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**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
June 28, 2016 6:10 – 8:12**

Location: Pioneer Springs Community School Red Barn

In Attendance:

Board Members:

Abigail Jennings - Chairman
Erik Giles – Vice-chairman/Treasurer
Mary Coppola
Mark Barney (call in)

Other:

Erin McDonald (Director)	Philisha and Rod Orr
Randolph Lewis (Associate Director)	Marianne Seyler
Kim Champion (Incoming Board Member)	Mike Lefko
Peter Blumenfeld (Incoming Board Member)	Kate Mueller
Audene Scarlett (Administrative Manager)	Maggie Pozorski
Don Folz (Finance Manager)	Stephanie Costas
Kim Aichele	Rebecca Shoniker
Lynn Curley	Meredith Angel
	Laura Rossi

Abigail established a quorum and called the meeting to order at 6:10.

Mary made a made motion to approve May Minutes, which were sent to board to review prior to this meeting, Erik seconds, all in favor.

Erik presented May 2016 Balance Sheet, P & L, and Cash Flow Report. ArtSpring fundraising will be included in June's financials. No additional discussion about financials. Mary made a motion to approve the May 2016 Financials, Erik seconds, all in favor.

Facility Report

Peter Blumenfeld reported on Asbury Park progress. The building permit is in review. Construction demo work planned to begin on July 5th, with construction completed by end of July.

Randolph reported that staff has been busy moving classrooms and collecting donated furniture. Thanks to Holly and Josh Shields for their generous donations of office furniture. Lots of summer projects in the works such as finishing climbing wall, river bed, garden bed at barn, and other classroom needs. Also, decision is needed on tree work for the former "tire-swing" tree. Also working on hardware for internet/fiber lines. Teachers have submitted requests for room repairs and furniture needs for next year.

Governance:

Abigail reviewed topics from Parent Survey from last year. Top issues were:

- Academic growth - Becky has plans in place to improve
- Behavior/discipline - Policy has been reviewed and is sufficient, working on better enforcement
- Nature / Basic School – is very important to our mission and plans are in place to further enhance next year
- Parental Input - Parent Academic Advisory Council (PAAC) be created for next year to regularly meet with school directors to address classroom or operational concerns
- Communication - Parent Portal improvements in progress to create a "one-stop" resource for parent questions and answers

Job Description Task Force:

Abigail reported that the task force created the Director of Student Resources Job Description for Mike Lefko. As a result of examining everyone's roles and job descriptions, the Directors suggested changes for better streamlining processes and communication. As such, a new organizational chart for 2016-2017 was presented and is attached to these minutes. Mary and Erik expressed appreciation on the new plan. Erik asked if it was the board's role to define responsibilities for personnel, and Abigail explained that changes would be the responsibility of the Operations Director. Motion was made by Mark to approve, Erik seconded, all in favor. The new organizational chart will be posted on the Parent Portal, and also sent to all families.

Policy Task Force:

It was recognized that a Covenant Policy was needed to ensure that our annual covenant would be provided and understood by our community as recommended in the Basic School philosophy. This document will outline each stakeholder's responsibility to holistically support the mission of our school, and will clearly define the roles and expectations for Parents/Guardians, Students, Teachers, Administrative Team, and the Board of Trustees to facilitate ideal communication and commitment within our community.

The Policy Task Force presented the following policy:

Pioneer Covenant Policy

In keeping with the Basic School philosophy, and more specifically the idea of a Covenant for Learning between the Parents/Guardians/Students and the school; this policy requires the administration to provide a document, *The Pioneer Covenant*, to be signed and returned by all parents and students at the beginning of each school year. This document will formalize the home-school partnership, by defining the responsibilities of each party.

Discussion commenced that the final covenant will be reviewed annually by stakeholder group. Mary made a motion to approve the Pioneer Covenant Policy, Erik seconds, all in favor.

A draft of the Pioneer Covenant was presented and reviewed next. Suggestions were to provide clarity of "regularly," consider formatting Board duties to align with other the formatting for the other stakeholders. Recommended that the parents and student sign the same copy, and clarify that it is the expectation for parents to review and explain document to students. The covenant will be revised and presented at the July board meeting.

2016-2017 Board Meeting schedule:

A discussion regarding board meeting dates for the upcoming year commenced. It was decided that the 2nd Monday of each month at 6:00 pm would be ideal for all board members' schedules. However, for the month of July, the board decided to meet on Tuesday, July 19th 6:00pm. Prior to the July board meeting there will be a board planning retreat from 2:00-6:00 pm.

Academics Report:

The Academic Director report submitted by Becky was as follows:

Academics

- Pioneer Springs will host a Read to Achieve summer camp July 18th through the 22nd. Target students are current 1st, 2nd and 3rd graders who are reading below grade-level based on the M Class assessment. The camp will be funded by a state grant (23,155\$) and the majority of monies will be used to purchase instructional materials for utilization during the regular school year.
- Instructional ordering will begin July 1 based on academic goals, the approved long-term academic plan and teacher inventories/ want lists.
- Staffing for the new year is almost complete and will include 12 lead and 12 associate teachers, a full-time nature coordinator, a four-man EC department and a half-time counselor. The receptionist position and after school care coordinator positions will be eliminated and duties merged with other existing roles.

Evaluation and Licensure

- The Academic Director Evaluation, shared with the BOD president, will be used to determine personal growth goals for the coming year, including implementing practices to fully utilize the experience and expertise of all staff members.
- Probationary licenses for three staff members--Kara Smith, Heidi Magi and Margaret Moose-- have been requested from DPI with the goal of 100% licensed lead teachers for the 2016-17 school year. Elementary charter schools are required to maintain a minimum of 75% licensed teachers.

Exceptional Children

- Anne Monterosso with the Department of Public Instruction visited PSCS on June 7th for continued progress monitoring. The visit was positive, with compliments to the staff from her earlier visit in October and a comprehensive review of current items to be addressed prior to her next visit in October, 2016. Foci included corrections to some IEP documents, delivery of compensatory services, and training for EC staff on the CECAS web tool.

- PSCS' EC LEA self-assessment is due by July 1st to the Department of Public Instruction. This document will be shared with the BOD during the July monthly meeting.

Following this report, there was a discussion explaining Read to Achieve and Licensure by Erin. Erin additionally updated the board with more about the DPI EC visit, and that Mike is working with all the Directors on maximizing student support and student movement to create balanced approach to use of added hour for 3-5th grade. Shared end of year activities for families/students and staff. Erin also reported the bunny run has been completed by the Xiques family and thanked them for the amazing job they did. Also, all teachers were given their first choice for teaching assignments next year, and requested that our community support and respect these requests. Supply lists will be out by end of July and the first week of August teacher assignments will be communicated. If anyone would like to help care for campus pets over the summer, more volunteers are needed. Lastly, she reported that ArtSpring will be revisited next year as more of a community celebration, and not a major fundraiser.

Academic Excellence Committee Report

Mary began her report with a reflection on last three years of committee work from where the school began and where we will be beginning in August 2016. Becky will share growth in Math/Reading in the fall and set chart for additional growth in coming year. She recommends science as core content area, especially for 5th grade; foreign language integrated across curriculum and grades. The focus will shift in the upcoming year to the Academic Excellence Committee being a liaison between Becky and the board on recommendations and research. Mary expressed gratitude for experiences and growth gained while in service at the school. She thanked students and parents for choosing Pioneer Springs. She expressed appreciation to board members and directors for their strengths shared with the school. Mary presented a quote from Teddy Roosevelt and a school calendar to the school. She asked Kim Champion to introduce herself and other members of the Academic Excellence committee moving forward. A Standing O was given for Mary as final goodbye in her role as a Board of Trustee for the past three years.

Mary made a motion to adjourn, Erik seconded, all in favor. Adjournment at 8:12 pm.

June 28, 2016 Minutes respectfully submitted by Abigail Jennings.



Abigail Jennings, Chairman PSCS Board of Trustees



2016-17 ORGANIZATIONAL CHART



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