

MINUTES – April 25, 2016 - TRCS Board of Directors Meeting

Mission Statement: We will support each student's continuing discovery and development of self and community by providing a learning environment that is relevant, active and project oriented. All aspects of the student's experience at Two Rivers Community School will enhance his/her natural learning power.

Members Present: Harrison Sterne, Lindsay Masland, Jason White, David Rizor, Shari Williamson, Bryan Martin, Lynnwood Brown, Karen Trefz, Natalie Oransky, Paulette Marty, Hannah Reeder, Laura Mallard

CALL TO ORDER

- Meeting called to order by Paulette at 5:32 p.m.
- Quorum established with 7 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Paulette

APPROVAL OF APRIL 25, 2016 BOD MEETING AGENDA

ACTION: Shari moved to approve tonight's meeting agenda (attached to these minutes as Exhibit A); Laura seconded – PASSED by consent

APPROVAL OF MARCH 21, 2016 BOD MEETING MINUTES

ACTION: Shari moved to approve March 21, 2016 minutes; seconded by Laura – PASSED by consent

CONFLICTS OF INTEREST

- None

GOVERNANCE PROCESS POLICIES

- GP-7, 8
 - Read by Jason
 - Lynnwood notes that the Policy Committee needs to revisit these governance policies, and consider re-ordering when we review them because some are more appropriate at certain times

ACTION: Shari moved to re-commit to the above GP policies; seconded by Jason – PASSED by consent

PUBLIC COMMENTS

- April Flanders – concerns with after school: son playing video games, questionable discipline (suspended for two weeks, as a kindergartener), homework not done fully/correctly
 - Wants to know how we can make it better, but is not there to know what perhaps can be done
 - Wishes he would have fun there, and that the supervisors would communicate better with her about what is going
 - David said that at times the kids are separated by age, but not always
 - Natalie wonders whether doing that more might help
 - David said that the supervisor of after school has education background, and the other staff members, hired for this sole purpose, have experience in areas such as summer camps
 - April notes that maybe after school is not set up to be particularly educational, but just wants her child to enjoy the time
- PTO – came with update
 - Officers will remain the same from last year, felt like they had a good team
 - They do not have a volunteer coordinator – Shari Williamson may have some ways to assist with that
 - By-laws of PTO say that PTO funds should be in TRCS account managed by PTO executives
 - Lynnwood says that we are not allowed to have a separate checking account for PTO because they are under the school and not incorporated – says By-laws need to be amended
 - David said a recent issue that came up is because the PTO wanted to honor the teachers with cash, which created problems because it has to be accounted for, taxed, etc. (took a week to 10 days to get the money out)
 - Ryan praised the PTO, said the chairs and others have shown up for every event the school has done
 - Paulette recommended that PTO speak with Harrison and David about the possibility of petty cash or some other mechanism allowing for easier use of funds
 - Laura noted that in order for PTO to have checking account access, they

need to have meeting minutes, add some members

STRATEGIC PLAN

- Developing a strategic plan for growth of the school
 - Strategic Planning Timeline 2016 (*attached to these minutes as Exhibit B*)
 - Board looked at potential “Pillars” of a strategic plan, provided feedback
 - We will have a committee to support each pillar and draft a strategic plan for each
 - Academics, Staff, Community/Parents, Development/Philanthropy – offered as initial ideas
 - Ryan suggested that Development/Philanthropy may not need to be a pillar, but rather something that runs through everything we do
 - Ryan suggested Academics, Community and Sustainability

ACTION: Shari moved to approve Academics, Community and Sustainability as the three pillars moving forward in our Strategic Plan; seconded by Laura – PASSED by consent

- We now need a Board member to head-up each of these ad-hoc committees, which will work to draft a strategic plan for each
 - Once the strategic plan is complete, the duty of carrying it forward will rest with the standing committees
 - Paulette notes concern that there is a dwindling sense of involvement on the part of parents, and a Strategic Plan can potentially help foster more connectedness between parents and the school
- Academics – Jason and Lindsay; Community – Shari, Laura and Hannah; Sustainability – Karen and Lynnwood

COMMITTEE REPORTS

- Executive Committee
 - Renewed Acadia contract last week at Exec Comm meeting
- Finance Committee/Treasurer
 - Harrison gave update on budget for next year
 - Noted that he will not be here next year, and whoever is here should maintain/tweak the budget throughout the year, and not wait until things get too messy
 - David mentioned items of need, should the budget allow:
 - Teacher computers, playground equipment, scholarship money (for kids)

who cannot afford things like Buffalo Cove or the DC trip), support staff member, vans for field trips

ACTION: Lynnwood moved to approve the Budget Transfers in *Exhibit C*; Shari seconded – PASSED by consent

LOTTERY

- Results are *attached hereto as Exhibit D*

- Shari moved that we go into Executive Session; Jason seconded – PASSED by consent

ADJOURN

- Shari moved to adjourn the meeting; Jason seconded – PASSED by consent

- April 25, 2016 TRCS Board of Directors meeting adjourned at 8:40 p.m.

**Two Rivers Community School
Board of Directors Agenda
April 25, 2016**

We will support each student's continuing discovery and development of self and community by providing a learning environment that is relevant, active, and project oriented. All aspects of the student's experience at Two Rivers Community School will enhance his/her natural learning power.

5:30pm Opening of formal meeting

- Call to Order
- Mission Statement
- Approval of Agenda
- Approval of Minutes
- Conflict of Interest

5:35pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP7, GP8

5:40pm Public Comment

6:00pm Enrollment lottery

6:15pm Committee Reports

- Development
 - Development Director's report
- New School
- Policy
- HR
- Academic Standards
- School Leadership
- Technology
- Buildings and Grounds

6:45pm Executive Reports

- Treasurer
 - Finance report
 - Discussion of projected budget
- Director
 - Director's report
- Chairs
 - FYI: Executive Committee voted to renew grant writing contract with Acadia
 - Strategic planning
 - Identify five pillars of the plan
 - Identify board members to serve on each pillar committee
 - Next steps

7:45pm Executive Session

8:30pm Adjourn

GP-7 POLICY TITLE: Board Committee Principles

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from Board to Principal(s).

Accordingly:

1. Board committees are to help the board do its job, not to help or advise the staff.

Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.

2. Board committees may not speak or act for the board except when formally given such

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authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Principal(s).

3. Board committees cannot exercise authority over staff. Because the Principal(s) works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

5. Committees will be used sparingly and ordinarily in an ad hoc capacity.

6. This policy applies to any group, which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Principal(s).

GP-8 POLICY TITLE: Board Committee Structure

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

Strategic planning timeline 2016 Two Rivers Community School Board

- April 2016: Board of Directors identifies five pillars of the strategic plan and forms an ad hoc committee for each pillar
 - At April Board meeting:
 - Discuss and decide upon five pillars
 - Identify a Board member to chair each pillar committee
 - Identify some staff members and parents who might be good fits for each committee
 - Before May 1:
 - Board co-chairs and pillar committee chairs recruit staff members and parents for each committee
- May-June 2016: Pillar committees gather input and draft plan for their pillar
 - Before May parent meeting:
 - Come up with a one sentence vision statement for pillar (what it will look like when all the objectives are met)
 - Example vision statement for Parent Engagement pillar: Parents are actively involved and perceive themselves as stakeholders in the community
 - Come up with questions for parents to gather their feedback on pillar
 - Possible examples for Parent Engagement pillar
 - What do you think your engagement in the community should be?
 - What encourages you to be engaged? What discourages you?
 - What are your barriers to engagement?
 - In what ways do you think parents should **not** be engaged?
 - What are appropriate expectations for parents?
 - What information or resources would you need to become more engaged?
 - What is your definition of "engagement?" What does it look like?
 - What do you think are the most effective forms of communication 1) between you and the school? 2) among parents?
 - At May parent meeting:
 - Each pillar committee sets up in one classroom and parents and staff can move from one to the next
 - Committees post questions around the room on large easel sheets with markers available so that people can write responses and ideas on each sheet
 - Committees facilitate discussion to gather ideas and feedback
 - Committees recruit other interested people to serve on the committee
 - Before June 30:
 - Draft the following for each pillar:
 - One sentence vision statement (what it will look like when the objectives and goals are met)
 - Set of objectives (broad descriptions of regular behaviors or activities)

- Five year goals for each objective (measurable results)
- Action steps for each five year goal (things that each stakeholder group must accomplish in order for the goal to be achieved)
 - Board action steps
 - Non-instructional staff action steps
 - Instructional staff action steps
 - Parent action steps
- Example:
 - Pillar: Parent engagement
 - Vision Statement for Pillar: Parents are actively involved and perceive themselves as stakeholders in the community
 - Objective 1: All families volunteer regularly
 - Five year goal 1: 90% of households volunteer at least 4 hours per month during the school year (2 hours for single-caregiver households)
 - Action steps for Board:
 - Communicate opportunities for committee involvement
 - Facilitate committees' work
 - Action steps for Director and non-instructional staff:
 - Director and non-instructional staff create and maintain an infrastructure for coordinating volunteers
 - Action steps for instructional staff:
 - Each teacher communicates classroom-related volunteer opportunities to parents monthly
 - Action steps for parents:
 - Parents seek out volunteer opportunities and follow through on completing volunteer obligations
 - Objective 2: Parents participate on committees
 - Objective 3: Families participate in school events and programs
 - Objective 4: Parents are aware of their children's academic progress
- July 2016: At retreat, Board drafts strategic plan and sets 2017-18 Board committee goals derived from action steps in the draft strategic plan
- August-September 2016: Board gathers input on strategic plan draft from staff and parents
- October 2016: Board finalizes strategic plan
- November 2016: Board creates timeline for implementation of strategic plan action steps

Document created 4/2/16 by Paulette Marty, Board Co-Chair

APRIL 2016 FINANCE COMMITTEE (BOD)

BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION (Current Year Summary of Budget close-out values)

Fund Balance Appropriate @ July 1, 2015
 Previously approved Revenue Budget Transfers this year (thru 3/21/16)
 Previously approved Expense Budget Transfers this year (thru 3/21/16)
 Through Previous BOD Meeting - Forecasted Reserves at June 30, 2016

310,324
 (94,400)
 10,526
 226,450

(includes \$24,256 in Legacy @ July 1)

Current cash on hand April 24 = \$468,435 (incl \$36,532 in Legacy)
 RE Loan bal - \$167K-10 yr fixed 5.25%; LOC bal=\$0 (zero) - avail. \$85K

L4 Summary only - budget reforecast (supporting L5 details in a separate schedule)

| Item Description | Current Budget | Proposed Change | Updated Budget | Comments |
|--|----------------|-----------------|----------------|----------|
| Change in Revenue | | | | |
| Revenue - Federal | | (10,496) | | |
| Revenue - Local - County | | (29,202) | | |
| Revenue - Local - Fundraising | | (9,497) | | |
| Revenue - B & A Care | | 4,000 | | |
| Revenue - Local - Taxes | | (455) | | |
| Subtotal - Revenue Changes | | (45,650) | | |
| Change in Expense | | | | |
| 1 - Salaries | | (14,549) | | |
| 3 - Books & Supplies | | (4,740) | | |
| 4 - Technology | | (2,850) | | |
| 5 - Non-Cap Eqmt & Leases | | (3,600) | | |
| 6 - Contracted Student Services | | (5,355) | | |
| 7 - Staff Development | | (7,000) | | |
| 8 - Admin Services | | (16,640) | | |
| 9 - Insurances | | (263) | | |
| 10 - Rents & Debt Service | | (6,632) | | |
| 11 - Facilities | | (3,600) | | |
| 12 - Utilities | | (4,224) | | |
| 13 - Nutrition & Food | | (700) | | |
| 14 - Capital Purchases | | (1,000) | | |
| 15 - Transportation & Travel | | (4,818) | | |
| 16 - Fundraising Expense | | (2,438) | | |
| Subtotal - Expense Changes | | (78,409) | | |
| Net impacts of "budget transfers" to / (from) reserves this period | | 32,760 | | |
| June 30, 2016 - Estimated Total Reserves | | 259,210 | | |

includes Legacy

Exhibit C