



PCCS BOARD MEETING Minutes

October 16, 2014 6:03 p.m.

995 South Arthur Pocatello, Idaho

| Position (*voting member) | Name | |
|----------------------------------|-------------------|---|
| Chair* | Diana Morinaga | P |
| Vice-Chair* | Barbara Roberts | P |
| Secretary* | Sharolyn Belzer | p |
| Treasurer* | Kitty Griswold | P |
| Parent/Board Member* | Brad Kosmicki | P |
| Parent/Board Member* | Geoffrey Bennett | P |
| Parent/Board Member* | Jamie Anthony | P |
| Community Member* | Vacant | |
| Teacher Representative | Christenia Coast | P |
| Teacher Representative | Stephanie Nickell | P |
| Dean | Michael Mendive | P |
| Business Manager | Alli Flores | E |
| | | |

6:03PM - Meeting called to order by Diana Morinaga

Reading

The reading for the month was given by Christenia Coast about fixed vs. growth mindset from Khan Academy – “Why I Will Never Tell My Kid He’s Smart”. November reading - Kitty Griswold.

Amendment to Agenda

- Motion made to amend the agenda, adding a discussion on a new board applicant, Jamie Anthony, between the PTO update and the approval of the minutes.

PTO Update - Danna

- The PTO needs additional volunteers for Fall Festival. The PTO sent an e-mail to Dean, indicating that they intend to pull back with parent mentors regarding transportation this year.

New Board Appicant - Diana

- Jamie Anthony has two kids at PCCS, has served on the board previously, and wants to come back. Jamie has extensive fundraising experience, including the Chocolate Extravaganza. She authored our original Strategic Plan.
- Motion made to appoint Jamie Anthony to an open community position on the board on a pro-rated term for this year for a total 3-year term. Motion was seconded and passed unanimously.

Approval of Minutes

- Minutes from the meeting on September 18, 2014 were reviewed. Motion made and seconded to approve the September Board minutes; motion passed.
- Minutes from the Executive Session on September 18, 2014 were reviewed. Motion made and seconded to approve the Executive Session minutes; motion passed.

Fundraising and Grant Writing Committee Update - Sharolyn

- Committee membership expanded to include Stephanie Nickell (PCCS staff representative), Danna McCoy (PTO representative), and David Doran (grant writing).
- Fundraisers: Chico Bags (net profit - \$2,450 for MS TTS), Idaho Direct (net profit \$525 - all school), Popcorn Shop (net profit \$1,279 for MS TSS), and Dutch Oven (not yet reported). “Reveal” Party for the gym planned for November to raise funds for big ticket items for the gym.
- Playground Funds: Meetings to determine how and when to spend these funds are on-going, and decisions will begin to take shape once landscaping for the gym gets completed this fall.
- Grant Writing: Writing of a Shade Structure Grant for the playground has been deferred until next fall, when planning for the outdoor space at PCCS is more complete. Priorities for grant writing are currently being considered as the committee begins to set goals for the year.
- For further information, a committee report is available upon request.

Communication Committee Update - Barbara

- The committee focus is written communication and public relations. Geoffrey and Jamie agreed to help Barb.
- Possible bi-annual or quarterly board update in the form of a newsletter (The HOWLer) that helps the PCCS community better realize what the board does, who are our board members (with cheesy photos), sharing general goals and things we’ve looked at – reduced class size, better budget, near completion of the gym, and technology revamp, etc. Discussion on how newsletter gets delivered – possibly electronically from the board e-mail because no cost.

Finance Committee Update - Kitty

- After we set aside funds for the reserve (currently at \$143K), we have \$187K in “additional funds” for building and maintenance.
- We propose to put \$87K into the building and tech in the near future and around \$100K into a “facilities reserve fund” that can be accessed over the years for fixing and upgrading the building (unlike the first reserve fund).
- We may want to add \$10K to the “facilities reserve fund” annually from our facilities funds from the state which will be up to 100% funded next year to keep it fairly level.

Technology Committee Update - Geoffrey

- Printers are being installed, and most computers have come in; spent \$100 less than budgeted for all machines, including laptops.
- The existing server (Lenox) is fast enough to handle technology at PCCS; we still need a back-up server but we can use an old computer to store data for disaster recovery. If this works - \$1800 more can go back into the technology budget.
- Work for computer lab is basically done.

- Found completely free options for licenses, saving an additional \$5,000.
- Mike and Lorana set up all users on the server.
- Kitty stepped down from the technology committee. Geoffrey will chair the committee.

Facilities Committee Update - Kitty

- An ad hoc playground committee has met twice and consists of PTO, staff, parents, community, and board members. Hal (an architect) is creating a master plan pro bono. We had one meeting where we identified our best hopes for the playground and campus. We had a walk through on the second meeting. Hal will have plans drawn up and is happy to continue to work with us.
- During the walk through two short-term issues were raised: 1) the plan for the drainage was not what was envisioned; it needs to be fixed with basin and pipes. Funding this will come out of our gym reserve (bids pending), and 2) the large tree in the back is diseased/dead (bids pending). No decision but swift resolution to the issue is recommended.
- It was suggested that in addition to having a reserve fund for maintenance, the committee could create some guidelines for prioritizing issues and addressing issues. Projects should be coordinated with the master plan and Kenny.
- Cara Sonnemann wants to be added to the committee.
- Already requests to rent out the gym - Mike suggested a form that can be adapted for rentals.
- For further information, a committee report is available upon request.

Dean's Evaluation Committee - Diana

- This year the state requires that the Dean's Evaluation be 3-pronged, including parents, the board, and staff. In the past, only staff completed surveys. Diana has assigned teams to develop each survey. HighBar (new name) is a possible resource (links on Idaho Charter School Network). Diana will add a checklist and rubric to what she already sent electronically.
- Suggest two weeks for data collection (need 70% participation) and a couple of months for data analysis and report writing. An individual account with Survey Monkey can be used for data analysis (cost for one month is \$20). Examples, like ANSWR, are available and might provide ideas. Not clear what end result will look like but it will have 3-part narrative ... can't combine.
- The deadline for the Dean's Evaluation is May 1st, so the board will need to have a work session in December (Saturday afternoon before break Dec. 13th time TBD) in order to have questions aligned and ready to roll out by January – February. For next month, look at rubrics and what the state is asking us to include. Sub-committee meetings should occur before Dec. 13th to determine the number of questions, format, how to upload etc. Share across groups.

Mentor Credentialing Update - Mike

- Last week at ANSWR, they made a presentation on their portfolios. PCCS could collect logs estimating the number of hours that community members volunteer at PCCS. Visitors could be asked 5 survey questions on service at PCCS, interactions with students, and partnerships with the community. Erin Rasmussen agreed to organize survey data. Chris and Stephanie will help with scope and sequence across school (on team for service) and see how relevant it is.
- EL website and refinance narrative useful. ANSWR built a website that they update yearly to ease on-going credentialing requirements over time. PCCS could consider doing this.

Gym Update - Diana

- Excellent progress. Timeframe for completion – mid to late November.
- Reveal Party to raise additional funds for scoreboard, bleachers, and gym equipment.

Dean's Report - Mike

- Keep venues for Music Festival and Passages (costs about \$3,000).
- Research studies proposed – growth mindset (Robotics team) and chronic absenteeism (ISU graduate student). Board asked to for revisions on the later before making any decision.
- STAR testing in progress; data should be more reliable after 2-4 tests – powerful. PowerSchools mostly populated – big job done once but a lot of work.
- Professional development ANSWR and Polaris in Chicago; Sarah Caspar, not Camille Martin will be attending national conference; PBIS training on-going.
- Clarification from board on Background Check Policy and Idaho State Statute 33-130. A motion was made, seconded, and approved with the language included on the attached Background Check Policy presented by the Dean (pending decisions made on transportation issues).

Transportation Status - Mike

- Parents driving students must have a federal background check because this is an out-of-class activity that has the potential for volunteers to be alone with students.
- Communication on transportation needs to be considered as a community – the board has big role to play here. Best practice - when teacher has big picture and secure knowledge of which kids get placed together (without violating FERPA), and without liability.
- Ad hoc transportation policy committee formed. It will begin meeting next week. Members will include: Mike, Chris or Stephanie, a PTO representative, and Kitty (and maybe Barb).

LEA Update – Diana for Alli

- To provide adequate time for the School District #25 board to vote in November, our board needs to vote on whether or not PCCS should become its' own LEA.
- Alli and Mike will meet with the district next week to discuss changing our LEA status but keeping the district as our authorizer.
- PCCS will need a Special Education Director and must accommodate special education needs without support from the district. Some assistance from the Academy and the Idaho Charter School Network has been offered during the transition.
- Motion with second for PCCS to become our own LEA; motion passed.

Business Manager Report – Diana for Alli

- PowerSchools is up and running. It is now being used by teachers to report attendance.

Financial Audit – VOTE - Kitty for Alli

- Audit went well, with no findings for the first time. Past findings were addressed and refinance allowed PCCS to increase reserves in general fund to generate 1.5 – 2 months of operating funds in carry over for first time. Working on accounting to track revenue and construction capital. Final approval will occur at an open meeting next Tuesday evening.

- Motion made to approve the Financial Audit as it stands; motion seconded. The board unanimously approved the Financial Audit.

New Business – None

Executive Session

At 8:54PM a motion was made to move into Executive Session. Motion was seconded and passed. The Board moved out of Executive Session at 9:01PM

Meeting Adjourned at 9:02PM

Next Meeting: November 20, 2014 at 6:00PM

Respectfully submitted by Sharolyn Belzer