



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, 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	Act
2. Approve Agenda & October 2023 Meeting Minutes	Act
3. FY 2022-2023 Audit Results	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	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 interested in sharing public comments must notify Board Secretary Matt Walton at waltonmj21@gmail.com before the meeting.



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

ATTENDANCE:
 Staff members:
 Other:



Pattison's Academy Board Meeting Agenda
721 Wappoo Rd., Charleston, SC 29407 & Zoom
Tuesday, October 17, 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 Eric W. Call to Order at 5:02pm	Act
2. Public Comments	
3. Approve September 2023 Meeting Minutes John F. motions to approve, Jen P. second. Board approves.	Act
4. CEO's Report	Inform
5. Finance Committee Report	Inform
6. New Business	
a. Development Update	Inform
b. New Staff Update	Inform
c. Back to School Night & Family Handbook	Inform
d. The Riley Institute Update	Inform
7. Adjournment John F. motions to approve, Jen P. second. Board approves.	Act



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

ATTENDANCE:

Staff members:
 Laura Ganci
 Collete Wade
 Mason Duffy
 Tyler Hendricks
 Becky McCarthy
 Holly Zipperer

Other:

Jessica Rodriguez
 Grace Avin
 Kate Maslowski
 Laura Notetaker



PATTISON'S
ACADEMY

Julianna Crenshaw
Amanda Johnson
Christine Middleton
Allie Megale
Zeel Patel
Kristen Dierickx



For Board Meeting—November 21, 2023

Issue:	Finance Committee Report (Item 6)
Action:	None
Budget Impact:	None

Background:

The finance committee meeting 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 November 8, 2023, to review Pattison's October deliverables and FY 22-23 Audit Results. As of October 31, 2023, Pattison's year-to-date actuals still indicate a notable deficit primarily attributed to the pending state revenue disbursement. The South Carolina Department of Education confirmed the release of the initial state appropriation disbursement to CCSD in October; however, CCSD has not yet disbursed those funds to Pattison's. Veris has communicated with CCSD to expedite the release of these funds. In response to the irregular disbursement timing by CCSD, Veris proposed annualizing receivables for state revenue during the committee meeting to enhance the stability of our profit and loss statements. First-quarter expenditures stand at 38%, slightly exceeding the expected track for the entire fiscal year. This is attributable to frontloaded expenses in Pupil Activities for Camp 2023, Supplies for the school year, and Contracted Services for vacant school positions necessitating substitute contracting.

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Contact Us

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CLIENT: Pattison's Academy

PROJECT: Development Support

**Pattison's Academy Development Updates for Board Report
November 21, 2023**

Welcome Casey!

Casey Stradcutter officially joins the development team! YAY!

Annual Goals Update

Description	Goal	Actual as of 10/31/23	Notes
General Contributions	\$200,000	\$28,934.18	Enrich Today to Change Tomorrow Campaign for End of Year
KTP	\$150,000	\$0	Anticipate launch of sponsorship opportunities in October
Grants/Foundations	\$150,000	\$50,000 \$10,000 \$1,000 \$500 \$4,000	DeLoache Foundation Mark Elliott Motley Foundation Boeing Foundation Yield Giving Home Community Fund
Third Party Contributions	\$15,000	\$5,500 \$20,725 \$9,120	Thank you Dr. Jen and Live for Wellness Block Party! Old Village Witches Ride Charleston Beach Olympics
TOTAL	\$515,000	\$129,779.18	

General Contributions: The "Enrich Today to Change Tomorrow" end-of-year campaign has launched! This is a season of giving and our strategy to reach donors is through all channels– e-mail, social media, and a direct mail piece. Please consider joining us and making a gift to the end-of-year appeal. Here is the [link](#) to donate online. Also, be sure and save the date for Giving Tuesday, November 28, 2023!

KTP: Sponsorship Brochure complete and beginning sponsor outreach.

Foundations/Grants: We have an emphasis this year on forming relationships with new private and corporate foundations, along with growing existing relationships to provide additional program support.

Upcoming Events:

Love on Wheels: Hearts & Hopes Carriage Ride– February 10, 2024

Karina is working with Palmetto Carriage Works to partner for this inaugural event. The cost will be \$25 for individuals and \$75 for a family of four. This is also a very accessible event and we can encourage our families to join. Thank you Karina for taking the lead on this great opportunity to raise money and engage with our community!



For Board Meeting—November 21, 2023

Issue:	Updated COVID Protocols (Item 7.b)
Action:	Approve updated COVID-19 Policy
Budget Impact:	None

Background: Pattison’s has consistently adhered to CDC and MUSC recommendations for COVID-19 protocols since the onset of the pandemic. The Pattison’s COVID-19 Operational Plan, established in 2020, undergoes periodic updates to reflect changes in CDC and MUSC guidelines. The initial Pattison’s COVID-19 Operational Plan and all subsequent updates have been voted on and approved by the Pattison’s Board.

Current Status: Pattison’s has updated the COVID-19 Operational Plan to reflect current CDC guidelines and CCSD protocols. Noted changes to the policy focus on protocols for handling positive cases. For the complete Operational Plan, please refer to the attached document titled “Pattison’s Academy 2023-2024 COVID-19 Operational Plan”. Your attention to this updated policy is appreciated as we continue to prioritize the health and safety of our community members.

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Pattison's Academy 2023-2024 COVID-19 Operational Plan

The Pattison's Academy COVID-19 policy has been updated following CCSD and CDC current guidelines.

COVID-19 Positive Case Protocol

- Positive cases are to isolate at home for 5 days from the onset of symptoms or 5 days from the date of the positive test if asymptomatic.
- Positive cases must wear a mask on days 6-10 to return to school.
- Positive cases may choose to re-test on day 6 and again on day 8; if both tests are negative then the individual no longer needs to wear a mask on days 8-10 and may return to school or work.

Criteria for return to school or work after testing positive for COVID-19:

After testing positive for COVID-19, the criteria for return is as follows:

- At least 5 days since symptom(s) started AND
- 24 hours since the last fever without fever-reducing medication AND
- Symptoms are significantly improving AND
- A mask must be worn on days 6-10. If a mask cannot be worn, a 10-day isolation must be observed.
- Asymptomatic students/staff with a positive viral test are required to be excluded from school/work for 5 days after specimen collection and must wear a mask on days 6-10. If a mask cannot be worn, a 10-day isolation must be observed.

Outbreak Protocol

Pattison's Academy will follow CDC Guidelines and DHEC "School and Childcare Exclusion List" guidance for COVID-19:

- The Principal will send an outbreak notification letter by email when 20% of a class or group has positive cases in a 72-hour period.
- Parents will then have the option to continue to send their child to school or to keep them home for the 5 day quarantine period.



- If parents choose to keep their student home, they will notify their child's teacher for assignments.
- Close contacts that remain asymptomatic will not be required to test, quarantine, or wear a mask.
- Masks will be readily available for anyone who would like to wear one.
- Facilities will be notified to fog the affected areas the night following the outbreak.
- Nursing Services will notify DHEC per DHEC Exclusion List requirements.

Vaccinations

While the CDC recommends that anyone over 6 months of age receive the COVID-19 vaccine and the most recent booster as the best way to prevent severe infection as a result of contracting COVID-19, at this time, Pattison's Academy is not requiring COVID-19 vaccines for staff, students, or visitors.

Masking

Masking is not required while on the Pattison's Academy campus; however, anyone who may feel more comfortable wearing a mask may do so.

Update/Review

The COVID-19 operational plan will be updated and reviewed yearly or following updated guidelines published by the CDC.

Note

Quarantine: Quarantine is used to separate people who are close contacts of someone with a contagious disease, like COVID-19, from others for a period of time to see if they become sick. This is a method to prevent the spread of disease. When someone is quarantining, they should stay home and avoid contact with other people until the quarantine period is over. This includes people in their household as much as possible.

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For Board Meeting—November 21, 2023

Issue:	Charter School Annual Report (Item 7.c)
Action:	None
Budget Impact:	None

Background: The Charter School Annual Report is a mandatory submission required by the South Carolina Department of Education. This report serves as a comprehensive overview of the charter school's academic performance, compliance, operations/governance, and financial viability for the recently completed academic year. The submission is required following the conclusion of each full school year during which the charter school is operational. The report is due to the charter school sponsor by December 31st of each year. In compliance with legal obligations, sponsors are mandated to annually assess conditions that may necessitate the nonrenewal or revocation of a school's charter. The deadline for sponsors to submit the Sponsor Annual Report to the South Carolina Department of Education is January 31st.

Current Status: Pattison's is currently in the process of finalizing our 2023 Annual Report, with the intention of submitting it to CCSD before December 15, 2023. Following approval by CCSD and subsequent submission to the State, the completed and approved Annual Report will be accessible on our official website for the convenience of parents and guardians with students enrolled in our school. It is worth noting that the data incorporated into the 2023 report is not anticipated to be substantively different from the information presented in our 2022 report. Additionally, Pattison's submitted our 45-day count on October 30, 2023, indicating a total enrollment of 50 students.

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For Board Meeting—November 21, 2023

Issue:	Raptor Visitor Management System (Item 7.d)
Action:	None
Budget Impact:	None

Background: Pattison’s campus layout is such that there is no demarcation or barrier between the front office and the classroom area where students are present. Now that COVID-related restrictions are no longer in place, there has been a notable increase in visitors and overall foot traffic this school year. Pattison’s visitors’ policy included having visitors sign in and out on a paper log, but identification was not required and badges were not provided to identify all non-staff persons on campus. Staff recognized a need to improve safety protocols and implement a secure visitor management system for all visitors coming to campus, including parents/caregivers, volunteers, and contractors.

Current Status: The Raptor Visitor Management System is widely used by school districts nationwide, including Charleston County School District. Pattison’s purchased the software subscription to instantly screen every visitor against the registered sex offender database and any specific alerts that Pattison’s requires, including custody orders and banned visitors. The hardware included in the system allows for identification, such as Driver’s Licenses to be scanned and visitor badges to be printed out for each visitor. The badge clearly identifies the visitor, the date, and the purpose of their visit. This system eliminates paper logs and increases overall safety by quickly identifying all persons on campus and those who may present a danger to our students. Implementation began on Monday, November 13th. Upon entering the building, all visitors are now asked to present their ID and obtain a badge if they need to access the school beyond the front office.

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For Board Meeting—November 21, 2023

Issue:	New Staff Update (Item 7.e)
Action:	None
Budget Impact:	None

Background: As of October 2023, Pattison’s Academy continued to face several staffing gaps, including vacancies for a Teaching Assistant and a Special Education Teacher. Additionally, due to the transition of the previous Director of Therapy to a new position within Pattison’s, there was also a need to backfill the Director of Therapy position.

Current Status: Pattison’s Academy welcomes the following new staff to our growing team: Madison McCalman, Director of Therapy and Jasmine George, Teaching Assistant. Madison transitioned from her role as a speech therapist at Pattison’s to the Director of Therapy position in late October. Jasmine also joined our team in late October. These updates to our staffing leave us with a nearly fully staffed team, with only one current vacant position for a Special Education Teacher. We continue to prioritize the ongoing recruitment efforts to address the outstanding vacancy.

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