

Two Rivers Community School
Board of Directors Regular Meeting Minutes
26 August 2013

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, Lynnwood Brown, Ken Jacquot, Ali Zick, Whitney Van Sant, Barbara Benson, Hannah Reeder, Shari Williamson, Kelly Snider, Vachel Miller, Bryan Martin, Ann-Marie Clark, Sallie Arnold, Paulette Marty, Zoe Detter (ASU student observer).

The August meeting was called to order by Lynnwood Brown at 6:05.

The mission statement was read by Sallie Arnold.

Vachel Miller moved to approve the meeting's agenda. The motion was seconded by Barbara Benson and was passed by consent.

Conflict of Interest: none

Harrison Sterne moved to approve the minutes of June 20, 2013. The motion was seconded by Barbara Benson and passed by consent.

Public Comments:

1. Vickie Krueger strongly suggested that the BOD not vote to drop Expeditionary Learning. "It's made us who we are."
2. Lindsay Scarborough, as new person in charge of technology needs, wants to know what is needed and expected from her. She is asking: a) who is in charge of inventory; b) what system is in place for completing repairs; c) how are these decisions to be made; and d) where does she get this instruction? She is asking for clarification on these matters and a job description.

General Introductions:

Zoe Detter was introduced as a BOD Fellow from ASU studying secondary English.

Nate Bush was introduced as the co-president of PTO.

Director's Report:

- 1) Summer Trainings Attended
 - a. Beginning Teacher Peer Review Process
 - b. Homebase – Instructional Improvement System
 - c. Homebase – Educator Evaluation System
 - d. PowerSchools – Training on new software & usages (like attendance, etc)
 - e. Summer Institute – Continued Support on the Common Core
 - f. Charter School Leadership Institute – Office of Charter School's annual leadership training – annual updates
 - g. EC Director's Summer Institute
 - h. Adapted Physical Education & other EC support trainings
 - i. New State Health System Training
- 2) Recommend we pass a resolution in support of the PTO directory being used for personal purposes. It is important to inform and educate our community that this directory should not be used for any business purposes or distribution of business related materials unrelated to the PTO or the school.
- 3) Review of the Hiring Process
 - a. Advertise positions on website, newspaper, EL, Teachers to Teachers
 - b. Collect applications/resumes through June 24th
 - c. Interviews will be conducted June 24th – June 28th with the assistance of: parents (at least one per interview), staff members (Natalie, Ali, Sallie, & Leeann), and the director
 - d. Second interviews including a model lesson demonstration will be conducted with final candidates for each position
 - e. Recommendations based on whole team of interviewer feedback will be made to the board for the July executive committee meeting
 - f. Recommendations will be accepted or denied and contracts offered pending board approval at the August meeting
- 4) Testing Update- Beginning of Grade 3 reading test will be September 4 to serve as comparison point for End of Grade tests.
- 5) Audit Update-July 25th-in process. Expect report in October.
- 6) We are perceived as an exemplary rural charter school. Dr. Hollie Thornton from ASU College of Education wants to interview our middle school teachers. Must give us more information.
- 7) Contract Approvals Recommended:
 - a. Justin Haas – Middle School teaching assistant
 - b. Kelly Lynn – Middle School Humanities
 - c. Melanie Ward – K-8 Spanish
 - d. Kim Dunnagan – 6th grade
 - e. Ryan Elliot- Kindergarten teaching assistant & After School Director
 - f. Bridget Jeskewich – 1st grade
 - g. Heather Tweedie – Contract with Tweedy therapies for 300 hours of Occupational therapy student service
 - h. Kathy Triplett – Contract for 400 hours of Speech Therapy
 - i. Nicole Shoychid – hourly rate of \$45 for school psychologist services
 - j. Elizabeth Jones – Long Term Art Substitute Teacher

- 8) Enrollment Update:
186 total students
K-21
1st-19 (no waiting list)
2- 22
3- 22
4- 22
5-21 (no waiting list)
6-16 (no waiting list)
7- 22
8-21 (no waiting list)

Committee Reports

Finance Committee: We are starting the year with \$250,000.00. By end of June 2014 will end up with \$213,444. We have a \$1.4 million operating budget, 60% of which is associated with salaries and benefits.

PTO: Looking for new secretary to work on directory. Raised \$9,800 last year. PTO picnic on September 13th. Working on new t-shirts with design contest. Will continue to sell bulbs and work with Stick Boy to raise money.

Harrison Sterne moves to approve a contract with the Blowing Rock Conference Center, which was seconded by Vachel Miller and passed by consent.

Fundraising Committee: Hannah Reeder asks that all board members donate to the Legacy Fund. Please give check to Beth before next board meeting.

Nominating Committee: Looking into how we get new board members. Presents form that rates prospective board members to be interviewed by a committee to determine who gets on the board.

Consent Agenda

1) Approval of the Proposed Budget Transfers

a. Motion needed: Approve the August Budget Transfers presented by the Finance Committee from their monthly meeting and review of the budget.

2) Approval of Applications for Funding Application for Risk Pool for Student Support – This money will be applied for to support current needs.

b. Motion needed: Approve the administration's application for these federal and state funds to support students.

Ken Jacquot moved to approve the consent agenda. Barbara Benson seconded the motion and it was passed by consent.

Lynnwood Brown read BDL 4 and EL 2.

Motion to recommit to structures and executive limitations was made by Bryan Martin, seconded by Shari Williamson and was passed by consent.

Old Business: none

New Business:

1. Approval of new board member, Paulette Marty. She will join the HR committee. She has been a parent at TRCS for seven years.

Ken Jacquot moved to accept Paulette Marty as a new board member. Whitney Van Sant seconded the motion and it was passed by consent.

2. Reviewing Status of Committees

- Make sure standing committees are clear with their expectations. Board representatives are required to make sure committees run well. (include and refer to Shari's document that indicated Committees and their proposed Board Liaison and Staff representatives) This is a work in progress, assignments for the current year still being worked out.
- **Policy committee** needs to work on how current BCL and EL and new 1000 series policies integrate together
- **Finance**- "has a full complement of Board and staff representation"
- **Fundraising**- acknowledge tie into marketing committee-thinking long term
- **Audit committee**-needs more board participation, needs one board representative
- **HR committee**- Paulette will join HR committee to work on "Salary Range" Matrix and BOD will approve matrix to guide decisions of the director. Need input and direction to BOD about grievance procedures, develop HR policies in order to ensure the Board is not surprised by unresolved issues.
- **Academic Standards Committee**-includes EL- Barbara Benson volunteered to be "Board Liaison" on committee. Also added CIPP under academic standards.
- **Key Performance Indicators (KPI)** – "these are measures of success that need to be developed for the Director and Board" -
- **Enrollment/Marketing**- Hannah Reeder volunteered to be on this committee.
- **Charter Renewal**- Ann-Marie Clark volunteered to be "Board Liaison" on this committee.
- **Strategic Growth** – "Development" - activities are related to and folded into Fundraising committee?"
- **Volunteer Committee**- Shari Williamson volunteered to be Board liaison on this committee.
- **Leadership Committee**- Shari Williamson volunteered to be Board liaison on this committee.

- **Technology-** Will fit under Academic Standards. Form ad hoc committee to determine what is needed in the future. Who has authority to manage website. Lynnwood Brown will be Board representative on this committee.
- **PTO** – function under the umbrella of school with forms for fundraising. Needs to be added as a standing committee.
- **AURA Committee-** Zoe Detter volunteered to be on this committee

Social Media Policy- The Board needs more time to review and understand the committee recommendation; it was suggested that the existing DRAFT be shared with Staff – not for their ‘ok’ or commentary - but so they understand the nature of what’s coming; discussion centered on getting these guidelines published as soon as practical.

Whitney Van Sant made a motion to approve the Pretzel Fundraising. The motion was seconded by Barbara Benson and passed by consent.

Harrison Sterne moved to approve classroom sponsorships. The motion was seconded by Vachel Miller and passed by consent if consistent with existing policies.

Resolution: PTO School Directory shall not be used for solicitation in any form and can only be used by families. It is not to be made public nor provided to any third party.

A motion was made by Shari Williamson to accept above resolution. The motion was seconded by Barbara Benson and was passed by consent.

A motion was made by Whitney Van Sant to approve account signature authorizations. Shari Williamson seconded the motion and it was approved by consent.

Motion was made by Shari Williamson to go into executive session. It was seconded by Hannah Reeder and passed by consent.

Motion was made by Shari Williamson to invite Kelly Snider into the executive session. The motion was seconded by Hannah Reeder and passed by consent.

A motion was made by Vachel Miller to accept the slate of contracts. The motion was seconded by Barbara Benson.

A motion was made by Shari Williamson to come out of executive session. It was seconded by Hannah Reeder and was passed by consent.

After the executive session, the motion to accept the slate of contracts was passed by consent.

Ken Jacquot made a motion to accept the new contract for workman’s compensation. Bryan Martin seconded the motion and it was passed by consent.

Vachel Miller made a motion to adjourn which was seconded by Bryan Martin and passed by consent.