



**PALMETTO EXCEL BOARD
MEETING MINUTES**

Zoom Video Conference

Dec. 19, 2023
4:00 pm

ROLL CALL

Board Members present: Michael Saboe, Lee Deas, Kellye Whitaker, Diana Saillant, Fran Welch, Amy Mims, Herbert Drayton, III, Chris Harvey, Erica Wright, Brian Itzkowitz

Absent: Diana Saillant

Staff & Consultants present: Jackie Draws, Elliot Smalley, Dr. Ruth Turner, Tina Marshall, Andrew Shelton, Katie Bustamante, Thomas Barlow (Halligan, Mahoney & Williams, PA

CALL TO ORDER

M. Saboe called the meeting to order and opened the floor for the introduction of Katrina Simmons, Excel student who shared her education journey and experience with Palmetto Excel.

CONSENT AGENDA

M. Saboe asked if there were any corrections or concerns with the November 21, 2024 meeting minutes. Hearing none, he requested a motion to approve the Consent Agenda.

MOTION TO APPROVE

H. Drayton, III made a motion to approve the Consent Agenda as presented. E. Wright seconded the motion. Motion passed unanimously.

FINANCIAL REPORT

C. Harvey, Finance Chair turned the floor over to Andrew Shelton for a financial report. See highlights below for the month of November 2023.

- Cash Accounts total at month end totaled \$408k
- Total Net position is \$473k
- Revenue total is \$108k; Expense total is \$135k; Monthly deficit is \$27k
- Revenues YTD total \$1.1M; Expenses YTD total \$682k; Surplus is \$472k
- Balance Sheet shows \$566k in total assets
- Detailed Statement of Revenue:
 - \$108k base funding
 - \$33k expensed for instructional services
 - \$68k went to support services
 - \$19K spent on supplies
- Of the \$135k in expenditures, \$31K came from Commerce Funds and \$104k came from the General Fund



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MOTION TO APPROVE K. Whitaker made a motion to approve the financials as presented. E. Wright seconded the motion. Motion passed unanimously.

**SCHOOL DIRECTOR
REPORT**

Dr. Ruth Chambers reported:

- The school is relocating to building 100 Graduation ceremony to be held in March for the first five graduates.
- Elliot Smalley reported the intent to submit two new applications for Excel Centers with a potential shift of location to the Spartanburg area depending on the needs of the community.

NEW BUSINESS

New Lease Overview

- **C. Harvey** added the finance committee reviewed the lease and highlighted the benefits: lease rate is less per sq ft than we were paying for bldg. 200; better visibility; on CARTA route and more growth potential.

MOUs

- **C. Harvey** reported that the Finance Committee is working with Jackie on a document with a goal of defining the relationship between Palmetto Goodwill and Palmetto Excel; memorializing the relationship to provide clarity and eliminate confusion for future leaders of the organizations.

Board Retreat discussion

- **L. Deas** will work on date options with the consultant and asked T. Marshall to poll the board once those dates are confirmed.
- Drafting an agenda with a strategic focus on expansion, five-year goals, etc
- Would like to invite both the PGW and Excel Boards to a social following the retreat.
- Would like to create a new committee based on expansion; looking for volunteers to serve

NEXT STEPS

ACTION ITEMS

- J. Draws will draft two MOU's for the finance committee to review; one that clarifies the lease team member agreement and one focused on an operating agreement.
- T. Marshall will poll the board for a retreat meeting date.

ADJOURNMENT

M. Saboe adjourned the meeting.