Piedmont Community Charter School

Board of Directors Meeting
November 21, 2023
7:00 p.m. in the PCCS High School Auditorium

Board Members present: Kim Cabe, Wendi Greemon, Lisa Largent, Sarah Nobles, Tiffany Jattan, Melia Mauldin, Scott McRainey, Emily Rodgers, Michael Satterfield, Deannie Starnes, and Paul Tharp. A quorum was present.

Others in attendance: Jennifer Killen, HOS, and school community members (administration, guests, and parents).

Board President, M. Satterfield, called the meeting to order at 7:00 p.m. and read the PCCS mission statement. Following the mission statement, M. Satterfield asked for a moment of silence.

M. Satterfield requested an item to be added to the agenda for a subcommittee. A motion was made by P. Tharp to approve the creation of a disciplinary subcommittee to hear an appeal on Monday, November 27, 2023, with M. Satterfield, M. Mauldin, and S. McRainey as members of the subcommittee. No further discussion was held. S. Nobles seconded the motion. The motion passed unanimously.

There were no public comments scheduled.

Awards & Recognition: J. Killen reported

- The Elementary Campus had a successful Fall book fair raising over $7800 for the library.
- The Middle School Campus a successful fund raising campaign with the Color Run. Over $14,500 in pledged donations will be used to purchase new student desks in the 8th grade ELA classrooms.
- The Middle School collected and donated almost 1000 non-perishable items to the Crisis Assistance Ministry. The Elementary Campus collected and donated close to 2000 canned food to the Salvation Army.
- The High School Junior Heart Board partnered with the Mayor's Youth Leadership Council's toy drive which collected 130 new toys for families in need.
- PCCS Drama students participated in NCTC (North Carolina Theater Conference) and brought home several awards. Senior Ella Lee won an Outstanding Achievement award for writing for her play, Junior Zach Ledbetter won an Excellence in acting award, and Junior Anna Lee won an Excellence in Technical Leader award for lighting design.
- J. Killen thanked and honored Amanda Ruberstein with a plaque for her outstanding leadership of PCCS PTO.

Approval of Previous Minutes:

- M. Mauldin made a motion to approve the minutes from the October 17, 2023, Board of Directors meeting and the October 14, 2023, BOD Strategic Planning Meeting. No further discussion was held. P. Tharp seconded the motion. The motion passed unanimously.

Reports:

a. Treasurer/Finance Committee: S. McRainey shared
   - the financial status of the Budget Report and Surplus & Cash Report as of October 31, 2023.
   - the amended 2023/2024 Budget. J. Barker made a motion to approve the amended 2023/2024 budget based on the new state budget number, it was seconded by W. Greemon, no further discussion was held, and the motion carried unanimously, and the 2023/2024 amended budget was approved.
   - Clarie Wilson presented the Scribbles electronic document storage platform and scanning quote. W. Greemon made a motion to approve phase one of the electronic document storage platform and scanning, it was seconded by L. Largent, no further discussion was held, and the motion carried unanimously, and the platform was approved. An amended motion was made by W. Greemon to add the phase one cost would come from the surplus in the budget. L. Largent seconded the motion, no discussion was held, and the amended motion was approved. A further amended motion was made by W. Greemon to approve phase one of the electronic document storage platform and scanning quote for a phase one cost of $32,000, which includes a 10% contingency and will come from the surplus in the budget. L. Largent seconded the motion. No discussion was held, and the amended motion was approved. L. Largent made to approve the Scribbles software solutions package to include the lottery at a $9,975 annual maintenance fee. W. Greemon seconded the motion. No discussion was held, and the motion was approved.

b. Head of School Report: J. Killen shared
   - the Compliance Submission Report which showed all requirements were submitted by the deadlines.
     - for Epicenter – Office of Charter Schools – no submissions were due.
     - for DAC to EMMA –
       - Unaudited financial statements and other financial information of the Borrower concerning the School, including a Statement of Revenues and Expenses, a Balance Sheet for the Borrower, and a Calculation of the Coverage Ratio and Days Cash on Hand, each in comparative form with the financial figures from the corresponding period in the preceding Fiscal Year.
       - Statement of the School's student counts as of the most recently completed calendar quarter.
       - Statement of the student enrollment by grade at the School as of the close of such quarter.
       - Written notice of any changes in key personnel.

- Certificate of a Disclosure Representative listing (A) any plans to expand the School or the Facilities (other than the construction project), (B) plans to change the School's organizational structure, (C) any existing and/or pending litigation that has arisen since the last such certificate, (D) any activities that may constitute noncompliance with the Borrower's charter for the School or any formal notices received regarding violations of that charter.

- the Enrollment Report and Withdrawal Spreadsheet as 11-13-23. The budget was set for 1920. Currently, there are 1925 students (672 Elementary, 649 Middle School, 604 High School). Most of the withdrawals were due to a family move. The waiting list is at 1381.

- the November Personnel Report- there is 1 new hire/new position for the Elementary campus. P. Tharp made a motion to approve the personnel report, it was seconded by S. McRainey, no further discussion was held, and the motion carried unanimously, and the personnel report was approved.
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- the upcoming events:

November 22 – 24	Thanksgiving Holiday
December 12	Special Board Meeting

c. Enrichment Committee Report: L. Largent reported the Committee met on November 7, 2023, at noon.
   - The Committee reviewed and discussed Elementary School beginning of the year M-Class, iReady, Check-in data, Middle School iReady, and Check-in data, and High School Check-in data.
   - L. Largent explained the three assessments and results and how the teachers use these results to support the students.
   - The next assessments will begin in November and December.
   - The next Enrichment Committee Meeting will be held on January 9, 2024, at noon.

d. Athletic Committee Report: P. Tharp reported he and some of the High School administration met with Mr. Tom Balke, Architect, on October 27, 2023. Mr. Balke is putting together a plan for athletic seating options for the Committee to review.

e. Facilities Committee Report: M. Mauldin reported the Middle School parking lot is wrapping up. The project is very close to being finished. The City of Gastonia is working on getting the light poles up. Permanent signage will be installed the week before Christmas vacation. The smaller gates will be installed soon. M. Satterfield stated some security items are being quoted at this time.

f. Governance Committee Report: A new state-required policy is needed. P. Tharp began the first read-through of the Parental Engagement, Responsibilities, and Rights Policy. Several suggestions were made. David Hostetler, school attorney, will review and send

an edited version for the second read-through on December 12, 2023. The policy must be in place by January 1, 2024.

The next Board meeting will be held on Tuesday, January 16, 2024, at 7:00 p.m.
There will be a Special Board Meeting on Tuesday, December 12, 2023

M. Satterfield adjourned the meeting at 8:15 p.m.

Respectfully submitted,



Jennifer Barker, PCCS Board Secretary