



## **PALMETTO SCHOLARS ACADEMY BOARD OF DIRECTORS**

**MEETING on 8/2/2011**

Ms. Stacey Lindbergh, Board Chair, called the meeting to order. She welcomed several visitors. Ms. Lindbergh requested that Ms. Marlene Baber, newly appointed Assistant Principal for Curriculum and Instruction, read the mission statement of the school.

### *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. Marlene Baber, Assistant Principal for Curriculum and Instruction, Mr. Win Gasperson, Mr. Jim Garvey, Mr. Jim Haley, Ms. Stacey Lindbergh, Ms. Joan Ustin, Strategic Planning Consultant, and Dr. Jean Chandler. In attendance by phone: Mr. Keith McElveen.

**Absent- Ms. Stacy Alberico, Mr. Ernest Andreade, Mr. Bob Graham and Mr. Em Hubbard, Principal**

**DISCUSSION:** Stacey Lindbergh requested acceptance of the meeting agenda.

- 1. Open Forum**
- 2. Approval of Minutes for PSA Board meeting on July 12, 2011**
- 3. Financial Report - Mr. Jim Haley**
- 4. Facilities Report- Mr. Jim Garvey**
- 5. Academic Excellence Committee- Mr. Win Gasperson**
- 6. Strategic Planning Update- Ms. Joan Ustin, Consultant**
- 7. Fundraising Committee Update- Ms. Stacey Lindbergh**
- 8. Legislative Update- Ms. Stacey Lindbergh**
- 9. Principal's Report- Ms. Marlene Baber for Mr. Em Hubbard**
- 10. New Business**
- 11. Adjournment**
- 12. Executive Session**

**ACTION TAKEN:** Approval of meeting agenda

- 1. OPEN FORUM: No one requested to speak.**

Next, Ms. Lindbergh congratulated teachers and students for earning Annual Yearly Progress (AYP). She announced that only 27% of the schools in South Carolina reached Annual Yearly Progress (AYP) under No Child Left Behind (NCLB) federal mandates on state report cards. She cited this as an outstanding achievement and praised teachers and students for their academic excellence. In addition, PSA was the only public charter school in

the state to make AYP. She indicated that she did a math and English/Language Arts analysis of Palmetto Assessment of State Standards (PASS) Testing comparison with local schools, and she praised PSA for its higher performance and achievements in Mathematics and English/Language Arts.

## **2. DISCUSSION : Approval of Minutes from June 2011 Meeting**

**ACTION TAKEN:** A vote was taken for approval of the June 2011 Minutes of the board with minor corrections.

**PERSON RESPONSIBLE:** Dr. Jean Chandler, Secretary

## **3. DISCUSSION: Financial Report- Mr. Jim Haley**

Mr. Jim Haley reported that his duties as budget manager will be transferred shortly to Mr. Em Hubbard and his staff. Bringing the new principal up to speed on the budget-decision-making process is now a top priority.

Currently the books are being audited with a new list of items needed to complete the process by the middle of October. The auditing firm will be making on-site visits to PSA with questions about routine financial procedures. Mr. Jim Haley will be working with the new financial consulting firm Jones Pounder & Associates since Kelley and Moser will no longer be the school's financial consultants. The federal grant application is completed and processed. Several employees at South Carolina Public Charter School District have left. Mr. Haley announced that the July 2011 funding will be considerably more than last year's. The Per Pupil EFA Funding will go from \$2,315 in 2010-2011 to \$5,130 in 2011-2012. Currently we have approximately \$30,000 in our accounts. Mr. Haley reported that he is

negotiating with First (1<sup>st</sup>) Federal to get a small business line of credit. The purpose of this promissory note is deal with any cash flow timing issues, particularly on items that need to be paid upfront prior to being reimbursed by the state grant. He indicated that he will keep the board members in the loop of decision making for the necessary line of credit.

**ACTION TAKEN:** The financial items discussed by Mr. Jim Haley were for information only.

**FOLLOW-UP ACTION:** Mr. Jim Haley will monitor the auditing process, work to transfer accounting and budget duties to the principal and staff, and negotiate the line of credit with First (1<sup>st</sup>) Federal.

**PERSON RESPONSIBLE:** Mr. Jim Haley, Finance Chair

#### 4. DISCUSSION : Facilities Report - Mr. Jim Garvey

Mr. Jim Garvey reported that he is working to have the learning cottages in place for the new 9<sup>th</sup> graders. The exterminators have treated the grounds for fire ants and poison ivy. Lockers may be delivered next week. They will be placed in the cafeteria. Acquiring the science equipment from the old Academic Magnet site is still in the works. There is an urgency to get the computer lab in place. The electricians will be in the building next week running wires to the 18 computer stations. Mr. Garvey expressed urgency for plans to begin on the future site for PSA by either finding a bigger place to lease or buying the dirt and building our own school.

**ACTION TAKEN:** Mr. Jim Garvey will continue to monitor progress on the readiness of the building for the new school year and seek future sites if the decision is made to build a new facility.

**PERSON RESPONSIBLE:** Mr. Jim Garvey, Chair

**5. DISCUSSION: Academic Excellence Committee- Mr. Win Gasperson, Chair**

**Mr. Win Gasperson reported that he is working on a contract with Dr. Shelagh Gallagher to provide gifted and talented curriculum services to PSA. Parents and teachers will have an opportunity this fall to learn about the duties and responsibilities of the board as outlined in the law for South Carolina Public Charter Schools. Special training sessions will be available for those wishing to learn more about how the board of directors operates.**

**ACTION TAKEN:** Mr. Win Gasperson will call a meeting of the full Academic Excellent Committee for input and consideration in planning the best in curriculum for PSA for the school year 2011-2012.

**PERSON RESPONSIBLE:** Mr. Win Gasperson, Chair

**6. DISCUSSION : Strategic Planning- Ms. Joan Ustin, Strategic Planning Consultant**

**Ms. Joan Ustin, Strategic Planning Consultant, announced a retreat for the board on September 10, 2011 for strategic planning initiatives. Ms. Ustin presented a Board Profile Matrix and thanked everyone for the interviews**

and data assessment. She wanted to hand out the composite profile of the collective assets of the board. Board Profile categories included such items as demographics, resources, community connections, leadership qualities, areas of expertise, etc. Updating the profiles of any new board members is essential in order to match individual qualities to the future goals as determined in the strategic planning stages. She announced a future effort to survey parents, students in attendance for one year at PSA, and community leaders. Ms. Ustin expressed the desire to have a 30% return rate on the surveys. The steering committee for strategic planning will be meeting on August 22, 2011.

**FOLLOW-UP ACTION:** The report was for informational purposes with no action taken.

**PERSON RESPONSIBLE:** Ms. Joan Ustin, Strategic Planning Consultant

#### 7. DISCUSSION : Fundraising Committee—Ms. Stacey Lindbergh

Ms. Stacey Lindbergh reported that a fundraising committee will be needed if we build a new school. Mr. Keith McElveen volunteered to work with this committee for fundraising.

**ACTION TAKEN:** No action taken

**PERSON RESPONSIBLE:** A new chairman is needed for this committee.

## **8. Legislative Update- Ms. Stacey Lindbergh**

**Ms. Stacey Lindbergh reported the Chamber of Commerce is working on funding for charter schools as a priority now. She thanked the legislators who supported the attempt to pass the Charter School Bill last year without success. Since PSA is a proviso funded school, much hard work will be needed to protect our funding in the future. The AYP success of PSA is an exception in the history of charter schools.**

**ACTION TAKEN: No action was taken.**

**PERSON RESPONSIBLE: A chair is needed to lead this committee.**

## **9. Principal's Report- Ms. Marlene Baber filling in for Mr. Em Hubbard**

**Ms. Marlene Baber reported that PSA has hired three new teachers: Bobby Clauhs in Science and Math; Shane Clack in Classics/Latin for grades 6 and 7; and Mary Ferguson in English/Language Arts. Ms. Kelly Eldridge has resigned her position as music and band instructor. Creative Sparks will contract to provide drama, music, band and chorus in the new school year. The school website will be updated with pictures and profiles of the new instructors in the near future. Mr. Em Hubbard has contracted with lawn services and a new cleaning company for this school year. Ms. Baber said the enrollment in all grades is holding steady. We have full enrollment in**

grades 6 and 7 with a waiting list in both grades. In 8<sup>th</sup> grade ,75 students are enrolled, and 29 students have committed to attending in grade 9. Conferences are planned with those students having trouble with the rigorous gifted and talented curriculum. Testing of new students is ongoing at this time. Ms. Julianne Flores, guidance counselor will be introducing “Habits of Mind” for the students as a means of practicing attitudes and skills that successful people use for high achievement. In addition, Ms. Baber presented the Student Activities Update to include: Music, Health, Drama, World Cultures, Junior Achievement, Spanish I and Spanish II, and Art. After school activities will engage students in Chess Club, Community Problem Solving, Culture Club, Soccer, Student Council, Karate, Astronomy, Drama Club, Beginner Band, Advanced Band, Chorus, Volleyball, eCyber Mission, Book Club, and Political Science Club. A new initiative is Coffee Club, which is going to give parents a chance to drop by and chat with teachers beginning Monday, September 19 from 3:00 to 4:00 p.m. In the future, 6<sup>th</sup> grade teachers will be available on the first Monday of the month, 7<sup>th</sup> grade teachers on the second Monday of the month, 8<sup>th</sup> grade teachers on the third Monday of the month, and 9<sup>th</sup> grade teachers on the fourth Monday of the month. Parents do not need to schedule an appointment with teachers prior to these arranged dates and timeframes. Coffee and snacks will be available for sale by the Student Council.

**ACTION TAKEN:** Ms. Marlene Baber’s report was for information only.

**PERSON RESPONSIBLE: The administrative staff**

**Minutes respectfully submitted by Dr. Jean Chandler, Secretary  
8/9/2011**