

MINUTES – October 30, 2017 - 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: Lindsay Masland, Bryan Martin, Charlene Grasinger, Jessica Janc, Karen Trefz

Non-Voting Members Present: David Rizer, Natalie Oransky, Rachel Wood

Members Not Present: Jason White, Laura Mallard

CALL TO ORDER

- Meeting called to order by Lindsay at 5:45 p.m.
- Quorum established with 5 voting members present at call to order
- Since the last meeting, Alex Serrano and Jonathan Carpenter resigned from the Board, leaving us with 7 voting members

MISSION STATEMENT

- Mission statement read by Bryan

APPROVAL OF OCTOBER 30, 2017 BOD MEETING AGENDA

ACTION: Bryan moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*); Charlene seconded – MOTION CARRIED: 5-0

APPROVAL OF SEPTEMBER 25, 2017 BOD MEETING MINUTES

ACTION: Jessica moved to approve September 25, 2017 meeting minutes; Bryan seconded – MOTION CARRIED: 5-0

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- None

EXECUTIVE REPORTS

- Chair
 - New meeting ideas
 - Do we need to have a standing executive committee meeting? Can Lindsay and David meet? A concern is that board members who do not participate in these meetings are not “in the loop” with certain things
 - We will move policy review to later in the meeting
 - Lindsay will, starting next meeting, assign one board member to be the “sentinel” who is in charge of making sure we are asking the right questions
 - Idea from the BCBS academy
 - We will have a timekeeper for the meetings in the future to keep help keep us on track
 - Board SPARKS
 - Scott Elliott was supposed to attend this meeting but had a personal conflict
 - David and Lindsay are going to have a meeting with Scott on Thursday to lay a foundation for what we will talk about
- Treasurer
 - David led this discussion since Alex has resigned
 - Budget Transfers – Request for Authorization attached as *Exhibit B*
 - saving money on benefits with 4th grade teacher because we hired a retired teacher who needs to stay at 28 hours/week

**ACTION: Karen moved to approve the Budget Transfers in
Exhibit B; Charlene seconded – MOTION
CARRIED: 5-0**

- Director’s Report (attached as *Exhibit C*)
 - Caroline Miller was the best fit for Community Coordinator, is very

- enthusiastic about doing this and is already working on things
 - Working with 8th grade parents on Peace Feast
 - Working on getting PTO going
- We have lost a few kids, down to 171 from 174
 - We are at 174 at this time last year
 - Kinders down to 17

GOVERNANCE PROCESS POLICIES

- ENDS 1-5
 - Read by Charlene, Bryan, Jessica, Karen

**ACTION: Bryan moved to re-commit to the above
ENDS policies; seconded by Jessica – MOTION
CARRIED: 5-0**

ENROLLMENT

- 4th Grade – 8 kids currently enrolled (all boys)
 - This was the class where one child was a problem and was causing other children to leave
 - That child is now gone
 - Karen noted that in Wilkes and probably other counties, people do not know that this is a free option
 - Jessica mentioned that we could combine 3rd and 4th grade
 - This needs to be treated as a crisis situation
 - Can we just not have a 5th grade class next year?
 - Problems would re-surface with numbers/classes each following year that we would have to address
 - Rachel and Natalie are not concerned from the perspective of having to teach to different EOGs in the same class
 - Board requested that David form an ad hoc committee to determine potential options
 - David will plan to bring us ideas by January Board meeting
 - Natalie pointed out that combining classes may turn certain people off, and we could lose kids as a result of that

PROCEDURE FOR INTERFACING WITH DONORS

- Jessica heard from grandparent donors who were upset that their gift was not acknowledged and did not plan to give anymore (delay in receiving tax form and in our cashing check)
 - David called them and Lindsay sent a letter after Jessica brought this to our attention
 - They specifically said they want a thank you card from David
 - Ryan had been managing that, prior to that the office
 - Ryan left this summer, we had Bill coming on, then Bill moved to EC, so the turnover changes over the summer resulted in this not getting taken care of
 - Community Coordinator is taking some of this on in the future
 - David will meet with CC and Beth, and at the November Board meeting he will let us know the plan

BCBS LEADERSHIP ACADEMY

- Run-down of what Rachel, Lindsay, David and Bryan experienced at this Academy earlier in the month
 - Action Plan will be shared with Board at November meeting – this plan is what is needed to move forward with eventually getting financial support from BCBS
- Lindsay mentioned an idea from Angela of a nominating committee for potential board members, where we go to big names in the community who we know would be unlikely to agree to be on the board, and have those people help us come up with nominees

SPARKS and MISSION MOMENTS

- Great turn-out and performance by TRCS at Watauga Cross Country Championships
- Many awards given to TRCS students at Model UN at ASU

Bryan moved to go into Executive Session; Lindsay seconded – unanimously approved
Lindsay moved to invite David into Executive Session; Bryan seconded – unanimously approved

ADJOURN

- Bryan moved to adjourn the meeting; Charlene seconded – PASSED by consent
 - October 30, 2017 TRCS Board of Directors meeting adjourned at 7:15 p.m.

**Two Rivers Community School
Board of Directors Agenda
October 30, 2017**

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.

5:30 pm Opening of formal meeting

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

5:40 pm Executive Reports

- Chair
 - New meeting elements: time-keeper, governance types, Silent Starts, SPARKS
 - Ex Com meeting schedule
 - Update re: Scott Elliott meeting
- Secretary
- Treasurer
 - Finance report
- Director

6:15 pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- Ends 1-5

6:20 pm Other Discussions/Updates

- Enrollment
- Procedure for interfacing with donors

7:00pm Update on BCBS Leadership Academy

7:25 SPARKS and Mission Moments

7:30pm Adjourn

ENDS-1 POLICY TITLE: Global

The students will have a life-long passion for learning and will recognize their place in and potential to affect the local and global communities to which they belong.

ENDS-2 POLICY TITLE: Academic Accomplishment

The students have a strong basic core of academic knowledge.

1. Each student will meet or exceed individually established academic standards for performance in all content areas based on the North Carolina Standard Course of Study. The content areas shall include, but not be limited to:

a. Language Arts

b. Mathematics

c. The Arts

d. Social Studies

e. Science

f. Technology

g. Physical Education

2. Each student's skills will meet or exceed individually established standards for analysis, critical thinking, and presentation.

3. Each student will have the capacity and confidence to make decisions and use time wisely.

4. Each student will have the tools and the ability to learn, acquire, and evaluate information as needed through a variety of resources and current technologies.

5. Each student will have the ability to evaluate and value the quality of his or her own work, striving for excellence.

Each student will have the capability to recognize and appreciate the relevance of academic

content and its intrinsic value in his/her life.

ENDS-2a POLICY TITLE: Individuality

Students are self-confident and have personal visions and goals.

Students:

- a. Celebrate their own strengths
- b. Are self-disciplined
- c. Have self-respect
- d. Know that knowledge is essential and powerful

Page 13 of 14

ENDS-3 POLICY TITLE: Stewardship

Students are socially responsible and enrich the communities in which they choose to live.

ENDS-4 POLICY TITLE: Leadership

Students are leaders who use their core values and individual talents to inspire others throughout their lives.

ENDS-5 POLICY TITLE: Community

The school is a model of community stewardship.

October 2017				
BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION				
Estimated Fund Balance Appropriable @ July 1, 2017		287,780		
Previously approved Revenue Budget Transfers this year		(9,075)		
Previously approved Expense Budget Transfers this year		(8,503)		
Through Previous BOD Meeting - Forecasted Reserves at June 30, 2017		317,208		
				Cash on hand October 27, 2017 - Operating Account- \$112,051.88
				Cash on hand October 27, 2017 - Legacy Account- \$30,324.05
				Real Estate Loan balance Oct. 27, 2017 - \$146,487.92 - 10 yr fixed @ 2.9% (Jan 31)
				LOC bal=\$0 (zero) - avail. \$85K
Item Description	Current Budget	Proposed Change	Updated Budget	Comments
Change in Revenue				
Revenue: Department of Education	\$23,653	(\$4,954)	\$18,699	Lower Grant Amount this Year
Federal Revenue: Title I Funds	\$12,425	\$13,984	\$26,409	
Federal Revenue: IDEA VIIIB Handicap OEO	\$31,004	(\$5,833)	\$25,171	
Federal Revenue: Teacher Quality	\$0	\$1,942	\$1,942	
Subtotal - Revenue Changes		\$4,339	\$71,221	
#1 Salary: Psychologists	\$5,000	(\$4,950)	\$50	
#6 Psychological Services	\$50	\$4,950	\$5,000	
#2 Health Insurance	\$123,116	(\$4,987)	\$118,129	Reduce for non-benefitted teacher
#2 Retirement	\$132,043	(\$5,870)	\$126,173	Reduce for non-benefitted teacher
#2 Social Security	\$63,452	(\$2,617)	\$60,835	Reduce for non-benefitted teacher
#1 Salary-Teacher	\$468,134	(\$3,810)	\$464,324	
			\$0	
			\$0	
			\$0	
Subtotal - Expense Changes		(\$17,284)		
Net impacts of "budget transfers" to / (from) reserves this period		21,423		
Previous YTD budget surplus/shortfall		29,428		
Estimated Current year budget surplus/shortfall		50,851		
			338,631	Estimated operating account balance at end of June 30, 2017 fiscal year
FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)				Comments

**Director's Report
October 30, 2017**

Director's Report
October 30, 2017

1. New Hires

a. Laura Aiken - 4th Grade

- i. Laura is a retired teacher with 23 years of experience. She will be working 28 hours per week to teach the core area subjects. Due her retirement status in the state system, she cannot be employed at 30 hours or above. The plus side for the school is saving retirement and medical insurance costs.

b. Caroline Miller – Community Coordinator

- i. Caroline fit the outdoor philosophy at TRCS, with a background in Public Montessori Schools, service as the coordinator of a soup kitchen project, and experience as a PTO President. Originally scheduled to begin in November, she started early (Last week) and is already coordinating Peace Feast with an eye toward Two Rivers Live. Revitalizing PTO, and forming a network of parent "Class Parents."

Tension Points

Increasing Special Education Numbers

Key Performance Indicators:

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: Meetings:
 - No parent meetings
 - Emails: 1 asking about school schedule after windstorm; 3 regarding 8th grade fundraising; 3 regarding the cross country meet

Totals This School Year	
Informal Grievance Meetings	0
Formal Grievance Meetings	0
Parent Meetings	5

Enrollment Report for the Period of August 28, 2017 to Sept 25, 2017

Grade	Current	Previous	Change	Capacity	Comments
K	17	18	(1)	22	No reason given-we just received the records request from another school
1	21	20	1	22	
2	22	22	0	22	
3	21	22	(1)	24	Needs more intensive placement
4	8	8	0	24	
5	22	23	(1)	24	Sibling of 3 rd Grader
6	21	21	0	24	
7	18	18	0	24	
8	21	22	(1)	24	Overwhelmed-went to home school
TOTAL	171	174	(3)	210	

Looking Forward:

August

Board Meeting: Aug 28@ 5:30

Finance:

Excom:

September

Board Meeting: Sept 25@ 5:30

Finance:

Excom:

October

Board Meeting: Oct. 30@ 5:30 pm

Finance:

Excom:

November

Board Meeting: Nov. 27@ 5:30 pm

Finance:

Excom: November 8, 11am

December

Board Meeting: No board meeting this month

Finance:

Excom: December 13, 11am

January

Board Meeting: Jan. 22@ 5:30 pm

Finance:

Excom:

February

Board Meeting – February 26 @ 5:30 pm

Finance –

Excom –

March

Board Meeting – March 26 @ 5:30 pm

Finance –

Excom – March 26 @ 8:15

School Board Appreciation Month Celebration

Open Enrollment/Open Houses

Board members attend open houses to meet potential families

April

Board Meeting – April 23 (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 21 @ 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-

July

Board Retreat Dates--TBA