

MINUTES – August 22, 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, David Rizor, Bryan Martin, Karen Trefz, Justin Hicks, Laura Mallard, Alex Serrano, Kevin Warner, Jonathan Carpenter, Rachel Wood, Natalie Oransky

CALL TO ORDER

- Meeting called to order by Lindsay at 5:43 p.m.
- Quorum established with 8 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Jason

APPROVAL OF AUGUST 22, 2016 BOD MEETING AGENDA

ACTION: Jonathan moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*); Jason seconded – MOTION CARRIED: 8-0

APPROVAL OF MAY 23 and JULY 28, 2016 BOD MEETING MINUTES

ACTION: Karen moved to approve May and July meeting minutes, with amendment to July meeting minutes to reflect that officers were selected as follows: Lindsay Masland, Laura Mallard and Karen Trefz co-Chairs and Vice-Chairs, Alex Serrano as Treasurer and Bryan Martin as Secretary - Jonathan seconded – MOTION CARRIED: 8-0

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- None

GOVERNANCE PROCESS POLICIES

- BDL-4
 - Read by Jason

**ACTION: Jason moved to re-commit to the above
BDL policies; seconded by Laura – MOTION
CARRIED: 8-0**

EXECUTIVE REPORTS

- Chairs
 - Review of Board roles
 - Contact information updated for Board members
 - Reminded that we need to keep an eye on our TRCS email accounts
 - Board is going to have a small column in the Community Current, the newsletter Ryan puts out
 - Each month one committee will be in charge of making the Board's contribution
 - Ryan noted the audience is wider than the TRCS community
 - TRCS website edits can be suggested to Ryan via the Board's google site
- Secretary
 - Bryan will send .pdf of meeting minutes to Ryan for posting on the website
- Treasurer
 - Budget Transfers – Request for Authorization attached as *Exhibit B*
 - We are reporting a loss in enrollment of about 13, which is about \$130,000 in revenue
 - Went from 181 to 168
 - Discussion on what, if anything, to do about this
 - Harrison noted that this is not necessarily an emergency, but we need to pause and take a look at everything, prioritize
 - David noted we will probably get a little more in state revenue than what is projected in the budget, maybe \$15,000 or \$20,000, but we will not know until November

- David noted that we could strike the \$10,000 line item for the endowment
- Requested that the Finance Committee look at the budget and decide what, if any, changes should be considered
- Concerning the budget transfers, Ryan and David both feel that the playground is important for attracting families/students
 - A lot of money was raised last year and it would be nice to show the donors something tangible that was done
 - Ryan is looking at grants that may cover science kits line item

ACTION: Jason moved to approve the Budget Transfers in *Exhibit B*, with the amendment that the Endowment Fund deposit and science kits lines items will not be transferred at this time; Laura seconded – MOTION CARRIED: 8-0

- Harrison will make the changes to the Budget Transfers
- New playground will be revealed to community at Meet and Eat in September

ACTION: Jonathan moved to approve the matrix of account authorizations (attached as *Exhibit C*); Justin seconded – MOTION CARRIED: 8-0

- Laura is planning our next clean-up day
 - Please help Buildings and Grounds Committee keep the grounds beautiful – pull weeds when you see them

DEVELOPMENT DIRECTOR

- Development Director Board Report attached to these minutes as *Exhibit D*
- Ryan is still working on energizing the Board, faculty and staff on a culture of fundraising
- Board members need to make sure to meet with Ryan if you haven't already done so
- Ryan put together a BREMCO grant application for \$2,500 for service learning project, and grant application to Watauga County Arts Council

ACTION: Laura moved to approve the BREMCO and Watauga County Arts Council grant applications; Karen seconded – MOTION CARRIED: 8-0

- Please attend Party in the Park at Valley Crucis, pot luck starting at 5pm
- TRCS is part of Chamber of Commerce – consider attending their events on behalf of TRCS and talk about TRCS
 - Ryan will keep us apprised via emails of events
- Ryan is looking for nice shirts that can be branded with TRCS and name tags
 - To wear to events we are attending on behalf of TRCS

DIRECTOR'S REPORT

- Our attorney, David Hostettler, is coming to October meeting
- David sent us an email concerning a Board education seminar
- Directors Report attached as *Exhibit E*

ACTION: Laura moved to approve David's new hires and re-hires; Karen seconded – MOTION CARRIED: 8-0

DECISIONS/APPROVALS NEEDED/OTHER UPDATES

- Timeline for Strategic Planning Process attached as *Exhibit F*
- BOD Committee Assignments – Board members not already on a committee will communicate with Lindsay to fill gaps
 - Committees need to get organized so that we can proceed forward with strategic planning process
- Meet and Eat is an opportunity for us to make parents feel welcome

ADJOURN

- Jason moved to adjourn the meeting; Laura seconded – PASSED by consent
 - August 22, 2016 TRCS Board of Directors meeting adjourned at 8:55 p.m.

**Two Rivers Community School
Board of Directors Agenda
August 22, 2015**

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

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

5:40pm Public Comment

5:50pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- BDL 4

6:00pm Executive Reports

- Approval of new Executive Officers
- Chairs
 - BOD expectations review
 - BOD communication
 - Process for website edits
- Secretary
- Treasurer
 - Finance report
 - Approval of signature authority matrix
- Director

6:45pm Committee Reports

- Policy
 - Amend EL series?
- HR
- Buildings and Grounds/New School
- Development
 - Development Director's report
- Academic Standards
- School Leadership
- Technology

7:00pm Decisions/Approvals Needed/Other Updates

- Review Strategic Planning Process
- Determine how standing committees relate to ad hoc committees for Strategic Planning
- Plan Meet & Eat (Sept 1)

7:25pm Executive Session

7:30pm Adjourn

BDL-4 POLICY TITLE: Delegation to the Principal(s)

The board will instruct the Principal(s) through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Principal(s) to use any reasonable interpretation of these policies.

Accordingly:

1. The board will develop policies instructing the Principal(s) to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest; most general level to more defined levels, and will be called Ends policies.

2. The board will develop policies that limit the latitude the Principal(s) may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive

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Limitations policies.

3. As long as the Principal(s) uses any reasonable interpretation of the board's Ends and Executive Limitations policies, the Principal(s) is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.

4. The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and Principal(s) domains. By doing so, the board changes the latitude of choice given to the Principal(s). But as long as any particular delegation is in place, the board will respect and support the Principal's choices.

AUGUST 2016 FINANCE COMMITTEE (BOD - Revised)
 BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION

Item Description	Current Budget	Proposed Change	Updated Budget	Comments
Fund Balance Appropriate @ July 1, 2016		350,000		guesstimate - pending remaining accruals, final reporting in Sept
Previously approved Revenue Budget Transfers this year				
Previously approved Expense Budget Transfers this year		43,400		Cash on hand Aug 22 - Operating Account- \$256,216
Through Previous BOD Meeting - Forecasted Reserves at June 30, 2017		306,600		Cash on hand Aug 22 - Legacy Account- \$45,684
				Real Estate Loan balance - \$162K - 10 yr fixed 5.25%
				LOC bal=\$0 (zero) - avail. \$85K
Change in Revenue				
Revenue Change - State (enrollment 168 vs plan of 181)		(67,119)		State budgeted amount = 168 @\$5,163 ea
Revenue Change - Local (enrollment 168 vs plan of 181)		(35,958)		County budgeted amount = 168 @\$2,766 ea
Revenue Change - State Risk Pool	\$32,000	(32,000)	\$0	We don't meet criteria to receive these funds
Subtotal - Revenue Changes		(135,077)		
Change in Expense				
#2 Medical	\$0	\$2,200	\$2,200	Hospital/Medical Insurance Increase (Mandated)
#14 Capital Instructional Computers		3,500		2K Computers, 1.5K Document Cameras (Legacy)
#5 Playground Equipment		15,000		Playground structure (Legacy)
Subtotal - Expense Changes		20,700		
Net impacts of "budget transfers" to / (from) reserves this period		(155,777)		
June 30, 2017 - Estimated Operating Account		150,823		Estimated operating account balance at end of June 30, 2017 fiscal year
FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)				
#3 Instructional Materials		\$3,375		Sci Kits/refurb/dissecting scopes/primary scopes (Legacy)
General Classroom support		\$30,000		\$15K part-time; \$30K full-time
Pre-K Skills Program		\$3,500		
Teacher Computers		\$11,000		Total Est=+/- \$13K (18 @ \$500 ea + software, accessories); \$2K funded at Aug 2016 BOD meeting
#16 Development/Events		\$10,000		Endowment (Legacy)

	Change in Revenue	Change in Expense	Change in Reserves	Running Balance	guesstimate
Starting				350,000	
July	-	43,400	(43,400)	306,600	
Aug	(135,077)	2,200	(137,277)	169,323	
Sept	-	-	-	169,323	
Oct	-	-	-	169,323	
Nov	-	-	-	169,323	
Dec	-	-	-	169,323	
Jan	-	-	-	169,323	
Feb	-	-	-	169,323	
Mar	-	-	-	169,323	
Apr	-	-	-	169,323	
May	-	-	-	169,323	
Jun	-	-	-	169,323	
accrual				169,323	
	(135,077)	45,600	(180,677)		

Exhibit D

Development Director Board Report
8/22/16

Fundraising Projections for 2016-2017 School Year

Events:

Two Rivers Live: \$15,000
Loved Ones Day: \$8,000
Peace Feast: \$5,000
Meet & Eat: \$500
Beer Fest Booth: \$1,000
Community Nights: \$1,000
Monthly Fundraisers: \$2,000

Solicitations:

Original Art Works: \$1,000
Buffalo Cove CrowdFund: \$2,500
Letters to Family: \$5,000
100% Campaign: \$3,000
Business Sponsors: \$5,000
8th Grade Legacy Endowment: \$1,000
Giving Tuesday: \$500

Major Gift Requests: \$5,000

Grants: \$10,000

Projected Fundraising: \$65,500 Projected (Goal is \$50,000)

Expenses: \$12,000

Total Year End: \$53,500

BOD Requests:

- Schedule meeting with me
- BREMCO Foundation funding proposal for Service Learning Program
- Party in Park- Be there! Friday, August 26th, 5 p.m. at VC Park
- Chamber of Commerce events and other community centric events
- Name tags & shirts- I need help making this happen
- Spread the word a/b TRCS, new facility, great learning environment, etc.

Development Committee Meeting: Next Monday, August 29th, 5:30 p.m. at Marriott

Director's Report August 22, 2016

Director's Report
August 22, 2016

Enrollment

- The enrollment as of Friday was 168. Over the last month we had a net loss of 13 students who had accepted positions in the school. This includes replacing students leaving with students from the waiting list. The last week before school was particularly troublesome, with a total of 8 students either withdrawing or simply not showing up (with no request for records from another school). Last year, the majority of students not returning to Two Rivers moved out of county or out of state. While there were many who moved this year, the majority transferred to other schools. Almost all gave reasons such as convenience, more choice at other schools, sports, or more choices for friends. A few cited specific students in their child's class or concern's about their child's achievement. Interestingly, we had several former middle school re-enroll at two rivers after trying Watauga County Schools last year.
- We have 6 families currently considering enrollment and 1 student who will be returning from Parent Vocational Leave next spring.

2. Custodial Update

- Our custodian resigned earlier this summer. We negotiated with a national cleaning service, Clean Net Inc, who offered a price slightly lower than we had been paying. After asking our attorney to review the contract requested by Clean Net, he suggested several modifications, most notably taking out the "auto-renew" provision. Clean Net was unwilling to accept a contract without that provision. Without a cleaning service and school about to begin, we turned to our staff for suggestion and received a recommendation for a couple that does cleaning. We are working with them for a few weeks to find out if they want to continue and if they do an acceptable job for us. Now that we know the going rate for cleaning service contracts we will be in a stronger position to contract a local service if necessary.

3. Playground

- We have in talks since April to acquire a play structure to be placed on the upper campus. The current design will be appropriate for K-2 and possibly 3 or 4th grade. The board approved \$15,000 at the last meeting. The more exciting redesign was quoted at \$17, 500. The company is working to find a way to bring the price down to \$15,000 while still providing an exciting playground structure. The cost of sales tax and mulch are stumbling blocks that are driving the cost up a bit.

4. Pre-K skills
 - At the last meeting, \$3,500 was in the “Board Awareness” section for the pre-K skills program to bolster the reading readiness of enrolled kindergarteners. We have reassigned time for Miss Joy (Reading) and Miss Kelly (Art) to work with these students. Joy believes that we have materials (many donated) for the program.
5. Risk Pool Funding
 - The state provides limited funding to schools when unanticipated special needs students enroll. This funding is only for the first year (Special State Reserve Funding). After the first year, student needs must reach a rubric score threshold of 8 points to qualify for what is called “Risk Pool Funding.” Despite the documented need for a one-to-one teacher, we have a special needs student who only scores 7 for the needed 8 points on the risk pool rubric. Last year we received approximately \$32,000 for this student and that anticipated amount was included in the budget as revenue. That amount is now being removed from the revenue line. If there is a change (increase) in student need based on assessments given over the summer, there is a small change that we can request the first-year funding again (Special State Reserve).
6. Board Retreat Student Behavior Follow Up
 - At the Board Retreat the Director was asked to work with the EC staff to outline a scenario not dependent on funding to address the needs of our more challenging students. Component of that plan would include:
 - Contracting with or, if available, bring a behavior consultant from DPI to develop student specific plans.
 - In general, an ideal plan would make available at least two pull out or self-contained classrooms, an appropriate Speech/hearing area and Occupational Therapy area, increased staffing of 1 teacher and 1-2 aides above the current level of 3 teachers that focus on behavior training.
 - With 3 days of school in the books, it appears as though we have an immediate need for 1 aide to assist in behavior training and support.
7. New Office Tile & Paint
 - A parent has found funding for nearly \$3000 worth of ceramic tile for the office, kitchen, & hallway in the main building. He is also volunteering his time, tools, & materials to install it, as well as repainting the office and kitchen. This is the same parent who bought a new front door for the office last spring and installed it, has pressure washed decks & done many other repair & maintenance projects for TRCS.
8. Upper Grades Academic Initiatives
 - Both Language Arts & Math have been scheduled in the morning 5 days per week to reach students before they get tired
 - More math projects are being incorporated this year to increase student ability to be agile with mathematical thinking
 - Moby Max assessments are being used schoolwide for progress monitoring in math at least 3 times per year: beginning of year, before the first report card, & before the second report card. Upper grades will send home results.

- The student led conference structure is aligned K-7 to align with 8th grade passage portfolio.
 - Miss Rachel is offering curricular & instructional support to 6 & 7 Language Arts
 - Miss Kelly is joining a PLC external to the school
 - Natalie is researching progress monitoring tools for Language arts.
 - Mr. Adam is offering after school 1 time per week
 - Mr. Clint is offering after school tutoring 1 time per week
 - Both Language Arts & Math will make an effort to include more comments on report cards
 - Teachers will send brief mid-term progress notices
9. Contracts to be signed by the board

State Submissions

- Special Education Report
- Student Registration
- Staff 2016-17
- Schedules 2016-17
- Small & Rural Schools Grant

Tension Points

- As always at the beginning of a school year there is stress among new staff as they learn the school and their jobs.
- Students with behavior challenges that have begun the year well in the past have started the year with difficulty. This may be a result of encountering higher expectations than last year.
- Staff concerns about enrollment & funding. Many of the concerns are the impact on future staffing.
- Low numbers of substitutes for both classroom and after school
- As always, sharing space is a concern.

Key Performance Indicators:

No informal grievance meetings were held by the Director

No formal grievance meetings were held with the Director

1 Parent meeting was held since the start of school (request from non-enrolled student to participate in after school Fitness Club)

Totals This School Year	
Informal Grievance Meetings	0
Formal Grievance Meetings	0
Parent Meetings	1

Enrollment Report for the Period of Projected to August 19,2016

Grade	Current	Prior	Change	Capacity	<u>Current Target</u>	Comments	<u>Wait List</u>
K	19	22	-3	22	22	2 pending	0
1	19	22	-3	22	22		0
2	21	22	-1	22	22	1 pending	0
3	11	14	-3	22	22		0
4	21	22	-1	22	22	1 pending	4
5	23	22	1	22	22		0
6	20	20	0	22	22	1 pending	0
7	17	19	-2	22	22		0
8	17	18	-1	22	22	1 pending, 1 spring	0
TOTAL	168	181	13	198	198		4

Looking Forward:

August

Board Meeting: Aug 22@ 5:30

Finance:

Excom:

September

Board Meeting: Sept 26@ 5:30

Finance:

Excom:

October

Board Meeting: Oct. 24@ 5:30 pm

Finance:

Excom:

November

Board Meeting: Nov. 28@ 5:30 pm

Finance:

Excom:

December

Board Meeting: No board meeting this month

Finance:

Excom:

January

Board Meeting: Jan. 23@ 5:30 pm

Finance:

Excom:

February

Board Meeting -- February 20 @ 5:30 pm

Finance --

Excom --

March

Board Meeting -- March 27 @ 5:30 pm

Finance --

Excom -- March 16 @ 8:15

School Board Appreciation Month Celebration

Open Enrollment/Open Houses

Board members attend open houses to meet potential families

April

Board Meeting – April 24 (Lottery) @ 5:30 pm

Finance –

Excom –

Lottery Held @ this meeting

Draft budget discussed at this meeting (based on data available)

Formal approval of Contracts for next year (Buffalo Cove, other programs)

Plan ahead for board retreat agenda

May

Board Meeting May 22@ 5:30 pm

Finance –

Excom –

Budget approved at this meeting

Staff contract (contracted & salaried staff) renewals approved at this meeting

Community Meetings held in early May

June

Board Retreat Dates – TBA

Excom-

Timeline for TRCS Strategic Planning

- April 2016
 - Board identifies pillars of the strategic plan
 - Board forms a committee for each pillar
- May 2016
 - Pillar committees come up with questions to gather parent and staff feedback
 - Board creates a padlet for each committee to post their questions on and distributes it to parents and staff
 - Pillar committees gather feedback on the questions at end-of-year parent meeting
- June 2016
 - Pillar committees digest parent and staff feedback
 - Pillar committees draft goals, objectives and action steps for their pillar (pillar worksheets and informational resources available in Google Drive Strategic Planning 2016 folder)
- July 2016 (Board retreat)
 - Board pulls committees' drafts together to create a draft version of:
 - Vision
 - Goals
 - Five-year objectives
- Fall 2016
 - Board drafts Board action steps
 - Board sets 2017-18 Board committee goals derived from action steps in the draft strategic plan
 - Staff give input on strategic plan draft
 - Are any of the draft goals or objectives off-target?
 - Do any goals or objectives need to be added?
 - What action steps do the staff need to take to help achieve the five-year objectives?
 - Parents give input on strategic plan draft
 - Are any of the draft goals or objectives off-target?
 - Do any goals or objectives need to be added?
 - What action steps do the parents need to take to help achieve the five-year objectives?
- January 2017

- Board finalizes strategic plan
- Spring 2017
 - Board creates timeline for implementation of strategic plan action steps and shares it with the school community
- Fall 2017-Spring 2022
 - Board monitors progress on strategic plan implementation, making changes as needed to action steps and objectives
 - Director and Board provide annual progress updates on action steps, goals, and objectives to school community at end-of-year parent meetings