



Minutes

August 11, 2019

Welcome – Debbie Clary, *Chair called the meeting to order at 1PM.*

In attendance: Debbie Clary, Wes Westmoreland, Betsy Harnage, Robert Brown, Shelly Bullard, Pauline Cahill, Dr. Tanya Watson, Jeff Zeigler, Wendy Clary, Angela Brooks, Phyllis Nowlen and Mary Stockham – Parent Liaison were in attendance.

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 *with adoption Motion made by Wes Westmoreland and 2nd by Pauline Cahill, All Approved.*

Approval of Minutes *Betsy Harnage made a motion to approve the minutes of the June Meeting, Wes Westmoreland seconded the motion and the minutes were approved by the board.*

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 from the public was present.***

Headmaster Report *Mr. Robert Brown presented the headmaster report as provided.*

Action Items:

- None

Facility

The custodial crew has completed the floor work, carpets have been steam cleaned, walls have been touched up and sidewalks pressure washed. They will finish up with additional deep cleaning and touch up painting of the door frames in the short time before school starts. There have been no new roof leaks or other issues of that sort over the summer. Phase II building needs have been sent to Roger Holland.

Curriculum and Academics

Have worked with Jeff Zeigler on how to effectively foster classical education and this began with a reading and discussion of Dorothy Sayers' foundational essay *The Lost Tools of Learning* with the administration team. This was designed to provide a common framework regarding classical education to the different instructional levels. The emphasis on the philosophies and concepts of classical education complement the August 5 workshop and the *Teaching Johnny to Think* professional development sessions below. Mr. Zeigler will meet with grade-level teams on the following schedule:

- 10/28 workday: 60-90 minutes with K, 11, and 12 teachers; 60 - 90 minutes with grades 1 and 10
- 1/21 workday: 60-90 minutes with grade 2 and 9 teachers; 60 - 90 minutes with grades 3 and 8
- 2/21 workday: 60-90 minutes with grade 4 and 6 teachers; 60-90 minutes with grades 5 and 7

In addition to the above workday sessions and meetings, Mr. Zeigler will facilitate the following activities:

- 8/13: presentation to all faculty about Classical Education
- by 8/31: will develop informal consortium of North Carolina classical charter school curriculum directors
- 10/14: Thales Academy state classical schools conference, with focus on middle school literature
- February: anticipated date of National Classical Education symposium (Arizona);
- February: anticipated date of Hillsdale College classical school conference and job fair.

Please see the Senior Class Calendar for meetings and events specific to the class of 2020.

Math Camp was held over a period of two weeks at the end of July and the first week of August. Math Camp averaged about 60 students each day - which is a great turnout for this time of the summer. The upper elementary grades (3-5) went through a number of teaching rotations each day where students experienced more than one classroom and more than one instructor each day. The upper grades were divided based on weakness in individual skills and ability level. This allowed the instructors to provide more specific and targeted instruction for each student.

The master schedule and duty schedules are complete. Student placement and letters went out on

August 7. Class and grade-level supply lists were posted in mid-July.

On July 15-17 Dr. David Parker held a College Admissions Essay workshop at Pinnacle. Students from PCA and TJCA attended the workshop which helped them develop a strong admissions essay that will be appropriate to use on the college Common Application Essay. The Common Application is used by over 800 colleges and universities, including all of the UNC system schools.

CCC courses for 2019-2020. The courses scheduled for seniors are designed for them to complete the requirements for their Associate in Science degree. The senior students on the AP track will also have the opportunity to earn an additional certification in Business Administration (this is a one-time occurrence.) Courses scheduled for juniors are designed to ensure that they are able to get the first 30 hours completed in the eleventh grade in order to be on track to complete their Associate in Science degree in the twelfth grade.

Seniors (Class of 2020)

AP Track Fall	CP Track Fall	AP Track Spring	CP Track Spring
CTE Business Admin	MAT 1711172	Bio 111 / Soc 210	Bio 111 / Soc 210
CTE Business Admin	MAT 1711172	Bio 111 / BUS 210	Bio 111 / BUS 210
SPA 2111281	SPA 2111281	SPA 2121282	SPA 2121282

Juniors (Class of 2021)

AP Track Fall	CP Track Fall	AP Track Spring	CP Track Spring
MAT 171 / CHM 151	PSY 150 / ART 114	MAT 172 / CHM 152	ECO 251 / COM 231
	CHM 151		CHM 152
ENG 111 / ACA 122	ENG 111 / ACA 122	ENG 112 / ACA 115	ENG 112 / ACA 115

SPA 111/181

SPA 111/181

SPA 112/182

SPA 112/182

Professional Development

On July 16th five members of the administrative team attended the Office of Charter Schools' Western Regional Huddle at Gray Stone Day School. ([Agenda](#)) There were a number of high quality sessions and the networking was especially helpful to the administrative team. The administrative team is currently examining the Charter Leadership Institute (October 17-18) at Envision Science Academy.

On August 5th, Dr. Antony Davies of Duquesne University and Dr. James Harrigan of the University of Arizona conducted a whole-day workshop for our instructional staff. The workshop was multifaceted and discussed the core principles of the school, issues in student preparation for college, group experiments, a discussion of chapter 3 in *Teaching Johnny to Think* and a question and answer session. The program concluded with a video of the John Allison lecture, *Principled Leadership*.

The annual New Teacher Workshop and Orientation was held on August 7-8. Professional development sessions included:

- Overview of PCA- Mission, Values, and School Culture
- Classroom Management Routines
- Parent Communication
- Teacher Evaluations
- Policies - Social Media, Personal Appearance, Absences, Emergency Plans, Maintenance, Requisitions, etc.
- Technology- Websites, Google Accounts, Tickets, Emails, etc.
- Curriculum Overview- Core Knowledge, State Standards, Ready Math, iReady
- Lesson Planning- Curriculum Mapping, Pacing Guides, Daily Lesson Plans
- Grading and Assessment
- Code Red Training
- Licensure

The beginning of year workdays have been planned and will include the following sessions and topics:

- Opening Faculty Meeting
- Health Information and Training
- Faculty and Staff Handbook
- *Teaching Johnny to Think* (Robert Brown)
- Ready Math
- Classical Education (Jeff Zeigler)
- Building Academic Vocabulary (Georgia Maimone)
- Discipline, Duty, and Traffic
- Evaluations and Walkthroughs
- Curriculum Mapping, Pacing, and Lesson Planning
- Subject Area and Grade Level meetings
- Complete Technology Refresher Training and Updates

Community Relations

Letters have been sent home about the staggered times at each school due to construction and roundabout construction. Teachers will be required to use school-issued computers for school and Instructional purposes.

Testing

Please remember that the state will not return any math scores from the 2018-2019 school year until sometime in the early fall. Hopefully this will happen very soon.

Mrs. Brooks will have other testing information.

Finance

Please see attached budget information for July. At this stage the budget is well in line. With the state not passing a budget we are operating without knowing actual costs for retirement and health insurance.

Personnel

There is only one open position for 2019-2020- Social Studies. Mrs. Michelle Hines resigned on August 6 to take a job in the family business due to an emergency there. She was very upset at having to resign and thankful for the opportunity to work at PCA. We have several strong candidates and hope to have a hire in place very soon.

Extracurricular

Mrs. Brooks is continuing to work with Dr. Cahill and other board members and administrators on items for graduation. At this point we need to start finalizing a venue for graduation. If off-campus then we need to book as soon as possible.

Band Camp was held July 22-26 at Pinnacle. As in years past, a number of outside experts Helped Mrs. Bill instruct the students.

Senior Portraits were held on July 22-25. Students had five different shots - senior drape/tux, school uniform, casual shot with Class of 2020 prop (full length with casual or dressy clothes of their choice), 3/4 casual shot with colorful background, Outside shot with columns in front of the school (student's choice of clothes). The process went very well with very few issues. The resulting portraits were outstanding. Please see the bulletin board in the main hallway as you leave the office.

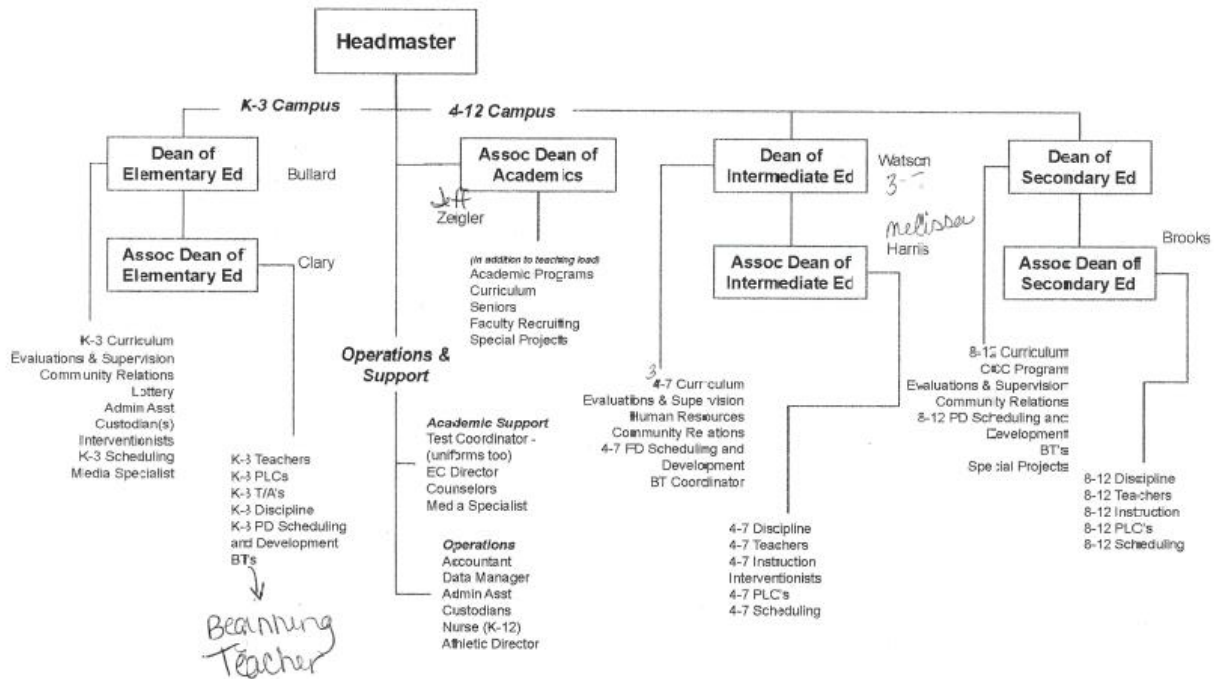
Athletics

Please see the attached Athletics budget. There is not much with the school year just starting. Volleyball and cheerleading have begun practice and soccer is planned to start soon. The new Athletic Director has reached out to a number of parents and others who have shown an interest in volunteering and working with the athletic program.

Upcoming Events

- | | |
|----------------|-------------------------|
| • August 7-8 | New Teacher Orientation |
| • August 12-16 | Teacher Workdays |
| • August 15 | K-2 Open House |
| • August 19-20 | Teacher Workdays |
| • August 19 | 3 – 12 Open House |
| • August 21 | First Day of School |

Month	Event
August 2019	<ul style="list-style-type: none"> ● 8/21 Sunrise Breakfast: 7:00 ● 8/23 college meeting (JZ's room, lunchtime) ● 8/30 college meeting (JZ)
September 2019	<ul style="list-style-type: none"> ● 9/6 college meeting (JZ) ● 9/10 financial aid night <ul style="list-style-type: none"> ○ CFNC ● 9/13 college meeting (JZ) ● 9/20 mid-quarter lunch: discuss Raptor Center senior fall project ● 9/26 college meeting (JZ)
October 2019	<ul style="list-style-type: none"> ● 10/11 college meeting (JZ) ● 10/18 college meeting (JZ) ● 10/23 end of quarter lunch
November 2019	<ul style="list-style-type: none"> ● 11/15 RB speaks to seniors during lunch
December 2019	<ul style="list-style-type: none"> ● 12/4 mid-quarter lunch
January 2020	<ul style="list-style-type: none"> ● 1/17 end of quarter lunch ● sometime in winter: Spirit Week (Monday-Friday), with Friday basketball game: homecoming
February 2020	<ul style="list-style-type: none"> ● 2/19 mid-quarter lunch: discuss spring senior project
March 2020	<ul style="list-style-type: none"> ● 3/20 end of quarter lunch
April 2020	<ul style="list-style-type: none"> ● 4/24 mid-quarter lunch
May 2020	<ul style="list-style-type: none"> ● 5/15 senior awards and scholarships: grade 9-12 assembly ● 5/28 "senior day": graduation practice, survey, faculty speaker voted on by seniors, lunch; senior walk through kindergarten hallways? ● 5/29 graduation



Dean of Elementary Education. Dr. Shelly Bullard gave her report as presented to the board.

Action Items:

- Approval of Title II Grant Application - Betsy Harnage made a motion to approve the Title II Grant Application, Pauline Cahill seconded the motion and the grant application was approved by the board.

K-2 Information:

- **Facility**
 - o Deep cleaning is complete
 - o Painting is complete
 - o Classrooms have been moved
 - o Still need:
 - SMART Board hung in 2nd grade
 - flower beds in front
 - pressure wash behind where bushes were
- **eRate**
 - o Category 1 - Internet
 - Reimbursement for internet at the K-2 Campus has been approved. The money should drop in October. This provides us with 100% funding of the cost of internet (eRate covers a 20% discount and DPI refunds the remaining 80%). The total that we saved is \$11,200.00. This also provided an upgrade to AT&T Fiber for the K-2 Campus. Joseph is working closely with AT&T - the install started in July will be complete after school starts.

- o Category 2- Access Points. Switches and Cabling
 - We have received our Commitment of Funding Letter from DPI for \$137,741.23. These funds will be used for access points, switches and cabling at the K-2 campus including the new addition. This was the last year of the 5-yr funding cycle, which means we will possibly be eligible for additional funds beginning next year.

- o Students read an abundance of fiction and non-fiction texts, as well as leveled texts. Each student took home a Scholastic Summer Reading Pack at the end of camp. The packs contained fiction and non-fiction selections.

- o Fountas & Pinnell Leveled Literacy Intervention System was utilized. (LLI is an intensive, small-group, supplementary literacy intervention for students who find reading and writing difficult. The goal of LLI is to lift the literacy achievement of students who are not achieving grade-level expectations in reading.)

- o The media center was incorporated into the daily schedule. Students completed independent reading during this time with teachers supporting and following up with appropriate comprehension questions and feedback

- o Students and staff closed camp each day in the media center by reading aloud a common novel. Every student had a copy of the book to be able to follow along. The title chosen was *A Boy Called Bat*. Studies have shown that reading to children helps them to listen better and longer, to build bigger vocabularies, to understand concepts better, and to feel positive about both books and learning.

- o Representatives from our Cleveland County Memorial Library came and spoke to all of the students about the services offered to them through the library and about the summer reading program.

- o Growth for 2019 Reading Camp is as follows:
 - 1st grade= 62% growth
 - 2nd grade= 75% growth
 - 3rd grade= 55% growth based on iReady Diagnostic

- **Community Involvement**

- Hope Community Church has contacted us and would like to do their service project at Pinnacle. They are willing to do "any project that will benefit our school" Sunday, September 1 from 10am- 12pm.
 - Supporting your child educationally
 - Kindergarten health matters
 - Transportation
 - Arrival & Dismissal Procedures
- Volunteer opportunities
- „ Question / Answer session

- **K-2 Open House** - August 15 @ 6:00 - All teachers and assistants will be available to meet with parents and students. Students will have received class assignments via mail.

- ✓ Staff introductions
- PEAK Table
- Norris Merchandise Table
- Traffic / Car Tags
- „ Meet with teachers

- **Enrollment**

- Our enrollment target for next year is 1020 students. The majority of our openings are in kindergarten (120) with small pockets of open spots in various other grade levels.
- Class break down: 5 classes of each grade in K-2
 - 4 classes of each grade in grades 3-6
 - 2 in grades 7-12.

Reports from Committees *(as necessary)*

Finance – Operations & Personnel *Debbie Clary, Chair*

Finance – Facilities *Jayson Philbeck, Chair*

Facility *Wes Westmoreland, Chair*

Facilities Report

August 2019

K-3 Expansion (Stan)

- Work is proceeding, bathrooms should be finished by the time school starts.
- Total cost projected at around \$2.1

million.

FROM STAN:

- Final drawings have been approved by City of Shelby Code Enforcement; the Building Permit can be picked up at their office.
- Ground breaking can commence whenever you all are ready.
- We will need shop drawings asap from the vendor of the pre-engineered metal building to finalize the foundation design and structural steel. Shop drawing review and approval by our structural engineer may take as much as two to three weeks upon receipt from the General Contractor.
- A few weeks back, we had a conference call with our mechanical engineer and David Settle of Settle HVAC regarding a less expensive option for providing fresh air into the classrooms. Our mechanical engineer is researching options. There are limited ways to accomplish this given the type of system you all prefer and we don't believe this will necessarily result in significant savings if the entire HVAC system has to be re-designed. We will advise as soon as we hear from our engineer and have reviewed with David Settle.
- With good weather, we believe your classroom addition should be ready for occupancy within 8 to 10 months from the date construction begins. The General Contractor will need to provide us a detailed timeline with critical shop drawing submittal reviews, milestone dates and anticipated Beneficial and Final Certificate of Occupancy dates.

Fieldhouse (Roger)

Construction has not started. Final costs are \$575,750.0

\$474,443 USDA funds available

\$101,307 From PCA Construction account

FROM ROGER: "We still have not received the approved contract back from USDA in Raleigh for almost three weeks. After talking with Nick he said the holdup is simply the USDA architect's review. He was going to call his superior in Raleigh and inquire. This has not stopped Strickland from going ahead and preparing for construction. He is working on shop drawings and submittals \While waiting on the signed contract."

Courtyard (Roger)

Under construction and proceeding. Final cost \$\$459,000 + cost of flag pole

All construction costs are significantly higher than anticipated due to the economy. This presents concerns about total construction costs and how that will impact our budget

Total expenditures.

STAN- K3 Expansion:

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Facilities Finance

The total needed from cash balance between now and June, 2020 will be \$2,660,307. The cash balance as of June, 2019 is \$3,271,121. With the current budget as written, we could anticipate a cash balance June 30, 2020 of approximately \$930,814. The space added to the K-2 means a two-year delay in the need to build out Phase II on Joe's Lake. Phase II is critical in 2022-23 academic year.

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*

Parent Liaison *Mary Stockham*

PCAEF Report *Betsy Harnage*

Address Administration Team

Board Training

New Business – the size of the diplomas was discussed. New graduation gowns were also discussed. Items talked about were the color scheme, the rental price suggested is \$45 which also includes the cap, cords, and medallion. Students will be able to keep the cords and medallions. Further discussion will be held regarding the system that will be put into place for students to return the gown rentals.

The final item discussed was technology and user fees. The Tech Policy is complete, K-2 will have softer guidelines than grades 3-12. There was in depth discussion by the Board in regards to technology fees and user fees structures. The Board also discussed their concerns regarding damages to the iPads and collection of damage fees.

A student who does not have a home computer can have their parent/guardian contact Mr. Brown to receive one. The parent/guardian will have to sign an authorization form and agree to pay the damage fee.

Action Item:

- Technology Fee for grades 5 – 12 at \$25.00/per year. *Betsy Harnage made to approve the presented technology fee, and Wes Westmoreland seconded. The fee was approved by the board.*

Debbie Clary invited the Administration personnel to attend the Board Meetings and become involved.

Old Business

Adjournment *Betsy Harnage made a motion to adjourn and Wes Westmoreland seconded. Meeting was adjourned.*