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**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
May 26th, 2015 - 6:44-10:54 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

Board members present:

Abigail Jennings (Chairman)

Erik Giles (Vice-chair, Treasurer)

Kristin Clewell (Secretary)

Mary Coppola

Heather Labenson (Nominee/New Trustee)

Mark Barney (Nominee/New Trustee)

Others in Attendance:

Laura Mock (Director)

Kristen Krabath (Registrar)

Randolph Lewis (Founding Director)

Erin McDonald (Founding Director)

Jen Bourne (Educator)

Maggie Pozoroski (Parent)

Jenny Ward (Parent)

Tanya Blumenfield (Parent)

Established a quorum, Abigail calls meeting to order at 6:44. This is our 1st Annual Meeting as a Charter School.

Wendy Britt, Assistant Director, is absent from meeting as she has a sick child.

Erik made a made motion to approve April 2015 minutes, Kristin seconds, all in favor.

T McLeod has resigned from the board due to other increasing personal and professional responsibilities. Abigail acknowledged his years of service and dedication to the school. He will always be a part of our Pioneer Springs family, and he will continue to be a resource and supporter for our gardening and chickens.

As part of our Strategic Plan this year, our Governance Committee has been seeking dedicated and talented new board members to add to our Board of Trustees. Our

Governance Committee has brought forth the nominations of Mark Barney and Heather Labenson. Their resumes had been previously shared with the board, and Abigail reviewed resume' highlights at the meeting. Both candidates have proven their commitment to helping the school through their volunteer efforts over the past year. Mark has assisted the school with many special projects and Heather has helped tremendously with fundraising this year. Mark is a PSCS parent who works for the IRS and has extensive IT experience. In his role on the board Mark will be helping with facilities, IT integration and the Technology Taskforce, and also assisting with future grants. Heather is also a PSCS parent, and she works for Wells Fargo and has many years of wide-ranging financial experience.

Erik make a motion to approve Mark Barney and Heather Labenson as board members, Kristin seconds, all in favor.

Abigail then presented the slate of Officers for the 2015-2016 year:

Abigail Jennings: Chairman of the Board and Chair of the Facility Committee
Erik Giles: Vice Chairman of the Board and Chair of the Governance Committee
Kristin Clewell: Secretary
Heather Labenson: Treasurer and Chair of the Financial Committee
Sandy Knox: Legal Affairs
Mary Coppola: Chair of the Academic Excellence Committee
Mark Barney: Technology Task Force and Grants

Mark made a motion to approve above board officer positions for 2014-2015, Kristin seconds, all in favor.

Abigail then shared with the board an overview of achievements, the 2014-2015 Highlights of PSCS. Please see the attached document.

Financials

Heather, Abigail, and Erik met last week to tighten up the budget for next school year. Erik reviewed and discussed the Profit and Loss and Balance Sheet. The Toss and Sauce fundraiser raised \$17,000. Kristen K. donated her profits from the after school chess club back to the school, \$1630.00. All state revenue has been received. Mark asked about technology expenses, specifically Internet, and it was clarified that was whole year expense not a month. Erik is still working on setting up NC Ren for school Internet. No more questions about P and L or Balance sheet. Mary made a motion to approve April financials, Kristin seconds, all in favor.

Randolph reported Clean Air Landscaping changed owners and the school discontinued their services with them. Our landscaping maintenance has been resumed by Donnie Madison, who matched the very good rate that we had previously negotiated. This arrangement is working well, and we have been able to

utilize them for many additional facility projects on week's the grass hasn't needed to be mowed saving the school additional maintenance expenses.

Erik presented the final budget for 2015-16, see attached.

Projected Budget for July 1st 2015-2016

Total Revenue 1,735, 620.46

Total Expenses 1,726,094.61

In this budget, Acadia recommended to project less money from the State for next year, so this budget is very conservative. Wendy Britt is still working on grants for next year. This budget will be modified quarterly to reflect actual income and expenses as we move into our new fiscal year. Erik made a motion to approve 2015-2016 Budget, Mary seconds, all in favor.

Pioneer Plus: Laura introduced Jen Bourne, who is stepping down from lead teacher position to stay home with family next year but has developed a before and after school program for the next school year. Jen presented her proposal for Pioneer Plus (see attached). Board discussed and still need to consider:

-how this will work with existing after school enrichment programs

-behavior and snack policies

-what existing policies from the regular school day will apply

Jen will proceed to draft a policy for this program, and the Board will review and vote on this program at the next board meeting.

Director's Report:

Laura presented lead and assistant contracts for the board to review:

Megan Anderson, 2nd grade lead teacher

Rachel Moore 4th grade lead teacher

Annie Smith 4th grade lead teacher

Sharon Burnside K teacher assistant

Mary Harp 1st grade teacher assistant

Crystal Williams 2nd grade teacher assistant

Laura also presented position changes for current staff for the next school year:

Mary Mix, Nature Director

Jen Bourne, Pioneer Plus Director

Sydney Pugh, EC Assistant

Maria Hartemann, Receptionist/Admin Assistant

Mark asked about Mary Mix's Nature Director title and discussion ensued about director versus team leader with nature programming. Determined an organizational chart for duties would be helpful.

Mark made a motion to approve above contracts for new hire positions and position changes for 2015-2016 school year, Kristin seconds, all in favor.

Facilities Update:

Red Barn plans are moving along well. The current barn will be up fitted for two classrooms for next year. Have proceeded with architect firm for a contract to get started. The new gas line will be put in tomorrow. Although it is expensive, we are using express review to have all city departments in one room to review plans as to leave that same day with an approved plan ready to go. This date has been set for June 30, 2015.

CO for Davis House; got the commercial zoning hold released, however a plant delay until November was issued in order to work with Davis Lake HOA to plant the required plants needed in the Davis Lake HOA buffer. Two historic zoning holds were released with the help of Stewart Gray. Randolph is still working on releasing an expired electrical hold from 2012.

Tree work: On May 2nd Triple A removed the dead tree in the buffer, with assistance from Davis Lake HOA. Also pruned several trees. The deodar cedar will be removed on in June or July to become a horizontal play structure at the Davis House campus.

There were volunteers on May 12th that helped to: remove trash, clean up debris from pruning, spread mulch, and edge the azalea beds.

NCDOT Update: Abigail, Laura, and Franklin Mock, the school attorney, met with NCDOT (Louis Mitchell and Brett Canipe) to discuss releasing the NCDOT hold on the Davis CO. The outcome of the meeting was that as long as school is diligently working on the turn lane, we can use an officer to help with the flow of traffic. This may only be used as a temporary solution. They want to see Right-of-Way progress and for us to have a bond in place before releasing the CO. We will hopefully have the CO by the end of June.

Our Right-of-Way Agents, Craig Long and Brandy Williams, have been helping with the right of way acquisition. We are hopeful it will be donated and our expense would be the relocation of their fence and replacing any landscaping.

Regarding the bond, we cannot get the bond until we have a contractor, but we need bids first. Sent out bids to 5 more contractors since last time only 1 out of 5 companies returned a bid. We need three bids before proceeding with a contractor.

Laura acknowledged the helpful assistance Senator Tarte, Representative Bradford, and Representative Alexander have given to the school regarding the turn-lane project.

Abigail requested that in the event we need approval on any urgent items relating to the turn lane prior to the next board meeting, that the Finance Committee could make the final decision. Heather made a motion that under the supervision of the

Finance Committee approval to proceed with the right of way acquisition, road widening, and bond before the next board meeting, Mary seconds, all in favor.

Mary made a motion to approve appraisal work and ESDN which are needed to proceed with the purchase of the Croft site and Davis site, Kristin seconds, all in favor.

No other public comments.

Mary made a motion at 9:11 to move into closed session to discuss confidential information in regards to facility negotiations. Kristin seconds, all in favor. Kristen and Randolph remained present, as they are part of the Facility Committee. Erik left to take Erin home, as she was quite ill.

Mary made a motion to move out of closed session at 10:36, Mark seconds, all in favor.

Heather made a motion to approve proceeding with new campus expansion plan, Mark seconds, all in favor.

Abigail recused herself from the meeting during approval of following policy due to identified conflict of interest.

Mark made a motion to establish Pioneer Partners, LLC for the purpose of acquiring properties necessary for the future expansion of the school. The first properties being the Croft Schoolhouse and Davis House site. Initial investing partners include Abigail Jennings, Randolph Lewis, Erik Giles, Jane Getsinger, and Erin McDonald. All investors in this LLC will receive interest on their investment. As Abigail Jennings and Erik Giles are board members, this is a disclosure of conflict of interest, and they will have no voting rights as PSCS Trustees regarding this entity. The purpose of this LLC is to provide a vehicle to purchase the property and provide the school with a lower cost lease. Heather seconds, all in favor.

Abigail returned to the meeting after the vote.

Next board meeting is June 23rd 2015.

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

Adjournment at 10:54 pm

May 26th, 2015 Minutes respectfully submitted by Kristin Clewell.

Kristin Clewell

Kristin Clewell, Secretary



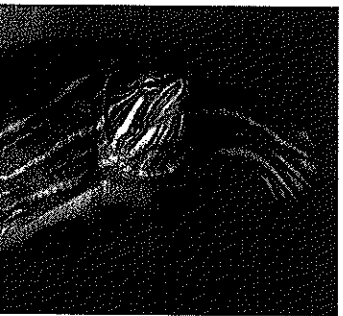
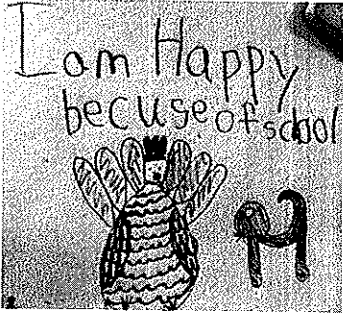
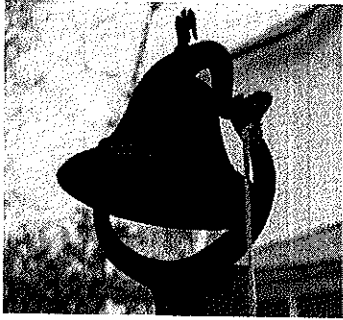
2014-15 Highlights

As our first year as a NC public charter school draws to a close, our Board of Trustees is proud of all we have achieved in our first year, goals we have attained, and the dedicated work of our Directors and staff to create the unique learning environment found at Pioneer Springs. Utilizing nature as a vehicle and being mindful of our mission to do "what is best for children" at all times has proven highly rewarding to our stakeholders in their educational choice of our school. Getting students outside and into nature has not only resulted in taking risks and conquering fears, but also leveraging their curiosity about the natural world around them to making learning immediate, meaningful and fun.

Some of our notable achievements at Pioneer Springs this year have included:

- Opening our doors last August, as a fully enrolled public charter school serving grades kindergarten through third, fully enrolled with a sizable waitlist. We welcomed 176 students and 41 staff to our Pioneer Springs culture, creating a new community of students, parents, staff, and Board.
- Establishing a Service Fund to assist students and families in need.
- Identifying talents within our school community through a Time, Talent and Treasure survey, which has been a valuable resource throughout the year.
- Thoroughly researching and successfully finding creative financing solutions to fuel our campus expansions and the mandated turn lane on NC Hwy 115.
- Our campus facilities doubled in size this year with the completion of the conversion of the Historic S.W. Davis House, a National Register landmark, to educational use.
- The Board has also been very proactive in making future plans to accommodate our expected annual growth. Research and due diligence into future middle and high school facilities has been a focus for our Facilities Committee and Board this year. Plans were also created for a future 10,000 square foot new construction building to be built on the Croft Campus.
- In addition to expanding our facilities, we also made great strides in improving our existing Historic Croft Schoolhouse with needed repairs, exterior painting, HVAC replacement, and campus tree work.
- Community and school volunteers and Eagle Scouts assisted with improvements to our grounds, building picnic tables, natural play features, landscaping, and other site enhancements.
- Vegetable gardens were created and maintained by students at the Croft Campus, and plans are in place to expand these gardens substantially for a "Farm at School." WINGS Sustainable Garden Committee has been nurturing all our garden beds using natural gardening practices.





- Our Academic Excellence Committee kept our Board and school updated with progress reports on our students' academic strides, showing individual academic, social and emotional growth and achievement in all grades.
- A Middle School Task Force is helping us create an educational plan aligned with our philosophy, utilizing experienced consultants to help us formulate our unique plans.
- This summer a Technology Task Force will create a strategy to best utilize technology as a learning tool suitable for our nature-based mission.
- A staff-driven Strategic Plan was created this year to empower teachers in decision-making, curriculum, resources, school community, and educational needs. As a result of this plan for 2015-16 the following will be offered:
 - ◇ "Pioneer Plus," a before-school and after-school program
 - ◇ New Nature Curriculum Team to fully integrate nature to provide a stronger cohesive cross-curriculum
 - ◇ An expanded school-counseling program
 - ◇ Non-fiction resource library for students, staff, and parents
 - ◇ Teacher-led staff development programs
 - ◇ Staff utilization of external resources for hands-on experiences and research
- Lines of communication were created and enhanced through the following:
 - ◇ Bi-monthly "Pioneer Voices" meetings led by our Director on various topics of interest to our school community
 - ◇ The formation of Pioneer WINGS (Working with Intention to Nurture the Goals of our School), a parent-led organization to assist the school with volunteer opportunities
 - ◇ New website launched with Parent Portal online access
 - ◇ Quarterly Director's Letter, Weekly Teacher Newsletters, WING's Salamander Script Monthly Newsletters
- WINGS planned and parent led weekend family nature walks and hikes throughout the year.
- We succeeded in giving students a sense of ownership through their participation in healthy and creative fundraising, such as our "Reach for the Trees Run" and "ArtSpring!" events.
- Our fundraising efforts in our first year have exceeded our goals, with over \$80,000 raised to date.
- Throughout the year our Board has diligently overseen our school's financial resources, and we will be ending the year fiscally sound.
- We are looking forward to 2015-16, K-4 with full enrollment of 220 students and a waitlist of over 450 students.

Respectfully submitted by Jennifer Bourne:

PIONEER PLUS

Before/Afterschool Supplements and Year Round Special Courses

MISSION: To expand the institutional priority of fostering "the development of the whole child: academically, socially, emotionally, physically and creatively," according to the needs of each individual. Pioneer Plus also seeks to enrich the *Basic School* model's emphasis on: community, coherence, character and a positive climate through collaborative endeavors with a variety of community partners,

I. Before School Program (Vitamin AM)

A. Operations Summary

1. Program Director Hours: 7am-9am
2. Program hours: 7:30am - 8:45am (employee children free)
3. Program Dates: August 17, 2015-June 7, 2016 (includes half days; excludes work days, extended breaks and holidays)
4. Enrollment cap @ 10:1 (up to 18 with additional staff 7:30-8:30am; \$250/month)
5. Tuition: \$75/month (\$50 registration fee due 7/15/15 to be used for initial materials/supplies procurement)
6. Program budget (based on monthly fees assessment): \$500/program director; \$200/PSCS facilities use; \$50/materials; annual budget = \$7500

B. Sample program description

Daily routine would consist of free choice stations and campus chores :)

1. Legos/building (cardboard; workshop tools)/natural materials
2. book club
3. painting
4. sensory table
5. outside free play

II. After School Program (Vitamin PM)

A. Operations Summary

1. Program Director Hours: 2pm-6pm
2. Program hours: 2:30pm-5:30pm (staff children free until 15 minutes past the end of dismissal)
3. Program Dates: August 17, 2015-June 7, 2016 (includes half days, excludes work days, extended breaks and holidays)
4. Enrollment cap @ 10:1 (up to 16 with additional staff 3-5:30pm; \$500/month)
5. Tuition: \$250/month (\$100 registration fee due 7/15/15 to be used for initial materials/supplies procurement)
6. Program budget (based on monthly fees assessment): \$1500/program director; (4) 25%-50% scholarships = up to \$500; up to \$750 for PSCS facilities use with higher enrollment; \$500/supplemental programming (i.e. drumming/ceramics instruction); annual budget ~\$25,000 (tuition per child \$2500; Tuition payments due by 5th of the month: August 5, 2015- May 5, 2016; includes all early dismissal days; excludes work days and holidays)

B. Sample Program Description

Daily routine would consist of campus chores and the following possible activity schedule:

-2:30-3:30pm - snack/free play/community meetings

-3:30-3:50pm - campus chores

-3:50-4:30pm - MWF literacy choices (Words Their Way/ story and craft/ DEAR/ writers workshop); TR supplemental arts enrichment programming

-4:30-5:30pm - work stations: Legos/building, practical life (weaving, sewing, food prep for freezing, canning or next-day snack, community meals), free play outdoors

III. Special Courses

A. Operations Summary

1. Dates of Operation
 - a. Fall Session [September 14-November 20, 2015]
 - b. Winter Session [January 4-March 4, 2016]
 - c. Spring Session [March 14-May 13, 2016]
 - d. Summer Session [June 13-August 12, 2016]; Closed July 4-8, 2016
2. Tuition: \$100 + materials fee (instructor discretion); 10 student maximum enrollment
3. Program (per course):
 - a. instructional stipend = \$500
 - b. up to (3) 25%-50% scholarships (up to \$200)
 - c. \$100-\$300 facilities fee per course (minimum enrollment of 8)
 - d. \$50 administrative fee per course (program director; \$400 stipend for summer program director [based on \$50/week X 8 weeks])
4. Summer Fees: (\$25 non refundable registration/materials fee, \$125/week or \$100/week for full 8 week session)

B. Sample Program Description

1. Fall, Winter, Spring Sessions: one day/week @ 3-4pm (formerly "clubs" @ three 8 week sessions year)
2. Summer Session: 9am-12pm
3. Possible Course Types
 - a. (age specific, intergenerational/family or a combination of both): creative writing, textile arts, ceramics, printmaking, collage, drumming, band instrumentation, ceramics, young naturalists/weed warriors, gardening, practical life (basket weaving?), yoga, Girls on the Run, Boys Read, intramural sports, sculpture/woodworking, Legos, geocaching
 - b. parent education: curriculum of coherence (more in-depth and continuous exploration of curriculum); class meetings for families; strategies for home; positive languaging (firmness and kindness)

IV. Appendix

Before/After School Program Feasibility Survey Results (based on % out of 30 participants)

Q1) Are you interested in before-school care, after-school care or both?

R1) a) before school only = 10%; b) after school only = 52%; c) both = 38%

Q2) What would your ideal start time be for before-school care?

R2) a) before 7:30am = 33.3%; b) 7:30am or later = 66.6%

Q3) What would your ideal end time be for after-school care?

R3) a) no later than 5:30pm = 71%; b) after 5:30pm = 29%; c) before 5pm = 18%

Q4) Are you willing to commit to a 10 month contract?

R4) 61%/YES; 39%/NO