



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  
October 28th, 2014 - 6:30-10:50 pm**

Location: Pioneer Springs Community School, Croft Schoolhouse

In Attendance:

**Board members present:**

Kristin Clewell (Secretary)  
Abigail Jennings (Chairman)  
Erik Giles (VP/Treasurer)  
Sandy Knox (by phone)

**Others in Attendance:**

Laura Mock (Director)  
Randolph Lewis  
Erin McDonald  
Kristen Krabath (staff)  
Consuela Randolph (staff)  
Stephanie Insley (parent)  
Mark Barney (parent)

Established a quorum, Abigail calls meeting to order at 6:40.

Kristin made a motion to approve September 2014 minutes and September 9/30/14 closed session minutes, Erik seconds, all in favor.

**Financials**

Financial Committee met (Kristen K, Laura, Erik, Consuela, and Acadia) to define rolls.

Erik presented Balance sheet, no questions from board.

Consuela just finished entering financial information into Quickbooks account in order to be able to compare actual to forecast.

Local funds are trickling in but have not yet received funds from Mecklenburg County. Will receive 2<sup>nd</sup> 34% of State funds in November.

Erik presented P and L sheet. Labeled an uncategorized expense (\$269.67) more specifically as summer camp expense.

Discussed EC funding: state versus grants (need to spend money on what was designated in grant).

No more questions about financials. Kristin made a motion to approve financials up to September 30<sup>th</sup>. Erik seconds, all in favor.

Discussed Employee Expense and Travel Reimbursement Policy. Mark Barney (parent) explained MIE (Meals and Incidental Expenditures) that give a baseline for each city limit to spend, then do not have to track receipts. Laura made a suggestion to keep the policy as written for this year and consider changing it next year. Erik made a motion to approve Employee Expense and Travel Reimbursement Policy, Kristin seconds, all in favor.

#### Facilities Update:

Turn lane: surveying completed, will go to engineer or Friday. Bids coming soon for contractors. Abigail is working on acquiring right of way.

Davis house is on track, should be done by end of November, and then need to get inspections, hopefully before the holidays.

Red Barn: Grading is happening now. New architect plans to accommodate all classrooms in existing barn versus new building. All will fit except for yoga and PE, plan is to build an outdoor pavilion with walls. Board looked at the plans and had suggestions of more storage space (closets), extra sinks, and asked if using a metal roof be loud in the classrooms. March 1<sup>st</sup> is scheduled to be start date so plans need to be finalized. Estimate is \$621,700, which is an average of \$77.00 a square foot, much less than new construction.

2<sup>nd</sup> campus needs to be finalized by June 2017. Currently have 2 choices Torrence Lytle or buy land and build new construction. Torrence Lytle needs to know soon or it will be torn down. If we go with Torrence-Lytle can have an interest free loan for 7 years through the Mecklenburg Landmarks Commission. Need to consider the high cost of new construction versus the Torrence Lytle (including buying natural area nearby). Due diligence will continue in acquiring details for this project.

#### Director's Report:

BOG scores reported by Laura (this only tests reading for 3<sup>rd</sup> graders). PSCS was above state and district scores. If a student receives a 3 on the BOG he/she is considered to have met Read to Achieve state standards. Laura encourages staff and board to stay positive in regards to standardized testing, we do not want to pressure students.

Laura presented the new Grant Writer Contract utilizing Jennifer Savage as our grant writer. Sandy provided legal counsel for the editing of the contract. Jennifer will receive a 10% of grant funds she secures. Board discussed if 2 people work on 1

grant, they need to split the percentage. Need to have a master list of grants in the works so no one overlapping. Erik made a motion to approve Grant Writer Contract, Kristin seconds, all in favor.

Angelyn Boucher is a potential new hire as a shadow for kindergarten. Before hire she came to visit school 2 times and had many good questions.

Discussed employee contract in regards to carrying over PTO until the following year. The final employee contracts contained language unintended by the board which needs clarification. The intent was for employees to carry over up to 5 days of unused PTO to next year, however, the contract does not state this. Erik makes motion to approve changing employee contract for 5 days PTO and to approve Angelyn's hire after Sandy makes said corrections on the contract, Kristin seconds, all in favor.

There was a tornado watch recently, children were required to stay inside but need to clarify as all cases do not require the same level of concern. Revised policy to state, "In the case of a tornado watch the Director will determine if outdoor activities shall be permitted and will notify staff." Kristin made motion to approve tornado policy changes, Erik seconds, all in favor.

Reviewed new School Day Policy allowing for staggered start. Kristin makes motion to approve, Erik seconds, all in favor.

We discussed next year's school calendar. Laura sent survey to staff to gather their calendar preferences. If we go with the 1025 hours in 180 days (can't count lunch and recess) would have had to add another hour each day. We are currently on the 185 day calendar. Staff results indicated: 90% of staff prefer 185 days, like when align with CMS, teachers don't like half days, consider add 10 more minutes to days for Connect classes. Stephanie (parent) asked if the 10 minute time change would impact with other school traffic on 115.

#### Strategic Planning:

The Strategic Plan approved last month needs a timeline. Board added deadlines to each item, see attached.

Mark (parent) financial shortfall mentioned in fundraising letter sent to parents. Abigail, Laura, and Erik explained that the shortfall is planned and has always been anticipated to be filled with fundraising and grants. Mark shared his feelings as a parent when reading the letter and concerned about his child's school. But after explanation no longer concerned and offered his assistance with IT and maintenance help.

Stephanie (parent) asked about a monthly director report to families. Laura referred to her regular blog post and there will be a link on the new website. Laura also said there will soon be the formation of a parent advisory, which will also be a way to

provide information. Both parents present would like a way to hear what happened at board meetings without attending meetings (not detail of minutes, more broad).

Next board meeting will be moved to November 18<sup>th</sup> due to Thanksgiving the following week.

At 10:30 Kristin makes a motion to move into closed minutes to discussed privileged information about Intruder Emergency Policy. Erik seconds, all in favor. Parents present leave the room.

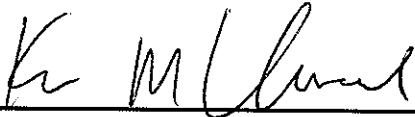
At 10:48 Kristin makes a motion to move out of closed minutes, Erik seconds, all in favor.

Revisited idea of posting board minutes to website. Erik made motion to add minutes starting from July 2014 to website in November, Kristin seconds, all in favor.

Erik makes a motion to add the Intruder Policy to the Emergency Preparation and Response Policies, Kristin seconds, all in favor.

***Adjournment at 10:50 pm***

October 28th, 2014 Minutes respectfully submitted by Kristin Clewell.

A handwritten signature in cursive script, appearing to read 'Kristin Clewell', written in black ink.

---

Kristin Clewell, Secretary

## **PSCS 2014-15 Strategic Plan Approved at 9/30/14 Board Meeting**

(Month indicates Board Meeting target completion date)

### **Financial**

- Establish Service Fund to assist students and families in need – completed- Laura
- Source Funds for Turn Lane –Abigail & Erik – Nov
- Source Funds for Red Barn expansion – Abigail & Erik – Jan
- Find private collateral to back loans – Abigail & Erik - Jan
- Fundraising - Annual Fund underway – Erin – Dec/May
- Capital Campaign to be created after TTT requests – Abigail - Nov
- Time and talent letter out school community – Time, Talent, Treasure (TTT) request – Abigail & Randolph – Oct & Nov

### **Facilities**

- Complete Davis House – Abigail - Nov
- Build Turn Lane – Abigail - Nov
- Current Maintenance
  - Remove Dead Tree at back of property – coming out Friday – Randolph - Oct
  - Deodar cedar plan at Croft – Randolph - Dec
  - Dead tree in buffer – Randolph - Nov
- Wood rot on Croft – Randolph - Dec
- Systems to maintain and develop outside spaces – Randolph - Nov
- Establish Facilities Manager – Randolph - completed
- Outside Sink – Randolph - Nov
- Develop a great design for barn – Abigail & Laura - completed
- Renovate barn – (3/1/2015 start date) – Abigail - Mar
- Include storage space in barn renovation – in the works – Abigail - completed
- Future expansion for middle and high school campuses – Abigail - Dec
  - Site research
  - Site selection

### **Academic Excellence**

- Implement Academic Excellence Committee and goals – Mary C. - Nov
- Create tech strategy for students (using tech as a tool) – Laura - Jan

### **School Community**

- Have community celebration when Davis completed – Admin - Jan
- More posting on Facebook – Erin (TBD from TTT) - Nov
- After- school community offerings – Laura – all year
- Invite community and board to events – Event Committee Chair TBD from TTT
- Create parent advisory group – Laura – Dec
- Carpool Initiative- Ride together – Laura – completed
- Commemorative Item for 1<sup>st</sup> year for all staff and students – Mary C. - May

### **PSCS Team Excellence (Board & Staff)**

- Recruit Staff for next year – Laura - Apr

- Improve Work/Life Balance – Mags & Laura - May
- Staff development- best practices – Mags & Laura - May
- Integrated technology - Mags & Erik - completed
  - Applications
  - Communications

#### **Operational excellence**

- Publish new website – Erik - Nov
- Fine-tune job descriptions – completed Laura
- Policy implementation – Laura - ongoing
- Financial Reporting – Consuela - completed
  - Need to know daily balances of bank and loan amounts
  - Ability to create proper financial statements for board review
  - Need to easily discern budgeted balances
- Fine Tune Croft Carpool (goal 20 min) – completed Laura

#### **Governance**

- Recruit board members – (TBD after TTT)- Sandy & Abigail

#### **Other**

- Buy a bus – Laura - May