

Dare to Soar



# PINNACLE

## CLASSICAL ACADEMY Board Meeting Minutes

May 13, 2016

*Attendees: Wes Westmoreland, Dr. Pauline Cahill, Debbie Clary, Dr. Stephen Grinton, Betsy Harnage, Jim Harris, Sara Tongel, Mr. Robert Brown*

### **Call to Order / Welcome – Wes Westmoreland, Chair**

**Conflict of Interest Statement**—*In accordance with the State Government Ethics Act, it is the duty of every board member to avoid both conflicts of interest and appearances of conflict. If any board member has any known conflict of interest or appearance of conflict with respect to any matters coming before the board today, please identify the conflict or appearance of conflict at this time, and refrain from any participation in the particular matter involved.*

**Adoption of Agenda** – *Betsy Harnage made motion to approve agenda. Dr. Grinton seconded motion. All in attendance voted in the affirmative. Agenda adopted.*

**Approval of Minutes** – *Dr. Grinton made motion to approve minutes as presented for March and April. Betsy Harnage seconded motion. All in attendance voted in the affirmative. Minutes approved.*

**Public Comments** – *No Public in attendance.*

**Headmaster Report** — *Mr. Robert Brown – Mr. Brown reviewed report as presented. Mr. Brown to work with the Facilities Committee to make a workspace for teachers in the current Kitchen & Cooler area. Jim Harris made motion to approve the Board Chair signature for the engagement of DKL Associates as the Auditor for the 2015-2016 school year. Dr. Grinton seconded the motion. All in attendance voted in the affirmative. Motion passed. Betsy Harnage made motion to approve Budget Adjustments as presented. Dr. Cahill seconded motion. All in attendance voted in the affirmative. Motion passed. Note: Jim Harris disclosed to the PCA Board that he is employed at Alliance Bank. The PCA Board bid out to three banks for the construction loan. Alliance Bank was the best bid and Jim Harris serves as a PCA Board member and was not a Board member at the time of the loan. Jim also cannot make decisions at Alliance Bank on this loan. Jim Harris made motion to approve the Acadia contract for 2016-2017 school year to provide Finance and PowerSchool. Debbie Clary seconded motion. All in attendance voted in the affirmative. Motion passed.*

**Dean of Students Report** — *Mrs. Bianca Muller – no report.*

### **Reports from Committees**

**Finance/Budget** — *Jim Harris; Debbie Clary, Wes Westmoreland – Finance Committee recommends Budget approval and Compensation Plan as presented including Market Value Bucket. Chair notes opposition to Market Value Bucket – but only votes in case of a tie. All in attendance vote in the affirmative. Motion passed.*

**Facility** — *Debbie Clary; Wes Westmoreland, Bobby Horton – Covered in Headmaster report.*

**Curriculum** — *Pauline Cahill; Betsy Harnage, Parent Liaison – no report.*

**Personnel** — *Betsy Harnage; Pauline Cahill, Steve Grinton – previously covered.*

**Board Development/Nominating** — *Wes Westmoreland; Jim Harris, Betsy Harnage, Parent Liaison – Chair notes Sara Tongel will rotate off Board soon and some decisions will be needed on next candidate Parent Liaison.*

**By-Laws and Legal Affairs** — *Steve Grinton; Brandon Jaynes, Jim Harris – no report.*

**Community Relations/Marketing/Grievance** — *Pauline Cahill; Debbie Clary, Board Parent Liaison, appointed faculty, up to two additional parents appointed by Headmaster. - Groundbreaking scheduled for Friday, May 24<sup>th</sup> at 4 pm.*

**Enrollment Application/Lottery** — *Betsy Harnage; Steve Grinton, Parent Liaison, Headmaster, Dean of Students and Academic Affairs – Betsy Harnage – current enrollment at 601 students and continuing to take applications.*

**Parent Liaison** – *Sara Tongel – National Archery team has been selected and an article in Shelby Star.*

*Car Show Saturday 10-2*

**PCAEF Report** — *Debbie Clary – no report.*

**Board Training** — *Debbie Clary – none.*

**New Business** – *Chair notes Board will have June meeting and no meeting in July.*

**Old Business** – *none.*

**Adjourn** – *Betsy Harnage made motion to adjourn meeting. Dr. Grinton seconded motion. All in attendance voted in the affirmative. Meeting adjourned.*

## **2015-16 Standing Committees**

In consultation with other Charter Boards, Pinnacle Classical Academy will reestablish the work-plan as a committee-based plan instead of a full-board work plan. This work will include detailed review and analysis, policy recommendations and special projects. The board needs to ensure that these committees are functioning organizations and not just named committees. Charter schools should have a board member chair each committee deemed as needed by the governing body. Parents or local community members may be appointed by the Board to serve on these committees and will assist the board greatly in achieving its work. These committees will then report progress on projects to the full board of directors. The board chair serves on all committees of the board, the Headmaster serves as an ex-officio member of all committees.

**Facilities Committee:** Debbie Clary, chair; Wes Westmoreland, Bobby Horton

- Oversees the operations of buildings and grounds
- Works with Headmaster to address issues and opportunities
- Assists in planning and managing projects
- Makes recommendations for decisions and actions by the board

**Finance Committee:** Jim Harris, chair, Debbie Clary, Wes Westmoreland

- Reviews financial reports
- Develops financial management policies and procedures, monitors internal controls
- Makes recommendations for decisions and actions by the board

**Curriculum Committee:** Pauline Cahill, chair; Betsy Harnage, Parent Liaison

- Oversees the development and evolution of curriculum strategies and assessment methods with the School Curriculum Team
- Reviews reports of academic performance
- Makes recommendations for decisions and actions by the board

**Personnel Committee:** Betsy Harnage, chair; Pauline Cahill, Steve Grinton

- Develops personnel policies
- Reviews issues and opportunities with school staff, including hiring, firing, compensation and benefits
- Makes recommendations for decisions and actions by the board

**Board Development and Nominating Committee:** Wes Westmoreland, chair; Jim Harris, Betsy Harnage, Parent Liaison

- Responsible for sustaining an effective board and committees
- Oversees board recruitment and individual development
- Develops board resources and training
- Conducts annual assessments of board effectiveness
- Makes recommendations for decisions and actions by the board.

**Bylaws and Legal Affairs Committee:** Steve Grinton, chair; Brandon Jaynes, Jim Harris

- Activated as needed, this committee periodically reviews the corporation's bylaws and suggests any amendments to the board.

**Community Relations/Marketing & Grievance Committee:** Pauline Cahill, chair; Debbie Clary, Board Parent Liaison, appointed faculty member, up to two additional parents appointed by Headmaster.

- Develops and oversees marketing, public relations and community outreach in order to build and maintain support for the school
- Reviews submitted grievances related to disagreements over policy and discipline decisions of the Headmaster
- Makes recommendations for decisions and actions by the board
- Is comprised of the Board member chairperson, one member of the faculty appointed by the Headmaster, at least one, but no more than three, parents of enrolled students

**Enrollment Application-Lottery Committee:** Betsy Harnage, chair; Steve Grinton, Parent Liaison, Headmaster, Dean of Students and Academic Affairs

- Develop letters of intent, enrollment applications for new students. Advise of enrollment legal processes. The committee will be responsible for conducting the lottery as required in NC law.