

April 2018 PSCS Board Meeting Minutes

April 16, 2018, 6:00 PM, Asbury Building

ROLL CALL

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

CALL TO ORDER

Abigail Jennings established a quorum and called the meeting to order at 6:03 pm.

PREVIOUS MINUTES

There were no notable discussion or motions.

Will Weaver made a motion to approve previous meeting minutes.

Erik Giles 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:

Financial Statements: CFS continues to struggle to provide accurate reports. No financial statements are available currently.

2017-2018 Revised Budget: The Finance Committee revised the current year's budget to align with the actual state and federal funds received vs. projected. In addition, the budget was modified to reflect increased expenses for required student services. The revised budget is balanced through a strong focus on fundraising through the end of the year, as well as through afterschool and summer camps.

2018-2019 Proposed Budget: When drafting the 2018-19 Proposed Budget, the Finance Committee took a conservative approach with reduced income and higher expenses projected

for the upcoming year. This initial budget implemented an increase in expenses proportional to revenue regarding adding an additional grade level. Minor goal increases were included for corporate sponsors, grants, and fundraising. This is a preliminary draft, which will need to be voted on at the May meeting. Trustees were asked to submit any questions to Glenn prior to next month's meeting. Erik Giles added to achieve these goals, we are seeking an individual to help with identifying and submitting grants to assist the school in securing private grants.

Audit Contract- Abigail Jennings presented the proposal from Rebecca Barr to the Board to perform the school's Audit and Annual 990. Erik Giles made a motion to approve the 2018-2019 Audit Contract with Rebecca Barr. 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:

Policy Revisions based on Fiscal Review:

- Contracted Services Policy and Procedures- Becky Friend noted the amended language pertaining to the recruitment process to identify a suitable contractor needed to be addressed and was therefore corrected and presented to the Board for approval.

Glenn Hendry made a motion to approve the Contracted Services Policy. 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.

- Reporting Time and Effort- Becky Friend noted recommendations were given to amend numbers 2, 3, 6, 8 which were completed as advised and presented to the Board for approval.

Erik Giles made a motion to approve the Reporting Time and Effort. 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.

Board Recruitment:

Joe Rogers and Ananth Nilakantan have joined the Facilities Task Force and Finance Committee respectively. Ananth was introduced and then shared his background. His expertise is in financial management and IT.

Administration Continuity and Retention Plan: Becky Friend submitted final edits to the Administration Continuity and Retention Plan which was previously reviewed by the Governance Committee.

A Cross-Training plan has been developed for the Administration team members which outlines the protocol established to sustain continuity amongst the Administrative team. A color-coded grid has been created to delineate each administrative role. Formal Cross-Training will occur three times as well as opportunities to shadow identifies colleagues throughout the year.

To further the retention of quality teachers, three application-based scholarships have been created with the intention of providing teachers an opportunity to develop professionally while committing to years of service at PSCS.

Board Retreat Date: Wednesday, June 13, 2018 at 3:00 pm

FACILITIES TASK FORCE REPORT

Peter Blumenfeld reported:

Master Plan: Middle School plans are back in production. Preliminary pricing has been submitted and developments will be presented to the Board when available.

Turn -Lane: AT&T poles and fire hydrant have been moved. NCDOT still needs to work on the overlay stripping which will be completed by beginning of school year.

High School Site: Abigail Jennings reported we are awaiting a counteroffer which we have been told is in process. Joe Rogers is assisting with this process.

DIRECTORS' REPORTS

Facilities Report

Becky Friend reported on Randolph Lewis' behalf:

- Update on visit from Sheriff Irwin Carmichael Monday April 2
 - Reviewed building security and lockdown procedure. In the process of updating procedures based on recommendations. Thanks to Glenda for coordinating mtg.
- Update on E-Rate Categories I and II
 - Attended conference to file on-site with our DPI E-rate specialist
 - Filed for Category 2 hardware and cabling to outfit middle school buildings
 - Filed a Category 1 471 for school-owned fiber run from Croft to Asbury through MCNC. Funding to be covered by E-rate and DPI
 - In the process of working out details and timeline of transition from current ATT "fiber loop" to new fiber build.
- Lock Down Drill
 - Held a successful campus-wide lock down drill Tues March 20.
- Security updates

- Replaced exterior door handles where necessary for storeroom function (automatic locking without having to turn key)
- Updated classroom furniture in Ms. Wendy's and Ms. Loraine's classroom.
- Received new non-student-specific Epipens through Epipens for Schools Program.
- Many staff members were certified in pediatric specific CPR/first aid on March 22

Advancement & Community Report

Erin McDonald reported:

- Currently PSCS has received sixty-three post lottery entries. Administration is actively calling families. Through these phone conversations it is evident there is a need for Spring Time Tours.
- Pioneer Plus Camps- Currently we have 49 campers enrolled in six camps. Through the Pioneer Plus camps there has been about \$6,000 in revenue which surpasses its annual revenue goal
- The online auction for staff experiences has opened with 114 experiences being offered
- The annual Toss N Sauce event took place on April 14, 2018. The event netted just under \$9000 plus proceeds from the online auction currently underway.
- ArtSpring! Planning continues

Operations Report

Becky Friend reported:

- EOG is scheduled for May 17-24th, including make ups. The message to the teachers has been to teach continue teaching the curriculum and to worry less about the assessment. The preparation of the testing environment and developing and encouraging of a stress-free testing environment was discussed.
- Performance Framework- Phase 1 is now complete and Phase 2 is due at end of month.
- PSCS passed the Advanced Ed Readiness Review on March 28th. The school's second visit is scheduled for November 14-15, 2018. It is anticipated PSCS will receive accreditation in November 2018
- There will be a DPI visit on April 17th focusing on our Beginning Teacher Support Program.
- Earth Week will be occurring next week. The theme is the "Year of the Honey Bee."
- Spring Into the Woods Adventures have begun. A big thank you to Chris Simmeral for his guidance and assistance in its development. The 6th grade STW was a great success. 2nd and 3rd grades will go this week.
- The \$15,000 Digital Teaching and Learning grant is due April 23. This will allow for PSCS to be in the "planning" stages of implementation and digital teaching and learning technology.
- LEA Self-Assessment is due at April 30th. This focuses on our use of support service.
- Corrections to Fiscal Site Review are due by end of month as the school was provided with an Action Plan after the last visit. Two of the policies discussed tonight are a

reflection of the Action Plan items. Don Folz is working on correcting the additional Action Plan items.

- We are in the midst of planning for 18-19. A draft of the Master Schedule has been created. During May 9th's Curriculum Night, the skeleton of high school plan will be presented to families in attendance. Additionally, we are in the process of interviewing potential teaching candidates for the 18-19 school year.

PUBLIC FORUM

No Comments

ADJOURNMENT

Abigail Jennings called for any further comment or discussion and hearing none requested a motion to adjourn. Barbara Ann Temple made the motion. Erik Giles seconded the motion.

Meeting adjourned at 7:02 pm, without objection.

Respectfully submitted,

A handwritten signature in black ink that reads "K Champion". The signature is written in a cursive, flowing style.

Kim Champion, Secretary