

Piedmont Community Charter School
A Challenge Foundation Academy
June 28, 2016 Meeting Minutes

Date: June 28, 2016
Board Present: Mark Franklin, Ellen Harris, Michael Satterfield, Cindy Burnett (via phone),
Ronn Baker, Cathy Broome, Jeff Waldrop, Gary Webster, Jeff Pruett, Craig
Killen, Melissa Williams
Board Absent Robin McFerren
Others Present: Jennifer Purdee
Others Absent:
Proceedings: Meeting called to order at 7:13 PM.
Next Meeting: August 16, 2016 @ 7:00 PM Secondary Campus

The Board of Directors meeting of Piedmont Community Charter School was held on June 28, 2016, in the auditorium at the Elementary Campus with the President in the chair and Secretary present at this meeting.

Agenda

No changes to the agenda.

Awards & Recognitions

No awards and recognitions.

Minutes

Mr. Craig Killen requested a motion to approve the May board minutes.

Mr. Gary Webster made the motion to approve the May minutes and dispense with the reading. Mr. Michael Satterfield made a second to the motion. Motion was adopted unanimously without further discussion.

Public Comments

No public comments at this meeting.

Head of School Report

Mrs. Jennifer Purdee presented the Head of School report.

Enrollment: Currently calling in students for the upcoming school year. Total of 1343 students at the present time.

Maximum ADM was increased to 1300 as this will determine the amount for the first drop of money for the school. This requires board approval.

Mrs. Cindy Burnett made the motion to increase the ADM to 1300 students. Mr. Gary Webster made a second to the motion. Motion was adopted unanimously without further discussion.

List of student withdrawals was submitted to the board for review.

Personnel Report:

Heather Hutchens hired as Secondary Assistant Director MS, Denece Farris hired as Secondary Assistant Director HS, Leslie Myers hired as part-time Teacher Assistant for kindergarten, Billie Jo Waelz hired as Elementary EC teacher, Timothy Emmerth hired as Middle School 8th grade Science teacher, Paula Swift hired as Secondary High School Math teacher, Nicole Hertz hired as Elementary Kindergarten teacher, Karen Bunch hired as Secondary School Counselor, and Stephanie Stubblefield hired as Secondary MS Health teacher, MS and HS Athletic Director.

Mr. Jeff Pruett made the motion to approve the personnel report as presented by Mrs. Purdee. Mr. Mark Franklin made a second to the motion. Motion was adopted unanimously without further discussion.

School Psychologist Contract:

Need board approval for Mr. Gary Palis as the School Psychologist. Copy of contract was provided for review.

Mr. Gary Webster made a motion to approve the contract for Mr. Gary Palis for School Psychologist services. Mr. Mark Franklin made a second to the motion. Motion was adopted unanimously without further discussion.

Title I / Title II Grant:

Board approval is needed for Grant submission approval. Mrs. Purdee requests that Jennifer Wyatt have authorization to submit for Title I / Title II grants for the school.

Mr. Mark Franklin made a motion to authorize Jennifer Wyatt to submit Title I / Title II Grants on behalf of the school. Mr. Jeff Waldrop made a second to the motion. Motion was adopted unanimously without further discussion.

Treasurer's Report

Mr. Ronn Baker presented the Treasurer's Report.

True Remaining Fund Balance is \$3,507,751. Anticipated position as of June 30, 2016 is \$3.6 million dollars. Mr. Baker noted a \$72,640 net surplus for the month.

No Finance Committee meeting was held in May.

Mr. Ronn Baker proposes adding \$250,000 to the current investments due to the status of the current market. The school would still have access to this money at any time without penalty.

Mr. Mark Franklin made a motion to move \$250,000 from the cash bank account to the existing investment account. Mr. Gary Webster made a second to the motion. Motion was adopted unanimously without further discussion.

Facilities Committee

Report was given by Mr. Michael Satterfield.

He reports that work is proceeding downstairs in the Elementary building. There will be a need for a sewer line repair which is an unplanned, but needed repair.

The mobile unit for the Secondary campus should be ready for the beginning of the new school year. The HVAC system is being worked on at the Secondary campus. Mr. Satterfield reported that quotes for the kiln installation at the Secondary campus are being received.

Construction on the entry vestibule at the Elementary campus should begin next week.

High School Subcommittee

Report was given by Mr. Jeff Waldrop.

Mr. Waldrop was pleased to report on the purchase of a used bus for the school. The bus requires minimal maintenance and the purchase of new tires will be required. The cost was \$14,000 and insurance and tag have been purchased. The bus should seat approximately 66 elementary students.

The July High School Subcommittee meeting will be postponed until August.

Team CFA Report

Mark Franklin and Gary Webster reported on a successful conference that was held recently in Nashville. There were good outside speakers present and instructional coaches for the schools are going to be available.

Jennifer Purdee and Natalie Parker were recognized for their excellent presentation on the use of media for school promotion.

The conference next year will be held in Big Sky, Montana.

Governance Committee

Report was given by Mrs. Cindy Burnett.

Cindy Burnett requested approval of the Series 100 By-Laws of the Policy Manual and submission of these to the Office of Charter Schools for approval. Clear and red line versions must be submitted to the Office of Charter Schools.

Mr. Gary Webster made the motion to approve the amended bylaws presented at the previous board meeting, resulting in amendment to the Series 100 Policy Manual and the Head of School or her designee is requested to present the amended bylaws to the Office of Charter Schools for their approval. Mr. Mark Franklin made a second to the motion. Motion was adopted unanimously without further discussion.

Mrs. Cindy Burnett presented and discussed the Nepotism Policy and Tuition and Fees Policy. The new Nepotism Policy and Tuition and Fees policy was created as required by our auditors to align with the State Board policy.

Mr. Mark Franklin made a motion to approve the Nepotism and Conflict of Interest Policy and the Tuition and Fees Policy as submitted by the Governance Committee. Mr. Ronn Baker made a second to the motion. Motion was adopted unanimously without further discussion.

The Series 200 of the Bylaws was submitted for a read through only.

Annual Meeting Business

Mrs. Cathy Broome, board secretary, has completed 6 years of service to the board and will rotate off tonight. Mr. Ronn Baker, board treasurer, has elected to not go forward as a board member and will rotate off the board tonight as well. Both members officially stepped down from the meeting at this time.

Mr. Craig Killen pointed out that the board is still in need of one more board member in order to have 11 members.

Mrs. Charlene Crawford was introduced as the newly elected MS/HS parent representative. She will officially take her position on the board tonight. She took her place at the board table as an active and

voting member.

Election of Officers:

Mr. Craig Killen lead discussion about the election of a new president as he only has one more year left to serve on the board. He will continue to serve on the board, but not as President. Mrs. Cindy Burnett who serves as the Vice-president also has only one year left to serve on the board. Mr. Killen recommends Mr. Michael Satterfield to fill the open president's position. Mr. Satterfield has agreed to serve if elected.

Mr. Craig Killen made a motion to elect Mr. Michael Satterfield as the new President of the PCCS Board of Directors. Mr. Mark Franklin made a second to the motion. Motion was adopted unanimously without further discussion.

Mr. Satterfield began presiding over the meeting following his election.

Mr. Satterfield made a motion to nominate and elect Mrs. Cindy Burnett for Vice-president. Mr. Jeff Waldrop made a second to the motion. Motion was adopted unanimously without further discussion.

There were no nominations or elections held for the Treasurer and Secretary position. These positions will be considered and filled at the next board meeting.

There will no Board meeting held in July and the next meeting will be August 16th. There will be a board training session held on July 29th for all board members.

The meeting adjourned at 8:33 pm by Mr. Satterfield.

Next meeting is scheduled for:

Date: August 16, 2016 Time: 7:00PM Location: Auditorium of Elementary Campus

Prepared by:

Cathy Broome

Signed & Approved by:

Board Member:

_____ Date: _____

Board Member: