



## **Board Meeting Minutes**

September 10, 2017

**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.

**Members Present**-Wes Westmoreland, Pauline Cahill, Debbie Clary Jayson Philbeck, Bobby Horton, Steve Grinton

**Adoption of Agenda** — The agenda was adopted without objection or changes.

**Approval of Minutes** —Pauline Cahill made a motion to adopt the minutes from the August meeting. Jayson Philbeck seconded the motion which passed unanimously.

**Public Comments** — Persons wishing to appear before the Board during this portion of the meeting should register their name and the subject they wish to address with the Secretary prior to the beginning of the meeting. Each presentation will be limited to three (3) minutes. The Board is interested in hearing your concerns, yet speakers should not expect comment, action, or deliberation on subject matter brought up during the public comment segment. Topics requiring further investigation will be referred to the appropriate board committee.

**There were no public comments offered at the September meeting.**

**Headmaster Report** — Mr. Robert Brown's report included the initiative of Dr. Caswell Martin (senior Guidance Counselor) who is currently contacting business and industry from our June event to provide follow up and develop plans going forward. Our goal is to develop relationships that result in some form of partnership between the school and business to allow for internships, visits, job shadowing, etc.

The budget looks to be in line and generally sustainable throughout the school year. There will be some adjustments to utilities, maintenance and building supplies that will have to be addressed along the way.

Mr. Brown requested a board workshop in October to work on plans for expansion and growth to provide a foundation for timeline for the next phase of construction. No formal vote was taken however a general agreement to move the October board meeting to October 15, and plan for a minimum of a two hour workshop.

**Dean of Students Report** — Mrs. Bianca Muller

**Beginning of Grade 3 Assessment** Beginning of Grade 3 (BOG 3) assessment--this assessment helps to identify students who are and are not reading at grade level. Students in grade three must show reading proficiency by the end of the year by passing the BOG 3, Measures of Academic Progress (MAP) Reading, or the Reading EOG. Students who do not show proficiency on any of the three assessments can be moved forward to 4th grade at the Headmaster's discretion. Proficiency results will be shared with the Board of Directors at the October meeting.

Mrs. Muller presented the PCA Accountability Review Comparison from 2013-2016. The overall school grade was a B in reading, C in Math. The achievement score remained high with a 72 while the growth score was 60, leaving PCA one point away from maintaining the B score, with a final score of C. An action plan is in place to improve growth and boost the score back to the B level.

## **Reports from Committees (as necessary)**

**Finance- Operations & Personnel:** Debbie Clary, chair, Financial documents presented in the Headmaster report.

**Finance - Facilities:** Jayson Philbeck, chair, no additional reports. Financial documents presented in the Headmaster report.

**Facility** — Wes Westmoreland, chair, reports there are a few remaining issues including HVAC and asked David Clary, GC representative to the board to report. David noted the HVAC was the major issue and concern over leaking systems. There are doors that locks are continuing to be a problem. A complete punch list was provided. The board instructed that all HVAC systems be reviewed by a third party to determine proper installation.

**Curriculum** — Pauline Cahill, chair; No additional changes at this time.

**Board Development, Bylaws and Legal Affairs Committee:** Steve Grinton, chair; Reported the resignation of Wes Westmoreland as Board Chair and nominated Debbie Clary, Vice Chair to serve as Chair with Wes Westmoreland filling the duties of the Vice Chair. The motion was second by Pauline Cahill and the vote was unanimous.

**Community Relations/Marketing/Grievance** — Debbie Clary, chair; No report from committee.

**Enrollment Application/Lottery** — Betsy Harnage, chair; Headmaster report contains the enrollment numbers of 737 students.

**Safety and Security Committee** — Sara Tongel, chair. A safety walk is planned for 9.25.17.

**Parent Liaison** — Bobby Horton reminded board of dates for student events. Also, reported that some are having issues with the online math and needed additional assistance. Parents are also confused over the number of FB pages and need to streamline the website and only offer one.

**PCAEF Report** — Debbie Clary -The Foundation has a bank balance of approximately \$44,000.

**Board Training** — Debbie Clary sent a written report of Board Do and Do Not Responsibilities

**Closed Session**— *pursuant to NC GS. 143-318.11(a)(3)(6):*

An action item was added to the agenda upon return after the closed session. Debbie Clary made a motion to offer a compensation bonus to the Headmaster based on additional workload not included in his normal contracted compensation. Grinton made a second to the motion and all voted in the affirmative to award the pay/bonus for added duties of facility and facility financial oversight.

**New Business**

**Old Business**

**Adjourn** --Bobby Horton moved to adjourn with Steve Grinton second and all voting in the affirmative.