



BOARD OF DIRECTORS MEETING

A regular meeting of the Board of Directors was held on February 21, 2017 at 6:00PM.

I. Administrative

- A. The meeting was called to order by** Jack Moore at 6:02pm
- B. Board Members Roll Call:** Keith McElveen, Dr. Mark Bowden, William Quantz, Dr. Jean Chandler, Jack Moore, Alys Campaigne, John McFarlane, Dr. Jennifer Albert (by phone), Walter Loiselle, Dr. Tim Gott (ex-officio).
- C. Mission Statement:** PSA exists to meet the distinctive academic, social and emotional needs of gifted learners.
- D. Public Comment:** No parents attended the meeting.

II. New Business

A. Financial update - William Quantz

William presented the monthly financials for December on February 8 via email in order to submit them for quarterly reporting. All board members reviewed and approved. He has been working on the budget for next year with Dr. Gott. Meetings continue with a presentation to the Finance Committee scheduled for next week to finalize the budget to present to the Board for review in March. Dr. Gott mentioned that there have been some positive developments in state funding that will be incorporated in this year and next year's budgets.

B. Principal's report – Dr. Tim Gott

Dr. Gott provided an update on school activities. 482 students are currently enrolled. That student count figure will remain steady for the remainder of the year. For next year, Dr. Gott is considering adding one teaching position in English and adding another Assistant Principal position so that one is covering Middle School and the other High School. Walter asked what other schools of our size and type have in place in terms of management. Several examples of a similar structure were offered and the group discussed the desire to establish a cohesive, supportive administrative team that can meet the needs of both the middle and high schools. Dr. Gott shared that over the course of the year a positive working environment has developed among staff and volunteering parents. Staff is regularly reviewing policies for homework, grading and curriculum to ensure that they support the school's overall mission. He hopes to continue to create a sustainable system that can endure going forward.

Priorities for any surplus budget were discussed. Top needs are the additions to the school's security system and a learning cottage and/or completion of short wing extensions to accommodate robotics, band and trebuchet and other clubs. Having that additional space will be particularly important when the student population grows to 515

next year. William cautioned that we need to look carefully at the financials for this full fiscal year before making future projections or plans since this is the first full operational year in the new building.

III. Updates

A. Governance, Policy/Procedures and Bylaws – Keith McElveen/ Alys Campaigne

Keith and Alys discussed progress in developing the Grievance Policy and Procedures, Bylaws and Charter update. The bylaws are posted for public review and input. They will be voted on at the March board meeting. The Governance Committee is being renamed the Policy and Human Resources Committee to more accurately reflect its purpose. Similarly, the Fundraising Committee is now being called Development and Fundraising.

Dr. Gott is going to circulate the financial control policy and procedures so that the Treasurer duties in the bylaws can be carefully aligned with best practice policies for day to day financial oversight.

The ten year charter update is being led by PSA administration. The board will support the work as the draft is developed before the May/June submission deadline. The SCPCSD gave guidance on the format and schedule.

B. Development and Fundraising – Walter Loiselle

Walter provided an update on the software system being used for constituent management, payments, fundraising analytics and overall support. It is a robust program and progress is being made, albeit more slowly than hoped, and the price is affordable.

The annual PSA auction will be held this Saturday. About 80 tickets have been sold. The goal is to raise about \$16,000. Several board members plan to attend.

C. Military – John McFarlane

John asked about the status of the correspondence with Joint Base requesting rent proration and annexing additional property on the campus. Letters are being finalized by Keith as soon as possible. John asked Dr. Gott for an additional letter that describes how the lottery impacted military families. 20% of slots for incoming sixth graders went to military students.

D. Facilities – Dr. Mark Bowden

Mark shared that the committee is continuing to oversee contractor punch work as well as looking at smaller ticket items that can be done quickly, such as painting by volunteers. The bigger goal is to continue to develop and assist with planning and executing any expansion plan.

E. Communications – Jack Moore

There was little new to report. A secure section of the website is being created to house password protected documents.

F. Academic Excellence – Tim Gott

The Committee will be meeting next week to review the gaps in what is needed for the Charter on educational programs and student achievement.

IV. Action Items

A. Adopt Grievance Policy and Procedures – Jack made a motion to approve the grievance policy. John seconded. Motion passed, all in favor.

V. Adjournment, Next Meeting March 21, 2017

Meeting was adjourned at 7:31 PM.

Your Governing Board
