



PALMETTO SCHOLARS ACADEMY BOARD OF DIRECTORS

MEETING on 6/15/11

Ms. Stacey Lindbergh called the meeting to order. She welcomed several visitors including teachers, parents and community members. Ms. Lindbergh requested that Mr. Em Hubbard, newly appointed principal, read the mission statement of the school. In a recent board training, it was suggested that each board meeting begin with a focus on the school's mission.

Palmetto Scholars Academy's Mission

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 in order to empower them to make original and impactful contributions toward the elevation of South Carolina in the areas of education, commerce, arts, and science.

ATTENDANCE: Present-Ms. Stacy Alberico, Mr. Win Gasperson, Mr. Bob Graham, Mr. Jim Haley, Ms. Stacey Lindbergh, Dr. Jean Chandler and Mr. Em Hubbard, principal and ex-officio member
By Conference Call- Mr. Ernest Andreade, Mr. Keith McElveen and Dr. Shelagh Gallagher, ex-officio member.
Absent- Mr. Jim Garvey

1. **DISCUSSION** : Stacey Lindbergh requested acceptance of the agenda.
 1. Open Forum
 2. Approval of Minutes for PSA Board meeting on May 10, 2011
 3. Financial Report- Mr. Jim Haley with May Finances and 2011-2012 Budget
 4. Facilities Committee Report- Mr. Jim Garvey with Review of Plans for

Additions and Contract for Construction Services

5. Board Policies and Procedures- Ms. Stacey Lindbergh;

6. Principal's Report- Mr. Em Hubbard

ACTION TAKEN: Approval of meeting agenda

OPEN FORUM: No one requested to speak in the Open Public Forum.

2. **DISCUSSION :** Approval of Minutes from May 2011 Meeting

ACTION TAKEN: Approval of May Minutes with minor corrections

PERSON RESPONSIBLE: Dr. Jean Chandler, Secretary

3. **DISCUSSION :** Financial Report for May 2011 – Mr. Jim Haley, Chair

Mr. Jim Haley reported Total Revenues of \$1,139,025.12 with month to date expenditures of \$103,603.75 and year to date costs of \$963,962.18 leaving a balance of \$175,062.94. Mr. Haley reported that unfortunately the school has not always received the state funding in a timely manner with disputes over the amount of money the school is entitled to receive. On top of the short financial fall, it becomes doubly hard when there are disagreements with the information from the district about impending amounts of money fluctuates. Consequently, we end up running in the red. Our issue continues to be cash flow. Mr. Haley indicated that we have worked hard through peaks and valleys of financial stability. Next year, we may have to establish monthly paychecks for teachers and vendors instead of continuing to pay twice a month if cash flow does not improve in the new school year. This decision will depend on our ability to build a cash reserve. For the months of July and August, employees will need to be paid at the end of the month. Teachers will need a proper explanation and apology for the inconvenience it may cause. The delay is necessary until state funding catches up with our expenditures. If funding is available, a partial payment may be a possibility for summer payrolls. Details will be work out to accommodate this unexpected delay from the state in funding.

ACTION TAKEN: Ms. Stacey Lindbergh thanked Digital Corridor for the \$2,500

scholarship awarded to Palmetto Scholars Academy. She volunteered to contact the

employees with the news of the new payroll schedule possibilities. Mr. Jim Haley will

determine how the payments will be made.

FOLLOW-UP ACTION: Mr. Jim Haley indicated that he would be working on the

2011-2012 budget with the anticipated 60% increase in state funding for charter schools for

the next school year. He will set up a working session to go over the new projected school budget for 2011-2012 in the next weeks.

PERSON RESPONSIBLE: Mr. Jim Haley, Finance Chair

4. DISCUSSION : 2011-1012 Budget – Mr. Bill Moser, Financial

Consultant and Mr. Jim Haley, PSA Financial Chair

Mr. Bill Moser reported that the state charter school revenues are in flux. He indicated that he is not sure what the state will be giving us in revenues for Students At Risk, High Achieving Students, Teacher Salary Increase and School Employer Contributions. He estimates \$175,000 in year two of the implementation grant. Mr. Jim Haley reported that work needs to be completed with the details of the General Fund with input from the principal and staff. Instructional supplies have been kept to a minimum this year-thanks to Ms. Billie Walton's leadership and contributions. Teachers are requesting 401(k) plans. The school may be able to augment the teachers' contributions with an end-o- the-year payment at some point. Mr. Haley suggested that we need to budget for an auditing service and for school technological services. He thanked Mr. Steve Simpson for his generous and kind volunteer services to the school. Mr. Haley is getting bids from firms who can provide both auditing and technological services. Mr. Haley reported that he has bids from three auditing firms. The state requires an audit, and we need to begin the process with the best firm for producing the audit in a timely and efficient manner to meet the state deadlines required by law. Mr. Steve Simpson is making a list of what we have in place and what needs to be available. He wishes to get input from Mr. Em Hubbard and the teachers in the process. Mr. Jim Haley requested a special meeting to go over the budget when we know more firmly what our state charter district funding will be for next year. We first have to pay back a \$123,000 short term loan. The installation of the learning cottages is estimated at approximately \$78,000. Charleston County School District is allowing us to utilize the science equipment left at the old Academic Magnet site at the naval base. Mr. Haley said the task would call for 20 men and a crane. Windows will have to be taken out to remove the lab equipment.

ACTION TAKEN: Mr. Jim Haley will acquire an auditing firm and seek a firm to serve technological need of PSA. He will prepare the 2011-2012 budget and call a meeting of the board for input before approval.

PERSON RESPONSIBLE: Mr. Jim Haley, Finance Chair

5. DISCUSSION : PRINCIPAL'S REPORT –Mr. Em Hubbard, newly appointed principal

Mr. Em Hubbard reported that the school is creating a list of parents who have reached out as volunteers. He welcomes and appreciates the parents community association's looking into needs as we plan over the summer. For informational purposes only pending approval of Dr. Shelagh Gallagher, Curriculum Consultant, and the Academic Excellence Committee, he gave an overview of things discussed by the staff in a Saturday planning session facilitated by Ms. Marlene Baber, gifted and talented consultant, to determine what might be ideal for the instructional schedule with the addition of 9th grade in the fall. Gifted and Talented principles applied in the planning included the following: extended time periods for in-depth academic engagement, interdisciplinary studies with teacher collaboration, supplemental programs, differentiation, community engagement, and all courses at honors level. The way things play out as we get into the nuts and bolts of scheduling may change with necessary adjustments. What we have done is look at core subjects. We want to apply longer time blocks during the day. The current plan is to have two 38 days of instruction in English and Math for 8th and 9th graders. Students will be awarded credit for the classes on the basis of the Carnegie Unit. Then there would be a 7 day block of time called Intersession to concentrate on "Self as Learner" Module, Math Lab (remediate/accelerate), Writing Lab (remediate/accelerate) , additional Acceleration Activities, Cumulative testing, other new projects and programs. The second semester would switch to science and social studies. There would be 5 period daily to include 2 periods before lunch and 3 single periods after lunch. It may be a single period followed by double period. The science offerings may be biology in 9th grade, chemistry in 10th

grade, physics in 11th grade, and Advanced Placement or off-campus courses in grade 12. In social studies, it would be Human Geography in 9th grade, United States History in 10th grade (and AP), European History in 11th grade (and AP), and Government/Economics (and AP) in 12th grade. In Math Algebra I and Algebra II would be offered in 9th grade with other grades to be announced. In English 9th grade might take English I Honors or English II Honors with other course offerings to be determined later. We are looking at 2 sections of 9th grade with staffing being a big part of the need.

FOLLOW-UP ACTION: Mr. Em Hubbard will begin his duties on July 1 with scheduling, staffing, and organizing for the opening of school.

PERSON RESPONSIBLE: Mr. Em Hubbard, Principal

6. DISCUSSION : Board Policies and Procedures –Ms. Stacey Lindbergh

Ms. Stacey Lindbergh reported that we are in the process of working on our five-year strategic plan being facilitated by Joan K. Ustin & Associates, LLC. We are going to be serving all our customers and seeking input from students, parents, teachers, board members, community and business leaders through survey tools minus intimidation. We are seeking to find different entities focusing on mission statements on what we are doing and where we are going in the future. In this intensive process, the board will participate in a one day retreat on Saturday, September 10. In attendance will be gifted school leaders, teacher representatives, parents, community leaders, and a gifted administrator from Illinois in addition to the board. Currently we are in the data collecting stage of the process. Ms. Joan Ustin will help us with a written action plan to guide us in our future mission.

Stacey is working on a site for the board retreat. This data collecting process is important in the steps to have Palmetto Scholars Academy accredited by the Southern Association of Colleges and Schools, which requires a longitudinal study of the academy before our first graduating class receives accredited diplomas. Ms. Stacey Lindbergh suggested that board members, principal, and faculty need to be trained in board policies and procedures. A refresher is valuable on important issues such as the differences between regular public schools and charter schools; legal responsibilities of the board, principal, and staff; and accountability to the state. Ms. Lindbergh wants all stakeholders trained in board responsibilities and liabilities. She asked for a volunteer to help create a board policies and procedures manual. Mr. Bob Graham said he would help in the next few weeks to assist Stacey in this task.

ACTION TAKEN: Ms. Stacey Lindbergh and Mr. Bob Graham will work to organize the PSA Policies and Procedures Manual.

PERSON RESPONSIBLE: Ms. Stacey Lindbergh, Chair

7. **DISCUSSION: Facilities Report by Ms. Stacy Lindbergh for Mr. Jim Garvey, who was absent due to sickness.**

The Capital Improvements/Repairs Budget calls for \$78,378 for total construction setup. The learning cottages will cost \$1,199 each for monthly rental. Other repairs and Maintenance will cost \$29,000 for Media Room Power & Date, new fence, minor landscape, exterior paint, heavy duty cleaning, additional electrical work, lockers, and contingency fees. Facilities Committee is looking at the options of staying at the current location at Avenue F for 26 months with our lease running out in August 2013. From September 2011 to August 2013, we would owe approximately \$157,800 in rent. The operative question becomes: Is it feasible to break this lease with Noisette with a buyout? Is subleasing a

possibility? The committee has been approached by another charter school looking for a brick and mortar site. Mr. Jim Garvey is talking to Charleston County School District Surplus Property Management, and the likelihood of there being surplus property for the next several years is very slim due to the passage of the “Yes, for Schools” referendum. There is an increase in CCSD construction/renovation needs, which will require the district to utilize surplus property as they relocate students from affected campuses. The committee is looking at available properties that might be possibilities for PSA. The rental rates, building styles/conditions, and locations vary greatly. We may need an estimated budget as we analyze potential locations.

ACTION TAKEN: Mr. Jim Haley will proceed with the capital improvements and repairs in order to have PSA ready for the opening of a new school year.

PERSON RESPONSIBLE: Mr. Jim Haley, Chair

Minutes respectfully submitted by Dr. Jean Chandler, Secretary
7/8/2011