



www.PioneerSprings.org

PO Box 95, Cornelius, NC 28031 - 9200 Bob Beatty Road, Charlotte, NC 28269 - 704.236.9610

**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
January 19, 2016 - 6:38-8:51 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

Board members present:

Abigail Jennings (Chairman)

Erik Giles (Vice Chairman)

Mark Barney

Mary Coppola

Kristin Clewell (Secretary)

Sandy Knox (by phone)

Others in Attendance:

Erin McDonald (Director)

Randolph Lewis (Associate Director)

Mary Mix (Nature Director)

Don Folz (Admissions and Finance Manager)

Brian Hicks (parent)

Jenny Ward (parent)

Lyla Kittan (parent)

Heidi Magi (parent)

Jennifer Foley (parent)

Barbara Brown (parent)

Established a quorum, Abigail calls meeting to order at 6:38.

Erik made a made motion to approve 12/15/15 Minutes, which were sent to board to review prior to this meeting, Kristin seconds, all in favor.

Financial Report

Erik presented December 2015 Balance Sheet, P and L (will start to see more facility expenses soon due to Asbury upfits), and Cash Flow Report. Mark made a motion to approve the October 2015 Financials, Kristin seconds, all in favor.

Facilities

Randolph reported that the utility poles are in the ground for the zip line and fill dirt added. Still determining the best site for the climbing wall. Almost ready for the fire inspector, only 2 more items to take care of.

Abigail noted that she and Erik are working with the architects and planners for Asbury Park Grove. Will hear about the rezoning in February. July 5th is the proposed closing date.

Jennifer Foley asked what grades will be at Asbury and Erik responded that it is still to be determined.

Academic Excellence Committee Report

Mary C started the report by thanking the administration and teachers for all their hard work.

3rd and 4th grade:

1. Hired Lynn Curley as a math facilitator who developed assessments and analyzed the results (teachers will discuss assessments at parent conferences)
2. Mary C and Lynn mapped out curriculum plans for 4th grade
3. Hired Reading specialist Kim Champion, performing running record on all students
4. Hired Kate Mueller for math and academic support

2nd grade:

1. Looked at work surfaces for shared space
2. Provided staff development training with Amy Fisher from CSD about Words Their Way
3. Want to send PSCS 2nd grade team to CSD on a Friday to observe

K-2:

1. Created specific breakdowns in areas of math and reading

K:

1. Mary is sharing the CSD programming from now until the end of the school year with PSCS

New Recommendations:

1. Mary to talk to K-2 parents to explain assessments
2. Classroom access to library of leveled books; send home each night to read with parent
3. A scope and sequence in place for new Academic Director stepping in
4. Curriculum night in March or April

Abigail thanked Mary C for all her hard work.

Mary shared that Dr. Wayne Brazell is coming to PSCS to consult on Thursday.

Director Search Committee

After 32 interviews, Choya Boykin is recommended as Academic Director. He is just waiting for the formality of receiving his Doctoral Degree. He is ready to start on

January 25th. Mark did additional research on Choya (DPI helped with this) and all of the reports were highly positive.

Personnel Committee Report

Based on input with our DPI consultants, the Personnel Committee recommends a new organizational chart to best at protect our mission and vision. In accordance with the new chart, the Personnel Committee recommends the following appointments:

1. Erin McDonald-Director
2. Randolph Lewis-Associate Director
3. Julie Robinson-Director of Student Resources
4. Mary Mix-Nature Director
5. Academic Director
6. Don Folz-Admissions and Finance Manager
7. Jen Bourne-Pioneer Plus Director

Mary made a motion to approve the new organizational chart, Mark seconds, all in favor.

Nepotism Policy: There is a new statute and we need to change our policy to match. Mark made a motion to approve changes to Nepotism Policy, Mary seconds, all in favor.

Approval of Contracts:

Erik recused himself from the vote for Erin McDonald, and Erin and Erik left the room during vote. Mark made a motion to approve contract for Erin McDonald as Director, Mary seconds, all in favor. Erin and Erik returned to the room.

Abigail recused herself for the vote for Randolph Lewis, Randolph and Abigail left the room during the vote. Mark made a motion to approve Randolph Lewis as Associate Director, Mary seconds, all in favor.

Mary C thanked Erin and Randolph publicly for their hard work and how it impacts their family life.

Mark made a motion to approve Choya Boykin as Academic Director, Kristin seconds, all in favor.

Mary made a motion to approve Julie Robinson as Director of Student Resources, Mark seconds, all in favor.

Mark made a motion to approve Don Folz as Admissions and Finance Manager, Erik seconds, all in favor.

Mary made a motion to approve Charissa Harris as an EC Teacher, Erik seconds, all in favor.

Mark made a motion to approve Michael Mancini as PE Teacher, Mary seconds, all in favor.

Erik made a motion to approve Michael Korinek as 4th Grade Assistant, Mark seconds, all in favor.

Mary made a motion to approve Kate Mueller as a Support Assistant, Kristin seconds, all in favor.

Director's Report

There was visit from DPI, Dr. James Ellerbee and Dr. Klein, as coaches for our School Improvement Plan (SIP). The SIP was discovered to be past due as this information had not been passed on from former director. The DPI coaches helped to create the new organizational chart and gave guidance for the SIP. PSCS created a task force to create and monitor the SIP.

It was recommended the Board approve a School Improvement Plan Policy. The board discussed how often the board will review the SIP and decided upon "prior to any submission to the state there will be board approval". Mark made a motion to approve the School Improvement Plan Policy, Mary seconds, all in favor.

Emergency Preparation and Response Policies: needed to add 911 policy and the clause that new staff hires mid year need to review upon contact (part of onboarding). Mark made a motion to approve revised Emergency Preparation and Response Policies, Mark seconds, all in favor.

Mark commented that we also need to create an evacuation policy to add to this policy.

Erin is working on having the local police coming to visit our campus to review safety and lock-down procedures. She is also working on getting school zone signs.

2016-2017 Calendar Update: Erin is holding off formalizing calendar until talking with our new directors and also taking into consideration Asbury construction plans.

Saturday's campus tour was successful, sent thank you notes to each family in attendance.

Staff meeting today with new staff and noticed increased energy with existing staff.

Sent out staff intent survey for next year.

Kim Champion will be running Reader and Writer Workshop.

Dr. Piel will hopefully be visiting in mid-February.

Last week WINGS hosted a family Lantern Walk.

This Saturday will be a project day and each teacher will have a task list for families to help with. Concerns about this weekend's weather forecast.

Working through carpool changes based on NCDOT's requests.

Latta Plantation came last week for 3rd and 4th grades and will be returning for 1st grade.

287 registrations in the lottery.

There was a press release in the Observer about our lottery and campus tour.

Discussed the need for another open house and determined not to add another one at this time.

Jennifer Foley complimented how much work was accomplished since last board meeting.

Strategic Planning Update

Abigail reported the following are current needs on the Strategic Plan: more integration of testing preparation, seeking additional board members from the community, and fundraising.

Mark is still working on grants and will pick up where he left off now that the director search is over. Lauren Hehn had suggested an "Idea Log," a place where parent/person can have an idea of what needs to be funded; Mark is creating this process model.

Mary noted the classroom material inventory has been started.

May need an extra board meeting for SIP approval.

Next board meeting is scheduled for February 23rd, 2016.

Mark made a motion to adjourn, Mary seconds, all in favor. Adjournment at 8:51.

January 19, 2016 Minutes respectfully submitted by Kristin Clewell.



Kristin Clewell, Secretary