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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  
November 17, 2015 - 6:35-9:45 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

**Board members present:**

Abigail Jennings (Chairman)

Erik Giles (Vice Chairman)

Mark Barney

Kristin Clewell (Secretary) by phone

Sandy Knox by phone

Mary Coppola joined the meeting at the closed session portion

**Others in Attendance:**

Erin McDonald (Founding Director)

Randolph Lewis (Founding Director)

Mary Mix (Nature Director)

Kristen Krabath (Registrar)

Jen Bourne (Pioneer Plus Director)

Lauren Hehn (parent)

Brian Hicks (parent)

Maggie Pozoroski (parent)

Established a quorum, Abigail calls meeting to order at 6:35 pm.

Erik made a made motion to approve 10/27/15 Closed and Regular Minutes, which were sent to board to review prior to this meeting, Mark seconds, all in favor.

**Financial Report**

Erik presented October 2015 Balance Sheet, P and L, and Cash Flow Report. Mark made a motion to approve the October 2015 Financials, Kristin seconds, all in favor.

The 5 Year Budget is in progress, the Finance Committee's goal is to finalize and present at the December meeting. The 990 Tax Return was submitted prior to the due date of 11/15/15.

**Lottery Enrollment Dates & Lottery Date**

Erik proposed the lottery enrollment period of 11/18/2015 through 2/5/16, with a lottery date of 2/26/16 at 4:30 at Asbury Park Grove. A motion to approve these dates was made by Mark, and seconded by Kristin, all in favor. A question was asked regarding how can someone register for this current year once the lottery registration is posted. It was discussed that they will not be able to register for this current year online once the new lottery period begins. This will be clarified on the website that if someone wishes to register for the current year to call the office for a paper application.

### **Facility Report**

Abigail reported that the rezoning application for Asbury Park had been submitted today. The consultant assisting with the change of use requirements is also underway. We are waiting on the final loan terms for the purchase. The survey and appraisal for the property are next in the process.

### **Search Committee Report**

Mark Barney, the Chairman of the Search Committee, called Jay Yampolsky, a Search Committee member, for this portion of the meeting. Mark reviewed the prospects to date. He asked for feedback from Erin on the timeline. Mark reported that instructional leadership and compliance were reported as high priorities in the new director.

### **Director Report**

Erin reported that the teachers are feeling empowered and the school community is doing very well. Highlights from her report included:

- Fairy Tale Ball was a huge success. It was a true celebration of the students and our community.
- Our new EC teachers, Gwen and Natasha have fallen into the groove.
- Curriculum night with Dr. Piel had a great turnout and had positive responses from parents. He offered to return in January and co-teach with Margaret when she trains the staff.
- K and 1st went to the Children's Theatre to see Princess and the Pea
- Fire drill in the pouring rain was a success in the first week of November.
- Picture Days went well. Make-ups will be Wednesday December 2nd.
- EC Audit went very well. Big thanks to Christina and the entire team.
- Fundraising kicked off last week for the December 11th Reach For the Trees
- Yearbook meeting #2 tomorrow.
- All teachers will have their all day planning off campus to do their yearlong pacing guide with their teammate by Thanksgiving Break.
- Staff meetings; class meetings taught by Jen, Math by Margaret, review of assistant's roles/expectations, campus stewardship, literacy task for created by 3 teachers, ordered Reading A-Z guided reading permit

### **Academic Excellence Report**

Mary Coppola sent the following report in for the board meeting, which Abigail presented on her behalf:

## Academic Excellence Update November 2015

The following is a report of findings based on recommendations/questions since the last board meeting.

**Testing Coordinator** Melissa Young. She reports to a Testing Director at DPI. Although she is new to the position, she has been helpful and eager to work with us.

**Technology Hardship Letter** Letter must be written on school letterhead. This is supposed to be submitted in the summer of 2016. This only pertains to 5th Grade Science EOG, which will be given at PSCS in the spring of 2017.

### **Staff Development** Math Focus and Literacy Support

- Planning Days Recommend each Team of Leads gets 1 full day to plan through 1st week of January. In January each team will also need a full day to plan Jan. Feb. and beginning of March. In March teams will look at how to incorporate test prep into daily activities..
- Long Range Planning Each Team will provide a year-long outline of units for the 2015- 2016 year. This will be completed during the first hour of planning . I have mentors/partners for each grade level for support through meetings, classroom observations, email, and phone calls. At this point I have Mary Coppola for K-1, Amy Fisher for 2nd, Libby Christian for 3rd and Diana Hosse for 4th.
- Staff Meetings are recommend every week during transition. Week 1 and 2 Math, Week 3 and 4 Literacy.
- Words Their Way Dec, 8, 2015 Staff Training with Amy Fisher Recommend purchasing individual copies of manuals for WTW and Math.

**Tracking Data** Mary Mix provided a report card for each grade level, I highlighted items I believe are predictors to track mastery and growth. Mark Barney has agreed to handle data entry. I sent all highlighted report cards to Mark. I will finish 3rd grade this week.

**Allergen Awareness Taskforce Report** Randolph reported on behalf of the taskforce that the taskforce met several times to review and discuss our Allergen Aware Policy. After their intensive review, the taskforce feels our policy is sound and is in the best interest of our students with allergies. They do not recommend any policy changes at this time except minimal rewording for additional clarification. The taskforce did recommend that school procedures should be revised and additional accommodations implemented to better align with the policy. The taskforce will be assisting in implementing the procedural recommendations.

### **Strategic Plan**

Abigail reviewed items that were targeted for completion this month:

-Randolph recommended the flower house plan is to restore back to its original state. A new roof and window restoration are the primary focus. Sandy Knox is researching a grant to assist in this restoration.

-Abigail reported that press releases will begin being going out regularly with school updates.

- Mark reported that he is working with WINGs on green initiatives

### **Public Comments**

Lauren Hehn addressed the board with a concern about identity theft and third-party websites. After a discussion on this topic, Mark agreed to further address Lauren's concerns with her outside of the board meeting.

At 8:50 Mark made a motion to move into closed session to discuss privileged information about personnel, Erik seconds, all in favor.

At 9:34 Mark made a motion to move out of closed session, Mary seconds, all in favor.

### **Personnel Adjustments & Contracts**

Mark made a motion to authorize the following personnel items:

1. a salary adjustment for Mary Mix to reflect her additional hours during the interim period as recommended by the Finance Committee
2. authorize a new contract for the addition of a new part-time EC teacher effective after winter break for five mornings per week
3. a new contract for Sharon Burnside as Support Assistant
4. a new contract for Heidi Magi as Kindergarten Teacher Assistant

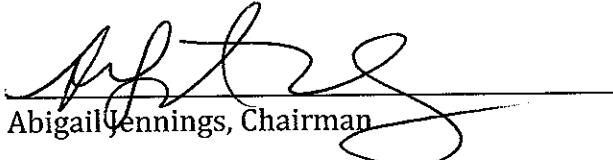
Mary seconds, all in favor.

Next board meeting is December 15th 2015.

Mark made a motion to adjourn, Mary seconds, all in favor.

Adjournment at 9:45 pm

November 17th, 2015 Minutes respectfully submitted by Abigail Jennings.

  
Abigail Jennings, Chairman