



A regular meeting of the Board of Directors was held on June 19, 2018 at 6:00 PM.

**I. Administrative**

**A. The meeting was called to order by** at 6:00pm

**B. Board Members Roll Call:** William Quantz, Jack Moore (by phone), Alys Campaigne, Keith McElveen, Morgan Futch, Mark Bowden, Elizabeth Harris (by phone), Walter Loiselle, Ex-officio: Dr. Tim Gott. Absent: Dr. Jennifer Albert.

**II. Public Comment**

None.

**III. New Business**

A. Financials – William provided a review of the April financials. Total funding is over budget and all expenses are on track. Income is 147% of budget and cash on hand is strong. May revenue is expected to be slightly higher to reflect the increased student count. The May final figures will be sent by email for approval.

B. Revised 2018/19 Budget - William presented the revised budget and the proposal to offer increases to bring salaries in line with the District. PSA received a reduced fee from the SCPCSD for high performance, resulting in an increase to our overall revenue for the forthcoming school year. The reduction of the fee to the District for next year from 2% to 1% results in a positive to the budget of approximately \$41,300. The net result is a projected budget surplus of \$20,755 compared to a projected surplus of \$4,619 from budget approved in April. The proposed net increase of salary adjustments from the Budget approved in April is \$23,272. This increase is targeted to specific teachers and brings the vast majority of salaries in line with market for last year.

Board members discussed the need to consider performance incentives in the future as compensation is evened out with area school districts.

C. Ad Hoc Committee on Replication/Expansion – Morgan reported on a meeting of the Ad Hoc Committee held on June 14<sup>th</sup>. Mr. Caldwell provided the Committee with advice about potential next steps for proceeding with either expansion or replication in mind. Elizabeth noted that providing additional acreage in order to expand the number of seats available to military families is high on the Base's current priorities and she encouraged us to continue to pursue those conversations. Tim is

planning to meet with Col. Wilson to discuss our current enrollment percentage and next steps on the lease.

#### **IV. Principal's report – Dr. Tim Gott**

##### **A. End of Year Wrap up**

Tim gave a positive report. Our returning student population is strong and the wait lists remain robust. He is in the midst of equipment and supply purchasing for next year. The flooring and painting are underway. He will be out of the office much of July 1-July 18.

##### **B. Status of learning cottages – DeLisa Clark with OSF gave approval to move forward with the leasing of three trailers. A new site plan and a new foundation plan are forthcoming. Those then will be sent to James who submits them back to DeLisa for approval. Installation is still slated for late July but is contingent on timely approvals. The plans are still within budgeted projections.**

#### **V. Updates**

##### **A. Policy & Human Resources – Keith McElveen/ Alys Campaigne**

###### **1. Timeline for elections**

Alys discussed a proposed process and timeline to handle upcoming elections. There are at least two known open seats. The solicitation of candidates will be sent in the back to school newsletter and will note a need for parent candidates with CPA and/or financial backgrounds. The nominating committee will confer to draft the notice and review the process and applications.

Proposed Board Election Timeline:

- July/August Newsletter and Back to School Days - Call for applicants
- September 14<sup>th</sup> Deadline to Submit Nomination Applications
- October 1<sup>st</sup> Election open online to parents, guardians, and employees
- October 10<sup>th</sup> Paper ballots provided and election closes at 5 pm
- October 16<sup>th</sup> Annual Meeting of Board and Election of Officers

###### **2. Review of compensation process**

Tim reviewed the existing process for staff evaluation and professional development. He develops professional growth plans for every teacher. Newer staff have annual reviews. All these get submitted to the state. For more seasoned teachers the formal evaluations occur every five years. Compensation is not directly tied to these growth plans. There may be ways to provide exceptional performance incentives in the future but, as Jennifer Albert has noted, merit pay for salaries has typically not been successful in school settings. Dr. Gott pointed out that the current review process does allow for addressing serious issues, mentoring and supervision.

Alys mentioned the need to adopt a policy that clarifies PSA's nominating committee practice as it relates to military representation on the Board. It should be tied to clarification of the classification of military family students (described below).

##### **B. Development & Fundraising – Walter Loiselle**

Susan Durand is starting to work with the etapestry system and getting moving on fundraising. Walter pointed out the need to make sure teaching staff check in with Susan before launching individual fundraising initiatives in order to optimize efficiency and efficacy.

**C. Military – Elizabeth Harris**

Elizabeth recommended that we clarify and possibly request a change in policy regarding the status of DOD dependents currently counted as part of the 20% set aside. Students who are enrolled as an active duty military dependent should maintain that status throughout their time at PSA regardless of whether the parent's military status changes due to retirement, separation, or discharge.

**D. Facilities – Mark Bowden**

Flooring Update. Work is underway to address the flooring problems. Mark got all the information from Steve and met with Myles, who approved of the remediation plan. William recommended having Myles come review the work that is being done so that we have an independent analysis.

**E. Communications – Morgan Futch**

Tabled.

**F. Academic Excellence – Dr. Jennifer Albert**

Tabled.

**V. Action Items**

- A.** Approval of April Financials - Keith moved to approve the April financials, Morgan seconded, all in favor.
- B.** Approval of Amended 2018/19 Budget – Alys moved to approve the amended budget, William seconded, all in favor.
- C.** Canceling July meeting – Keith moved to approve, William seconded, all in favor.

**VI. Follow Up Items**

- i. Tim meeting with Col. Wilson. (July)
- ii. Morgan and Keith to develop some talking points for board discussions with the base about additional land. (mid July)
- iii. Tim to remain in contact with OSF on the approval process for the cottages. (ongoing)
- iv. Tim to work with Susan develop guidance for staff on consistency on fundraising for the forthcoming school year. (by August 1)
- v. Mark will follow up with Myles for him to oversee the flooring fixes. (by June 30)
- vi. Alys will work with nominating committee to coordinate board position announcement in the next Principal's Newsletter. (by mid-July)
- vii. Board members to indicate whether they intend to serve another term. (by August meeting)
- viii. Keith to follow up with Jennifer to finalize evaluation. (by mid-July)

Keith moved that the board go into executive session at 7:32 to discuss Tim's evaluation and a contractual matter. William seconded, all in favor.

Keith made a motion to come out of executive session, Jack seconded, all in favor. The board came out of executive committee at 8:08. No actions were taken in that session.

**The meeting was adjourned at 8:10 pm. The next board meeting will be held Tuesday August 21, 2018 at 6:00 P.M. at a TBD off-site location.**

Your Governing Board

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