



Our mission is to unlock potential in individuals with disabilities and empower their families.

Pattison's Academy Board Meeting Agenda
721 Wappoo Rd., Charleston, SC 29407 & Zoom
Tuesday, January 16, 2024
5:00 pm-6:30 pm
Presiding: Carol Aust, Board Chair

Join Zoom Meeting

<https://zoom.us/j/97211710109?pwd=czRDeVZpOFFuRXhHZTR6YXp5R2tBUT09>

AGENDA ITEM	Inform/Act/Discuss
1. Welcome/Call to Order/Quorum Established	Act
2. Approve Agenda & November 2023 Meeting Minutes	Act
3. Public Comments	
4. CEO's Report	Inform
5. Finance Committee Report	Inform
6. New Business	
a. Development Update	Inform
b. Updated Hybrid/Remote Work Policy	Act
c. Technology Infrastructure Update	Inform
7. Adjournment	Act

BOARD MEETING GUEST & PUBLIC COMMENTS POLICY

Pattison's Academy Board Meetings are open to the public. Public comments are accepted at the start of each Board Meeting. Comments are limited to one minute per person. Anyone



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interested in sharing public comments must notify Board Secretary Matt Walton at waltonmj21@gmail.com before the meeting.

BOARD OF DIRECTORS:	PRESENT	ABSENT	FISCAL YEAR 2023-24 ATTENDANCE	TERM EXPIRATION DATE
Carol Aust Chair			3/4	06/30/2024
Scott Benjamin Vice-Chair			2/4	06/30/2025
Erik Wickstrom Treasurer			4/4	06/30/2024
Matt Walton Secretary			4/4	06/30/2024
Jennifer Perdue Member			4/4	06/30/2025
John Foreman Member			4/4	06/30/2024
Karina Garrison Member			4/4	07/31/2025
Laurie Sessa Emeritus Member			3/4	01/31/2024

ATTENDANCE:

Staff members:

Other:



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Pattison's Academy Board Meeting Agenda
721 Wappoo Rd., Charleston, SC 29407 & Zoom
Tuesday, November 21, 2023
5:00 pm-6:30 pm
Presiding: Carol Aust, Board Chair

Join Zoom Meeting

<https://zoom.us/j/97211710109?pwd=czRDeVZpOFFuRXhHZTR6YXp5R2tBUT09>

AGENDA ITEM	Inform/Act/Discuss
1. Welcome/Call to Order/Quorum Established Carol A. Call to Order at 5:01pm	Act
2. Approve Agenda & October 2023 Meeting Minutes Agenda – Eric W. motions to approve, Karina G. seconds. Board approves Minutes – Karina G. motions to approve, Scott B. seconds. Board approves.	Act
3. FY 2022-2023 Audit Results John F. motions to approve, Scott B. seconds. Board approves.	Act
4. Public Comments	
5. CEO's Report	Inform
6. Finance Committee Report	Inform
7. New Business	
a. Development Update	Inform
b. Updated COVID Protocols	Act
c. Charter School Annual Report	Inform
d. Raptor Visitor Management System	Inform
e. New Staff Update	Inform
8. Adjournment John F. motions to approve, Scott B seconds. Board approves. Meeting adjourned at 5:40pm.	Act



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BOARD OF DIRECTORS:	PRESENT	ABSENT	FISCAL YEAR 2023-24 ATTENDANCE	TERM EXPIRATION DATE
Carol Aust Chair	X		2/3	06/30/2024
Scott Benjamin Vice-Chair	X		1/3	06/30/2025
Erik Wickstrom Treasurer	X		3/3	06/30/2024
Matt Walton Secretary	X		3/3	06/30/2024
Jennifer Perdue Member	X		3/3	06/30/2025
John Foreman Member	X		3/3	06/30/2024
Karina Garrison Member	X		3/3	07/31/2025
Laurie Sessa Emeritus Member			3/3	01/31/2024

ATTENDANCE:



PATTISON'S
ACADEMY

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Staff members:

Laura Ganci

Becky McCarthy

Collette Wade

Tyler Hendricks

Whitney Merrick

Mason Duffy

Casey Stradcutter

Madison McCalman

Other:

Jessica Rodriguez



For Board Meeting—January 16, 2023

Issue:	Finance Committee Report (Item 5)
Action:	None
Budget Impact:	None

Background:

The finance committee meets once a month, typically the Wednesday before the board meetings, to discuss the organization's current financial status and review monthly deliverables. Finance committee participants include the Board Chair, Board Treasurer, Pattison's CEO, Pattison's CPO, and account representatives from Veris CPA.

Current Status:

The finance committee met on January 10, 2024, to review Pattison's December deliverables and address the recent reduction in state aid to classrooms funding. As of December 31, 2023, Pattison's year-to-date actuals indicate a deficit due to pending revenue from local, state, federal, and AmeriCorps funding. Expenditures for the first half of the fiscal year stand at 53% based on the original FY24 budget, which is in line for the entire fiscal year. However, CCSD updated state aid to classrooms payments in January 2024 to reflect the updated state funding formula. This adjustment resulted in a \$400 decrease in per pupil funding, leading to an approximate \$60K deficit in our current budget. The finance committee discussed the implications of this funding change and, recognizing the unexpected timing, agreed to utilize fund balance and budget conservatively for FY25 to hopefully offset the deficit incurred in FY24. A budget amendment will be brought for approval at the February board meeting.

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(843) 402-7850  @PattisonsAcademy



For Board Meeting—January 16, 2023

Issue:	Development Update (Item 6.a)
Action:	None
Budget Impact:	None

Description	Goal	Actual as of 12/31/23	Notes
General Contributions	\$200,000	\$68,699.54	191% increase in general contributions for EOY 23 (Giving Tuesday-12/31/23) over LY 11/29/22-12/31/22
KTP	\$100,000	\$53.16	3 teams signed up so far
Grants/Foundations	\$200,000	\$50,000	DeLoach Family Foundation
		\$10,000	Mark Elliott Motley Foundation
		\$1,000	Boeing Foundation
		\$500	Yield Giving
		\$4,000	Home Community Fund
		\$8,000	Coastal Community Foundation
		\$4,164	Saul Alexander Fund
		\$77,664	Total
Third Party Contributions	\$45,000	\$5,500	Live for Wellness Block Party (Dr. Jenn)
		\$20,725	Old Village Witches Ride
		\$9,120	Charleston Beach Olympics
		\$53.16	Love on Wheels Carriage Ride (Karina)
		\$35,398.16	Total
TOTAL	\$545,000	\$181,814.86	



General Contributions: The “Enrich Today to Change Tomorrow” EOY campaign saw an increase in individual gifts of 191% for December 2023 compared to December 2022. Overall, we brought in \$29,745.19 from Giving Tuesday through December 31, 2023. Last year during this same time, we brought in \$10,209 in general contributions.

KTP: The Sponsorship Brochure is now complete, and the campaign has officially launched. Please set up your individual campaign pages, and if you have a potential sponsor, please don't hesitate to reach out to Casey Stradcutter at casey.stradcutter@pattisionsacademy.org or 843-729-7498.

Foundation/Grants: We are increasing our foundation relationships and have already started to see some progress in growing our funding opportunities with new foundations.

Upcoming Events:

- **Love on Wheels: Hearts & Hopes Carriage Ride:** February 10, 2024 (Tickets are on sale now! [Love on Wheels - Campaign \(classy.org\)](https://www.classy.org))
- **KTP 2024:** March 9, 2024, at 10am. [Keeping the PACE — Pattison's Academy \(pattisionsacademy.org\)](https://www.pattisionsacademy.org)



For Board Meeting—January 16, 2024

Issue:	Hybrid Remote Work Policy (Item 6.b)
Action:	Approve Hybrid Remote Work Policy
Budget Impact:	None

Background:

Pattison's Academy has experienced significant growth over the last few years, including creating several positions with portions of their job duties and responsibilities that place them frequently in the community setting. Additionally, due to the limitations of our facilities, Pattison's has reached the capacity of all our office spaces, which impacts the ability to continue our growth. These limitations of our office spaces also frequently leave employees with difficulty finding space to conduct meetings, etc.

Current Status:

In partnership with Insperity, Pattison's Academy has created a hybrid remote work policy to be included in our employee handbook that allows an employee to work at home, on the road, or in a satellite location for a portion of the work week. This policy outlines metrics for approval of employees for hybrid remote work, including position and job duties, performance history, related work skills, and impact on the organization. It also outlines standards for hybrid work arrangements, including designated work hours, employee work performance, employee and employer responsibilities, and confidentiality expectations. This policy will allow flexibility for employees whose job duties do not require them to be entirely onsite at Pattison's Academy. It will also open up the capacity of our currently existing facilities.

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HYBRID WORKING REMOTE POLICY

Working remotely in a hybrid work arrangement will be offered to employees in cases where individual, job, and supervisor characteristics are best suited to this arrangement. It allows an employee to work at home, on the road, or in a satellite location for part of the workweek and work in the office for the other part of the workweek. This arrangement does not change the terms and conditions of employment with Pattison's Academy.

Employees working on a hybrid remote work arrangement are expected to exhibit acceptable performance in accordance with the company's performance appraisal process, both in the office and while working remotely. The decision to approve a hybrid work arrangement will be based on factors such as:

- Position and job duties;
- Performance history;
- Related work skills; and
- Impact on the organization

Hybrid work arrangements may be discontinued at any time and by the request of either you or the company. Your schedule will be agreed upon by you and your supervisor in advance. Any changes to your schedule must be reviewed and approved by your supervisor.

Any continued use of a hybrid remote work arrangement will depend upon the company's business and operational needs and safety conditions. However, the company may discontinue its hybrid remote work arrangements entirely at its discretion at any time. Employees should be prepared and expected to resume regularly reporting to the office daily in accordance with the company's directives.

Company supplied equipment is to be used for business purposes only. Employees who work remotely must follow the "Use of Facilities, Equipment, and Property" Section of the Employee Handbook and are responsible for taking appropriate action to protect the item(s) from damage or theft. Upon termination of employment or upon request, all company property will be returned to the company. The company accepts no responsibility for damage or repairs to employee-owned equipment.

Before the hybrid arrangement begins, employees who do so are responsible for establishing an appropriate work environment for work purposes at their remote location. The company will not be



responsible for costs associated with the initial setup of an employee's home office, such as furniture, lighting, and repairs or modifications to the home office space.

Injuries sustained by an employee while at a home or remote work location and in conjunction with regular work duties are normally covered by the company's workers' compensation policy. Employees who work remotely are responsible for notifying Pattison's Academy of such injuries in accordance with the company's workers' compensation procedures. However, the company assumes no responsibility for injuries occurring in the employee's at-home or remote workspace outside the agreed-upon work hours. Employees who work remotely are to maintain safe work conditions in their at-home or remote workspace and are to practice the same safety habits as those followed on company premises. The employee's home location is mainly for the employee; any meetings with customers, clients, vendors, or other company-related guests should be scheduled during the employee's in-office time.

Generally, an employee's commute to and from work is not compensable work time. The company will supply appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. Pattison's Academy will also provide a \$40 monthly stipend for employees who use their personal cellular phones for more than 50% of their work-related communication. Employees are required to complete a request for the stipend and obtain approval from their supervisor.

While working remotely, employees must be accessible by phone, e-mail, Microsoft Teams, or voice mail during the agreed-upon work schedule.

Employees who work remotely who are not exempt from the overtime requirements of the FLSA are required to record all hours worked. In accordance with state and federal requirements, hours worked in excess of those specified per day and per workweek will require advance supervisor approval.

Confidentiality of Information

Consistent with the company's expectations of information security, for employees working at the office full-time, employees who work remotely will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, the use of locked file cabinets, computers and desks; the regular maintenance of passwords; and any other steps appropriate for the job and the environment.



For Board Meeting—January 16, 2023

Issue:	Technology Infrastructure Update (Item 6.c)
Action:	None
Budget Impact:	None

Background:

In our commitment to continuous improvement, Pattison’s identified limitations in our technological infrastructure earlier this fiscal year. Recognizing the need for enhancements to solidify a foundational structure of collaboration, document management and security, confidentiality, efficient data tracking, and streamlined reporting, we identified two key areas for improvement: migration from Google to Microsoft 365 and adopting Apricot Social Solutions software.

Current Status:

Pattison’s Academy successfully migrated from Google Workspace to Microsoft 365 in December 2023, aligning with industry standards and providing advanced features, management tools, and upgraded security options. The shift marks the beginning of an improved document repository and saving protocols, enhancing internal operational efficiency. This migration establishes a unified environment for communication and secure document management, facilitating seamless workflows among staff, teachers, and administrators. Apricot Social Solutions introduces a comprehensive solution for data tracking, reporting, and transitioning to an all-electronic forms process. This will significantly enhance our ability to collect, analyze, and utilize data for informed decision-making and impact evaluation. Implementation began in December 2023, and leadership staff is building the system for our Summer Camp, which will serve as the pilot program for staff and family use. Camp applications will be wholly electronic this year through Apricot and will go live on February 5th.

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