

Piedmont Community Charter School
A Challenge Foundation Academy
Board of Directors Meeting Minutes

Date: September 20, 2016

Board Members Present: C. Burnett, C. Crawford, M. Franklin, E. Harris, R. McFerren, J. Pruett, M. Satterfield, G. Webster, M. Williams

Absent: J. Waldrep

Others Present: J. Purdee, Claire Wilson

Proceedings: The Board of Directors meeting of Piedmont Community Charter School was called to order at 7:02 p.m. in the Elementary Campus auditorium with the President in the chair and the Secretary being present.

Agenda

Agenda: Exhibit A

Additions: Exhibit B. There is a change to the total of funds needed to be transferred for completed work projects as outlined in the Treasurer's Report

Awards and Recognitions: None

Minutes: Minutes from the August meeting were presented. Motion to approve was made by C. Burnett and seconded by G. Webster. Minutes were approved unanimously.

Public Comments: None

Treasurer's Report: The treasurer's report was presented by Claire Wilson.

1. The amount of funds requested for transfer last month to complete the mobile unit installation, kiln room, and sewer repair has changed since the projects have been completed. The newly requested amount for transfer from the fund balance is \$148,318.00 (see breakdown for individual projects in Exhibit B: Change to Agenda). The motion to approve the new transfer amount was made by G. Webster and seconded by C. Burnett. The approval of funds was unanimous.

2. A explanation of our budget report was presented. In an effort to simplify financial report and make our current status more transparent, Robin Griffith, of Eliot Davis presented a Budget Report Summary now based on Month-To-Date (MTD) activity and Year-To-Date (YTD) activity as well as current budget and balance. This makes it more visible to see how retained funds for purchases and bills outside of the yearly budget usually balance out over the year (more pay out at the start of school, lessening as the year progresses). M. Satterfield reminded Ms. Griffith that our loan

covenants must be kept in mind and that the appropriate account balances must be maintained. Ms. Griffith will see that this is made a standard item on the monthly report.

Facilities Committee:

1. M. Satterfield announced that work at the secondary campus on the third mobile unit and the kiln room is completed; at the elementary campus, the vestibule remodel is completed.

2. Contracts from Gaston Sheet Metal for HVAC maintenance were presented. GSM is recommended in order to consolidate care on the primary and secondary campuses as well as cover the mobile units which are NOT maintained by Vanguard (lease holding company). GSM would supply designated technicians for our facilities.

3. HVAC monies are designated in this year's budget but the contracts must be approved. Motion by M. Franklin, Second by R. McFerren and contracts approved unanimously.

4. Next month, information and contracts for TICO regarding the secondary campus PA system will be presented.

High School Subcommittee: No new business

Team CFA Report:

1. M. Franklin relayed that Team CFA appreciates the focus on academics that was evident at the Board of Directors workshop.

2. J. Purdee related that through Team CFA:

a) the school has \$2500 to spend on business cards, flyers, stationary, and other office/business items

b) we will have an instructional facilitator meeting weekly with faculty to make sure we are aligned with Core Knowledge

c) Diane Hamilton will be coming for a two day diagnostic visit (1 day at each campus) to offer suggested improvements

3. There are several new NC schools applying to Team CFA that will strengthen charter school relationships.

Governance Committee:

Series 200 policies that were previously reviewed are still being revised by attorney David Hostetler. A motion was made by C. Burnett and seconded by M. Williams to table discussion or voting until revision was complete. It was tabled by unanimous vote.

Head of School Report:

1. Enrollment Report: 1309 students on day1 and >1300 during the first 20 days. Our budget is estimated on an enrollment of 1250, therefore 50 additional "members" (students) gives us a budget surplus.

2. Personnel: Approval for several new instructors was granted: Motion made by J. Pruett, seconded by C. Crawford and passed unanimously.

3. IEP/504 Report:

