

Piedmont Community Charter School

A Challenge Foundation Academy

Board Strategic Retreat/Meeting Minutes

Date: July 28, 2017

Time: 9am-2pm

Location: Secondary Campus

Board Members Present: Michael Satterfield, Charlene Crawford, Mark Stephens,

Jennifer Wyatt, Paula Swift, Melissa Williams, Jeff Pruett, Jeff Waldrep, and Matthew Hanks.

Board Members Absent: Mark Franklin

Others Present: Jennifer Purdee, Holly White, Greg Sindors, Alex Poole, and Thomas Miller

The Agenda was followed

The retreat began at 9:02am with the introductions of Thomas Miller, EdD from **Leaders Building Leaders**, who conducted the retreat. He began with an opening exercise to determine what personality group each attendee would fall into. This was to show that every personality makes a team.

Mr Miller began with **Roles and Responsibilities**

Board of Directors Role

Seven Roles of a Charter School Board

- 1. Establish and evaluate student outcomes**
- 2. Establish and monitor management compliance with policies**
- 3. Approving/terminating contracts**
- 4. Evaluate the executive. (lead to growth)**
- 5. Oversee and approve the use of operational finances**
- 6. Establish and monitor organization's goals (focus on renewal)**
- 7. Developing the board's capacity to understand governance**

What do I/we need to start doing?

- 1. Look to the future to move forward**
- 2. Make decisions that board members 6-9 years from now are not thinking they were bad decisions.**
- 3. New board members need to read policies and handbooks**
- 4. Keep up with emails-establish communication expectation**
- 5. What do I/we need to continue and strengthen?**
- 6. Report accurate information to the board-share streamlined information with Jennifer so she has the right information to share**
- 7. To do lists for committees-and stay on task to check them off- ex: facility lists have dwindled because of taking action.**
- 8. Execute plans and complete objectives-continue to strengthen what the board is already doing**

What do I/we need to stop doing?

- 1. Holding in ideas-start sharing**
- 2. Instead of assuming/judging-ask questions**

Break: 10:45am-11am

We continued with Clarity for the Board.

Goals and outcomes:

- 1. Set growth goals and proficiency for the year**
- 2. Review mid year goals**
- 3. Approving and terminating contracts-employees and 3rd party contracts**
- 4. Three things needed for a 10 year renewal: 3 years of successful audits, academics-at or above local LEA, legal compliance at time of request for renewal.**
- 5. (Maybe leaders bring someone to do a 10 minute presentation on what good is doing).**

Show the data from PD, instructional coach-can be allocated through time, data-keep in mind it can take 2-3 years to show improvement in proficiency

What indicators can you bring quarterly that this is making a difference in our school?

Lunch: 12pm – 12:30pm

What areas does the board expect to be reported on in each area?

- 1. Academics-MAP 2-3 times a year, graduation rate (summative-turn it formative by informing them how many 9th graders are on track to graduate 12th grade), NC Check-Ins, ACT (summative), mClass K-3, EOG's, professional development hours-share by semester, teacher observations-list of how many completed**
- 2. Finances-monthly budget, long term financial goal-5 year plan, actual vs 5 year goal, how much of the budget is spent on personnel, where is money being spent**
- 3. Compliance-performance framework, 401K audit, internal controls to check on transcripts, etc. EC compliance,**
- 4. Organizational Health-staff turnover, wait lists, number of complaints or formal grievances from parents, student attrition, teacher working condition survey, AdvancED surveys to parents and teachers this year and next, look back at goals to see where we have come since they were set, number of applications for positions at PCCS, teachers with masters degrees-18 currently, 99% of teachers are licensed, out performing the local district, character and values-as they move on in life.**

Priorities:

- Academic growth**
- Support staff with PD**
- Facilities (repair)**
- Long term facility plan**
- Verify success (clearly defined) Measurement systems**
- Ensure PD is effective and being used-accountability**
- Improve communication-all**
- Building strong relationships with staff**
- Admins. In classrooms being visible (lead by walking around)**
- Improving instruction (quality) and student engagement**
- Parent/student satisfaction (showing good signs with the wait list)**
- Execution of all the above**

Who is responsible for the above?:

- **Shared**

Enrichment committee-leadership, teachers, board members

Overall goal- What will the parents see 5 years from today?

Stop doing:

- **Stop looking backward**
- **Stop talking about the little things**

Over the next 60 days...

- **Set up three scenarios for the future of the school**
- **Share with the board**

Defining success-what are the measures of success? Who is going to look at this?

Meeting

Started at 2:16pm

Board Members Present: Michael Satterfield, Charlene Crawford, Mark Stephens, Jennifer Wyatt, Paula Swift, Jeff Pruett, Matthew Hanks

Board Actions:

Approve Maximum Fire and Safety Contracts

Jennifer Purdee gave report on Tyco Markup. Tyco currently charges \$9701.01 per year and Maximum fire and Security Inc. with being charging \$8160 and the school will be saving \$1549.01 per year. They have already showed a willingness to work with us by their timely responses to our concerns. Their contracts are monthly and only require a 30 day cancellation notice.

The chair, Michael Satterfield, asked for questions and there were none. There was a motion to approve the contract by Mark Stephens and seconded by Jeff Pruett. Passed unanimously.

Approve to Hire Todd Berg to Design Science Lab

Questions: M. Hanks wanted to know if there were any other bids-M. Satterfield replied – no other bids. Berg did sketch and he did work which was approved in May meeting. J. Pruett asked about price and M. Satterfield stated that price is compatible to other designers at \$17,500. Sketch was approved by teachers and this is a long term need. When will it be completed? Next summer. Discussion on getting bids but can't always get 2 bids. M. Satterfield explained that Mr Berg is the most qualified. Motion to approve from Jeff Pruett and second by Charlene Crawford. Approved unanimously.

Appoint Governance Committee Chair

Jeff Pruett was asked by Michael Satterfield if he would accept the motion to chair the governance committee and he accepted. Michael Satterfield nominated Jeff Pruett for Governance Committee Chair Leader- Mark Stephens made the motion, Charlene Crawford second- approved unanimously.

We adjourned at 2:34pm

Next Board Meeting is August 15, 2017 at 7pm

Location: Elementary Campus