Accept the meeting Minutes from 07/20/2021 Regular Board Meeting  
 Motion to: Accept the meeting minutes from the 07/20/2021 Regular Board Meeting  
 Made by: Faith  
 Second by: Mary  
 Vote: unanimous of those present

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

- f. Decision: Accept the meeting Minutes from 07/27/2021 Special Board Meeting  
 Motion to: Accept the meeting minutes from the 07/27/2021 Special Board meeting

Made by: Faith  
 Second by: Mary  
 Vote: unanimous of those present

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

- g. Decision: Accept the meeting Minutes from 08/02/2021 Special Board Meeting  
 Motion to: Accept the meeting minutes from the 08/02/2021 Special Board Meeting  
 Made by: Faith  
 Second by: Mary  
 Vote: unanimous of those present

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

- h. Decision: Acceptance of Agenda  
 Motion to: Accept tonight's agenda for the 08/07/2021 Board meeting Agenda  
 Made by: Faith  
 Second by: Joel

Discussion: Bryan discussed moving the Executive Session item regarding the personnel contract to an earlier point to ensure it had time for discussion given the emergency meeting scheduled for 7:30pm.

Amended Motion: Accept the agenda amended to reflect the request of the Chair of the Board to move up the Executive Session on the personnel matter and possibly move the decision on Board financials until after the Committee meets.

Made by: Faith  
 Second by: Joel  
 Vote: unanimous of those present

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

- i. 45 Day Calendar Review

- ✓ 08/17/2021 Emergency board meeting at 7:30pm
- ✓ 08/18/2021 First Day of School for Students
- ✓ 08/25/2021 Communications Subcommittee Meeting, 12:30pm

- ✓ 08/26/2021 Academic Excellence Committee Meeting, 5pm
- ✓ 08/26/2021 New Board Member Orientation
- ✓ 08/26/2021 PSA Open House, 6:30-8pm
- ✓ 09/01/2021 Policy & HR Committee Meeting, 6:30pm
- ✓ 09/08/2021 HR Subcommittee Meeting, 11:30am
- ✓ 09/09/2021 Finance Committee meeting, 6:00pm
- ✓ 09/21/2021 Regular Board meeting

II. New Business

- a. Discussion/Decision: Approval of Financials - tabled for next meeting

\*\*\*Executive Session\*\*\*

Motion: Enter Executive Session at 6:06pm

Made by Mary

Second by: Faith

Vote: unanimous of those present

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

Members present: Bryan, Joel, Faith, Cynthia, Susan, Jason, Mary, Principal Rutherford

VI.a. Contractual issue - personnel

Motion: Exit ES at 6:17pm

Made by Faith

Second by: Joel

Vote: unanimous of those present

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

Action Arising from Executive Session:

Motion: To authorize the chair Bryan Coppage to execute the contract for Principal Rutherford the 2021-2022 school year.

Made by: Faith

Second by: Susan

Vote unanimous of those present

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

\*\*\*\*End of First Executive Session \*\*\*\*

b. Principal's Monthly Report: please see attached.

Principal Rutherford reported the Administration had been busy onboarding new personnel with a count of 12 new employees. She reminded all of the new bell changes with the purpose to meet the individual needs of students and with SEAM time for additional assistance, counseling, enrichment opportunities, etc.. Principal Rutherford noted that we have incoming students who may not have been in school for the last 1-1.5 years and we must see where they are functionally/academically and create individual plans for them.

-Principal Rutherford reported the Recovery Plan was submitted to the District (attached in Principal's Report).

-The PSA graduation rate last year was 96%, which while high, did drop from 100%. Principal Rutherford explained the 96% figure takes into account students who did not take a particular course prior to the next academic year and that we have a few students still working to finish - and who will finish to graduate - but as they did not complete the work prior to the "close" of the school year, we have a resulting 96% graduation rate.

- As of 4pm yesterday, PSA is officially staffed. PSA had a last minute hire who will be a welcome addition to the PSA community.

-Principal Rutherford noted that we may have staff members out due to illness and loss and encouraged patience as we meet the needs of our teachers.

- the "Back to School Guide" will be continually updated throughout the year.

- We have experienced an Increase of expenditures, as expected with the beginning of the year and replenishment of supplies. These expenditures use funds from the general budget and ESSR funds. No additional funding is being requested at this time.

- the Covid Dashboard back up and running - and is located under the "Nurse" tab on our website and is also on the front page.

-Nurse Rachel Crafton spoke about Covid mitigation procedures at the school. She stated PSA will continue to follow CDC and DHEC guidance and will have a 14-day quarantine period for close contacts (as recommended). Positive cases will require a 10-day isolation period. PSA will notify those in the classroom and will notify close contacts via email/phone call for positive cases. Covid mitigation efforts, including hand hygiene and masking, were strongly encouraged.

-Principal Rutherford reported they had the first Apps with Admin this evening with 15-20 families attending. She noted positive feedback and reported it was nice to meet people in an informal setting and answer questions.

-Principal Rutherford reported a redesigned House system is back in place with the hope that it will carry on, long term. Additional details to follow as the Administration does not want to spoil the big reveal coming soon to students.

-Jason asked about the day porter position and how things were going with this new position. Principal Rutherford and AP Speights reported that Scott, the new day porter, was a great addition and needed asset for the school.

-Mary asked about schedules and whether the Administration has everything they need to smooth out the schedule process given the difficulties this year with scheduling. Principal Rutherford noted that with the recent addition of Canty, everything necessary was now in place. She noted that Canty will help decrease the workload and PSA has training and a structure in place to have more than 1 staff member trained in functionality. She also noted that this year, with staffing issues, scheduling was left until the wire while the Administration waited to see about teachers and classes. She noted correspondence would be sent regarding scheduling changes.

-Bryan asked about nutrition services offered by Charleston County and Principal Rutherford confirmed they were offered at no cost to PSA.

c. Discussion/Decision: regular Board meeting schedule for 2021-2022 year.

Mary noted the Board currently meets on the third Tuesday of every month and that continuing this pattern would result in the following general meeting schedule: 09/21, 10/19, 11/16, 12/21, 01/18, 02/15, 03/15, 04/19, 05/17, 06/21, 07/19, and 08/16. The Board is required to set its general meeting schedule at the beginning of the school year and notify the Charter District.

Motion to: Accept the PSA regular board meeting schedule with meetings for the 2021-2022 school year to fall on the third Tuesday of every month at 6:00pm from September 2021 through August 2022

Made by: Mary

Second by: Susan

Discussion: Jason asked if the Finance Committee needed more time with this schedule to prepare the financial documents for the Board and Joel reported that the current schedule allows sufficient time.

Vote: unanimous of those present

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

- d. PCA Monthly Report: Christine encouraged people to join the PCA and noted the organization needs a Treasurer should anyone be interested in helping out in that way. She detailed PCA's involvement in the Forms, Facts, and Fees event; their planned involvement at the Open House event; a forthcoming new spirit wear campaign; their provision of a recent teacher/staff lunch; and an ongoing monthly Amazon "stock the teacher's lounge" drive. Christine reported a PCA current bank balance of just over \$20k, showing new memberships and merchandise sales. There was additional discussion of the Facebook PSA Community page and the official PSA school facebook page and community members were encouraged to belong to both Facebook groups. Susan thanked the PCA for all of their effort and work. Principal Rutherford also thanked the PCA for the lunch, which everyone loved. Christine also indicated the PCA is trying to get

- a jotform for online PCA registration. Bryan asked about Amazon Smile and whether it went to the PCA or the school and Susan answered that this program went to the PCA.
- e. Discussion: Confidentiality statements by Board members due by September 1, 2021. Mary noted that annual Confidentiality statements were due by Board members on September 1 for the upcoming 2021-2022 year.
- f. Discussion/Decision: Request by strategic planning consultant to form a PSA Strategic Planning Committee (SPC) for planning and implementation of a robust and inclusive process. SPC is to include 3 – 5 Individuals representing the diverse makeup of PSA Stakeholders (Board, Staff, Parents, etc) and will meet with the Consultant monthly for two, one-hour virtual meetings, to provide overall guidance of the planning process. The members of the SPC will also serve as a point of contact for the PSA Stakeholders they represent. Authorization of Committee, selection of board member or two for Committee, and next steps for selection of administrative staff, teacher, and parent representatives.

Susan discussed the need for the Board to form a PSC to work with the strategic planning consultant and that he recommends no more than 5 members with diversity (to include 1 Board member, staff member, parent, etc). Susan noted that this SPC would interact with the consultant in an operational group to keep the process forward but the SPB would not be creating the strategic plan. She discussed staffing this committee.

Motion to: Establish a Strategic Planning Committee to support the work of the consultant that we have brought on named Davis

Made by: Faith

Second by: Mary

Amended Motion: Establish a Strategic Planning Committee to support the work of the consultant that we have brought on named Davis to be led by board member Susan

Durand

Made by: Faith

Second by: Mary

Discussion: Jason suggested that if a Committee is approved that a charter or scope of service be submitted and approved by the Board. Susan and Mary highlighted the scope of the Committee noted in the Agenda item and email sent out earlier in the day. Susan apologized for the timing of the email sent that afternoon. Mary read out the Agenda item to highlight the framework of the SPC. Jason thanked Susan for her work on this. Mary commented that she welcomed Susan to serve as the Board’s representative on the SPC given her work on this, her working relationship with consultant Davis, and her clear communication with the Board thus far regarding this process and Faith also agreed. Susan indicated it was her preference to serve on this committee. In amended the motion, the members of the Board discussed how this would give Susan the permission to form the Committee by adding members, as required.

Vote: unanimous of those present, by name

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

**g. Discussion: Reserve Study proposals in general.**

Jason discussed the need for a reserve study of the school and explained the Facility Committee sought out bids for reserve and maintenance studies to evaluate the PSA building and systems, which would set out an inventory of our systems and assets, the life expectancies of systems and facilities, and would allow us to plan and prepare for replacement and repair, including budgeting. Jason noted a maintenance study involves preventative maintenance of systems and assets, and tells us what needs to be done and when and helps develop scopes of work for future bids and work. Jason indicated the Facilities Committee has been working on this for a period of time and has proposals for the Board to consider in Executive Session.

**h. Board Member departure: Faith, Cynthia, and Joel**

Bryan discussed the impending departure of Faith, Cynthia, and Joel from the Board as new members begin their terms. He read the following statement from Liliana, who was absent from the general board meeting but wanted to thank the outgoing board members and wish them well: 'I'm honored to have worked with you all: together, we have accomplished so many things in such a short time. I wish you all the best in your professional and personal lives!' Bryan and other Board members noted that these sentiments sum up the sentiments of the full Board and the Board members thanked Cynthia, Joel, and Faith for their service and dedication to the PSA community. Bryan, Cynthia, and Joel thanked the Board and offered their help with the Board moving forward. Joel also indicated that he was open to continuing his work as Treasurer, as an appointed Board member, but for a shorter period than a full 2-year term.

**i. Discussion: Upcoming election of officers at next Board meeting.**

Mary reminded the Board that the PSA Board officers, to include Chair, Vice Chair, Treasurer, and Secretary, are to be elected by the Board at the next scheduled regular board meeting.

**III. Old Business**

**a. Discussion: field trip policy.**

Mary brought this discussion to the Board as the Board had previously discussed this policy and she was unsure if the Board wanted the Policy & HR Committee to review. After discussion, the Board members determined that this policy was developed after prior field trip issues and was adopted in March 2020. Given Covid and the past 18 months with limited field trips, including overnight field trips, Board members noted it was difficult to see any need for additional reform of the previously developed policy without additional use and implementation. Board members discussed having the Administration detail procedures to be followed prior to the upcoming overnight field trips and then report back on the effectiveness of the policy and procedures after the field trips were completed.

**b. Discussion: onboarding new Board members.**

Mary noted the new Board member orientation meeting on 08/26 at 6:00pm but discussed this meeting might require rescheduling due to the PSA Open House.

**c. Discussion: appointment of new Board member.**

Bryan and Joel discussed this open position.

**IV. Committee Reports**

- b. Academic Excellence - did not meet.
- c. Policy & Human Resources: did not meet.
- d. Human Resources Sub Committee - no representative at meeting
- e. Finance - did not meet, meets next week.
- f. Nominating - has not met but Cynthia is pulling together all of her documents and an explanation for use by the next Committee chair.
- g. Development & Fundraising - no update.
- h. Grievance Committee - no current business and nothing to report.
- i. Military - Bryan noted that the base has a "mask mandate" on federal property and facilities controlled by them. He checked and this mask mandate does not apply to the PSA campus as we are autonomous and lease the land from them.
- j. Facilities - see reserve study discussion.
- k. Communications - no update at this time

V. Executive Session

Motion to: Enter Executive Session at 7:14

Made by: Faith

Second by: Joel

Vote: unanimous of those present

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

Members present: Bryan, Joel, Faith, Cynthia, Susan, Jason, Mary, Principal Rutherford, AP Speights

Contractual issue - Reserve Study.

Motion to: Exit Executive Session at 7:24

Made by: Mary

Second by: Faith

Vote: unanimous of those present

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

VI. Actions arising from Executive Session, if needed

Motion to: Approve the reserve study by Miller Dodson based on the quote provided to the Facilities Committee and this board

Made by: Faith



Second by: Joel

Vote: unanimous of those present, by name

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

VII. Adjournment at 7:27pm

Motion to: Adjourn our regularly planned board meeting

Made by: Faith

Second by: Joel

Vote: unanimous of those present

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

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

## Principal's Report August Board Meeting

### Academics

- First Day of School
- Bell Schedule to support academic, social, emotional, needs (SEAM class for middle school)
- [Recovery Plan](#) submitted to the district
- Academic policies to be reviewed/gap analysis with AEC
- Grad Rate is currently 96%.

### School Management

- School is currently staffed. Unfortunately, we have faculty members who have experienced health and/loss.
- Information shared with families via [Back to School Guide](#). Intention to update throughout the school year.
- Flurry of activity with ordering for the new school year.
- COVID update and dashboard
  - [www.psaschool.org](http://www.psaschool.org) (nurse tab)
  - Nurse Rachel to implement procedures

### Culture/Community

- Onboarding of staff to excite students
- Apps with Admin
- House System reveal with Teacher Cadets
- Open House event on August 26, include club/activity fair.