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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
February 23, 2016 - 6:42-9:07 pm**

Location: Pioneer Springs Community School Red Barn

In Attendance:

Board members present:

Abigail Jennings (Chairman)

Erik Giles (Vice Chairman)

Mark Barney

Mary Coppola

Kristin Clewell (Secretary)

Others in Attendance:

Erin McDonald (Director)

Beth Adams (parent)

Kate Mueller (staff)

Brian Hicks (parent)

Maggie Pozarski (parent)

Lynn Curley (staff)

Lyla Khan (parent)

Jennifer Foley (parent)

Established a quorum, Abigail calls meeting to order at 6:42.

Erik made a made motion to approve 1/19/16 Minutes, which were sent to board to review prior to this meeting, Mary seconds, all in favor.

Financial Report

Erik presented January 2016 Balance Sheet, P and L, and Cash Flow Report. Jennifer Foley asked what Pioneer Partners was and Abigail and Erik explained this is the entity that was created last year to help facilitate our campus expansions utilizing investors. No additional discussion about financials. Mark made a motion to approve the January 2016 Financials, Kristin seconds, all in favor.

Facilities

- The new zipline is completed on the Davis campus.
- Still working on the placement for the climbing wall.

-Owners of Croft Schoolhouse want to dissolve their partnership and sell the schoolhouse building to PSCS by early March. Pioneer Springs has been leasing this property with a lease option in place to purchase the school by June 2019. Pioneer Partners has renegotiated the sales price for a \$40,000 reduction, and is moving forward with the purchase of the school. The sale is dependent on the appraisal, which we should have back by early March.

-Peter Blumenfield, a 4th grade parent and experienced construction project manager is working with Abigail and Erik to assist with plans for cost effectiveness and time saving ideas for Asbury Park.

-The contract has been signed between Asbury Park and Pioneer Partners with a closing date of July 5th.

-There have been no decisions made so far as to what grades will be housed at Asbury Park.

Academic Excellence Committee Report

Mary C. reviewed all changes and initiatives which have been made since October in regards to academic improvements. Since our January meeting, schedules have been changed to provide students with 90 minutes of literacy and 75 minutes of math every day. Math and reading specialists are in place to help teachers provide additional support for differentiation. Lynn Curley and Kate Mueller were present at the Board Meeting and Mary introduced both of them. Lynn Curley is a math guru and working as a math facilitator currently for 4th grade, but will be helping other grades too. Lynn is providing detailed lesson plans for teachers developed by areas of need established by the December assessment. This is necessary to target each individual child's specific needs and will be utilized in small group instruction. The following interventions will be used: small groups, hands on mini lessons, math combinations, number sense, addition/subtraction remediation, additional teacher resources/curriculum supplements. Kate Mueller is our Math Support Assistant, helping teachers with students' individual needs. Kim Champion has also been hired as a reading specialist helping to organize all class libraries and provide literacy support for our teachers. Dr. Wayne Brazell, former state superintendent for SC, met with school leaders last month and will be assisting PSCS going forward. With the addition of Rebecca Friend as Academic Director, we are making great strides in improving the academic excellence within the school. In addition to academic improvements, Mary C. recently invited Karen McKenzie to the campus. She is a space planner/interior designer, and made recommendations on space, furniture, and lighting in each of our classrooms.

Maggie P. asked about what was being done to address the lower grades. Mary C. responded that initiatives are in progress for all grades. Recently the 2nd grade classrooms were given more space, the libraries in all grades were organized and leveled, and the entire team was invited to visit CSD. The daily schedule and increased time for literacy was addressed in 1st grade. The kindergarten team spent the day at CSD and were provided with CSD curriculum and materials.

A parent inquired are the K-2 teachers getting the tools they need. Mary C responded they have universal materials throughout the school such as Singapore Math. Abigail also noted that all PSCS teachers have CSD mentors. Mary C. also noted that grades are not important but the growth demonstrated is. We want to show growth in our EOGs which specifically affect 3rd and 4th grades.

Erin reported on the staff meeting with Becky today. They asked the staff how it was going and what they felt that they need. Also discussed what is best for a grade level versus the whole school. It was a very productive meeting. Kate Mueller commented that our teachers love to be here and it shows.

Maggie P questioned how involved Mary Mix still is with PSCS and Abigail assured her she is very involved, that has not changed. Her focus is now going back to her original role, which is the integration of nature within all our classrooms.

Mary C. recommended:

1. Continue with math and literacy blocks 5 days a week.
2. Staff development should focus on math and literacy through June.
3. Staff development focuses on data driven instruction.
4. Set-up parent information sessions in math and literacy.
5. Becky should meet with Kim Champion.
6. Becky to meet with Lynn, Kate, and 4th grade teachers.
7. Becky will become the contact person for the secure shell.
8. Becky and Mary C. plan the Voices meeting.
9. Study K-2 assessments to gauge needs.

Mary C. announced the new and current members of Academic Excellence Committee:

Mary Mix
Becky Friend
Kim Aichele
Kate Mueller
Mary Coppola
Jolena James-Szanton

Erin encouraged families to come forth to her with questions (call or email). We need to stay positive as a community and have open discussions. Mary C. also encouraged the parents at the board meeting to spread the positive discussions with the parents not present tonight. Erin promised to always listen to all families. Mark noted that when a staff member leaves PSCS, it provides insight into how we can make additional improvements. Mary followed with the fact that staff members are given so much support that when a staff member leaves it is not a 1st reaction (i.e. a improvement plan and needed assistance has already been in place). Erik stressed the fact that ethically and legally details cannot be shared when we have a staff member change. A parent responded to all of this input by saying that change makes people anxious but hearing all the information at the board meeting is

helpful; she wondered how this information can be spread to the community as a whole. Erin shared that meeting minutes are always available online, the Coop Scoop provides information and parents need to be accountable to use the resources already provided. The upcoming Voices meeting is focused on Academics and that much of this information would also be shared there. Erik suggested that more details from the board meetings in the Coop Scoop may be helpful. Lynn C. shared with the group that the heart and soul she felt in this board meeting left her speechless, and complimented the board and the parents for the open dialogue.

Lottery Update

Erik reported that the open enrollment ended on 2/5/16. There are 346 unique enrollments and with siblings the number is over 400. Duplicate registrations and applicants who will not be 5 years of age before the cut-off date have been removed. A lottery practice run will take place after tonight's board meeting. The lottery will be held at Asbury Park Grove at 4:30 this coming Friday,

Director's Report

Erin began by requesting approval for the following new contracts:

- Chaunta Sanders one-on-one for 3rd grade. Mark made a motion to approve Chaunta Sanders's contract, Erik seconds, all in favor.
- Liane Hamilton with Lake Norman Children's Therapy for occupational therapy. Mark made a motion to approve Liane Hamilton's contract, Erik seconds, all in favor.
- Kennon Knight is moving to a lead teaching position. Mark made a motion to approve Kennon Knight's contract, Erik seconds, all in favor.

Proposed calendar-Proposing to move to a 6.5 hour (or 7.0 hour) school day to fit new math and literacy block. August 29th will be start date. Week of August 15th will be staff development and week of August 22nd will be workdays. The end date will be June 2nd, which includes 3 possible snow days.

Erin presented the School Improvement Plan (SIP), which is a 2 year plan that includes measurable goals for improvement. 33/33 staff members approved the plan as written. Mary made a motion to the 2015-2017 School Improvement Plan, Mark seconds, all in favor. The plan will be posted on the website and submitted to the state.

Erin then presented the Academic Report from Becky:

Academic Goals: Are students learning? How do we know?

1. Incorporate 'pervasive' and 'consistent' behaviors in all classes every day
 - Use of "I can" statements to drive instruction
 - Consistent use of Friday communication folders

- Standardize transitions between activities and physical spaces
- Keeping students in class and at school/ classroom mngmt
- Marzano's 13 high yield strategies
- Data collection

2. Define metrics in K-5 for beginning, mid and end year assessment of both growth and proficiency

3. Achieve a 5 to 8 percentage point growth in the school composite score as measured by performance in the 3rd and 4th grade EOGs (defined by administration and BOD)

Licensure

1. Penny Powell, Regional Alternative Licensing Coordinator, will conduct a training session for PSCS on Thursday, February 25th. The goal is to ensure we are meeting the mandate that 75% of teachers are licensed.

2. An observation schedule is in place and reviewed with staff on February 23rd. Teacher observations are based on licensure status and renewal date. (Google drive link shared with board chair and directors)

3. Lead and Connect teachers have been set up in the North Carolina Educator Effectiveness System and were trained on February 23rd. This included completion of the self-assessment and articulation of 2 professional development goals, one specific to teacher needs and the second a school-wide goal related to teacher standards 1 and 4 (leadership and instructional facilitation, respectively).

Testing

1. John Worley, Northwest/ charter school regional accountability coordinator, has been contacted regarding access to the secure shell, ordering testing materials for the springs, and training in March.

2. Recommend the test window currently identified on the school calendar be amended to fall within the last ten days of school as mandated by the state; suggest target dates May 20th through 25th

Erin then presented Julie's Exceptional Children's Report:

- ELL ACCESS will be given to English Language Learners the 1st week in March.
- Teachers using Resources for Research Based Interventions Book to Implement Tier II and Tier III interventions for students already active in Discovery Team with newly created forms.
- Current EC files are being audited and weekly meetings happening
- EC "Meet and Greet" was a success
- New EC staff, Charissa and Shante' are working wonderfully with the team and are contributing new ideas and energy

- EC staff has been hard at work assessing students, observing, creating materials, creating the new Student Services wing of PSCS (former garage) and providing specially designed instruction.
- The new Friday Report with comments and work samples for EC has been a big hit with parents, which coincides with weekly Friday communication for general education also.
- Julie, Director of Student Resources, has had some very crucial conversations about student success.
- The 504 files will be audited in the next month and meetings will be held to prepare for the EOGs.
- The LEA Self Assessment for the EC Department is in the data collection phase and will be completed by July.
- Grants Process Training and PBIS modules are in March and Julie will work with Finance in applying for state grants in various areas.
- Crisis Prevention Training is in March and several staff will attend, including Erin, Randolph, and 2 additional staff members.
- The EC budget for the last 2 school years is currently being reviewed to make projections and suggestions for the future for Board consideration.
- Research based reading programs are being reviewed for possible inclusion to the EC Instructional program; suggestions with corresponding research will be provided to Erin in March for Board consideration.

Erin also reported:

- Fundraising initiatives are in progress. Toss and Sauce will be our next fundraising event, most likely in April.
- Having discussions with Dr. Piel and he would like to do staff development and possible parent's informational night.
- Thinking about having a possible reoccurring Spirit Days.
- Some parents have expressed concerns to her regarding the work load of the Valentine Project. Mary C. explained how at CSD in the past an after school club was created so the students could work on Valentine's afterschool. The end results from the project are so valuable from a literacy perspective, as well as the reward to each student to receive truly meaningful valentines from their classmates.
- The last day of school will be June 9th due to snow days.
- March 3rd will be next Pioneer Voices Meeting.
- Erin met with Wings and discussed the Secret Salamander Program.

Strategic Planning Updates

Abigail reported that many of the board's initiatives for the year are moving forward, objectives reached this month were:

- New Academic Excellence Committee members
- Moving forward with fundraising
- On track with facility expansions

Mary C. noted of all the hard work put forth by the Erin, Randolph, Julie, and Becky and wanted to say thank you.

Next board meeting is scheduled for March 22nd, 2016.

Mary made a motion to adjourn, Mark seconds, all in favor. Adjournment at 9:07.

February 23rd, 2016 Minutes respectfully submitted by Kristin Clewell.



Kristin Clewell, Secretary