



PALMETTO SCHOLARS ACADEMY BOARD OF DIRECTORS

MEETING on 9/13/2011

Mr. Jim Haley called the meeting to order. Stacey Lindbergh, Board Chair, was absent. He welcomed one visitor, Mr. Steve Gonzales and Tonya Walker, PSA administrative assistant. Mr. Win Gasperson volunteered to read the mission 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: Ms. Stacy Alberico, Mr. Win Gasperson, Mr. Bob Graham, Mr. Jim Haley, Mr. Em Hubbard, PSA Principal, Ms. Tracy Moser of Kelly and Moser Consulting, and Dr. Jean Chandler. In attendance by phone: Mr. Keith McElveen.

Absent- Mr. Ernest Andreade, Mr. Jim Garvey and Ms. Stacey Lindbergh

DISCUSSION: Mr. Jim Haley requested acceptance of the meeting agenda.

1. Open Forum

2. Approval of Minutes for PSA Board meeting on August 2, 2011

3. Financial Report - Mr. Jim Haley

4. Facilities Report- Mr. Jim Garvey

5. Academic Excellence Committee- Mr. Win Gasperson

6. Strategic Planning-Ms. Joan Ustin

7. Principal's Report-Mr. Em Hubbard

8. New Business

9. Adjournment

ACTION TAKEN: Approval of meeting agenda

1. OPEN FORUM: No one requested to speak.

2. DISCUSSION : Approval of Minutes from August 2, 2011 Meeting

ACTION TAKEN: A vote was taken for approval of the August 2, 2011

Minutes of the PSA Board.

PERSON RESPONSIBLE: Dr. Jean Chandler, Secretary

3. DISCUSSION: Financial Report- Mr. Jim Haley

Mr. Jim Haley requested that Ms. Tracy Moser of Kelly Moser Financial Consulting from Columbia, South Carolina update the board on the projected budget for the new school year. Ms. Moser reported total revenues at \$1,716,176.33 with month-to-day expenditures of \$96,980.04 and year-to-day expenditures of \$189,950.89 leaving \$1,526,225.44 indicating 88.93% of the unspent revenues remaining. The budget includes \$175,000.00 for the

Implementation Grant. PSA did get the increased funding for the Per Pupil EFA Funding, which went from \$2,315 in 2010-2011 to \$5,130 in 2011-2012. Teachers at PSA will share \$2,700 for personal supplies. The teachers will receive individual checks equally divided from this amount. A small activity fee may be charged to each student in a few weeks with invoices mailed to each home. The loan for revolving credit of \$25,000 from First (1st) Federal was asked to be approved accompanied by Board Chair Ms. Stacey Lindbergh's signature to make it official. The bank will charge prime rate of 5 and ¼ plus 2%. Mr. Jim Haley reported that he and Mr. Em Hubbard will be meeting weekly to go over bills and cash flow on hand to pay. Eventually the financial responsibility will be transferred to the school principal with Mr. Jim Haley as an observer. Jones Pounder & Associates will replace Kelly-Moser Consulting in the new school Year as the new financial consulting firm. Mr. Jim Haley reported that PSA is currently debt free with an outside auditing process going forward smoothly.

ACTION TAKEN: The board approved the revolving credit loan of \$25,000 from First (1st) Federal to assist with any cash flow issues based on delayed receipt of funding from the state in the future.

FOLLOW-UP ACTION: Mr. Jim Haley will monitor the auditing process, work to transfer accounting and budget duties to the principal and staff, and complete the paper work for the line of credit with First (1st) Federal.

PERSON RESPONSIBLE: Mr. Jim Haley, Finance Chair

4. DISCUSSION : Facilities Report - Mr. Jim Garvey

Mr. Jim Garvey was absent. It was announced that Mr. Garvey is planning an open forum at the school on October 4 in the cafeteria for students, parents, staff, and community leaders to discuss and consider options and opportunities for future sites for PSA.

ACTION TAKEN: Mr. Jim Garvey will conduct the meeting on October 4 in order to explore 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 Mr. Em Hubbard and he visited The Illinois Mathematics and Science Academy or IMSA in Aurora, Illinois recently. They were impressed with the co-ed three-year residential public high school for grades 10, 11, and 12. All talented applicants in mathematics, technology and science undergo a competitive admissions process involving grades, recommendations, essays, and the SAT. All of the teachers have Masters, and 50% have PhD's. Students at IMSA take rigorous college preparatory courses. During the week before the second semester, students are required to participate in an Intersession, a week in which they choose from a dozen enrichment sessions. Most Wednesdays are "I" days for 'Inquiry' when students conduct research with master scholars and scientists at more than 100 institutions. Students reach exceptional levels of

achievement in research and ability to make significant scientific presentations at conferences and in scholarly publications.

CADRE (Career Development Reinforcing Excellence) is a teaching contract at IMSA, which governs professional development with explicit expectations of accountability for all teachers and the institution in creative, productive teaching and learning for continuous improvement. Key domains include: Planning and Preparation, the Classroom Environment, Instructional Interactions, and Professional Responsibilities. South Carolina ADEPT (Assisting, Developing, Evaluating, Professionalism for Teachers) Professional Certification Process is similar to CADRE with some overlapping. PSA's goal is to provide professional development for all teachers at all certificate levels for continuous improvement in instruction and learning by blending ADEPT and CADRE with an additional umbrella of gifted and talented strategies geared to addressing the needs of gifted and talented learners.

Mr. Win Gasperson reported that the Academic Excellence Committee will be considering the original concept of having 8th and 9th graders provided with 38 days of instruction with a 7 day intersession of enrichment and exploratory offerings at its next meeting. The board will be asked to approve the Intersession offerings being prepared by Ms. Marlene Baber, Assistant Principal for Curriculum and Instruction and Ms. Melissa Venters, Social Studies Teacher.

ACTION TAKEN: Mr. Win Gasperson's report was for information only.

PERSON RESPONSIBLE: Mr. Win Gasperson, Chair

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

It was reported that Ms. Joan Ustin is working on the PSA Strategic Plan. A retreat for the PSA Board, 4 teachers, 2 parents, Dr. Shelagh Gallagher, Curriculum Consultant, and Ms. Judith Peterson, Principal of The Academic Magnet High School, was held on September 10, 2011 at the school for creative collaboration of ideas. Groups worked on setting goals and creating action plans for achieving the mission of the school. A strategic plan draft will be coming soon for board approval.

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

PERSON RESPONSIBLE: Ms. Joan Ustin, Strategic Planning Consultant

7. Principal's Report- Mr. Em Hubbard

Mr. Em Hubbard reported that PSA has a proposal pending for a cart with 30 MacBooks for classroom. In addition, 6 computers will be set up in the student center for student use. PSA is also getting additional computers for new teachers. The Technology Plan is a work in progress as decisions are

made to go forward with providing total access to mechanism for wirelessly connecting electronic devices for teachers and students. An activity fee of \$35 will be billed to all students for the new school year. The fee fund will cover field trips, enrichment programs, and testing.

ACTION TAKEN: The board approved the activity fee.

PERSON RESPONSIBLE: Mr. Em Hubbard, Principal

**Minutes respectfully submitted by Dr. Jean Chandler, Secretary
10/9/11**