

**Tall Pines STEM Academy Board Meeting Minutes**  
**Meeting Date: November 19, 2019**  
**Location: Tall Pines Campus – Camp Long, Aiken South Carolina**  
**Commencement Time: 4:30 pm**

Presiding: Jobina Wiemer

**1. Meeting Opening:**

- a. Jobina called the meeting to order at 4:41 pm and Mandy Sims read the mission. Mandy called roll and a quorum was established.

**2. Meeting Attendance:**

- a. Present:
  - i. Maureen Carrigan, Brad Siedschlag, Patsy Smith, Bridget Coleman, Jobina Wiemer, Mandy Sims, Russell Stillinger, Tim Meesseman, Tara Heuberger, Tim Behling
- b. Absent:
  - i. Michelle Lorio
- c. Public members:
  - i. There were no public members present.

**3. Welcome and Introduction of New Board Members:**

- a. Tim Behling
- b. Tara Heuberger
- c. Tim Meesseman
- d. Russell Stillinger

**4. Matters for Decision:**

- a. Approval of Minutes:
  - i. The October minutes were reviewed. A motion was made by Maureen to approve the minutes as amended for October and seconded by Bridget and approved.
- b. Board Elections:
  - i. The following positions were discussed, nominations were taken, and votes were cast:
    - Finance Committee Member: Bridget nominated and motioned that Tara Heuberger be a Finance Committee Member. This was seconded by Maureen and approved by all.
    - Treasurer: Bridget nominated and motioned that Maureen Carrigan be the Board Treasurer. This was 2<sup>nd</sup> by Russell and approved by all.
    - Secretary: Russell nominated and motioned that Tim Meesseman be the Board Secretary. This was seconded by Bridget and approved by all.
    - Vice Chair: Maureen nominated and motioned that Mandy Sims be the Vice Chair of the Board. This was seconded by Bridget and approved by all.
    - Chair: Bridget nominated and motioned that Jobina Wiemer be the Chair of the Board. This was seconded by Russell and approved by all.
- c. Board Meeting Dates:
  - i. The following dates were discussed and approved as the Board meeting dates for the next year. All meetings will begin at 4:30 pm.
    - December 17, 2019
    - January 21, 2020
    - February 18, 2020

- March 17, 2020
- April 21, 2020
- May 19, 2020
- August 18, 2020
- September 15, 2020
- October 20, 2020
- November 17, 2020

A motion was made Maureen to approve the proposed Board meeting dates for the next year. This was seconded by Bridget and approved by all.

- ii. Mandy will provide the meeting dates to the SC Charter School contact (Taylor Fulcher, Chief of Staff)
- d. Golf Cart Policy Revision:
  - i. Patsy reviewed the previously approved Golf Cart Policy with the school's insurance company. The insurance company suggested adding a maintenance statement to the policy. Patsy provided the revision to the Golf Cart Policy. Motion was made by Maureen to approve the revision to the Golf Cart Policy. Tim Behling seconded this motion and it was approved by all.
- e. Adjourn to Executive Session:
  - i. There were no matters to discuss in Executive Session.

## 5. Matters for Discussion

- a. Finance Committee Updates:
  - i. No updates from Dr. Carrigan
- b. Audit Results:
  - i. No financial reports were reviewed during this meeting due adjustments needing to be done based on audit results. The auditor discovered there was a deposit notated in 2017 but was not deposited in the bank. Patsy thinks it was an oversight due to entering the deposit in the wrong books as it should have been deposited to Clemson not to the local TPSA account. Patsy will provide updated financial statements next month.
  - ii. Patsy gave kudos to Kim Thomas, office manager, for her detail and diligence.
  - iii. Patsy will email a letter to the Board with the results from the audit.
  - iv. Security Federal is assisting in getting the collateral account agreement. This is needed due to the balance we are carrying. TPSA was considered undercollateralized.
- c. Thank you to outgoing Board Members
  - i. Jim McNulty was always willing to provide safety information at the beginning of each board meeting. Moving forward the Board will be adding a "For the Good of the Order" section of each meeting to continue what Jim started. Brian Coulter was only on the board for a short period of time however he was instrumental in assisting with Community Engagement. We thank both of them for their dedication and insight.
- d. New Board Member Training
  - i. New Board Member training is required and must be attended within 1 year of becoming a board member.
  - ii. Discussed the need for new members to have background checks completed, and signed copies of the Confidentiality Statement and the Conflict of Interest policy to be on file for each of them.
  - iii. Each new member will also need a copy of the TPSA Charter and Bylaws.

## 6. Matters of Noting:

- a. Upcoming Community Engagements
  - i. Tall Pines will be represented at the following meetings within the Aiken community:
    - Aiken Sunrise, November 21, 2019
    - Aiken Downtown Rotary, April 20, 2020
- b. School/Principal's Update (Brad and Patsy)
  - i. Patsy provided verbiage of updated laws relating to "Student Threats" and "Unlawful Communication". Next year's code of conduct will need to quote Section 16-17-425 and Section 16-17-430.
  - ii. The SC School Charter District approved the TPSA school expansion on November 14, 2019 to be effective December 1, 2019. The Board discussed how this will impact the school. Advertising will need to be done as soon as possible through the use of social media and on the TPSA website. Teachers will need to be hired based on the increased number of students.
    - Patsy will write a press release for the Aiken Standard/North Augusta Star regarding the expansion and will have the verbiage ready for the board to review by December 17.
  - iii. There will be an internal meeting November 20 to discuss ways to bring more diversity to TPSA
  - iv. Teachers recently attending a Math Conference and Coach Weimer attended a PE Conference (SCAHPERD)
  - v. The TPSA Interest night went well and was attending well. The next TPSA Interest night will be January 20, 2020 at 6:00 pm.
  - vi. The lunch meeting with the local Kiwanis group also went well.
  - vii. Beyond Bijoux will be having a shopping night to support TPSA.
  - viii. Officer Shunn from the Aiken County Sheriff's office will be on campus Thursday, November 21, to do a safety assessment.
  - ix. Parent Toolkits have been going well. The next one is scheduled for December 3, 2019.
  - x. Upcoming school wide field trip to see "A Christmas Carol" at the Imperial Theater in Augusta on December 11, 2019.
  - xi. MAPP Testing will be on December 3<sup>rd</sup> and 4<sup>th</sup>.

## 7. Meeting Finalization:

- a. Review actions to be taken:
  - i. All board members are asked to continue to look for opportunities to reach the community and share those with TPSA leadership.
  - ii. Patsy will write a press release for expansion for review before next meeting.
  - iii. Mandy will submit dates to charter district for the Board Meetings for the upcoming year.
  - iv. Mandy will send Tim templates for Secretary role
  - v. Tara will need to be added to signature documents at Security Federal Bank.
- b. Next Meeting:
  - i. December 17, 2019 at 4:30 pm.
- c. Comments:
  - i. Thank you from Bridget to Brad and Patsy for allowing teachers to attend conferences.
- d. Meeting close:

- i. It was moved by Tim Meeseman to adjourn the meeting. It was seconded by Russell and approved. Meeting was adjourned at 6:12 pm.