

Two Rivers Community School

Board of Directors Regular Meeting Minutes

27 January 2014

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: Kelly Snider, Shari Williamson, Lynnwood Brown, Jessica Gilway, Zoe Detter, Bryan Martin, Harrison Sterne, Vachel Miller, Ali Zick, Paulette Marty, Ann-Marie Clark, Stephanie Troutman, Hannah Reeder

The January meeting was called to order by Lynnwood Brown at 5:40.

The mission statement was read by Zoe Detter.

Harrison Sterne moved to approve the meeting's agenda. The motion was seconded by Shari Williamson and was passed by consent.

Conflict of Interest: none

Paulette Marty moved to approve the minutes of November, 2013. The motion was seconded by Bryan Martin and passed by consent with noted changes.

Public Comments: None

Director's Report:

Status (for your information, please review & come with any questions):

*Self-Study was submitted to the Office of Charter Schools on December 6th, 2013.

Our spring site visit is scheduled for May 8th.

We will need to put together three study groups:

We will need to meet with three separate groups for about 45 minutes each.

The groups are as follows:

Administrative/Board Committee (school's leadership personnel and at least one board member)

Staff Committee (at least 4 staff members who do not have children enrolled in the school)

Parent Committee (4-8 individuals that represent varying grade levels and demographics)

*We are approved for E-rate funding for telephone and long distance services, but we are in the 25% that has not yet been funded. DPI is currently paying for our internet service and will continue to do so as long as we qualify for it.

The amount we are approved for is: \$3,126.23

We need approval of our submission of the: NCREN LOA (14-17)/Form 471 & Form 470

- *We completed our Technology Plan & submitted a draft to NCDPI for revision. The revisions were received and need to be reviewed and resubmitted in March. The technology committee will schedule a meeting in February to discuss this plan and other policies and concerns that have arisen as we continue to implement our technology.
- *Two Rivers will participate in the Beginning Teacher Support Plan Peer Review Process on February 7th. Our partner school is Crossnore Academy.
- *We have put in place a new staff orientation plan for the new staff members who will be joining us midyear & will implement this including staff orientation and training.
- *Updated Incident Weather Plan for Staff/Family Notification distributed
- *Director & Shari Williamson continue working to update BOD training materials & create a BOD wiki
- *Two Rivers received a garden grant for \$500 and will be applying for an additional \$1000 to cover additional expenses and development of the gardening program.
- *The calendar committee will meet 2/10 at 3:30 to establish the calendar for 2014-2015. We will have staff, parent and would like BOD representation on the committee. We will also establish the make-up day suggestions on this date. The calendar will come to the board at the February BOD meeting for approval for 14-15.
- *An EC Parent's Night was held with the topic being on health and wellness – the event was a success and we received positive feedback from a number of attendees. Sue Albert, Bare Essentials and Earth Fare presented at the evening.
- * W-2s, 1099, Tax Forms for donations, after care, and before care letters will be distributed in a timely manner
- *The finance committee met with Jennifer McCluney and Jenny Holland from Acadia on December 6th and has a report from that meeting to share.
- *Director & HR Chair continue to meet to work on HR initiatives to be presented at January/February meeting.
- *The School Report Card will be released soon and will be distributed to all families, staff and BOD members.
- *Two Rivers will participate in the NC Teacher Working Conditions Survey in 2014. This will provide the BOD with valuable feedback on the teacher working conditions at Two Rivers.
- *Kelly presented a proposal for the purchase of the remaining 30 iPads to the executive committee and to the finance committee. This proposal is being presented to the board at the meeting and we hope to order and deploy these iPads by March 1st.
- *Jessica Gilway returned from maternity leave on January 6th. Kelly Snider returned to her art position on January 6th. Kelly's maternity leave proposal will be discussed in executive session.
- *Kim Dunnegan, the 6th grade teacher, resigned on December 17th. A committee interviewed and hired (pending board approval) her replacement Adam Berk.
- *Leeann Cronk, the 7th/8th grade Math and Science teacher, resigned on January 21st and an interview committee is in the process of hiring her replacement.

Issues (to be discussed & presented by the director at the meeting)

- *Make decision about who will represent the school at the Office of Charter School's site visit on May 8th. This is an ongoing discussion that needs to start now.
- *Draft Technology Plan was created for the 2014-2016 in case we become eligible for Erate Priority 2 funding – this plan was reviewed & feedback was given. The technology committee

will meet and review the feedback, then submit the plan to the board for approval at the March BOD meeting.

*Approval of 6th grade teacher contract – The director recommends we offer Adam Berk a contract.

*Open Enrollment Process Overview and Review (this will be a separate hand-out at the BOD meeting) – we will review the process between February and April 30th so the whole board is aware of their responsibilities in the process.

*iPad purchase proposal & policies required to support implementation

*HR conversation regarding teaching hiring process & board discussion of possible additional support for new staff members (discussion of hiring a MS consultant to come work with new staff)

*The Director met with EL Regional Director & the School Designer to discuss contract options for the 2014-2015 school year. These will be shared with the BOD and the Academic Standards Committee before a formal decision is made on the contract renewal/termination.

*Review 3rd Grade Plan of Action to be in compliance with the Read to Achieve Act

Decisions required (will require a vote at the meeting):

*Approval of 6th grade teacher contract.

*Approval of Garden grant application.

*Approval of our submission of the: NCREN LOA (14-17)/Form 471 & Form 470

*Approval of the iPad purchase plan

Future decisions:

*Approval of Technology Plan at March BOD meeting

*Approval of Maternity Leave Proposal for Kelly Snider plan

*HR Committee recommendations for salary scale revisions @ Two Rivers

*Approval of the 2014-2015 Calendar and Weather Make-up Plan at February BOD meeting

*Approval of 7th/8th grade teacher contract at the February BOD meeting

*Contract renewal discussion for EL at the February BOD meeting

*Contract renewal discussion for Buffalo Cove at the March BOD meeting

*Charter Revisions will be brought to the Board at the March/April meeting for review and consideration

Key Performance Indicators:

2 informal grievance meetings were held by the interim director

No formal grievance meetings were held with the interim director

Enrollment Report for the Period of 11/26/13 to 1/24/14

<u>Grade</u>	<u>Curren</u> <u>t</u>	<u>Prior</u>	<u>Chang</u> <u>e</u>	<u>Capacit</u> <u>y</u>	<u>Current</u> <u>Target</u>	<u>Comments</u>	<u>Wai</u> <u>t</u> <u>List</u>
K	20	21	1	22	22	Enrollment closed 9/12/13	8
1	19	19	0	22	22		0

2	22	22	0	22	22	0
3	21	22	1	22	22	3
4	21	22	1	22	22	0
5	21	21	0	22	22	0
6	16	17	1	22	22	0
7	22	22	0	22	22	1
8	20	22	2	22	22	0
TOTAL						12
L	181	187	6	198	198	

Key Organizational Decisions Calendar :

August:

Approve contracts for staff hired over the summer
 Approve staff handbook & family/student handbook
 Approved updated policy manual for the school year

September:

Conflict of Interest & Confidentiality Agreements
 Renew Approval of Parent Involvement Policy & Parent/Family/School Agreement
 Share EL Work Plan with the BOD
 Share NCDPI legal updates with the BOD

October:

Inclement Weather Plan Review and Distribution
 Board Legal Training

November:

Self Study Review & Discussion
 Technology Plan Review & recommendations
 EL Committee presentation of recommendations
 3rd grade plan of action presented to the BOD

December:

Charter Revisions Review – to be done by the committee & reviewed electronically by BOD members prior to the January BOD meeting

January:

Charter Revisions Approved & submitted to OCS
 Salary Spreadsheet presented to the board for review
 3rd Grade Plan of Action Reviewed
 Enrollment plan revisions approved
 Director Reviews Goals for Spring Semester
 School Improvement Plan by the SIP Team & adjustments made

February:

Salary Spreadsheet approved by the board
Spring Testing update & financial & enrollment implications for the school
Approval of changes to the School Improvement Plan

March:**School Board Appreciation Month Celebration**

Open Enrollment/Open Houses
Board members attend open houses to meet potential families
Plan community meetings for May

April:

Board/Staff Legal Training on a Wednesday Afternoon (TBD)
Lottery Held @ this meeting
Draft budget discussed at this meeting (based on data available)
Formal approval of Contracts for next year (EL, Buffalo Cove, other programs)
Plan ahead for board retreat agenda

May:**Teacher Appreciation Month celebrated**

Office of Charter Schools Site Visit for Charter Renewal
Budget approved at this meeting
Staff contract (contracted & salaried staff) renewals approved at this meeting
School Improvement Plan Reviewed & Revised
Needs Assessment/Stakeholder Data Collection via Survey
Audit Committee should meet to prepare for the audit
Community Meetings held in early May

June:

BOD Retreat
Office of Charter School Training

July:

No board meeting
Annual Fiscal Audit (Director, Admin Asst, BOD chair & finance chair are available)

Looking Forward:**February**

Board Meeting – February 24th @ 5:30 PM
Finance – February 7th @ 1PM
ExComm – February 14th @ 11:45

March

Board Meeting – March 24th @ 5:30 PM

Finance – March 7th @ 1PM
ExComm – March 12th (Wed. due to ASU break)@ 11:45

April

Board Meeting – April 28th (Lottery)@ 5:30 PM
Finance – April 4th @ 1PM
ExComm – April 16th (Wed. due to Spring Break)@ 11:45

May

Board Meeting – May 28th (Wed. due to Memorial Day) @ 5:30 PM
Finance – May 9th @ 1PM
ExComm – May 16th @ 11:45

June

Board Retreat Dates – June 26th/27th

Paulette Marty made a motion to grant to the Executive Committee, based on recommendation of the director, authority to fund Middle School teaching consultant to help with children or teacher. Hannah Reeder seconded the motion and it was passed by consent.

Jessica met with EL person (regional director) regarding a recommendation by EL for a contract renewal. Will be discussed at February meeting. We have three options: 1) renew EL contract; 2) out of network contract; 3) sever ties.

Consent Agenda: none

Committee Reports:

Finance Committee: see attached

Shari Williamson made a motion to approve budget transfers presented in packet. Paulette Marty seconded the motion and it was passed by consent.

Legacy Account Update: Allocation of \$6,000 for I Pads

Vachel Miller made a motion for a corresponding budget transfer of \$6,000. Shari Williamson seconded the motion and it was passed by consent.

Planning Committee: Want to begin a capital campaign. Must consider the cost of funding a new building. Will cost 25K for 90 days of scoping out fundraising possibilities.

Lynnwood read GP5.

Zoe Detter read EL 5&6.

Shari Williamson made a motion to reaffirm the above as read by Lynnwood and Zoe. Vachel Miller seconded the motion and it was passed by consent.

Old Business:

Update on EL renewal.

Update on Charter Renewal and plan for site visit.

New Business:

Bryan Martin made a motion to approve the garden grant application, which was seconded by Paulette Marty and passed by consent.

Shari Williamson made a motion to approve NCREN (state technology initiative) LOA (letter of agency) which was seconded by Stephanie Troutman and was passed by consent.

Paulette Marty made a motion to approve Adam Berk's contract, which was seconded by Shari Williamson, discussion to be held in executive session.

Harrison Sterne moved to approve Kelly Snider's maternity leave, which was seconded by Stephanie Troutman, discussion to be held in executive session.

Motion to go into executive session was made by Hannah Reeder, which was seconded by Paulette Marty and was passed by consent.

Motion to invite Jessica Gilway into Executive Session was made by Shari Williamson, seconded by Stephanie Troutman and was passed by consent.

Motion to go out of Executive Session was made by Vachel Miller, seconded by Paulette Marty and passed by consent.

Paulette Marty's motion to approve Adam Berk's contract, which was seconded by Shari Williamson, was passed by consent.

Harrison Sterne's motion to approve Kelly Snider's maternity leave, which was seconded by Stephanie Troutman, was passed by consent.

Motion to adjourn was made by Paulette Marty, seconded by Hannah Reeder and passed by consent.

Lynnwood Brown adjourned the meeting at 8:45.