



Minutes

October 13, 2019

Welcome – Debbie Clary-Chair

In attendance: Debbie Clary, Jayson Philbeck, Betsy Harnage, Pauline Cahill, Mary Stockham, Wendy Claryl, Jeff Ziegler, Tanya Watson.

Special Guest: Teacher of the year 2029 Kimberly Inman and Teacher of the Year 2018 Laura Beth Richardson. Special Parking spaces for both.

Conflict of Interest Statement *In accordance with the State Government Ethics Act, it is the duty of every board member to avoid both conflicts of interest and appearances of conflict. If any board member has any known conflict of interest or appearance of conflict with respect to any matters coming before the board today, please identify the conflict or appearance of conflict at this time, and refrain from any participation in the particular matter involved.*

Adoption of Agenda *Motion made by Mary Stockham and 2nd by Pauline Cahill. All Approved.*

Approval of Minutes *Motion made by Betsy Harnage and 2nd by Jayson Philbeck. All Approved.*

Public Comments *Persons wishing to appear before the Board during this portion of the meeting should register their name and the subject they wish to address with the Secretary prior to the beginning of the meeting. Each presentation will be limited to three (3) minutes. The Board is interested in hearing your concerns, yet speakers should not expect comment, action, or deliberation on subject matter brought up during the public comment segment. Topics requiring further investigation will be referred to the appropriate board committee.*

No one registered to speak.

Administration Reports

Dr. Shelly Bullard gave her report as presented to the board.

Action Item:

- Approval of Procedures for Personnel Files
Motion made by Pauline Cahill and 2nd by Betsy Harnage. All Approved.

Personnel

- Personnel Files
 - Two types of personnel files are maintained for each employee of Pinnacle Classical Academy. These personnel files contain confidential documents and are managed and maintained by the appropriate administrative staff.

Access to these files is limited to the administrative staff. Each Dean maintains his or her own files with documents relevant to the employee's work performance.

Typical documents in each Employee File include:

- Employment application and/or resume,
- New Employee Packet (Including photocopy of ID and Social Security card),
- Background check,
- Transcripts (if appropriate),
- Reference check,
- I-9 Form,
- W-4 Form,
- EPP Form,
- FERPA Form,
- Letter of Agreement plus any salary increases or bonuses,
- FMLA paperwork (as appropriate),
- Employee separation records.

Typical documents in each Performance File include:

- Acknowledgment of Faculty and Staff Handbook
- Annual Evaluations
- Summative Evaluations for each year employed
- Documentation of performance-based conversations and notes from those conversations
- Copies of any performance-based letters, emails, correspondences
between admin and employee
- Documentation related to disciplinary action (Action Plan or similar)
- Notes on any issues (tardiness, attendance, etc)
- CEU's (as appropriate)

An employee may view his or her personnel file by contacting the Headmaster, the appropriate Dean or administrative staff. The appropriate party will schedule an appointment during which the employee can view the contents of their file. No employee may alter or remove any document from his or her personnel file which must be viewed in the presence of an administrative staff person.

If you have questions or concerns about the contents of the recommended files or your ability to access them, please contact your Dean or other appropriate administrative team member.

Curriculum & Instruction

- **Parent / Teacher Conferences**

- On September 27th we held our first Parent / Teacher Conference Day for the year. We had outstanding attendance again this year. At this time, teachers met with the parents of any students who are struggling. It is the expectation of administration that each teacher will meet with all parents at some point throughout the year.

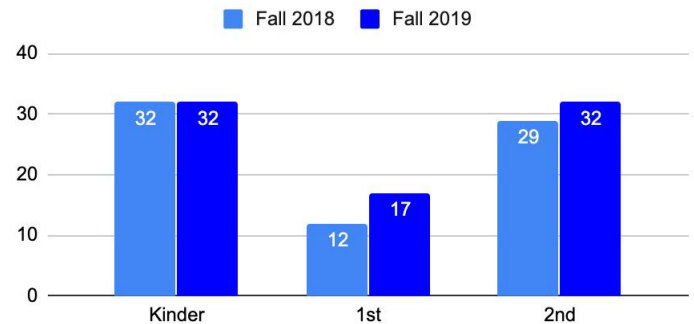
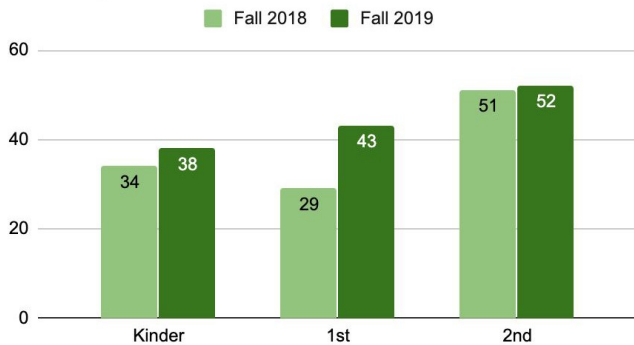
- **EL**

- Initial screenings were completed for any new student who noted that a language other than English was spoken at home. We have 15 identified English Learner students this year. Service delivery times and schedules are available upon request.

- **iReady**

- We conducted our Beginning of the Year iReady Diagnostic September 16 - 26.
- Results from this diagnostic have been analyzed in PLC meetings with each grade level. Moving forward, we will continue to work with teachers to analyze the results from this diagnostic and plan for instruction within grade levels, individual teachers and individual students.
- As compared to 2018-19 we are starting off slightly higher than last year. I have concerns with kindergarten math. Mrs. Clary and I have pulled the kindergarten team together and have started working on finding where the disconnect is.

	Reading				Math			
	Beginning of Year		Middle of Year		Beginning of Year		Middle Of Year	
	Not Proficient	Proficient	Not Proficient	Proficient	Not Proficient	Proficient	Not Proficient	Proficient
K	0	100%	62%	38%	0	100%	68%	32%
1st	1	99%	57%	43%	5%	95%	83%	17%
2nd	5%	95%	48%	52%	4%	96%	68%	32%



Enrollment Report

- **Enrollment Kick-Off**
 - We will have our annual enrollment kick-off at the Livermush Festival on October 19. An email will be sent to the volunteers on Tuesday to remind them of their time, ask that they wear a PCA shirt, and give them the location of the booth.
 - We have a parent volunteer who will be setting up the booth.
 - Attached is the sign-up sheet with volunteers and times.

- **Enrollment at 20th day**
 - As of the 20th day of school, we had 988 students enrolled.

- **Current Enrollment**
 - Currently, we have 980 students enrolled. Withdrawal numbers and reasons for withdrawals are available for your review

Grade Level	10/8/19	# of Classes	Avg Per Class
K	119	5	23.8
1	109	5	21.8
2	106	5	21.2
3	100	4	25
4	85	4	21.25
5	99	4	24.75
6	95	4	23.75
7	63	2	31.5
8	54	2	27
9	61	2	30.5
10	27	2	13.5
11	34	2	17
12	28	2	14
	980		

Upcoming Activities K-2

- October 18 - Kindergarten Continent Cafe
- October 23 - 1st Grade Field Trip to Ovens Auditorium
- October 23 - End of 1st Nine Weeks
- October 24 - Fall Festival
- October 30 - Substitute training
- October 31 - Report Cards
- November 1 - 50's Day - 50th Day of School
- November 5 - 1st Grade Concert at Don Gibson

Wendy Clary gave her report as presented to the board.

Action Item:

- Approval of pay schedule for substitute teachers.
Motion made by Pauline Cahill and 2nd by Mary Stockholm. All Approved.

Beginning Teacher Support Program Plan 1-3yr or those that have a plan of study for non-certified staff.

	Certified	Non-Certified
Daily Rate	\$85	\$75
Interim Daily Rate	\$115, if more will seek Board approval	\$100

Facility

- New traffic pattern for grades 6-12 to begin on October 21st. This is to help alleviate the number of cars on Joe's Lake Road during dismissal.
 - Letter to Parents Attached

Curriculum and Academics

- LLI (Leveled Literacy Intervention) - 60 students in grades 3-5 are receiving 40 minutes of reading interventions each day.
- Classical Foundations Lecture on October 23rd by Rob Christensen
- Mr. Ziegler has organized several visits by Universities this school year
 - Lenoir Rhyne (Seniors and Sophomores)
 - Belmont Abbey (Seniors)
 - Trip to Gardner-Webb coming before the end of November
- Countdown to College Week (Oct. 22-25) - Seniors can apply to numerous colleges this week without the application fee
 - On Oct. 22nd Seniors will go to the Media Center and work on applications, FASFA, mock interviews for scholarships will be held with community members. Parents are welcome and lunch will be provided.
 - Only Seniors will be allowed to wear college apparel on this day.

- Three Seniors have college acceptances thus far with over \$100,000 awarded in merit based scholarships.
- Middle/High School Character Education Lessons began this month. All teachers have been given a copy of the lessons and during PLC's asked for other ways to incorporate these character traits into the culture of PCA.
 - Spotlight students displaying the character trait of the month through bulletin board, website, Facebook
 - If you would like a copy of the Character Education Lessons please let us know and we will be happy to provide them.

Professional Development

- Grade level (3rd/4th/5th) PLCs meet every other Wednesday to review student data and plan instruction, activities, and assessments.
- Grades 6 - 12 PLCs meet every other Thursday during their planning times.

Community Relations

- Mr. Ziegler and Joseph will be working on website.
- We are utilizing the sign, Facebook, teacher websites, one call to communicate with parents about upcoming events

Testing

- 1st iReady Diagnostic completed in September
 - Attachment for data
- PSAT for 11th Grade is on Oct. 16th
- NC Check-In 1 will be the first week in November

Finance

- Please see attached Financial Statements

Personnel

- We are in need of Substitute teachers. We are going to use the website, Facebook, etc. to recruit some good substitutes. Wendy is going to have a sub training on Oct. 30th to go over procedures, expectations, etc.
- Teresa Blake -Teacher Assistant
 - She assists the Middle/High School teachers
- Mimi Martin - Media Coordinator
 - She is a retired teacher from Marion Elementary. She has really embraced Core Knowledge. She works a modified schedule (Tuesday - Friday). This keeps her part-time and under hours so she can maintain her retirement.

Extracurricular

- National Honor Society and National Junior Honor Society started meeting in October. The Induction Ceremony for new candidates is Tuesday, Oct. 29th at 6:00 pm.
- Congratulations to PCA's Giuliana Trabucco for being accepted to attend the North Carolina Music Educators Young Professional's Symposium. Only 25 students in NC are accepted to attend this event.

Athletics

- Senior Night for Fall Sports was held on Wednesday, Oct. 9th at 5:00. We will have a Senior Night for Winter and Spring sports as well.
- Monday, Oct. 14th will begin the Volleyball playoffs. This will be a home game.

Upcoming Events

- Oct. 14 Volleyball Playoffs
- Oct. 14 PEAK meeting
- Oct. 16 PSAT (11th grade)
- Oct. 18 Fall Bash grades 6-12
- Oct. 18 NC State Goodnight Scholars Presentation
- Oct. 19 Livermush Festival
- Oct. 22 Senior Application Day
- Oct. 22-25 Countdown to College Week
- Oct. 23 Classical Foundation Lecture
- Oct. 24 K-5 Fall Festival
- Oct. 24 College T-shirt day
- Oct. 28 Seniors receive information on ordering Caps and Gowns from Balfour
- Oct. 29 National Honor Society/National Junior Honors Society Induction
- Oct. 31 1st Quarter Report Cards

Administration Reports Continued

Dr. Watson

Angela Brooks

Jeff Ziegler

Reports from Committees *(as necessary)*

Finance- Operations & Personnel *Debbie Clary, chair*

Finance – Facilities *Jayson Philbeck, chair*

Facility *Wes Westmoreland, chair*

Curriculum *Pauline Cahill, chair*

Board Development, Nominating, Bylaws and Legal Affairs Committee *Betsy Harnage, chair*

Community Relations/Marketing/Grievance *Debbie Clary, Chair*

Enrollment Application/Lottery *Betsy Harnage, Chair*

Safety and Security Committee *Sara Tongel, Chair - October 20th – 26th is School Safety week.*

Parent Liaison *Mary Stockholm*

PCAEF Report *Betsy Harnage, Vice Chair*

Board Training *Debbie Clary*

New Business

Old Business

Adjournment *Betsy Harnage made a motion to adjourn and Jayson Philbeck seconded. Meeting was adjourned.*