

# Piedmont Community Charter School

## A challenge Foundation Academy

### Board of Directors Meeting Minutes

**Date:** April 17, 2018

**Location:** Elementary Campus Auditorium

**Time:** 7:00pm

**Board Members present:** Michael Satterfield, Mark Franklin, Charlene Crawford, Mark Stephens, Melissa Williams, Jeff Pruet, Alex Poole, Jeff Waldrep, and Jennifer Wyatt. **By phone:** Matthew Hanks and Paula Swift

**Others:** Jennifer Purdee, Holly White and Claire Wilson

#### Agenda:

- Called to order at 7:04pm by Board President, Michael Satterfield. He also read the mission statement.
- Moment of Silence
- No public comments
- Awards and Recognition: **Academics** - Congratulations to Leah Bivens, Jayden East, Alessandra Sanders and Dalton Snipes for being selected to attend Commissions' School of Excellence. Each Summer, the Gaston County Board of Commissioner funds a two-week residential experience at Belmont Abbey College for sixty Gaston County rising tenth grade students. Over Spring break, the drama department had a successful field trip to NYC to learn from a variety of Broadway productions. For the 10<sup>th</sup> year in a row, Piedmont's band received the highest score of superior at Music Performance Adjudication. Fifth grade chose to have a science fair for their Core Knowledge program on March 27<sup>th</sup>. They explained their projects and the science behind them to attendees. On April 10<sup>th</sup>, 4<sup>th</sup> graders created a wax museum for their Core Knowledge program. Dressed as legendary Americans they shared about historical milestones of our country. Fourth graders raised \$975 for Least of These Carolinas. **Character** - Piedmont's Demoniya Cole, Courtney Williams, Cydney Williams, Jalen Prioleau, and Christian Walker were selected as Honorable Mention to the All-Gaston Gazette Team. Students at elementary were honored for being trustworthy. Cydney Williams was selected as one of the Gaston Gazette's Best and Brightest for 2018. **Community** - Mrs White and Mrs Purdee were nominated for the Gaston Gazette's Best of Gaston. Tanner Chaney and Hannah McLaughlin were chosen for Tar Heel Boys' State and Girls' State leadership program.
- Approval of March Minutes were tabled for next meeting

#### Reports

1. **Treasury/Finance Committee** - Mark Stephens- Received refund from Earnest money on the other property of \$25,000. **Total cash:** operating - \$2,211,273.22, Special funds - \$8,146.62, Investment (at FMV) - \$1,306,630.42, IDA - \$1,476,958.38, Petty Cash - \$713.14, Total - \$5,003,721.78. **Anticipated Fund Balance:** FY17 Ending Fund Balance - \$4,226,362.63, Fund Balance Appropriation-current fiscal year - **(\$148,113.60)**, Current Year Budgeted Surplus - \$369,972.09, Expected FY18 Ending Fund Balance - \$4,448,221.12, Amount Held in PNC Investment Account - **(\$1,306,630.42)**, Amount Held in IDA Account **(\$1,476,958.38)**, Expected Fund Balance Available - \$1,664,632.32. Need action from the board. On March 16, NCDPI completed an on-site Federal Programs Fiscal Monitoring review for fiscal year ending June 30, 2018. They reviewed the following areas for compliance: Time and Effort, Equipment, Contracted Services & Procurement, Internal Controls, Cash Management. As a result of that visit, we were found 'deficient' in our Internal Controls because our Inventory Policy and our Contracted Services and Procurement Policy were inadequate. DPI provided us with templates to use to update our policies so they will be in compliance. Claire updated policies for all areas reviewed, not just the Inventory and Contracted Services & Procurement Policies. David Hostetler reviewed all policies as well. Mark presented the policies to the board for approval...." Melissa Williams asked "What specifically were their recommendations or concerns about the internal controls?" Claire Wilson said that they reviewed our

policies and found that some greater policies did not have specific language they require for the federal programing which led to internal controls deficiency. Of the 5 policies reviewed, all were updated. Melissa wanted to know how often they came and Claire said the last visit was 2015. Jennifer Purdee stated that our attorney, David Hostetler, has already reviewed the policies. Michael wanted to be clear that any fund voted on in this motion would only effect federal funds. A motion to approve the Federal Programs Policies and Procedures Piedmont Community Charter School from Mark Franklin, second by Jeff Pruett. Approved unanimously.

2. **Head of School Report** - Enrollment - 1286 as of April 9<sup>th</sup>. Gearing up for lottery on Thursday night. We had 1319 applications this year, last year was 734. We had 2 withdrawals. Board action to approve contract for psychological services from Ashley Kies. Our psychologist is very busy so we need another one to help with testing. Melissa Williams says that she will be voting against the contract because the contract was negotiated at PHD level but she is at Masters level. She feels that the \$900 fee was a little high for her qualification. Mrs Purdee explained that the fee was in line with what was paid to the last psychologists. Mrs White explained that the fee were negotiated and that the previous psychologist did not break down the fees. She compared the previous psychologist with her fees and they averaged out. Melissa is comparing the license. Michael recommended that we use our licensed psychologist for certain testing. Question from Jeff Waldrep "So up until now we have been using the other psychologist?" yes but we can't always get on his schedule so she will be covering. She is scheduled to test someone tomorrow. We have never run into being out of compliance. A motion to approve the contract for psychological services came from Jeff Pruett, second by Mark Stephens. All approved but one opposed (Melissa Williams). Motion carried by majority vote. **Calendar:**

**April 19 – Lottery at Elementary campus, 6:00pm**  
**April 21 – Art Festival 10- 12, Secondary campus**  
**April 24 – 26 – Middle School MAP testing**  
**April 23 – Patriot Singers Concert 6pm Elementary Campus**  
**April 24 – 2<sup>nd</sup> grade Core Knowledge program, 6pm**  
**April 30 and May 1<sup>st</sup> – 5<sup>th</sup> graders have 6<sup>th</sup> grade orientation at the Secondary campus**  
**May 4 - 8<sup>th</sup> grade Prom**  
**May 8- 1<sup>st</sup> grade Core Knowledge program, 6pm**  
**May 8 – 11<sup>th</sup> – AP testing**  
**May 8 - Spring Band Concert, 1<sup>st</sup> Assembly, 7pm**  
**May 10 – Chorus Concert, 7pm, Secondary**  
**May 11 – High School Prom**  
**May 14 – High School Awards Day**  
**May 15 – Middle School Awards day**  
**May 15 - Board meeting**

3. **Enrichment Committee Report-** Mark Franklin- Meeting was postponed until April 26<sup>th</sup> to review the survey reports.
4. **Athletics Committee Report** - Jeff Pruett - No report
5. **Team CFA Report** - Mark Franklin - No report
6. **Facilities Committee Report** - Michael Satterfield - They have been looking at ways to fix the HVAC problems at the secondary campus. Want to replace half the units with Gas to solve the humidity problem. Need approval to have GSM to do the following work for \$118,935. 1. Furnish and install three (3) New 15 ton and one (1) new 12.5 ton Trane Voyager Gas packs to replace existing HVAC units per Engineers design 57.5 tons 2. Units being replaced are #2, 3, 5 and 6. (#3 is the Band or Guitar Room unit) 3. The new units include hot gas reheat for dehumidification, and economizers 4. Includes proper removal and disposal of the old equipment 5. Includes crane rental 6. Includes all necessary electrical per current code 7.

Includes all necessary gas piping 8. Includes all necessary control wiring to existing thermostats 9. Includes all necessary permitting and inspections 10. Includes complete start up 11. One year Parts and labor warranty from GSM 12. 5 year Compressor warranty and 10 year Heat exchanger warranty from Trane. A motion to approve the proposal from GSM for Secondary Campus HVAC upgrade came from Mark Franklin and second by Jeff Pruett. Unanimous approval.. A motion to move \$118,935 from the fund balance to pay for the HVAC came from Mark Franklin and second by Jeff Pruett. Unanimously approved. Closing on land for the new high school on Friday. Holding out a portion of the money because the was a second oil tank found on the property to make sure it was removed properly. Michael Satterfield, Matthew Hanks, Jennifer Purdee, and Ernie Bridges interviewed two Architect firms, Morris Burg and Little Diversified. They hired Little Diversified. They also interviewed four contractors on Friday. After the interviews we found that it would be better to look at opening the new high school in 2020 verses pushing to open in 2019. The board agrees. We should try to plan an event for the Board to go out and see the property.

7. **Governance Committee Report - Jeff Pruett - No Report**

**Next Meeting will be May 15, 2019  
Adjourned at 8:05pm**

Minutes Submitted By:

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Charlene G Crawford  
Board Secretary