



**PALMETTO EXCEL BOARD
MEETING MINUTES**

Oct. 17, 2023
4:00 pm

ROLL CALL

Board Members present: Lee Deas, Chris Harvey, Brian Itzkowitz, Kelley Jarrett, Mike Saboe, Kellye Whitaker, Amy Mims, Erica Wright,

Absent: Diana Saillant, Herbert Drayton, III

Staff & Consultants present: Jackie Draws, Elliot Smalley, Tina Marshall, Andrew Shelton, Stephanie Krug, Katie Bustamante, Ruth Chambers-Turner, and Betsy Delgado

CALL TO ORDER

M. Saboe called the meeting to order.

CONSENT AGENDA

M. Saboe opened the floor for any corrections or concerns with the September 12, 2023 Board meeting minutes. Hearing none, he requested a motion to approve the Consent Agenda.

MOTION TO APPROVE

K. Jarrett made a motion to approve the Consent Agenda as presented. **A. Mims** seconded the motion. Motion passed unanimously.

FINANCIAL REPORT

M. Saboe turned the floor over to Andrew Shelton, Goodwill Director of Finance for an overview of Excel financials.

A. Shelton walked through the financial statement from Veris for the month of August - page one is a snapshot of the balance sheet and income statement. Details follow on the next pages.

Balance Sheet

- Cash accounts total \$450K
- Accounts payable, or current bills not yet paid equal \$157K
- Other current liabilities total \$4K
- Net total is \$515K

Income statement

- Total Income \$128K
- Expenses total \$221K
- Note: the financial coding aligns with the state's requirements

M. Saboe turned the floor over **K. Jarrett** who will chair the Governance Committee.

K. Jarrett outlined the Governance Committee's work:

- Focus on bylaws, board recruitment, and board orientation; create job descriptions for officers.

**GOVERNANCE
COMMITTEE**



**PALMETTO EXCEL BOARD
MEETING MINUTES**

- The Governance committee proposed the following slate of officers whose terms would begin January 1, 2024:
Lee Deas, Board Chair
Amy Mims, Vice Chair
Erica Wright, Secretary
Chris Harvey, Treasurer

M. Saboe opened the floor for questions or concerns. Hearing none, he turned the floor over to **K. Jarrett** who requested a vote on the motion coming out of committee to approve the proposed Slate of Officers.

VOTE TO APPROVE The Governance Committee recommended the proposed Slate of Officers as presented. The motion passed through unanimous vote.

MOTION TO APPROVE **L. Deas** made a motion to approve the revised bylaws as presented. **K. Whitaker** seconded the motion. Motion passed unanimously.

M. Saboe turned the floor over to E. Smalley to discuss Excel expansion.

- We have submitted a request for a per pupil increase for next year, currently at \$8.8K/student to over \$9K/student.
- We are now considering new sites including the Florence-Darlington Technical College, Sumter Technical College, and expanding current site.
- These new sites could have brand new governing Boards.
- Letter of Intent LOI would come from Palmetto Goodwill, not Palmetto Excel. There could also be regional Boards.
- If, and before we decide to move into other Goodwill territories, we would need MOUs in place with those Goodwills.

B. Delgado shared that Excel could have multiple charters within its current scope.

Helpful to let SC legislators know what you can do realistically and what you will look to do next. Indy is having internal discussions about a stair-stepped model based on number of schools.

L. Deas shared that they met with potential partners in the Florence-Darlington area.

M. Saboe opened the floor for questions or concerns. Hearing none, he requested a motion to approve an LOI submission.

MOTION TO APPROVE **C. Harvey** made a motion to move forward with submitting Letters of Intent for new Excel schools. **E. Wright** seconded the motion. Motion passed unanimously.

**PALMETTO EXCEL BOARD
MEETING MINUTES**

SCHOOL DIRECTOR REPORT R. Chambers-Turner reported:

- Today is the last day of Term 1; Term 2 in full swing
- Students are required to take ELCs. Every single English 2 student passed with a mastery level score (80%+) ;One Biology student received 100%
- Marketing campaign started last week
- Outreach to over 110 new applicants including the retail team at Palmetto Goodwill
- Received a list from Mission Services with over 3,000 contacts that do not have high school diplomas
- Currently at our 150 enrollment goal but we are over-enrolling and building a solid pipeline of students

NEW BUSINESS

M. Saboe opened the floor for any new business.

1. Hiring Request

R. Chambers-Turner requested:

- Hiring a Resource Teacher to assist with support in several areas such as:
- Need for a bilingual instructor to support Edmentum elective courses; support our essential courses.
- Salary range is \$45,000-\$55,000 based on experience. This year, this position would be funded by Commerce funds and next year will be a line item in the budget.
- B. Delgado added that they are currently hiring this position in all of their schools and this is K. Bustamante's specialty and would be available to ensure they have the proper training.
- F. Welch shared that they are adding an MAT in multi-lingual learning and would connect R. Chambers-Turner with the Hispanic Studies department.

M. Saboe opened the floor for any questions or concerns. Hearing none, he requested a motion to approve the hiring of a Resource Teacher.

MOTION TO APPROVE

F. Welch made a motion to approve the hiring of a Resource Teacher. **A. Mims** seconded the motion. Motion passed unanimously.

NEW BUSINESS

R. Chambers-Turner requested:

2. Course Codes

- The refresh course codes for four courses (399001CW, 399002CW, 319901CW, and 319902CW) that were previously setup as non-credit bearing courses be re-named and re-coded as elective credit bearing courses.

M. Saboe opened the floor for questions or concerns. Hearing none, he requested a motion to approve he change in course codes.



**PALMETTO EXCEL BOARD
MEETING MINUTES**

MOTION TO APPROVE **F. Welch** made a motion to change the non-credit bearing course codes to elective credit bearing course codes. **A. Mims** seconded the motion. Motion passed unanimously.

NEW BUSINESS **M. Saboe** facilitated discussion from previous meeting, regarding a portion of E. Smalley's salary coming out of Palmetto Excel's budget.

B. Itzkowitz suggested reviewing the shared services agreement in the bylaws to encompass all shared services.

A. Shelton shared that the direct staff are included in Excel financials, but no Palmetto Goodwill staff time are included in Excel's financials. This includes Elliot Smalley's time.

B. Delgado shared that it is common to have staff salaries charged to the center. A. Shelton shared that currently E. Smalley's salary is all in Palmetto Goodwill.

M. Saboe suggested a meeting before the next Board meeting to discuss further.

**NEXT STEPS/ACTION
ITEMS**

- A. Shelton will touch base with C. Harvey, Treasurer, on future financial reports.
- Schedule a meeting with Excel board officers, Palmetto Goodwill board chair, CEO and CFO to discuss a shared services agreement.

ADJOURNMENT

M. Saboe adjourned the meeting.