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**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
December 16, 2014 - 6:55-9:08 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

Board members present:

Abigail Jennings (Chairman)

Erik Giles (Vice-chairman/Treasurer)

Kristin Clewell (Secretary)

Mary Coppola

Sandy Knox

Others in Attendance:

Laura Mock (Director)

Kristen Krabath (staff)

Maggie Pozoroski (parent)

Jennifer Foley (parent)

Jana Steenhuyse (parent)

Frank Palermo (parent)

Jen Savage (parent)

Consuela Randolph (staff)

Established a quorum, Abigail calls meeting to order at 6:55. Meeting started late due to traffic on interstate.

Kristin made a made motion to approve November 2014 minutes, Erik seconds, all in favor.

Financials

Erik presented Balance sheet and Profit and Loss financial statements for November, no questions from board.

The financial committee met on 12/12. The County revenue is starting to come in. Next month the Reach for the Trees money will be on the books. Still anticipating 2 more payments from CMS this school year. From the 163,000 special state reserve fund, 21,000 has been spent so far.

Consuela went to meeting in Raleigh, she wants to talk at a staff meeting about requisition forms, the Amazon account, spending limits, and ways to get authorization.

Soon Erik will do the line-by-line comparison of Quickbooks and Budget.

Erik made a motion to approve November financials, Sandy seconds, all in favor.

Reach for the Trees, right now has raised \$29,000 but still expecting some company matches. There were \$1500.00 expenses for the event. Still having some gear sales, will be in sales report next month.

Capital Campaign Committee met before this board meeting. There are \$10,900 in pledges to date, looking for Bank of America and Wells Fargo matching. Committee discussed car and stock donations, setting up Target and Go Fund Me accounts, and relationships with Publix and Whole Foods. Jason Solomonson works for Brightline Interactive and his firm will produce a video to communicate the financial needs of the school.

In regards to the budget and salaries, bonuses were not factored in and parents have been pooling money to help with bonuses. Mary made a motion for school to match parent donations, approximately \$1500.00, Kristin seconds, all in favor.

Facilities Update:

For the Croft building, there is now a formal remediation lead paint plan and the approval was received today at 4:00. Need to repair for wood rot behind the electrical panel. Duke Power will turn power off this Friday at 1:00 in order to replace the panel. The wood rot will be \$4200.00 and electrical \$3000.00. Over winter break painting will be done for \$7300.00.

Davis House: the sprinkler system for fire detection is taking a long time to be finalized. Insulation is being taken care of today and the final electrical inspection is tomorrow. The floors will be refinished Thursday and Friday. Need volunteers to help caulk and paint around the gaps and pipes before the final inspection can be completed.

Also need volunteers for:

1. final clean-up of building
2. pressure wash, painting, and staining of floors in garage
3. final bathroom upfits (i.e. toilet paper holder, paper towels)

Davis House still requires outside painting and road widening. The grading contractor will be laying out where sidewalk will go; need volunteers to install the gravel and edging.

Sandy is assisting with getting wholesale prices for plants from Southern Legacy Landscape.

The temporary CO for Davis House is a real possibility now once all site work has been completed. Final CO would be received after turn lane completed.

Drawing has been submitted to NCDOT, the mark ups are quite extensive.

1. move driveway 20 feet north
2. total overlay all the way to Croft property (whole street)
3. turn line: re-stripe for another turn lane for Reames Road

Jake Carpenter (a parent) works for an engineering company and can work with NCDOT for us, will speak on PSCS behalf.

Historic Landmark won't approve the driveway unless we get in writing from the other property owner that it is okay if it flares onto their property (not yet sure this owner is). Sandy will be working on this.

Cannot get the bond for turn lane until the final turn lane construction plans are received, and contractor bids are received based on final plans. Also need a Right of Way Agent; company is not answering our inquiries.

Red Barn cannot be structurally expanded and needs to be torn down to start again from scratch. This should actually be faster than upfitting the existing structure. However removing the barn is not in current lease (already in writing) and need to start proceeding for buyout. Have already started talking to the bank. Need to create a new entity (will be an investor) and school will eventually buy out the separate entity. Sandy made a motion to create a new entity formed by new investor groups to purchase the land, Erik seconds, all in favor.

Bank would like the cost for the land plus construction costs to be in one loan. Met with city for pre-submittal meeting (for all codes including fire health, etc.) and they like the plans for the new barn. The building will be required to have an elevator. Sprinkler system requirements are unknown. Need 6 ft not 4 ft halls. Historic Landmarks Committee will review plans tomorrow. Goal is to start construction by March 1st. County code enforcement officials are understaffed and may take time to receive final construction plans.

Site Selection:

Leslie Johnson, the Assistant County Manager answered board's questions regarding Torrence-Lytle site:

1. fencing can be removed
2. will remove all junk on property
3. can use gym during school hours and call it our own
4. athletic fields-had received a grant that will prohibit us from calling them ours but can use them

5. can't have all the parking, some has to be public
6. wooded acres can be utilized, lease agreement so can be ours

Financial agreement is being created through an investor, HLC, and Mecklenburg County. Investor is requesting that all asbestos be abated prior to our involvement, and if possible construction drawings are provided.

Mary made a motion that inquiry and interest dependent upon final terms for Torrence Lytle, Erik seconds, all in favor.

Laura mentioned concerns with NCDOT for this project. Laura and Mags have been discussing if MS and HS should started 9:00 or later based on research on best practices for upper grades.

Director's Report:

Sharon Sellers' reviews board minutes and recommended: need to include any handouts presented and vote to adjourn.

Lottery Update-190 distinct registrations (does not include families). Still have 2 more open houses.

Laura presented calendar for next year. Erik made a motion to add Martin Luther King holiday on January 8th and remove President's Day February 15th, Kristin seconds, all in favor.

2015-16 calendar will be 185, 6 hour days. Sandy made motion to approve 2015-2016 calendar, Erik seconds, all in favor.

New employee contract approval for Kara Smith. Allison O'Connor is resigning December 19th as her real passion is nutrition. Laura is recommending Kara for hire for shadow replacement (she was previously on payroll as a short-term sub). She will receive 5 sick/personal days for remainder of school year since midyear hire.

Changed employee contract to make it clear that you do not receive 10 days paid time off upfront. Instead, one day is earned per month and is subject to repayment if employee is terminated before end of contract. Sandy makes a motion to approve subject to final attorney revisions, Kristin seconds, all in favor.

The budget for staff development (\$4,000) will not be sufficient to provide needed staff training for the remainder of the year. Staff already been approved for upcoming Fresh Take Conference. Erik requested that Laura plan for the rest of year and provide the Finance Committee details of her financial projections for this line item.

Pioneer Wings, a PTO-type group has started.

Pioneer Voices will be on January 12th. Invitation will go out tomorrow.

Mid-year teacher evaluations-will be meeting with each teacher individually and want each teacher to evaluate self.

Upcoming parent workshops:

1. January 29th Kelly Gianopoulos, Leslie Gaimbrone, and Nicole Goss
2. Sheila Kilbane, Kristen Oliver, and Adele
3. Dr. Corbier

Jana Steenhuyse, the testing coordinator, explained the 3rd grade Read to Achieve requirements and showed a handout on the laws. PSCS will send students to next grade not based on these results with stipulation of added 90-minute literacy block. Need to develop some type of measure for running record. Nannette is the DPI Read to Achieve contact.

PSCS will do:

-www.livebinders.com/play/play/850cZ

-will be doing Reading 3D not Read to Achieve specific portfolios

-ways to meet Read to Achieve requirements: pass BOG3, EOG Reading 3, Read to Achieve test until pass

Reading 3D is free and provided by DPI-it is on iPad provided by state (they give up iPad and books free for K-3 but not 4-5)

Strategic Planning:

Reviewed Annual Strategic Plan timeline and deadlines, which Abigail provided on overhead.

Davis HOA still not responding to letters to letters about dead tree on their property.

The plan for the deodar cedar tree is to cut totally flush with the ground and will become a natural play structure.

Senator Tarte-sounds like bill needed to elect State Healthcare option will be passed by Spring.

Jen Savage asked when the school technically will be three years old, which is needed for a grant. School will be three years old July 1st 2015, and third year of charter school July 1st 2017.

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

Adjournment at 9:08 pm

December 16th, 2014 Minutes respectfully submitted by Kristin Clewell

Kristin M Clewell

Kristin Clewell, Secretary