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**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
March 22, 2016 - 6:38-10:04 pm**

Location: Pioneer Springs Community School Red Barn

In Attendance:

Board members present:

Abigail Jennings (Chairman)
Erik Giles (Vice Chairman)
Mark Barney (by phone)
Mary Coppola
Kristin Clewell (Secretary)

Others in Attendance:

Erin McDonald (Director)
Randolph Lewis (Associate Director)
Michael Amy Cira (parent)
Kate Mueller (staff)
Brian Hicks (parent)
Karen Hopkins (parent)
Lyla Khan (parent)
Shonta Fogarty (parent)
Jane Williams (parent)
Lauran Sites (parent)
Sherry Atria (parent)
Justin Cunningham (parent)
Stephanie Brungardts (parent)

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

Erik made a made motion to approve 2/23/16 Minutes, which were sent to board to review prior to this meeting, Mary seconds, all in favor.

Financial Report

Erik presented February 2016 Balance Sheet, P and L, and Cash Flow Report. State funds are received 3 times a year and this reflects the last payment. Mark requested another copy to review. Mary commented on how she likes the breakdown of the P and L by building sites. No additional discussion about financials. Mary made a motion to approve the February 2016 Financials, Kristin seconds, all in favor.

Facilities- Abigail and Randolph

- rezoning has been approved for Asbury
- NCDOT finalized new turn lane plans
- heat pack unit went out in Davis, need to purchase a new unit
- working on the riverbed project to help with drainage and provide another natural play area

Governance- Abigail

- received new recommendations for potential board members; Abigail reviewed nominating procedures that potential board members should be included in committees and attend board meetings prior to nomination;
- performed a policy review of the current Student Attendance Policy; board did not have changes at this time; the Director sends a letter to families when they have too many tardies/absences

Academic Excellence Committee Report: Mary Coppola

Reflections

March 2015

- Grade level assessment packets
- Administration reported noting trends in Math and Reading Data
- Reported findings at staff meetings
- Staff Development based on identified needs

July 2015

- Suggested that each grade level use a variety of instruments to measure children's proficiency with core subjects.
- Restated that assessments must drive instruction
- Noted highest percentage of students needing interventions were in rising Fourth Grade Classes Fall 2015

Fall 2015

- Scores released
- Board Report and implications
- Plan for classroom instruction
- Parent Meeting
- Interviews, consultants, changes

The Present

- Pioneer Families
- School Leadership Team
- Academic Director on campus
- School wide schedule includes daily Math and Literacy Blocks
- Use of "I Can" statements in every classroom
- Staff development to deepen understanding of assessment in daily instruction
- Great attendance at Voices and Parent Meetings
- Weekly communication for school wide community

- Strong relationship with DPI

Summary by Grade

Kindergarten Using leveled readers , implementing Readers' and Math Workshops. Adding Take Home Math Games, optimism about new strategies and classroom management.

First Grade Consistent assessments, classroom strategies and parent communication regarding student progress. They would like assistance organizing classroom book collections.

Second Grade Increased space, intentional plans for rooms shared spaces and materials. Willingness to work through changes and remain committed to children.

Third Grade Departmentalized for Reading and Math, organized classroom libraries. Positive team teaching.

Fourth Grade Working as a team to plan and offer targeted instruction. Ongoing communication with parents. Willingness to build community and commit to 4th grade students as a whole.

Academic Excellence Committee Update

Added Kim Champion for Reading Expertise

Added Lynn Curley for Math Expertise

Future Academic Excellence Committee Meetings

Thursday March 24 2016

Thursday April 14, 2016

Thursday May 5, 2016

Recommendations:

Set Dates for Parent Seminars on Math and Literacy

Staff Development - EOG Prep Assessment Focus Data Driven Instruction

Planning day for each Grade Level

Map out daily plans April through June

Share plan with parents and staff

Each grade level develops and shares an End of Year Summary Sheet

Master Schedule physically posted

End of Year Calendar for parents

Begin *Weekly Shop and Swap* after Spring Break for classroom furnishings

Kate Mueller said students love the math pull-out group time and she is already seeing improvements.

Mary invited parents to come to an Academic Excellence Committee meeting to hear what is happening.

A parent inquired about Kim Champion's role. Erin told her that Kim both works directly with students and consulting with teachers; she has not yet made it to 2nd grade (started with the higher grades). Kim has volunteers to help with leveling the books and she has also done staff development meetings.

A parent offered to help with organizing all the class books, maybe a Saturday morning. Mary said this is a possibility but need guidelines for parents and Erin added that students also need to understand the system to keep the books organized. A parent suggested a parent volunteer to act as a class librarian.

Lottery Update

Erik reported that the lottery was held on February 26th. There were 343 unique registrations with a total of 393 students. Letters have been sent to the students chosen in the lottery:

K-35 students

1st-2

2nd-3

3rd- 5

4th- 6

5th- 7

Director's Report- Erin

- The lottery was a success and an open house was held last week.
- The morning carpool activity time has started again.
- The tornado drill was completed.
- The zipline is up and running. Special thanks to Aaron Williams and Juan Knudson for their help with construction, and Mark Ropko for mulch donations.
- The Voices meeting was held.
- Pennies for Pavers-students raising money in class to buy a paver for APG.
- This week is Spirit Week.
- Today was staff appreciation and parents brought in fruit and treats for the staff.
- The spring catalogue for ASE will be coming out.
- Erin and Abigail met with Jen Bourne today to discuss summer camps.
- May 7th will be the Toss and Sauce fundraiser. Still need help to organize and for the auction need gift cards, pottery, artwork, teacher experiences.
- Art Spring will tentatively be June 9th.
- April 29th is a snow make up day.

Approval of new contracts for two new hires:

Lorraine Twitty-EC Teacher Assistant, coming from Corvian

Audene Scarlett-Data Manager; started a charter school in 2000 and was their Operations Manager

Mary made a motion to approve the contracts for Lorraine Twitty and Audene Scarlett, Erik seconds, all in favor.

Erin presented the 2016-2017 Calendar

- week of August 15th is staff development
- week of August 22nd is teacher workdays
- August 29th is the students' first day of school
- will now hold conferences at the end of trimesters
- last day of school is June 7th
- K-1 will have a shorter day, 6 hours
- 2nd-5th will be a 7-hour day
- carpool start times have not been decided
- a parent commented that she was so pleased that the school heard the families' feedback and decreased the number of half days this year (now only 1)
- recognized a mistake on the calendar; need to remove April 17th as a day off, should be a regular school day
- there are an extra 22 hours in the calendar, which will allow for 3 extra snow days

Kristin made a motion to approve the 2016-2017 school calendar, Erik seconds, all in favor.

Cait Klein, a social work intern at PSCS with Annie Seier, presented her research on a possible Sex Education Curriculum for PSCS. She is recommending Advocates for Youth: Rights, Respect, Responsibility. This curriculum is for K-12 and: includes individual lesson plans, as well as curriculum mapping tool, aligns with national sexuality education standards and North Carolina standards, includes resources for parents, educators, training opportunities, research, and research, includes power points, lesson plans and worksheets to fit evidence based practice. The following resources were also presented:

Advocates for Youth site

Can download curriculum and parent tools and resources.

Mecklenburg Health Department

Will send health educators out to high schools once we add those grade levels.

Kim Cook, Charlotte Mecklenburg School Specialist 980-343-2656.

CDC's National Health Education Standards

Sexuality Information and Education Council of the United States.

DPI's K-12 Standards, curriculum, and instruction, Healthful Living.

Future of Sex Education, additional resources

CDC's Health Education Curriculum Analysis Tool (HECAT)

A parent asked if it is a one day program or ongoing and Erin said it will be ongoing.

Erin presented Julie's EC report:

- Access testing completed
- completed April 1st headcount

- Mark and Randolph put up shelves for the files for EC
- 504 and IEP meetings have been scheduled
- April 7th will be the EC Voices meeting

Erin then presented the Academic Report from Becky:

PSCS academic goal: Achieve a 5 to 8 percentage point growth on the composite score (baseline 2014/15) by defining and implementing common metrics across all grade levels and adopting consistent and pervasive instructional and operational practices.

- **Academics**

- March meetings with Kim Champion and Kate Mueller have been productive in aligning their current activities with school academic goals. This includes distribution of the Read to Achieve portfolio materials with support training by Kim to 3rd and 4th grade teachers, and differentiated math instruction/ accelerated grouping in 4th grade facilitated by Kate.

- 3rd grade students were assessed for reading on March 18th and results (marked passages) will go home to parents on March 25th. Students below grade level on this assessment will be targeted with one-to-one instruction/ correction with Kim Champion.

- EOG practice books for 3rd and 4th grade math and ELA (class sets) will be distributed during the week of March 21st and used both in class after spring break and during the Pioneer Plus EOG review programming.

- In conjunction with the Nature Coordinator, the 3-year academic plan is actively being drafted to suggest guidelines for response to needs in personnel, looping, curriculum materials, instructional technology, professional development, accountability/ benchmarking, and other criteria. This draft will be presented to the Academic Excellence Committee for consideration in April and to the BOD in May.

- PRC 16 monies have dropped for summer camps to target Read to Achieve standards in 2nd and 3rd grade. Use of these funds should be considered in the near future to determine what summer RTA might look like.

- **Evaluation and Licensure**

- The first round of observations for licensed teachers will be completed during the week of March 21st and logged in NCEES.

- Teachers with Standard Professional I licenses are required to be mentored by experienced teachers during their three year probationary period. All SP I teachers (3) have been assigned a mentor and have actively begun to meet. Mentors and mentees will dialogue weekly, meet for a 30-minute session bi-weekly and keep a running record of their interactions shared with the Academic Coach.

- Licensure folders have been created for all classrooms and connect teachers and include a copy of the license, observations and a running record of CEUs for both in-house and external professional development experiences. These are housed in the HR office and are available to teachers for access and review. These files are typically audited as part of the Beginning Teacher Support Process, the annual audit, and the Charter Renewal Process.

- Pioneer Springs is scheduled to participate in the annual Beginning Teacher Support Program Peer Review on April 13th required by the Office of Charter Schools. PSCS is paired with United Community School of Charlotte for this process.

- **Testing**

- Pioneer Springs participated in the monthly regional testing meeting in Statesville on March 17th. This meeting included information about the 3rd and 4th grade EOGs, the Read to Achieve mandate and how to order materials for test administration.

- Based on that meeting, the recommended amended test window is .

- May 31--3rd and 4th grade math EOG
- June 1-- 3rd and 4th grade ELA EOG
- June 2-- all score sheets to Wilkesboro for

scoring

- June 3--receipt of Read to Achieve retest

materials

- June 6-- RTA retest

- Request the use of Asbury for Mary 31,

June 1 and June 6

- **Nature Education**

- The Nature Education Dream Team presented the Nature Education Plan to the academic team on March 1st (please see presentation). The team has begun working with teachers during their planning periods to design purposeful lessons that incorporate nature as a vehicle for instruction.

- **Professional Development**

- Kim Champion is working with 3rd and 4th grade of PD with RTA materials
- Facilitated dialogue with staff on March 15th regarding communication as a feature of “consistent and pervasive” behaviors and review confidentiality and creating appropriate boundaries within the school community.

Erin requested to use Asbury Park to accommodate for EOG testing on May 31st, June 1st and June 6th.

Erin gave nature presentation that Becky and Marina prepared.

A parent asked if since Becky is so busy, is she still able to spend time in classrooms? Erin responded, “yes, all of the time”.

Strategic Planning Updates-Abigail

-PSCS campus has become a Certified Wildlife Habitat by the National Wildlife Federation.

-Mary M. is working towards becoming a Master Naturalist

-Audene is now handling marketing and press releases

A parent stated that she would like to see the school curriculum include identifying plants and local wildlife including poisonous vs. non-poisonous. Randolph stated that it is worked in naturally as the opportunities arise. Another parent would like to see more talk about conservation, i.e. bats, bees. Abigail agreed these are good long-term goals.

A parent stressed she would like more emphasis put on foreign language, more in-depth knowledge not just basic vocabulary. This parent also wondered when will 5th grade curriculum be addressed? Abigail responded that Becky is already working on this now.

A parent thanked Erin for adding more details to the weekly Coop Scoop newsletter.

Kate M wondered how looping would work for next year with the school adding another grade level. Erin said we will continue to loop but the process may be restructured (possibly K stands alone and then start to loop 1st-2nd). Several parents expressed concern because of the way we keep adding a group their children have not experienced a loop year with the same teacher. Mary C. stated that a new school also has to consider placing staff where they will be able to use their strengths to the best and not just where an opening is, which does sometimes cause internal movement of staff.

A parent mentioned that Becky has spoke about addressing student behaviors and transitions and Erin noted that Becky has been the link to providing a more

consistent way to deal with behaviors and that she is still getting to know individual students. Mary C. agreed that Becky is very aware and addressing this issue.

Abigail asked if there were any further questions or concerns before moving into a closed session. There were no more comments.

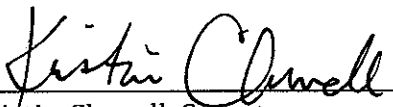
Mark made a motion to move into closed session to discuss privileged personnel information at 8:50, Mary seconds, all in favor.

Mary made a motion to move out of closed session at 10:03, Kristin seconds, all in favor.

Next board meeting is scheduled for April 26th, 2016.

Mary made a motion to adjourn, Kristin seconds, all in favor. Adjournment at 10:04.

March 22nd, 2016 Minutes respectfully submitted by Kristin Clewell.



Kristin Clewell, Secretary