



Minutes

March 10, 2019

Welcome – Debbie Clary, *Chair called the meeting to order at 2PM.*

In attendance: Debbie Clary, Wes Westmoreland, Betsy Harnage, Pauline Cahill, Robert Brown, Shelly Bullard, Jayson Philbeck, Phyllis Nowlen, Wendy Clary, Angela Brooks 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 *Amend the Agenda to discuss New Business at the beginning of the meeting - Motion made by Wes Westmoreland and 2nd by Jayson Philbeck, All Approved.*

New Business

Action Item:

- *Class Ring Dye Cast Cost Pauline Cahill made a motion to approve up to \$2,000 to cover the cost of Balfour's dye cast charge, Wes Westmoreland seconded the motion and was unanimously approved by the board.*

Wes Westmoreland discussed the following details:

- The board be presented with how our teachers will be exposed to and taught our values- both initially and annually.
- How- by grade- how our students will be presented and taught these values- K-12.
- Each hire be presented an employment letter which includes our values, mission and beyond the mission statement, with which each must agree to be hired (this in addition to requiring each employee to read Teaching Johnny to Think by Leonard Peikoff).
- The board to review and affirm our value statement and beyond mission statement on an annual basis as a part of board initiation and training.
- Evaluation of all board employees include an assessment of the values, our mission and beyond the mission statement, along with any other areas of assessment the board may choose to include.

Approval of Minutes *Betsy Harnage made a motion to approve the minutes of the February Meeting, Pauline Cahill 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 in attendance.*

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

Action Items:

- Extra Opportunity Plan in Certain Courses *Pauline Cahill made a motion to approve the Extra Opportunity Plan in Certain Courses, Betsy Harnage seconded the motion and was unanimously approved by the board.*
- Personnel for 2019-2020 *Betsy Harnage made a motion to move forward with the hiring of teachers for Latin, Logic, Rhetoric, Language Arts, Science, Lower Elementary, Spanish and to wait for a recommendation from the full administration team on the hiring of other personnel such as Administrator, Test Coordinator, Lower Elementary T/A, Custodian and Nurse. Jayson Philbeck seconded the motion and was unanimously approved by the board.*
- Budget Adjustments *Jayson Philbeck made a motion to approve the Budget Adjustments, Pauline Cahill seconded the motion and was unanimously approved by the board.*

Facility:

The roof leaks on the north and northwest portions of the building have returned with all of the rain that we have had over the past month. Beam has sent someone out to look at these recurring issues- however I am not aware of any corrections being made. I am working with Roger Holland on the last few items needed for the USDA to get the field house I storage building ready to go out.

Curriculum and Academics:

As in the Headmaster's Report for the last several months, we are continuing to work through the plan we developed with our new curriculum and instruction elements. At this time, we are...

- Actively disaggregating and analyzing data from the NC Check-In tests, iReady Diagnostics, iReady Growth Monitoring, and Running Records to make appropriate modifications to our pacing, instruction, and assessment. We are entering into the proverbial home stretch of the school year and this is the time to make any needed adjustments.
- Targeting at-risk students for supplemental instruction. This includes LLI, small group instruction, targeted iReady assignments, remediation, etc.
- Continuing to see strong reading results from our LLI implementation for reading in grades 3-5.

We are preparing for the third and final round of NC Check-In and iReady Diagnostic testing for the school year in grades 3-8 and K-8 respectively. We have seen strong correlation between the two assessments and are in position to implement last minute changes. (Unfortunately, neither NC Check-In tests nor iReady assessments are available for high school.)

PCA has been accepted into the competitive Amazon Future Engineer program. This program is designed to provide high school students with advanced coursework in computer science in partnership with Amazon and Edhesive. We are still in the process of gathering the final details and implementation information for 2019-2020. Please see <https://www.amazonfutureengineer.com/> for details about the program.

FEE will conduct their Economics in Action program for our high school students on March 21. This will be a four-hour event that consists of lectures, experiments, and hands-on learning activities for students. The goal is for students to learn about the importance of property rights, strong character, individual responsibility, and their relationship to markets so they can make sound economic choices, both personally and professionally.

As noted in last month's report, the state community college system has made some changes to the College and Career Promise program. The result is that a portion of our seniors will have a two-period hole in their schedule during the fall of 2020. (This is a one-time schedule anomaly.) Normally we would fill this with an elective course but it will not work with the way our year-long schedule is constructed. We are working with CCC so the affected students can earn their Business Administration certificate as a secondary pathway in addition to their Associate in Science degree.

CCC is currently trying to establish a Writing Center and we have had preliminary discussions on how to incorporate that with our seniors next year for ENG 111 and ENG 112.

Upcoming overnight field trips:

- 7th and 8th grades will attend their overnight field trip to Montgomery, Alabama and New Orleans, Louisiana (civil rights, sectionalism, World War II, antebellum south, War of 1812, lower Mississippi delta) during the week of March 18-22. I will be the content expert (civil rights, sectionalism, WWII, War of 1812) on this field trip.
- 9th and 10th grades will attend their overnight field trip to Richmond, Virginia and Colonial Williamsburg, Virginia (Civil War, colonial America, AmRev) during the week of April 2-5. I will be the content expert (Civil War, AmRev) on this field trip.
- 6th grade will attend their overnight field trip to the NC Outer Banks during the week of April 23-26.
- 5th grade will attend their overnight field trip to Washington DC during the week of April 30-May 3. Mrs. Brooks will be the content expert on this trip.

Professional Development:

Annual Code Red drill will take place during the week of March 25 at both campuses. As always, a letter will be sent home to parents to explain the process, need, and anticipated outcomes for the annual drill. We are also at the beginning of Tornado season. Annual drill will be March 19 at both campuses. The third professional development session for iReady (Data-Driven Instructional Planning) along with a pedagogy session from NC NTSP will be held on the March 29 workday at the 3-12 campus.

Legal/ DPI:

The second round of submissions for the Performance Framework is due by the end of March. Dr. Bullard will again facilitate that process for me. Dr. Bullard has one item that the board needs to fill out for submission in March. Submissions for April include:

- Fire and Health Inspections
- Civil and Liability Insurance
- Criminal History Policy

The State Treasurer's office has approved our audit contract for FY 2019.

Community Relations:

Mrs. Jacobs has developed a series of Family Coding Nights. Each session is about an hour and half and helps parents learn the basics of coding so they can learn alongside their children. Mrs. Stewart's 4th grade class Submitted a book of poems that was accepted for publication and received a donation from the publishing company. EC department candy grams for Valentine's Day raised \$207.73 for occupational students.

Testing:

We are on the cusp of spring testing (NC Check In, iReady, etc.) and recently completed PSAT 10, ACT, and SAT testing. It seems like each month we are either just finishing a session of testing or getting ready to start a session of testing- that is due to our school spanning elementary, middle, and high school. As the school grows the amount of testing will only increase. Dr. Martin and I are working on a comprehensive plan to maximize SATIACT scores for the 2019-2020 school year.

The state is giving schools the opportunity to provide students with additional learning opportunities outside of the normal school year. Students would be provided with additional instruction and the opportunity to be reassessed on the associated EOG/EOC test. This extra learning opportunity would allow the higher EOG/EOC score to count for overall proficiency, but not for student growth. We would plan to do this for 4th-8th grade Reading, 5th and 8th grade Science, English II, and Biology. Math scores will be delayed this year due to realignment and re-norming of grade level standards. The state requires that the board vote on this plan and that we provide a board signature if we wish to take advantage of the opportunity. The administrative team believes that we will see a slight uptick in proficiency by providing the opportunity for students that may be within one standard error of measurement on the EOG/EOC test. (Please see attached plan.)

State parameters for the program are...

- Extra instruction can occur on teacher workdays and at other times after the initial administration of the EOG/EOC test.
- Re-administration of the EOG/EOC test must be after the end of the student academic calendar year. (Workdays or beyond.)
- Online administration of EOG/EOC tests are required.
- The 3rd Grade Reading EOG cannot be re-administered.
- Parents must be notified (Including dates, purpose, and eligibility.)
- Only students that have passed the course are eligible to attend.
- Student participation must be voluntary.
- Students that do not participate in the extra instruction cannot have the test re-administered.

The initial round of qualification for entrance into the Associate in Science program has been completed. Currently 31 juniors qualified along with 3 seniors that did not last year. Four students will retake the NC DAP.

Exceptional Children:

Our numbers have not materially changed throughout the school year. We currently have just a bit over 10% of PCA students are served by IEP's or 504 plans. (6.9% IEP and 3.4% 504's)

Attendance:

For the month of February attendance has averaged right at 89%. The flu and stomach bugs are in full swing right now so this number is not surprising at all. Custodians and parent volunteers have sprayed and cleaned in an effort to keep the spread as low as possible. We have also changed the timing on the fresh air recirculation to increase the amount of outside air in the building during the school day.

Please see the budget reports for the month. Our cash surplus remains strong- both the accrued cash as well as the surplus for the budget year. At current expenditure levels the school will have in excess of \$3.3 million in unencumbered cash at the end of the fiscal year. There are a few adjustments needed to get us through the end of the fiscal year.

Item	Adjust To	Net Budget Change
Textbooks	\$132,000	\$24,000
Memberships	\$6,241	\$641
Financial Services	\$52,167	\$18,667
Misc Contracts	\$29,000	\$4,000
Building Supplies & Materials	\$66,643	\$11,000
Workshop Expenses	\$30,000	\$5,000
	Total	\$63,308

Current Enrollment:

Enrollment as of 3/6/19:

Grade	Students
Kindergarten	110
First	104
Second	89
Third	88
Fourth	90
Fifth	85
Sixth	56
Seventh	53
Eighth	55
Ninth	43
Tenth	37
Eleventh	28
Totals	838

Progress reports for the third quarter just came out and we have had a couple student withdrawals. In talking with the parents about their decisions to leave, there have been a few consistent and common reasons for taking their student to another school. One reason is that their child is not performing grade-wise and is a possibility for retention, another is distance from the school I change in job status, and the last is that the child I parent has a desire to participate in local high school athletics. Readmission letters have once again been mailed out.

Upcoming Events:

- March 11 Enrollment Lottery
- March 11- 15 NC Check In testing
- March 18 - 22 New Orleans Field Trip, 7th and 8th grades
- March 19 Tornado Drill
- March 21 FEE Workshop
- March 22 End of 3rd Quarter
- March 26 3rd Grade Musical
- March 27 - 28 Spring Pictures 3-12 Campus
- March 29 Staff Development at 3-12 Campus

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

Action Items:

- None

K-2 Curriculum and Instruction:

- **LLI**
 - We continue to serve 16 second grade students with the LLI (Leveled Literacy Intervention) System. We are seeing great gains made by students who are in this program. All students served have gained at least 4 reading levels while they were in the program.
- **PLCs**
 - We are analyzing student data reports from iReady as we finish the Growth Monitoring portion. Teachers are keeping a cautious eye on student progress and growth. We have begun conversations about students who are not progressing and the possibilities of retentions.
- **Dover Foundation Grant**
 - We will be submitting an application for the April 1st submission date for the Dover Foundation Grant. We are requesting grant money to bring a fresh, new library space to the K-2 campus. While we do have some available funds in our library budget line. those particular funds have been earmarked for the upstairs library at the 3-11 campus. I will be happy to provide a copy of the grant at the request of the board.
- **K-Day**
 - We have started planning for our annual Kindergarten Screening Day which will be held March 29 at the K-2 Campus. Not only does this day provide us the opportunity to screen our incoming students, it also serves as a welcome to our new kindergarten families. K Day will include the Brigance Screening, a photo opportunity for the families, an information table about PEAK, an information table about uniforms, and a book fair. Students will complete an activity as they wait for their screening time and will leave with a book and treat bag.

Facilities

- **eRate**
 - o We have access to \$135,451.41 in state funds for technology. Joseph and I have had two meetings with our DPI contact and have structured the process to secure the available funds. These funds may be used for internet costs, access points, cabling, switches, routers, fiber and wiring.

Upcoming Activities

- March 11 -6:00pm -Lottery
- March 11 - 15- Book Fair
- March 14 -7:00pm- PEAK Meeting
- March 20 - Kindergarten Kite Day
- March 29 - K Day
- March 30 -Parade of Tables
- April 3- Report Cards
- April 5 - Spring Fling
- April 9- First Grade Field Trip

Enrollment Report
March 10, 2019

Activities To Date:

- We ran several Facebook ads focusing on enrollment.
- The digital billboard is up and running.
- Information packets and Initial Applications were sent to area daycares.
- We ran ads in the publications that we historically have used (Shelby Star, Shelby Shopper, What’s Up Shopper).

Enrollment Meeting:

- Betsy and I met on March 5 and March 7 to discuss enrollment, check applications, and to prepare for the lottery.
- Our enrollment target for next year is 980 students. The majority of our openings are in kindergarten (120) with small pockets of open spots in various other grade levels.
 - o 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.

Applications

	Current Applications
K	132
1	17
2	11
3	18
4	18
5	27
6	17
7	13
8	9
9	9
10	2
11	5
12	2
Total	280

Reports from Committees *(as necessary)*

Finance – Operations & Personnel *Debbie Clary, Chair*

Finance – Facilities *Jayson Philbeck, Chair*

Action Items:

- K-3 Capital Expansion *Jayson Philbeck made a motion to allow Finance to pull money reserving the amount of money needed for the K-3 Capital Expansion, Betsy Harnage seconded the motion and was unanimously approved by the board.*

Facilities recommends hiring Trey Warrick to handle 'extra' lawn care at 3-12 campus for at least the next two years. This would include the application of pre-emergent on the fescue that touches the building (except for the courtyard) and pre-emergent on the sports fields, in addition to fertilizing the sports fields three times over the summer growing season. The attached documents are offered for budgeting cost and to show the areas to be treated.

Please note, the Sport Fields Aerification and Topdressing will not likely be necessary this year, but is an item we will need to budget in all future years to ensure a reasonably competitive playing surface.

Following the meeting last month in which Dr. Cahill raised some good points regarding the K2 expansion of 10 classrooms to replace modulars, it was determined that 12 classrooms would not only be enough to house K3, but give one additional classroom for any additional needs. This would relieve some degree of pressure on the Phase 2 expansion, and not add dramatically to the cost of the 10-classroom expansion. Thus, we have asked Stan to add two more classrooms. Without objection, we will proceed with the 12-classroom expansion.



March 1, 2019

Re: Pinnacle Classical Academy Turf Health Care

Below are estimated costs for lawn health care treatments to maintain quality turf on athletic fields and in turf areas around the main building. A map is included with the areas highlighted that are included.

Athletic Fields SqFt: 200,000

Treatment	Cost
Sport Fields Pre-Emergent	\$1,140.00
Sport Fields Aerification and Topdressing	\$5,610.00
Sport Fields Fert Application (x3)	\$ 848.75
Sport Fields Post Emergent (Broadleaf)	\$ 785.00
Sport Fields Post Emergent (Crabgrass)	\$1,638.88

Fescue Turf SqFt: 98,000

Treatment	Cost
Pre-Emergent - Fescue	\$ 531.75
Post Emergent - Fescue	\$ 458.75
Fall Lawn Renovation	\$1,893.50

Respectfully Submitted,

Trey Warrick

NCLC License# 1965

Shelby Nursery, Inc.

108 Berry Dr. Shelby, NC 28150
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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*

Parent Liaison *Mary Stockham*

PCAEF Report *Betsy Harnage, Vice Chair*

Address Administration Team

Board Training

Old Business

Closed Session: Legal Matter: *Closed session pursuant to NC GS. 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. Betsy Harnage Made a motion, seconded by Jayson Philbeck and unanimously approved by the Board to go into Closed Session.*

Wes Westmoreland made a motion to come out of closed session and Betsy Harnage seconded. Motion approved.
Wes Westmoreland stated no action was taken during the closed Session.

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