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**Minutes of the Pioneer Springs Community School
Board of Trustees Meeting
September 22, 2015 - 6:35-10:23 pm**

Location: Pioneer Springs Charter School Campus

In Attendance:

Board members present:

Abigail Jennings (Chairman)
Erik Giles (Vice Chairman)
Heather Labenson (Treasurer)
Mark Barney
Mary Coppola
Sandy Knox

Others in Attendance:

Laura Mock (Director)
Wendy Britt (Assistant Director)
Randolph Lewis (Founding Director)
Erin McDonald (Founding Director)
Mary Mix (Nature Director)
Maggie Pozoroski (parent)
Jessica Lenhart (parent)

Established a quorum, Abigail calls meeting to order at 6:35.

Mary Coppola made a made motion to approve August 2015 regular minutes with one correction that the date of the September meeting was incorrectly noted at the end, change to September 22nd. Erik seconds, all in favor. Mary Coppola made a motion to approve the August 2015 Closed Session minutes. Erik seconds, all in favor.

Financial Report

Heather presented the August financial statements, including the Balance Sheet, Profit and Loss, and Cash Flow Report. Mark Barney made a motion to approve the Financial Statements, Erik seconds, all in favor. Heather reported that due to the NC General Assembly not making their final decisions on the state budget, we cannot present our revised budget until learning what their final charter allotment will be.

Grant Task Force Report

Mark Barney reported he is working towards utilizing the Building Hope and Reinvestment fund for facility loans. He is working building a package of complete documentation for their requirements, which will also serve for grant submissions too. Information needed includes:

- Financial documents and recent audit
- Demographics
- Academic overview
- Summary mission and board goals
- Proficiency results - State assessments
- Management - organizational chart
- Project information
- Description of facilities project
- Project team

Facilities

Abigail reported the turn-lane plans remain under review due to the request for revised right-of-way acquisition lines by the property owner, Gerdau-Ameristeele. The request is tentatively approved but there is a drainage issue now in question. The site engineer is working with NCDOT towards a solution.

Randolph reported a Buildings and Grounds team is being formed to assist in individual projects from the school's master list of ongoing facility projects.

Directors Report

Laura reported that technology integration was not something needed currently in our K-4 setting, but possibly for 5th grade. There will be a required 5th grade Science EOG, which is computer based. If we do not want computers in 5th grade, we can request paper and pencil version.

Regarding the board's request for our own version of a math BOG since the state does not require it, Laura reported that one was given to 3rd, but not fully analyzed yet. In 4th grade they began the process, but decided to delay the 4th grade's assessment. MClass results were more almost completed but final results were not in.

We are now utilizing Singapore Math and have a better snapshot of where are. Teachers are doing pre-assessment before each unit to find out what students already know. There was a discussion about how to make pre-assessments most useful, how to best chart growth, and turn data into a snapshot. Standardizing portfolios would be helpful. Request to create reports to provide board better snapshot of where students are relative to standard. Also needs to show trends and growth document methods.

Annual Strategic Planning Part Two

Abigail reviewed the goals the meeting

1. Fine-tune the goal list made during brainstorming session at August meeting.
2. Make goals SMART: specific, measurable, attainable, realistic and timely
3. Assign leadership to each goal
4. Assign timeline for each goal

The group reviewed, discussed, and revised the goal lists from the August Board Meeting and established the 2015-16 Strategic Annual Plan as follows:

Academic Excellence

- Add an additional 2 committee members with educational expertise
- Consolidation of cumulative report card data to demonstrate growth and identify trends
- Develop criteria to evaluate growth in non-academic areas (emotional, social, and physical) to utilize in the 2016-17 school year
- Develop clear vision for middle school including facilities, staffing, grades, technology, assessments, and curriculum model through the Middle School Taskforce
- Develop and implement plan to integrate testing preparation within 3rd and 4th grades

Community

- Bi-monthly Press Releases to promote school news and events
- Connect to national networks for Green and Nature schools
- Create Global Calendar for Staff
- Create Global Calendar for Parents
- Organization of Community Talents

Facilities

- Finalize location and funding for 5th Grade classrooms
- Finalize Middle School site and funding
- Build turn lane and widen Bob Beatty
- Establish Building and Grounds Committee
- Create central location for maintenance materials, information, and equipment
- Develop plan for Flower House use and restoration

Finance

- Revise our 5 year budget
- Raise \$150,000 for capital improvements and school operations
- Admin team to meet at a minimum monthly regarding spending prioritization
- Complete two grant/loan applications and receive feedback

- Find and utilize grant writing resources

Governance

- Policy reviews
- Identify needed skill sets of outgoing board members and seek successors

A motion was made by Erik to approve the 2015-16 Annual Strategic Plan, Mary seconds, all in favor, motion approved.

At 9:30 Mark made a motion to move into closed session to discuss privileged information about facility expansion, Sandy seconds, all in favor.

At 10:18 Mary C. made a motion to move out of closed session, Sandy seconds, all in favor.

Next board meeting is September 22nd 2015.

Heather made a motion to adjourn, Mark seconds, all in favor.
Adjournment at 10:23 pm

September 22, 2015 Minutes respectfully submitted by Abigail Jennings.



Abigail Jennings, Chairman