

# August 2019 PSCS Board Meeting Minutes

August 19, 2019, 6:00 PM, Asbury Building

## ROLL CALL

Board Members Present

- Abigail Jennings, Erik Giles, Will Weaver, Barbara Ann Temple, Peter Blumenfeld, Jeanne Bryne

Board Members Absent

- Ananth Nilakantan, Sandra Knox, Kim Champion,

Administration Present

- Randolph Lewis, Becky Friend

Visitors

- Tristan Teasley, Anne Yampolsky

## CALL TO ORDER

Abigail Jennings established a quorum and called the meeting to order at 6:00 pm.

Abigail welcomed everyone to the first Board meeting of the 2019-20 school year and introduced Jeanne Bryne, as our newest board member.

## PREVIOUS MINUTES

There were no notable discussion or motions.

Will Weaver made a motion to approve previous meeting minutes.

Barbara Anne Temple seconded the motion.

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

Abigail called for a vote, the motion passed unanimously.

Abigail then called on each Board Committee and/or Task Force to report their SMART Goals for this year's annual strategic report.

## FINANCE COMMITTEE

Abigail Jennings reported:

2019-20 Finance Committee Chair is Ananth Nilakantan and

Committee Members: Abigail Jennings, Erik Giles, Becky Friend, and Ava Alexander

2019-20 Goals:

1. School Revenue Detailed Budget by 7/31/19 with expected income and expenses related to each revenue source and timeline to include date funds to be received.

2. Revise the 2019-20 and 5 Year budget once final ADM count is received with targeted goals of 75% Operating/20% Facilities/5% Reserves. Revised 5-Year budget to include details on new personnel and instructional resources.
3. Add 1 committee member by November board meeting.
4. Retirement Plan options and recommendations by October board meeting.
5. Achieve a successful audit and tax return by ensuring 2018-19 Financial Compliance by October board meeting.
6. K-12 facility financing plan by November board meeting.
7. Add 1 Advisory Board member by December board meeting.
8. School Revenue and cash flow review monthly at Finance Committee meetings.
9. School Finance Director shall ensure monthly oversight of all school-generated funds.
10. Receive monthly financial reports from Finance Director for the prior month by the 15th of the following month.
11. Present Financial Reports for previous month at each board meeting.
12. Create draft of 2020-21 budget by the April board meeting for approval at the May board meeting.

The June 2019 Financial Reports and 2018-19 financial reports will be presented at the September Board meeting after they have been finalized by the school's accountant.

## **ACADEMIC EXCELLENCE REPORT**

Chairman of the 2019-20 Academic Excellence Committee, Jeanne Bryne reported:  
2019-20 Academic Excellence Committee Members: Abigail Jennings, Becky Friend, Barbara Ann Temple, Kim Champion, and Michele Rothschild

Meeting monthly at 5:00 prior to Board meeting

2019-20 Goals:

1. The Academic Excellence Committee will seek to add 1 new committee member and 1 Advisory Member representing middle and/or high school by the October meeting.
2. Provide recommendations for professional development relative to increased academic rigor for AIG, EC, Math, and ELA by the October meeting.
3. The Pioneer Springs Community School's High School Plan will be published by October 2019.
4. Research and develop a four-hour preschool plan for Board consideration by the January Board Meeting.
5. The Pioneer Springs Community School's Upper School class registration will be ready by April 1, 2020.

## **MARKETING TASK FORCE REPORT**

Chairman of the 2019-20 Marketing Task Force, Barbara Ann Temple reported:

2019-20 Committee Members: Abigail Jennings, Erin McDonald, Anne Yampolsky, Fundraising Coordinator, Becky Friend, Susan Montague, and Heidi Magi

Meeting Plan: 4:00 PM August 19th; September 16th; November 18th; January 13th; March 16th; May 18th; June 15th.

#### 2019-20 Goals

1. Strengthen Marketing Task Force by adding two committee members and one Advisory Board member by September Board meeting.
2. Create 2019-2020 Marketing Plan for annual communications within the Pioneer Springs Community School's internal and external communities by September 16th to maximize awareness of Pioneer Springs and to increase the 2020 lottery list by 30%
3. Develop a grade-level specific recruiting plan for ES, MS, and HS by November 2019 to achieve a minimum enrollment of 100% for ES, 90% for MS, and 90% for HS enrollment for the 2020-21 school year
4. Create and maintain communication avenues for internal and external Pioneer Springs audiences on a weekly, monthly, or time-specific basis August 2019-July 2020
5. Acquire a minimum increase of \$10,000 in corporate and private donations and/or sponsorships and steward 100% of all new & current donors and sponsors through specific personal follow-up and appropriate recognition.

## **FACILITIES TASK FORCE**

Chairman Peter Blumenfeld reported:

2019-20 Committee Members: Abigail Jennings, Will Weaver, Becky Friend, Randolph Lewis

Meeting Plan: Bi-weekly every other Friday, 10:30 AM, next meeting 8/23/19

#### 2019-20 Goals

1. Finalize K-12 Master Plan by November board meeting to include:
  - a. Grade Level libraries
  - b. Space: storage, EC, Connect, ISS, staff offices, conference rooms, science lab
  - c. Bathroom plans: single vs group
2. Create student network (google classroom) through MCNC support by the end of the first six weeks of school.
3. Achieve permitting, construction requirements, and educational certificate of occupancy for new modular before the start of school.
4. Complete Summer Facility Improvement Plans by start of school.
5. Achieve permitting, construction requirements, and educational certificate of occupancy for Middle School classrooms by July 31, 2020.
6. Approval from Davis Lake HOA for walking access to PSCS from Davis Lake by December Board Meeting.
7. Flower house stabilization by November Board Meeting.

## GOVERNANCE REPORT

Chairman Erik Giles reported:

2019-20 Committee Members: Abigail Jennings, Kim Champion, Sandy Knox, Becky Friend

2019-20 Goals:

1. Identify 6 existing policies that require review. Review, make suggested updates if needed, and seek board approval by May 2020 Board Meeting.
2. Define the role and responsibility of prospective Advisory Board members by Sept Board Meeting.
3. Identify 1 Advisory Board member with governance expertise by December 31, 2019.
4. Policies
  - a. Organize all of our existing policies by subject area - Sept Board Meeting
  - b. Upload these policies onto the PSCS website - Oct Board Meeting
5. Review, make suggested updates if needed to the Employee Handbook - May Board Meeting.
6. Create a Policy Subcommittee for Governance by August 31, 2019.
7. Conduct Director evaluation, including setting goals, mid-year review and year end evaluation by May 31, 2020.
8. Plan the lottery, including enrollment dates, website, lottery execution
  - a. Lottery date approval Sept Board Meeting
9. Plan board retreat for 2020/21 school year by the May Board Meeting.
10. Conduct year end Board Assessment, including board self-evaluation survey by June Board Meeting.

Abigail Jennings asked for a final approval of all the proposed 2019-20 goals. Erik Giles made a motion to approve the 2019-20 Board Strategic Goals, seconded by Jeanne Bryne. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote; the motion passed unanimously.

Erik Giles also presented a recommendation by the Governance Committee for a revision to the Behavior and Discipline policy for additional clarification to Section VII. Profane, Obscene, Vulgar, Derogatory, Demeaning, Abusive, or Harassing Statements or Acts, adding this statement in the consequence section:

Report to law enforcement and recommendation for long-term suspension (11-365 days) in those instances where the action meets the definition of a reportable offense.

Also, wherever "long-term suspension" was mentioned in the policy "(11-365 days)" was added for additional clarification.

A motion was made to approve the recommended revisions by Barbara Anne Temple, seconded by Will Weaver. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote; the motion passed unanimously.

## **DIRECTORS' REPORTS**

### **Operations Report**

- Becky Friend reported the school report card to be released mid-September; should begin receiving data this week.
- Due to the State Budget not being finalized our state funding is coming in portions. Another 14% of operating budget based on base allotment is expected at the end of this week.
- Becky Friend presented a revised 2019-20 Organizational Chart for approval. A motion was made to approve by Jeanne Bryne, seconded by Erik Giles. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote; the motion passed unanimously.
- Becky Friend requested approval of the Beginning Teacher Support Policy for 2019-20. A motion was made to approve by Peter Blumenfeld, seconded by Barbara Ann. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote; the motion passed unanimously.
- Becky Friend requested approval of the Pioneer Covenant, (the PSCS family and community engagement policy). A motion was made to approve by Erik Giles, seconded by Will Weaver. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote; the motion passed unanimously.
- Becky Friend requested approval of new staff contracts:
  - Kelley Hood, Academic Dean
  - Amanda Martin, 3rd grade teacher
  - Ava Alexander, Finance Manager
  - Gunsby De Janett, EC
  - Elka Martin, 4th associate teacher
  - Mitch Wilson, Custodian
  - John McNeish, Steward
- A motion was made to approve by Erik Giles, seconded by Jeanne Bryne. Abigail Jennings called for any additional questions or comments; there were none. Abigail Jennings called for a vote; the motion passed unanimously.
  
- Becky Reported on behalf of Erin McDonald, current ADM 378 as of 8/19/19.

## **FACILITIES REPORT**

Randolph Lewis reported:

- Summer campus improvement projects are underway which will provide for new offices, classrooms, conference room, storage, and a new reception space.
- Painting and finishing is wrapping up this week.
- The new modular is in and waiting for fire detection equipment to arrive for final inspection.

- New furniture is being picked up and delivered tomorrow, and classrooms are being prepared for the start of school next week.
- Floors have been stripped and waxed, and carpets will be shampooed and all facilities cleaned before the start of school.
- ERate funding for additional wifi for the new modular unit is in process.

## **PUBLIC FORUM**

Parent Tristan Teasley suggested that Officer Frisk be utilized this year during lock-down training.

## **CLOSED SESSION**

The board entered into Closed Session at 6:57 pm, upon a motion being made by Jeanne Bryne, seconded by Barbara Ann Temple 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 7:18 pm upon a motion being made by Jeanne Bryne, seconded by Barbara Ann Temple and approved by all Board members present.

## **ADJOURNMENT**

Abigail Jennings called for any further comment or discussion and hearing none requested a motion to adjourn. Will Weaver made the motion. Meeting adjourned at 7:20 pm, without objection.

Respectfully submitted,



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Abigail Jennings, Chairman

