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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  
May 24, 2016 - 6:42-8:06 pm**

Location: Pioneer Springs Community School Red Barn

In Attendance:

**Board members present:**

Abigail Jennings (Chairman)  
Erik Giles (Vice Chairman/Treasurer)  
Kristin Clewell (Secretary)  
Mark Barney (by phone)  
Mary Coppola  
Sandra Knox

**Others in Attendance:**

Rebecca Friend (Academic Director)  
Randolph Lewis (Associate Director)  
Michael Amy Cira (parent)  
Brian Hicks (parent)  
Karen Hopkins (parent)  
Lyla Khan (parent)  
Linda McDuffie (parent)  
Maggie Pozorski (parent)  
Peter Blumenfeld (parent and future board member)  
Philisha Orr (Finance Committee member)  
Alex Gallo (parent)  
Beth Adams (parent)  
Stephanie Costas (parent)  
Heidi Magi (parent)

Established a quorum, Abigail calls meeting to order at 6:42.

Erik made a made motion to approve April Minutes, which were sent to board to review prior to this meeting, Kristin seconds, all in favor.

**Financial Report**

Erik presented April 2016 Balance Sheet, P & L, and Cash Flow Report. Toss and Sauce fundraising will be included in next month's financials. No additional

discussion about financials. Mark made a motion to approve the February 2016 Financials, Kristin seconds, all in favor.

Erik presented the 2016-2017 Budget for approval. The draft of the budget was presented at the April meeting. Fundraising continues to be very important due continued to new facility costs. Kristin made a motion to approve the 2016-2017 Projected Budget, Mark seconds, all in favor.

Abigail explained it is time to approve the contract for the annual audit by Rebecca Barr. Erik made a motion to approve the contract for the annual audit for Rebecca Barr, Mark seconds, all in favor.

**Facilities-** Abigail and Randolph

Peter Blumenfeld has been assisting with the facility plans for Asbury Park. He reported the plans have been submitted and the 1<sup>st</sup> round of comments has been received. Now working on permitting process. We continue to be on track for construction start date of July 5<sup>th</sup>.

Abigail reported that the right of way acquisition is back on track and the right of way agent is currently working with the property owner to acquire the right of way needed by the school.

Randolph noted the dead wood in the tire swing tree is due to insects and a fungus. Randolph got quotes for tree removal (will eventually have to be done anyway) versus treating the problem. He will pass along the quotes to Finance Committee. Progress has been made on the climbing wall; the utility poles have been set.

**Governance-**Abigail

Abigail noted we have 2 nominees for the Board of Trustees:

1. Peter Blumenfeld, he has experience with architecture and project management, is a JLL project manager; also has experience with historic preservation.
2. Kim Champion, she is PSCS contractor for literacy program, she has her MS as a reading specialist.

Mark made a motion to approve Peter Blumenfeld and Kim Champion to the PSCS Board of Trustees for 2016-2019, Kristin seconds, all in favor.

Mark made a motion to approve the officers of the Board of Trustees for the 2016-2017 year: Abigail Jennings (Chairman), Erik Giles (Vice Chairman/Treasurer), Kristin Clewell (Secretary), Sandra seconds, all in favor.

Next, the board wishes to recognize the dedication and hard work of Mary Coppola, whose term will be ending on 6/30/2016. In honor of Mary's commitment to Pioneer Springs, and in accordance with the Pioneer Springs bylaws, we nominate Mary Coppola as an Honorary Trustee for Pioneer Springs. This non-voting designation is reserved for those have served the school with distinction and whose

mentorship will continue into the future. Erik made a motion to approve Mary Coppola as an Honorary Trustee, Mark seconds, all in favor.

Abigail also stated the board would like to honor Mary with a paver at Asbury Park Grove for her dedication to PSCS. Mary stated "I am thrilled with the direction this school is going" and make sure to keep the school small, "do what you do and do it well".

New Policy Taskforce has been formed to review requested changes to policies. The taskforce will consist of Mark Barney Chair, Becky, Audene, Abigail, Peter, Randolph, Erin, and Mary C.

New Job Description Taskforce has been formed to review all staff's job descriptions. The taskforce will consist of Mark Barney Chair, Becky, Audene, Abigail, Erik, Erin, and Mary C.

**Academic Director Report:** Becky

PSCS academic goal: Achieve a 5 to 8 percentage point growth on the composite score (baseline 2014/15) by defining and implementing common metrics across all grade levels and adopting consistent and pervasive instructional and operational practices.

- Academics

- Teachers will meet with parents May 26th and 27th for end-of-year parent conferences.

- M Class reading comprehension assessments are being conducted in grades K-3 and for 4th grade students who have yet to achieve the RTA benchmark. The assessment window closes on May 27th and results will be presented during the June board meeting. Of note, 22 of 42 students or 52% of 3rd graders were proficient (> or = P) BOY; 31 of 39 students or 79.4% were proficient EOY. 2 of 39 students currently pending RTA benchmark.

- Kim Champion and Lynn Curley presented a parent seminar on May 19th entitled "The Summer Slide". Coordinating packets with information for summer activities will be distributed to all students via the weekly folders on Wednesday, May 25th

- Kindergarten assessments for class placement in the 16-17 school year began on Saturday, May 21st and will be completed in the first weeks of June. The assessment includes social observation as well as skill checklist including shape identification, body awareness and movement, and letter and number identification.

- End-of-year checklists are being distributed on Wednesday, May 25th to teachers. These include directions for completing classroom instructional inventories as well as purchase request lists for 2016-17.

- The three-year academic strategic plan is a dynamic document that reflects intentions for all component parts of instruction and will be adjusted annually based on identified goals and impacting factors. If approved by the board, the plan will be put into effect beginning with staff development in August, 2016.

- Evaluation and Licensure

- The third and final round of observations will be completed as of May 27th. Teachers have been invited to schedule end-of-year summary reviews during the workdays to close out observations for the year.

- Teacher assistant evaluations will be distributed on May 26th. These surveys are will be completed by both the TA (self-assessment) and the cooperating teacher and reviewed during the end-of-year summary reviews.

- Academic director evaluation survey will be distributed to all staff on June 6th. The survey is based on the administrators observation tool from the North Carolina Educator Effectiveness system.

- Testing

- The test schedule has been finalized and needed materials ordered/ collected, including pencils, erasers, scratch paper and calculators. Testing will be conducted on May 31st and June 1st with make-up on June 2nd and 3rd and RTA on June 5th. PSCS is scheduled to have documents scored on June 2nd in Wilkesboro.

- EOG training was held on May 17th and 19th for both staff and parents. 15 parents have volunteered to proctor during this year's administration.

- The results of the WIDA/ ACCESS testing for English as a Second Language will be available on May 26th.

- Becky reported that those 3<sup>rd</sup> graders who did not meet the Read to Achieve standards will be able to participate, along with vulnerable 1<sup>st</sup> and 2<sup>nd</sup> grade readers, in a summer reading program due to a state grant of \$23,000.

Audene, the testing coordinator, reports testing plans are well under way and thanked parents for helping with proctoring (but still have a few spots to fill).

- Nature Education

- Update on nature...we have finished our nature field trips. Each grade level has attended a nature preserve or wildlife center which coincides with the grades' ecological theme.

- K is studying the pond and are finishing the construction of a pond in a 55 gallon aquarium. They have been exploring our PSCS pond to inspire their study. They are presented to families a pond performance where they were a pond character in the story.

- Second grade has been exploring the pond and found all life cycles of the Fowlers Toads while in the pond.

- Our pollinator garden is established and has attracted a swallowtail caterpillar.

Parent Survey Results-90% of the respondents reported that they will be returning to PSCS in the fall. One of the "favorite" parts of school is the nature theme and an area of "need" noted was discipline procedures. Board was given a copy of the survey to review prior to next board meeting.

Mary made a motion to approve the 3 Year Academic Plan, Sandy seconds, all in favor.

Becky reported that Anne Monterosso with the Department of Public Instruction will visit PSCS on June 7th for the monitor meeting to address compliance issues outlined in October.

Don Folz is actively working on grants for EC funding, personnel and materials for the 16-17 school year.

Mike Leftco has been consulting with Becky regarding EC department needs.

The EC audit will move from 6/2 to 6/7.

Abigail began to facilitate the approval of Mike Leftco's contract when a parent asked about the hiring procedure for Mike. Mark explained that although it is not typical for parents to be a part of the hiring process, in this case there had been parent involvement and parent approval for Mike as he went through the same process earlier in the year when he was an applicant for Director. The board and the parent panel formed by WINGs interviewed him earlier in the year. The decision for this hire was a decision made by the administrative team; however, the board also fully supported this decision. Brian Hicks conveyed that the EC parents felt they were not involved in the decision; and wished the parents could have been more involved in the process. Mark reiterated that the board only approves the contract; they are not involved in hiring decision except for the Director position. Becky stated that having Mike as a resource was very helpful. It was clarified to parents that the board is only approving Mike's consulting contract tonight, not his contract for the 2016-2017 year.

Mark made a motion to approve Mike Leftco's contract to be a consultant for EC, Sandy seconds, all in favor.

**Academic Excellence Committee Report:** Mary Coppola

Committee Members

Kim Champion, Reading Specialist  
Lynn Curley, Math Facilitator  
Kim Aichele, Science Teacher  
Kate Mueller, Math Support Teacher  
Jolena Stanton, PHD Candidate  
PS Parent Representatives

Next meeting: Panera Exit 18 Charlotte June 16, 2016

Still working on Yard Art Day.

Will be ordering fraction based calculators for next year.

Recommended students practice in actual EOG setting.

Classroom Inventory has already been sent out digitally to teachers.

Digital Master Calendar in place. Should be posted at all schools in high traffic area.

Recommendations:

- EOG Parent Session, Practice Session at Ashbury, Contingency Plans
- Support Classroom teachers on Assessments /Summary Sheets/Report Cards to prepare for end of Year Conferences
- Schedule Meeting with Academic Director and Leadership Team to Study Data

**Strategic Plan Review:** This strategic plan was approved by the board on September 22, 2015. Abigail reviewed the goals and what was accomplished this year in a PowerPoint presentation.

***Academic Excellence GOAL: Add an additional 2 Academic Excellence Committee members with educational expertise***

- Our Academic Excellence Committee grew this year under the leadership of Mary Coppola. Our committee now includes academic notables:  
Becky Friend  
Kim Champion  
Jolena James-Szanton  
Kim Aichele  
Kate Mueller

Mary Mix  
and parents from our community

***Community: GOALS ACHIEVED!***

- Create Global Calendar for Staff
- Create Global Calendar for Parents
- Organization of Community Talents
- Bi-monthly Press Releases to promote school news and events

***Green Connections GOAL: Connect to national Green & Nature school networks Achieved!***

- **Recommendation: Join the Green School Alliance and Green School National Network to help Pioneer Springs with resources to support our mission**
- **The Green School Alliance** is an international coalition of sustainable schools.

Providing tools for managing change, Green Schools Alliance (GSA) was uniquely created by schools for schools, the GSA is a global peer-to-peer network of pre-K-12 schools represented by school decision makers who work together to solve climate and conservation challenges.

- **Green Schools National Network** is a nationally recognized premier partner in advancing collaboration to integrate a green and healthy culture in schools to ensure that current and future generation of students are environmentally literate as well as practice and promote sustainability in their community.

Core Practice 1: Curriculum that Advances Environmental Literacy and Sustainability

Core Practice 2: Stewardship and Service Learning

Core Practice 3: Sustainable Facilities Design and Management

Core Practice 4: Health and Well Being

Core Practice 5: Strong Partnerships and Networks

***Facilities GOAL: Finalize location and funding for 2016-17 classrooms***

***GOAL: Finalize Middle School site and funding***

ACHIEVED: Asbury Park Grove Expansion & Pioneer Partners Funding

***GOAL: Establish Building and Grounds Committee***

ACHIEVED: Skilled parents now helping with facility needs

***GOAL: Create central location for maintenance materials, information, and equipment***

ACHIEVED: Now located in the Flower House

***GOAL: Develop plan for Flower House use and restoration***

ACHIEVED: Plan established to restore Flower House as a future office

**Finance: GOALS ACHIEVED!**

- Revised 5 year budget
- Admin team to meet at a minimum monthly regarding spending prioritization
- Completed two grant/loan applications and receive feedback and utilize grant writing resources

**Modified Goal In Progress:**

- Raise \$100,000 (was \$150K) for capital improvements and school operations
- Please support "ArtSpring!" and "Pave the Way"

**Governance GOAL ACHIEVED/ONGOING:**

**Policy reviews**

- Ongoing throughout the year
- Taskforce assembled for end of year recommendations

**GOAL ACHIEVED: Identify needed skill sets for additional board members and seek successors**

- Academic and facility expertise identified and elected
- Financial expertise found and utilized

**GOALS AHEAD:**

- Develop criteria to evaluate growth in non-academic areas (emotional, social, and physical)
- Develop clear vision for middle school including facilities, staffing, grades, technology, assessments, and curriculum model through the Middle School Taskforce
- Build turn lane and widen Bob Beatty

Abigail recommended that PSCS officially join the Green School Alliance (free) and the Green School National Network (a school sponsor paid the \$250.00 to join). Mark made a motion to approve PSCS officially join the Green School Alliance and the Green School National Network, Mary seconds, all in favor.

Abigail noted Philisha Orr is joining the Finance Committee.

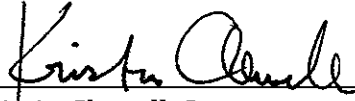
Abigail asked if there were any questions. A parent asked how much Toss and Sauce had brought in and would we make our fundraising goal. Erik said the final numbers were not completed yet.

Next board meeting is scheduled for June 28th, 2016.

Mark made a motion to adjourn, Sandy seconds, all in favor. Adjournment at 8:06 pm.



May 24th, 2016 Minutes respectfully submitted by Kristin Clewell.

  
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Kristin Clewell, Secretary