

# July 2018 PSCS Board Meeting Minutes

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

## ROLL CALL

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

## CALL TO ORDER

Erik Giles established a quorum and called the meeting to order at 6:06 pm.

## PREVIOUS MINUTES

There were no notable discussion or motions.

Will Weaver made a motion to approve previous meeting minutes.

Ananth Nilakantan seconded the motion.

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

Erik called for a vote, the motion passed unanimously.

## FINANCE REPORT

Abigail Jennings reported:

### Financial Statement:

- Financial Statements will be presented during the August Board Meeting

### 2018-2019 Strategic Goals:

The Finance Committee's 2018-2019 Strategic Goals are:

- Review and amend as necessary Financial Management Policy and Procedures by August 31, 2018.
- Receive monthly financial reports for the prior month by the 20th of the following month.
- Create budget tracking by month to identify school generated revenue cash flow by the August board meeting.

- Meet quarterly with Fundraising and Grant team (Erin and Becky) to ensure school revenue goals are on track.
- Obtain new financing for middle school construction by September 30, 2018.
- Achieve a successful audit and tax return by ensuring 2017-18 Financial Compliance by October 15, 2018.
- Revise the 2018-19 budget for the August board meeting once state budget is passed.
- Revise the 2018-19 budget for the December board meeting once new loan terms are established.
- Create initial 2019-20 budget by April board meeting.
- End 2018-19 fiscally sound with funds needed to carry school through July 2019 allotment.

## **ACADEMIC EXCELLENCE REPORT**

Kim Champion, Academic Excellence Committee Chair reported:

### 2018-2019 Strategic Goals:

The Academic Excellence Committee's 2018-2019 Strategic Goals are:

- Pioneer Springs Community School will become an accredited institution through Advanced-Ed (SACS-CASI) by January 31, 2019.
- As part of the Digital Teaching and Learning Planning Grant process, Technology Guidelines based on the PSCS Technology Plan will be developed by November 30, 2018.
- Pioneer Springs Community School will renew its charter by June 30, 2019.
- Pioneer Springs Community School will demonstrate continued academic growth by 5-8% percentage point increase in proficiency based on the 17-18 baseline.
- The Pioneer Springs Community School's High School Plan will be completed and published by March 31, 2019.
- Pioneer Springs Community School will apply for the Digital Teaching and Learning Initiative Implementation Grant (2 year funding) in 18-19 by grant deadline date. [assuming continued funding source]
- Pioneer Springs Community School will demonstrate improved and consistent classroom management strategies through ongoing professional development as seen by a decrease in office referrals for Tier 3 events by 15% (29) based on baseline (34) from 2017-18.
- Pioneer Springs Community School's Student Support Services will be a 100% compliant for referrals for the 2018-19 school year.
- Add a new Academic Excellence Committee member by Dec. 31st, 2018.

Erik inquired whether locations and partnerships will be determined by March 31st. Becky noted course codes will determine which partnerships will be established.

## **GOVERNANCE REPORT**

Erik Giles, Governance Committee Chair reported:

### Board Documents:

- Abigail Jennings reminded Board Members that a google folder, PSCS Board Resources exists with important documents. Additionally, Abigail reviewed
  - Committee and Task Forces members and meeting times.
  - Board Meeting Dates
  - Board Member Information
- Erik will be sending out the Board Evaluation electronically to complete. The results will be reviewed in August.

### Revised Policies:

- Internet Safety Policy- Randolph Lewis has completed a draft of the required policy which was shared with both the Governance Committee and the Board. Peter Blumenfeld asked if there is a school login pop in that students need to complete prior to signing in. Tristan Teasley inquired regarding if the community is required to sign a document acknowledging the school's policy. Randolph will check with Roxy to determining how other schools are handling this issue. Ananth Nilakantan clarified the state is most likely concerned about content security and suggested the policy needs to be more of a usage policy versus a internet safety policy. Glenn Hendry suggested appropriate online behavior and cyber-bullying may fall under an "Honor Code." Public notice needs to be given prior to Board approval. During the August Board Meeting the Internet Safety Policy will be discussed.
- Beginning Teacher Support Plan- Becky Friend reported that a Beginning Teacher Support Plan is a state requirement for charter schools to complete. PSCS has been extremely strong in completing the process however a Beginning Teacher Support Plan was not in place. Therefore the plan was presented to the Board. The State Consultant has already approved.

Abigail Jennings made a motion to approve the Beginning Teacher Support Plan. Will Weaver seconded the motion. Erik Giles called for any additional questions or comments; there were none. Erik Giles called for a vote, the motion passed unanimously.

### Election of Treasurer:

- The Governance Committee recommends Ananth Nilakantan as the new Treasurer to replace Glenn Hendry. Thank you to Glenn for all of his efforts this past year. Additionally thank you to Ananth for taking on this role.

Glenn Hendry made a motion to approve the nomination of Ananth Nilakantan as Treasurer. Abigail Jennings seconded the motion. Erik Giles called for any additional questions or comments; there were none. Erik Giles called for a vote, the motion passed unanimously.

### 2018-2019 Strategic Goals:

The Governance Committee's 2018-2019 Strategic Goals are:

- Review/update at least 1 policy each month for the school year (12 policy updates)
- Recruit 1 new board member by end of the 2018 calendar year - focus on marketing, academics and/or nature focus
- Identify 2 board candidates by the end of the 2018 calendar year to begin working on committees.
- Finish the 2019 school year at board member capacity (9 members)

## **FACILITIES TASK FORCE REPORT**

Peter Blumenfeld reported:

Turn Lane: paved and waiting for final stripping.

Middle School Plans: plans should be completed this week. Three contractors will bid on the plans.

High School Location: Abigail Jennings reported terms have not been finalized on prospective high school site.

### 2018-2019 Strategic Goals:

The Facilities Task Force 2018-2019 Strategic Goals are:

- Paint Croft and Davis as needed by August 15, 2018.
- Create new reception area and increase admin space by August 15, 2018.
- Contract for land for high-school expansion by September 30, 2018.
- Build new Pioneer Path with sponsorship pavers at Croft by October 15, 2018.
- Create new weather-proof classroom space behind Asbury by November 1, 2018.
- Identify campus stewardship initiatives by December 31, 2018 and create plan for implementation through volunteers by January 31, 2019.
- Achieve permitting, construction requirements, and educational certificate of occupancy for Middle School classrooms by May 31, 2019.
- Create defined walking access to PSCS from Davis Lake by December 31, 2018.
- Build Gaga Ball pit by April 30, 2019 at Asbury.
- Improve school signage and visibility by June 30, 2019.
- Complete new school owned fiber optic cable connecting Croft and Asbury campus by June 30, 2019, dependent on the approved e-rate funding.

## **MARKETING TASK FORCE REPORT**

Abigail Jennings reported:

### 2018-2019 Strategic Goals:

The Marketing Task Force 2018-2019 Strategic Goals are:

- Create 2018-19 Marketing Plan for annual communications within the Pioneer Springs Community School's internal and external communities by September board meeting to maximize awareness of Pioneer Springs and increase 2019 lottery waitlist by 30%.
- Secondary school enrollment shall be enrolled at a minimum of 90% for the 2019-20 school year.
- Create a Marketing Policy to establish annual marketing and communication objectives for the school by December Board meeting to include the following: Community Seminars, Community Service Projects, participation in Community Events, Spirit Gear, Website, Social Media, and internal and external communications of the school.
- Send a minimum of one school press release per month and a minimum of one social media post per week.
- Launch new school website and one-stop communication hub by September 30, 2018.
- Complete school video by December 31, 2018.
- Develop contact management strategy to identify corporate partnership opportunities by October 31, 2018.

## **ATHLETIC TASK FORCE REPORT**

Abigail Jennings reported there is not a formal Athletic Task Force for the upcoming year, and sports will be handled by operations. Becky Friend reminded the Board year-long sports will be offered as well seasonal sports.

## **DIRECTORS' REPORTS**

### **Facilities Report**

Randolph Lewis reported:

- New South Lawn and Landscape has taken over campus maintenance.
- Classroom set up is occurring this summer particularly in the Davis House. Some of the other locations need wait until summer tenants or camps finish.
- Erate funding confirmation is beginning to come for Category 1 and 2. A correction to the funding contract was made due to a new contract with AT&T. Therefore an appeal has been submitted.
- Asbury Conference Room and Front Room have been switched.
- A new reception area is coming.
- Davis kitchen and PE storage have been updated.
- Quotes for painting projects have been sought.
- New furnishings and fixtures are being purchased for additional students. Thanks to the community members for the cash donation.

### **Advancement & Community Report**

Becky Friend reported:

- First week of camp for first fiscal year. Potential for three more camps to be run this summer.
- Working on the new website which has communication and fundraising tools. Additional Customer Service is available.
- Planning meticulous communication for the upcoming year. Supply Lists, Pioneer Care, etc... communication will be coming next week.
- A Master Plan has been developed by Erin and Anne to address communication with the parents.
- Student retention is strong. Wait Lists are actively being addressed to improve enrollment.

Erik Giles inquired about Joe Marozo and whether he would be a positive addition to the Marketing Task Force.

Ananth inquired about the security of the website. Abigail noted we are in a trial period for a new website until July 31st and questions can be directed to the new vendor.

## **Operations Report**

Becky Friend reported:

- General preparations for the coming school year are being made, including filling final positions, purchasing of curriculum materials, and planning workdays.
- Finances are in house; first drawdown has been ordered; AP and payroll now being processed on weekly basis; participated in DPI training on July 10th and return to Lincoln Charter on the 18th for continued practice and support.
- Admin team joined for in-house PD workshop on June 20th; target goals include more fluid communication and commitment to team dynamic with weekly meetings.
- No news on EOGs yet--we've amended our academic goal to reflect anticipated focus on proficiency as opposed to the overall composite.

## **PUBLIC FORUM**

No comments

## **ADJOURNMENT**

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

Meeting adjourned at 8:00 pm, without objection.

Respectfully submitted,

*K Champion*

Kim Champion, Secretary

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