



www.PioneerSprings.org

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  
June 23rd, 2015 - 6:38-9:28 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

**Board members present:**

Abigail Jennings (Chairman)

Erik Giles (Vice Chairman)

Kristin Clewell (Secretary)

Mary Coppola

Heather Labenson (Treasurer)

**Others in Attendance:**

Laura Mock (Director)-on phone

Kristen Krabath (Registrar)

Randolph Lewis (Founding Director)

Jen Bourne (Pioneer Plus Director)

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

Erik made a made motion to approve May 2015 regular and closed minutes, Kristin seconds, all in favor.

**Financials**

Finance committee met last week. Heather presented the Balance sheet and Profit and Loss sheet. Amazon Smile program raised \$41.43 and Jump Jam showed an \$1003.00, however the final net profit will be reported next month. Art Spring fundraising totals will be reported at next month's board meeting. Still waiting on a few LEA funds for about \$2,000.00. No more questions regarding financials from the board. Erik made a motion to approve May financials, Kristin seconds, all in favor.

**Director's Report:**

Jenn Bourne presented the Pioneer Plus Family Handbook. Erik had asked for a summary since he did not hear the initial proposal last month. So far 30 families have shown an interest in this before/after school program. This program will require families to make a year long commitment with a contract. Began to discuss doing an online registration with PayPal instead of hand time stamping as receiving forms in the mail. Need to add tuition chart in handbook and not just on registration

forms. Reviewed Pioneer Plus registration forms, no longer needs a 1<sup>st</sup> and 2<sup>nd</sup> choice box. Changed the language from 2:30 to end of carpool to adjust for staggered end times. Administration will identify appropriate campus chores to be part of program. Discussed how to provide financial aid while still making program self-sustaining. Decided upon annual rates of:

AM-\$1000.00

PM- \$3000.00

AM/PM- \$4000.00

The board approved the following policy for the Pioneer Plus program.

### **Pioneer Plus Policy**

Pioneer Plus is a before and after school program designed to meet the needs of working parents. The program is self-sustaining through monthly fee collection. All fees paid are non-refundable. Participating families are offered morning and afternoon options, or may choose both based on need. The program ratio will be 10 children to every 1 adult. Fees are determined based on number of hours enrolled and also aligned with comparable before and after school programs offered by area public schools. Ten percent of revenue will be earmarked for financial assistance based on identified financial need assessed through completion of the Pioneer Plus Financial Aid Application.

Mary made a motion to approve Pioneer Plus Policy, Kristin seconds, all in favor.

Laura presented potential new staff hires for next school year.

Brian Labenson, teacher assistant, possibly for 4<sup>th</sup> grade (he is also a licensed practical nurse)

Lisa Franco-PE

Melissa Young-Testing Coordinator

Annie Seier-Counselor

Kennon Knight- teacher assistant

Heather abstained from voting for Brian Labenson, as this is her husband.

Erik made a motion to approve hire of Brian Labenson, Kristin seconds, all in favor.

Heather made a motion to approve hire Lisa Franco, Melissa Young, Annie Seier, and Kennon Knight, Kristin seconds, all in favor.

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:

Abigail presented the following updates:

Proceeding with Pioneer Partners purchase of the Croft Schoolhouse and Davis site. The appraisal and environmental reports are currently in process. The final investment requirements will be dependent on the outcome of these reports.

#### Red Barn Construction:

- Express Review 6/30/15, plans are almost complete (will have 2 classrooms next year)
- Construction 30 days
- Cost estimate for construction was received for \$227,000, Randolph and I met and through plan revisions brought it down to \$179,500 not including architectural fees or permits.
- Due to educational code, a much more expensive HVAC system and new ductwork was required to accommodate the 50% fresh air requirement. The good news is that the original idea of open ceilings is now possible and has been integrated into the new plan.
- Abigail requested a motion to approve this estimate. Erik made a motion to approve the estimate, Mary seconds, all in favor.
- Contractor has agreed to finance the project with \$100,000 down and finance the balance of construction over the next 12 months with at least \$10,000/month plus interest. The Finance Committee needs to meet to determine the best financial structure for payment of this project.

#### Turn Lane Updates

- Right of way negotiations are going well. The property owner has stated they will donate the R/W, however, we will still incur costs of replacing landscaping, replacing fencing, and R/W agent fees.
- 3 bids were received and as per the Board's direction the Finance Committee chose the best bid for the school. The contract was signed for \$235,462.15. This includes replacing the fencing and the bond.
- Utility relocation is not included and we cannot receive an estimate until R/W has been finalized.
- The bond for the turn lane is currently in underwriting. We hope to have the bond by the first of next week.

No other public comments.

Heather made a motion at 8:50 to move into closed session to discuss confidential information in regards to future facility plans. Kristin seconds, all in favor. Kristen and Randolph remained present, as they are part of the Facility Committee.

Kristin made a motion to move out of closed session at 9:22, Erik seconds, all in favor.

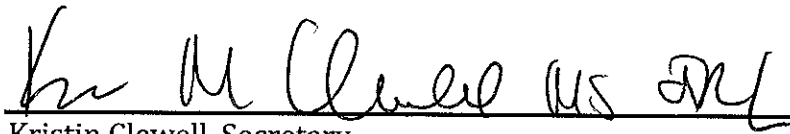
Heather made a motion to approve to keep moving forward with Red Barn upfits as presented above with the 2 classrooms for next year, Erik seconds, all in favor.

Next board meeting is July 28th 2015.

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

***Adjournment at 9:28 pm***

June 23rd, 2015 Minutes respectfully submitted by Kristin Clewell.

A handwritten signature in black ink, appearing to read "Kristin Clewell MS Ed", written over a horizontal line.

Kristin Clewell, Secretary