

# February 2018 PSCS Board Meeting Minutes

February 12, 2018, Asbury Building

## ROLL CALL

- ❑ Board Members Present
  - Abigail Jennings, Erik Giles,, Kim Champion, Glenn Hendry, Will Weaver, Peter Blumenfeld, Barbara Ann Temple
- ❑ Board Members Absent
  - Sandy Knox
- ❑ Administration
  - Becky Friend, Erin McDonald (p)
- ❑ Others
  - Kelsey Wayne

## CALL TO ORDER

Abigail Jennings established a quorum and called the meeting to order at 6:01 pm.

## PREVIOUS MINUTES

There were no notable discussion or motions.

Peter Blumenfield made a motion to approve previous meeting minutes.

Will Weaver seconded the motion.

Abigail Jennings called for any additional questions or comments; there were none.

Abigail Jennings called for a vote, the motion passed unanimously.

## FINANCE REPORT

Treasurer Glenn Hendry reported....

New reports are reported monthly. January 2018 reports the school being in the negative however overall we are in the positive. We are still tracking against original budget with tracking about 48% of income and 50% of expenses. Third drop of state funds occurred in February.

Erik Giles made a motion to approve Financial statements. Will Weaver seconded the motion.

Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote, the motion passed unanimously.

## **GOVERNANCE REPORT**

Erik Giles, Governance Committee Chair reported...

Lottery Plan- A week remains to collect more possible students in lottery. Erin McDonald will be “scrubbing” data prior to February 27, 2018, 4:30 pm lottery date. The Board will be using Irvine software which it has been used in the past. Peter Blumenfield, Erik Giles, Glenn Hendry and Abigail Jennings will run lottery.

Board Matrix and Recruitment- Eight Board Members presently. Would like to obtain two new members to reach goal of ten members. Government and Health Care skill-sets are areas for opportunity. Please let us know of possible candidates especially those with grant expertise as well as finance, education, etc.

Administrative Continuity Plan- will be presented at next Board meeting after Becky Friend receives input from administrative team.

Policy Reviews and Updates - Erik Giles presented three new policies, which are needed for compliance purposes:

1. Contracted Services Policy and Procedures

Peter Blumenfield made a motion to approve Contracted Services Policy and Procedures. Barbara Ann Temple seconded the motion. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote, the motion passed unanimously.

2. Asset Management Policy and Procedures

Erik Giles made a motion to approve Asset Management Policy and Procedures. Barbara Ann Temple seconded the motion. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote, the motion passed unanimously.

3. Reporting Federal Time and Effort Reporting Policy and Procedures

Glenn Hendry made a motion to approve Financial statements. Peter Blumenfeld seconded the motion. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote, the motion passed unanimously.

## **ACADEMIC EXCELLENCE COMMITTEE**

Abigail Jennings presented the PSCS Digital and Media Literacy Policy which was originally presented in January. The Academic Excellence Committee made some adjustments based on recommendations from the board. Erik Giles made a motion to approve the PSCS Digital and Media Literacy Policy. Glenn Hendry seconded the motion. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote, the motion passed unanimously.

## **FACILITIES TASK FORCE REPORT**

Peter Blumenfeld reported:

- AT&T still has poles to move for turn-lane, however, they have been unresponsive in regards to timeline.
- Received Educational CO's for modulars, which allows us to occupy.
- Architect Contract-Studio Fusion has met with Randolph and Peter to negotiate the contract to include "not to exceed" numbers to get the final project closer to budget number. Second floor option was discussed, but is not planned to be used in this phase due to ADA requirements and additional expenses.
- Will Weaver made a motion to approve the contract of not exceed \$63,000. Glenn Hendry seconded the motion. Abigail Jennings called for a vote, the motion passed unanimously.

## **DIRECTORS' REPORTS**

### **Advancement & Community Report**

Erin McDonald reported,

- Valentine's tradition of students creating Valentine's for their peers through using various literary devices designed for each grade is in process
- Toss-n-Sauce and St. Patty's Green Parade planning starts this week
- PSCS Wellness Workshop Series is scheduled for February 13th, Lisa Franco is leading this campus-wide awareness initiative
- Nature Matters screening has been rescheduled due to weather
- Had a presence at Latta's Fairy Festival providing a pre-lottery marketing opportunity
- Held enrollment information session with added middle school sessions
- Update on current total of registrations for lottery. All grades have enrollment to fill classes and have a waitlist, except for 7th grade, which still has openings available. Kindergarten holds a quarter of lottery registrations. Recruitment for Middle School has biggest need. Middle School Rendering news release is needed to gain more exposure to new facility plans and unique curriculum

### **Academics Report**

Becky Friend reported,

- We have a new intern, and introduced Kelsey Wayne. She is a UNCC student who will be working at PSCS with our school counselor, Annie Seier.
- Kelly Hood has been selected as a Master Literacy Trainer with DPI
- Due to weather and illnesses MAP and MClass results will be presented at March Board Meeting to ensure complete testing
- End of the second trimester is February 23rd. Report cards and trimester celebration to come as well as parent teacher conferences.
- IDEA fiscal visit is on March 9th and all details are being covered in preparation
- Beginning Teacher review visit is on April 17th

- Mid-year parent survey results were reviewed. Results were very positive, with questions answered at 95-100% satisfaction or higher.

## **PUBLIC FORUM**

No Comments

## **CLOSED SESSION**

The board entered into Closed Session at 7:10, upon a motion being made by Abigail Jennings, seconded by Will Weaver and confirmed via roll call vote of all board members present pursuant to North Carolina General § 143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

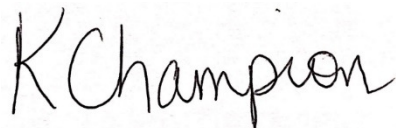
The board ended Closed Session and entered into Open Session at 7:17 upon a motion being made by Barbara Ann Temple, seconded by Erik Giles and confirmed via roll call vote of all Board members present.

Erik Giles called for a motion to approve New Hires.  
Barbara Ann Temple seconded the motion.

## **ADJOURNMENT**

Abigail Jennings called for any further comment or discussion and hearing none requested a motion to adjourn. Will Weaver made the motion. Barbara Ann Temple seconded the motion.  
Meeting adjourned at 7:21, without objection.

Respectfully submitted,



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Kim Champion, Secretary