

May 2018 PSCS Board Meeting Minutes

May 21, 2018, 6:00 PM, 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 (p), Erin McDonald (p), Randolph Lewis
- Others
 - Ananth Nilakantan, Jimmy Jordan, Tristan Teasley

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.

Erik Giles made a motion to approve previous meeting minutes.

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.

FINANCE REPORT

Treasurer, Glenn Hendry reported:

Preliminary 2018-2019 Budget: Numerous updates have been made to previous version presented last month in light of higher projected payroll. An increase in state funding is noted in current revision as well as fundraising, grants and payroll. A discussion followed the presentation regarding budget details. Student lunch needs were also discussed, and \$500 was added to the Nutrition & Food Line Item. Preliminary budget is based on conservative numbers, it is the hope that more funding will be received.

Erik Giles made a motion to approve the Preliminary 2018-2019 Budget with the addition of \$500 for nutrition and food item line item. 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.

Regarding the current year's budget, Abigail Jennings strongly encouraged all trustees to "sell" at least one paver to help meet this year's goal. Potential fundraising ideas were shared including sending fundraising information to newly accepted families. Will Weaver inquired about the school's debt, and Abigail suggested a debt overview could be presented at the retreat or next board meeting.

Grant Writer Proposal: Amy Clinton is an experienced grant writer with an a la carte contract to help PSCS write potential grants. Proposed grant writing team will be Amy, Becky and Erin. Peter Blumenfeld shared he has a potential pro bono grant writing candidate. Discussion occurred around specifics of contract based on minimums received. Abigail will reach back out to Amy regarding specifics discussed amongst the board.

Erik Giles made a motion to pursue contract with Amy Clinton's for terms discussed. 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.

GOVERNANCE REPORT

Erik Giles, Governance Committee Chair reported:

Annual Elections:

The Governance Committee recommends the addition of Ananth Nilakantan as a new Trustee. Since joining our Finance Committee, Ananth has enthusiastically immersed himself into understanding the school's finances and attended an all-day session with DPI in Raleigh a few weeks ago.

The Governance Committee also recommends Sandra Knox for another term as a Trustee as well. Sandy has unfortunately experienced some serious health issues the past couple of years, but her commitment to the board and her assistance with advice and legal issues has never wavered. Thank you Sandy for all you do for us!

Officer Nominations remain the same as previous term:

Abigail Jennings, Chairman

Erik Giles, Vice-chair

Kim Champion, Secretary

Glenn Hendry, Treasurer

Erik Giles made a motion to approve the above nominations. 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.

Policy Revisions:

Lottery, Admissions and First Day of School Policy- Governance Committee felt it was best to combine the Lottery, Admissions and First Day of School into one fluid policy. Pertinent

information needed to be stressed is specific to PSCS and placed at the beginning of the policy followed by the state bylaws, etc. Peter Blumenfeld questioned whether changes need to be made to the actual lottery process including the letter of intent. Erik Giles clarified the updated sibling process. Abigail pointed out the importance of the First Day of School policy as the school's state funds are tied to the first twenty days of school rosters. This information will become part of the enrollment packet, however, for families who already received their packages, this information needs to be communicated to them over the summer.

Peter Blumenfeld made a motion to approve the Lottery, Admissions and First Day of School 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.

Inclement Weather- policy statement is general, so procedures can be established by school administration and staff. Peter Blumenfeld suggested adding verbiage stating there be a minimum of two forms of notification to parents.

Erik Giles made a motion to approve the Inclement Weather Policy. 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.

Strategic Plan Review: Abigail shared the long-term strategic goals are underway. There are two marketing goals that we are struggling to meet- marketing video and website. The school is on track to meet facilities and financial goals. Looking forward to hearing our June report to finish up our strategic plan goals.

FACILITIES TASK FORCE REPORT

Peter Blumenfeld reported:

Master Plan: Once individual plans are put together from all subsidiaries, all plans will be reviewed prior to final review. Goal date is August 1, 2018. We have not heard back from owner of potential site, but Joe Rogers is continuing to follow-up.

Presubmittal Meeting: Peter met with the City and County regarding the new plans. Feedback was very positive.

Turn -Lane: Some remaining items need to be completed and will most likely be completed prior to start of 2018-2019 school year.

AT&T: An email was sent by Peter inquiring about task completion and fees.

DIRECTORS' REPORTS

Facilities Report

Randolph Lewis reported:

- Erate Funding-filed for Category 1 and 2. Continued contract with AT&T and installing fiber. Modified 471s to ensure we were in line with requirements with the goal of owning fiber.
- This month was challenging with AT&T with phone lines being down due to a car accident on Hwy 115, which affected school lines and fire control systems. Seeking quotes from other vendors.
- Will Dixon's landscaping company helped reseed turn lane area at a fraction of cost.
- Summer projects include enhancing reception area and area behind Ashbury to create more admin and learning space.
- Successful tornado drill completed during the last week of April.
- Summer Camps-organizing locations and outside vendors paying for space.
- Potential for "renting" facility, suggestions welcomed on how to "advertise" space.

Advancement & Community Report

Erin McDonald reported:

- Update on enrollment- calls are being made to families to bring PSCS closer to projected enrollment numbers.
- ArtSpring! Community Events have been completed. Largest attended event to date. \$13,000 earned revenue. Looking to seek ways to bring in more revenue.
- End of Spring Pioneer Plus- currently in last week. \$6,000 revenue generated
- Summer camp roll out- Over 16 camps being offered this summer. Possible summer day care opportunities based on feedback from families.
- Yearbook/Class pics- yearbooks will be ordered on May 22, 2018. School will make \$7-10 per book. Class pictures will conclude Friday. Revenue TBD.
- EOG obstacle courses- prior to EOGs obstacle courses were completed and were a great success.
- Upcoming Field Day- last big community event on Wednesday, May 30th
- Pet Parade- Tuesday, May 29th during the school day. Students submitted application to be a part of the Pet Parade.
- 5th grade graduation- Admin is in the process of organizing in conjunction with the 5th grade team

Operations Report

Becky Friend reported:

- EOGs: May 17th-23rd headed by Glenda Cheek. 3rd and 5th grade have completed their assessments. Nine 3rd grade students have not met Read to Achieve benchmark. Students will be retested Friday to determine if they will need to attend a RtA Summer Camp.
- May Parent Advisory Council meeting: Student Support and Nature Education
- Spring into the Woods trips have been completed and were a great success

- 60 students participated in the Science Olympiad. 10 students medaled in the event
- Partnership with Arts Science Council: Kindergarten students are involved with Wolftrap for “dance.”; Research is occurring in 2nd grade classrooms involving interventions provided by the ASC.
- The April 17th Beginning Support Visit was successful.

PUBLIC FORUM

Tristan Teasley, a new parent for 2018-19, generously shared his willingness to support PSCS through his work and knowledge of the community, specifically with the City of Charlotte.

CLOSED SESSION

The board entered into Closed Session at 8:00 pm, upon a motion being made by Abigail Jennings, 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 Open Session at 8:08 pm upon a motion being made by Glenn Hendry, seconded by Barbara Ann Temple and confirmed via roll call vote of all Board members present.

Abigail Jennings and Erik Giles recused themselves and stepped out of the room due to their relations to Randolph Lewis and Erin McDonald. Erin McDonald and Becky Friend disconnected from the meeting.

Will Weaver made a motion to approve all Personnel Contracts. Barbara Ann Temple seconded the motion. The motion passed unanimously.

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 8:10 pm, without objection.

Respectfully submitted,



Kim Champion, Secretary