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**Minutes of the Pioneer Springs Community School
Board of Trustees Special Meeting
October 12, 2015 - 6:30-9:05 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

Board members present:

Abigail Jennings (Chairman)

Erik Giles (Vice-chair)

Kristin Clewell (Secretary)

Mary Coppola

Sandy Knox

Heather Labenson (Treasurer)

Mark Barney

Others in Attendance:

Laura Mock (Director)

Franklin Mock (attorney)

Wendy Britt (Assistant Director/EC Director)

Randolph Lewis (Founder)

Shawn Copeland (school's new hired attorney)

Established a quorum, Abigail calls meeting to order at 6:30. This special meeting was called at the request of Laura Mock with the request to discuss confidential personnel information in closed session.

Franklin Mock presented the board with his resignation. As the board had been notified earlier in the week of his news, Sandy and Abigail sought out the assistance of a new interim attorney for the school. Shawn Copeland was introduced as the potential school attorney. A Davidson attorney, Shawn's family is a CSD family and he is familiar with charter school needs. Mark made a motion to appoint Shawn Copeland as the new interim attorney, Erik seconds, all in favor.

Abigail indicated it was time to move into closed session. Sandy made a motion to move into closed session to discuss confidential personnel information at 6:40, Mary seconds, all in favor.

At 8:40 Mary made a motion to move out of closed session. Mark seconds, all in favor.

It is noted that during closed session, Laura and Wendy presented their letters of resignation. A motion was made by Mark to pay both Laura and Wendy severance pay through the end of the month as compensation for their assistance during this transition. Mary seconds, all in favor, motion carries.

The board discussed holding a Pioneer Voices meeting as soon as possible to allow the school's community a time to come together. The board set the date for the following week on Thursday, October 22nd at the Davis House.

The board recognized an Interim Director is needed as a point person for school leadership. Mary made a motion to approve Erin McDonald as Interim Director with the assistance of Randolph and Mary Mix, Heather seconds, all in favor. As Erin is currently out of town, it was discussed that her role as Interim Director be announced and effective upon her return. A letter to the school will be drafted and sent immediately, and search committees for both roles will also be established without delay.

Abigail stated there is a need to schedule another Special Meeting for Saturday the 17th at 9:30 am. The draft of the audit has been received and it needs approval prior to our regular board meeting in order to meet the required submission date for the state. In addition, a by-law revision was proposed to change the days required to call a special meeting be changed from 5 days to 2 days. In accordance with our by-laws this discussion also serves as the five day notice to change by-laws.

At 9:05 Heather made a motion to adjourn, Sandy seconds, all in favor.

Mary makes a motion to adjourn, Erik seconds, all in favor.

Adjournment at 9:05 pm

October 12, 2015 Special Minutes respectfully submitted by Kristin Clewell.



Kristin Clewell, Secretary

**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
Special Meeting October 17, 2015 - 9:30 AM-11:20 AM**

Location: Pioneer Springs Charter School Campus

In Attendance:

Board members present:

Abigail Jennings (Chairman)

Mark Barney

Mary Coppola

Sandy Knox

Others in Attendance:

Randolph Lewis (Founding Director)

Erin McDonald (Founding Director)

The first item of business was the discussion of our first official financial audit. The draft was received and reviewed by the Finance Committee. All questions have been addressed by the auditor and the Finance Committee recommends approval. Mark had a question about Item #28, and asked for clarification as it stated that no assets of the school were being used as collateral. Abigail stated that was correct, the school's only collateral is personal property. The school doesn't own any real estate. All current loans have been backed with private collateral. The audit will be submitted to the state by the end of October in accordance with our charter upon its approval. Mark made a motion to approve the audit, Sandy seconds, all in favor, motion approved.

The next item was the review and discussion of an EC policy needed for the state. Although procedurally this is already being done, the board needs an official written policy. The policy needed is called: Policy and Procedures for Time and Effort logs for Grant-related Employees. Once it is completed it will also need to be included in the Employee Handbook for to review procedures too. After discussing the draft, the board decided to table this policy until the regular October meeting to allow time to request EC experts to review and give input for clarification. Mary will seek input from Mary Mitchell at CSD to assist us.

The next agenda item was the change in our by-laws to call a special meeting in two days instead of five days. All by-law changes require a five day notice to the board, which was given at the 10/12/17 meeting. There was a discussion on the purpose of this change. Abigail stated that the 5 day requirement is longer than what the laws pertaining to special board meetings require, which is only two days. Although we can still wait five days to call a special meeting, by aligning our by-laws to the two-day rule, we can act faster and be

more responsive when needed. Mary made a motion to change by laws to two days for special meeting. Sandy seconds, all in favor, motion approved.

Abigail recommended the appointment of Christina Licata as the school's new EC Coordinator. Christina has been on staff as an EC Teacher this year, and has gone above and beyond consistently in her role. Christina holds her Masters in Special Education from the University of Memphis, her Bachelors of Arts in Psychology from the University of NC at Charlotte, and has extensive autism training. Mark also wished to acknowledge the board's appreciation for Christina's dedication and willingness to step up to this new role.

Mark moves to approve Christina as the EC Coordinator, Sandy seconds, all approve, and motion carries.

Lastly, this week Heather Labenson submitted her resignation to the board due to personal reasons. Heather will be remaining in our Pioneer Springs community as a very active parent and has offered assistance with the Finance Committee, but needs to step down from board responsibilities at this time. The board would like to recognize Heather for her great contributions to Pioneer Springs as Treasurer and wishes her well.

At 10:50 Mark made a motion to move into closed session to discuss privileged information about facility expansion, Mary seconds, all in favor.

At 11:20 Mark made a motion to move out of closed session, Sandy seconds, all in favor.

At 11:20 Mark made a motion to adjourn, Sandy seconds, all in favor.

Adjournment at 11:20 AM.

October 17, 2015 Special Minutes respectfully submitted by Abigail Jennings.



Abigail Jennings, Chairman