



Board Meeting Agenda

December 1, 2013

Call to Order / Welcome –Debbie Clary, Chair

Dr. Carolyn Jackson, Dr. Pauline Cahill, Gary Ritchie, Dr. Stephen Grinton. Also in attendance: Brandon Jaynes, Dr. Danielle Robertson

Approval of Minutes – November Board Meeting Minutes

Motion to approve minutes as presented made by Dr. Jackson, seconded by Dr. Cahill. All members in attendance voted in the affirmative, minutes approved.

Public Comments – *Public Hearing to begin at 3 pm*

Reports from Committees

- **Legal** – Brandon Jaynes – Debbie Clary
Brandon will review with the Board what 'public records' include during today's Board Training Minute. At the next Board meeting Open/Closed Meetings Laws will be reviewed.
- **Lottery-Enrollment Report** – Betsy Harnage / Dr. Robertson reviewed policy. Motion made to approve policy by Gary Ritchie, seconded by Dr. Cahill. Motion passed unanimously.

Facility Report—Wes Westmoreland—Debbie Clary --USDA update – no update-in- info other than Public Hearing today. Board was encouraged to walk the property on Joe's Lake Road. Dr. Robertson stated estimates were requested for the basement to be brought up to code for next years students. They are in the process of reviewing modular estimates for next grades along with sewer hookup and tie-ins.

Capital Campaign –Morgan Boardman—Follow-up – Wes & Debbie have meeting scheduled with Company on Monday to review more information on Public Relations needed in next 6 – 8 months prior to campaign.

- **Finance/Budget** – Gary Ritchie comments-no report
When meetings fall on 1st and 2nd day of month no time to prepare report. Nov / Dec will be reviewed at January meeting.

Dare to Soar



PINNACLE

CLASSICAL ACADEMY

- **Parent Representative Board Member** – *Dr. Pauline Cahill*
No grievances reported. Mobiles – will be for short term; 2nd uniform supplier was applauded by parents when announced.
- **Community Relations/Marketing** – *Debbie Clary* – *The website is up to date with the latest information and will have a feature added for Dr. Robertson to post on the site if school is delayed due to inclement weather. Enrollment Policy information will be added to website; and Facebook. Information will also be printed to be sent home with students. Debbie will arrange several Town Halls for informational purposes. Dr. Robertson suggested a published Open House for tours etc. with PCA Board members in attendance for questions.*
- **Headmaster Report** – *Dr. Danielle Robertson*
Field Trip Policy & forms & School Key & FOB Policies – any Board member with key – either turn in or Sign forms. Emergency Contact – David Clary, Kenny Spangler – should sign key forms also. Motion to approve policy made by Gary Ritchie; seconded by Dr. Cahill; motion passes unanimously. Place on website as necessary.

New Business – Set 2014 Meeting Calendar-Propose 2nd Sunday of each month. May – Mothers Day – May will be first Sunday. Motion made by Debbie Clary and Seconded Dr. Cahill. Passed unanimously. Meeting Dates for 2014 – January 12th, February 9th, March 9th, April 13th, May 4th, June 8th, July 13th, August 10th, September 4th, October 12th, November 9th, & December 14th.

Personnel Issue: *new employee contact term change & salary change Motion made by Dr. Cahill, seconded by Dr. Jackson, motion passed with all Board members in attendance voting in the affirmative.*

Change title of Assistant Principle. *Suggested Dean of Students. Dr. Robertson – suggest Dean of Students & Academics Affairs due to duties of position. Will allow Dr. Robertson to select final title.*

Old Business – no old business

Board Training Minute – *Dr. Carolyn Jackson & Brandon Jaynes: Public Records*
Brandon reviewed with the Board what 'public records' include: whether emails, pictures or writings it must concern the business of the school to be a public record. Two questions to ask: Does document requested exist?, and Does it concern school business?

Dare to Soar



PINNACLE

CLASSICAL ACADEMY

As the Board's attorney – it would be best to involve Brandon when asked to provide public records. Emails from Attorney to the Board are private as legal council. Debbie Clary reminded the Board that emails are public records and to contact her for a PCA email address. The next Board meeting Open/Closed Meetings will be reviewed.

PCA Education Foundation — *Betsy Harnage –tickets are available for sale to the February Celebrity Waiters Event at Cleveland Country Club. Will be distributed next week.*

Closed Session: *Motion made to go into closed session to discuss personnel issues was made by Dr Jackson, seconded by Gary Ritchie. The closed session lasted approximately 5 minutes. Debbie Clary makes motion to go out of closed; Gary Ritchie seconds – motion passes.*

Action on Personnel Issue-*Dr. Jackson made a motion to approve an increase in a teacher salary based on reoccurring grant monies received to serve EC Students and to sign the contract presented for a new teacher. Dr. Grinton made a second and the motion passed unanimously.*

Adjourn – *motion made by Gary Ritchie; Dr. Grinton seconded; meeting adjourned.*