

## **MINUTES – January 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, David Rizor, Shari Williamson, Bryan Martin, Lynnwood Brown, Karen Trefz, Lindsay Carroll, Natalie Oransky, Jonathan Carpenter, Laura Mallard, Jason White, Paulette Marty, Hannah Reeder

### CALL TO ORDER

- Meeting called to order by Shari at 5:35 p.m.
- Quorum established with 11 voting members present at call to order

### PETWAY MILLS

- Phyllis Pearson from Petway, Mills & Pearson visited to discuss and answer questions about our final audit
- The Board should review and sign the 990 and get it filed at the end of each year
- Ideally we would have 3 months' worth of operating expenses in reserves

### PUBLIC COMMENTS

- Ms. Vicki came to thank the school for the bonuses received last month

### DEVELOPMENT COMMITTEE REPORT

- Ryan presented his Development Director Board Report (*attached to these minutes as Exhibit A*)
- Already nearing our fundraising goal for the year
- Ryan has developed relationships at Mountain Times and High Country Press
  - Lynnwood expressed appreciation to Ryan for the press releases he has been getting out
- Paulette noted that making/using connections at pre-schools, Children's Playhouse, etc.
- Working on a booklet for prospective students, instead of loose paper in a folder
  - Some printing costs associated with it, but the content is largely borrowed from

the website and other locations

- Two Rivers Live at Center – upcoming event, we need to get people there
- Talking points for TRCS (themes for marketing the school)
  - “Teaching the whole child”
  - 10 words we came up with this summer – on the website
- New logo design displayed on bumper sticker

**ACTION: Shari moved to approve the new logo for the school, with the yellow circle background optional; Lynnwood seconded – PASSED by consent**

#### MISSION STATEMENT

- Mission statement read by Jonathan

#### APPROVAL OF JANUARY 25, 2016 BOD MEETING AGENDA

**ACTION: Harrison moved to approve tonight’s meeting agenda (*attached to these minutes as Exhibit B*); Lynnwood seconded – PASSED by consent**

#### APPROVAL OF NOVEMBER 23, 2015 BOD MEETING MINUTES

**ACTION: Harrison moved to approve November 23, 2015 minutes; seconded by Shari – PASSED by consent**

#### CONFLICTS OF INTEREST

- None

## GOVERNANCE PROCESS POLICIES

- GP-5, 6
  - Read by Jason

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

## COMMITTEE REPORTS

- Human Resources Committee
  - Assessing potential salary adjustments
  
- New School Committee
  - We are getting a file from Lawrence Group that can be manipulated
  
- School Leadership Committee
  - All Board members need to fill out the intent to return form
  - All Board members need to work on recruiting
  
- Finance Committee
  - Budget Transfers – Request for Authorization (*attached to these minutes as Exhibit C*)
  - We are re-upping our \$85,000 line of credit, which we have never used
    - Hold onto it in case of emergency
  - Harrison is trying to get us down to 4% on our mortgage
    - Original loan was about \$242K, down to about \$170K balance

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

**ACTION: Lynnwood moved to give our Treasurer the authority to negotiate a loan modification, to be approved by the Board or Executive Committee; Shari seconded – PASSED by consent**

- Director's Report (*attached to these minutes as Exhibit D*)
  - Connectivity is doing much better because Patrick Lapinski, a parent, is a network engineer and is really helping out, putting in a lot of time for us
  - Two snow days so far, making them up February 12<sup>th</sup> and 15<sup>th</sup>
  - Working with Hunger Coalition towards getting weekend food packs for 25 students
  - We are down two students (5 left and 3 signed up) since December
    - 2 are on vocational absence and should be back
    - One family is going to be doing a lot of traveling and are going to home school
  - David is going to speak with staff about how the new students are working out to get a gauge on how this new policy is working (allowing enrollees until January 12<sup>th</sup>)

### DISCUSSION

- Raleigh News & Observer offered negative view of charter schools – less racial and economic diversity
  - Less oversight and more freedom, but still getting public funds
  - Some discussion in Watauga community that we take money from the district public school system
  - Lynnwood suggested that we should create a one-pager debunking charter school myths
- Harrison noted that as we went from 190 to 175 students, that took roughly \$150K from our budget

### ADJOURN

- Shari moved to adjourn the meeting; Karen seconded – PASSED by consent
- January 25, 2016 TRCS Board of Directors meeting adjourned at 7:34 p.m.

**Two Rivers Community School  
Board of Directors Agenda  
January 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 Review of audit by Petway Mills with Jennifer McCluney from Acadia

6:00pm Opening of formal meeting

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

6:05pm Public Comment

6:10pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP1

6:15pm Committee Reports

- Development
  - Development Director's report
  - Vote on new logo
- Policy
- HR
  - Discuss process and timeline for determining any salary adjustments for next year
- New School
- Academic Standards
- School Leadership
- Technology
- Buildings and Grounds

6:45pm Executive Reports

- Chairs
- Secretary
- Treasurer
  - Finance report
- Director

7:10pm Discussion of News & Observer Op Ed <http://www.newsobserver.com/opinion/editorials/article53786370.html>

7:25pm Executive Session

7:30pm Adjourn

JANUARY 2016 FINANCE COMMITTEE (BOD)		BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION	
Item Description	Current Budget	Proposed Change	Updated Budget
Fund Balance Appropriate @ July 1, 2015		310,324	
Previously approved Revenue Budget Transfers this year (thru 11/23/15)		(104,400)	
Previously approved Expense Budget Transfers this year (thru 11/23/15)		484	
Through Previous BOD Meeting - Forecasted Reserves at June 30, 2016		206,408	
<b>Change in Revenue</b>			
<b>Change in Expense</b>			
Website Contract		\$1,500	
#3 EC Instructional Supplies		\$250	
#11 - Facility - Architect Fees		\$2,258	
<b>Subtotal - Revenue Changes</b>		-	
<b>Subtotal - Expense Changes</b>		<b>4,008</b>	
Net impacts of "budget transfers" to / (from) reserves this period		(4,008)	
June 30, 2016 - Estimated Total Reserves		202,400	
<b>FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)</b>			
#1 - Substitute Costs		\$5,000	
#1 - Leave payout		\$5,000	
#16 - Arts Program		\$2,500	
#1 Salary		(\$10,000)	
#1 Salary		(\$16,250)	
#12 - Utilities (Electricity)		\$2,000	
#8 - General Administration		\$3,000	
#11 Building Repairs & Maintenance (Roof Repair)		\$1,000	
#1 - Teachers Salaries		\$5,500	
#7 Workshop Expenses		\$3,000	
#1 - Teachers Aid(s)		\$20,000	



	Change in Re venue	Change in E xpense	Change in Re serves	
Starting				310,324
July	-	(12,200)	(12,200)	298,124
Aug		38,559	38,559	336,683
Sept	(107,081)	(5,500)	(112,581)	224,102
Oct	2,717	(5,625)	(2,908)	221,194
Nov	(36)	(14,750)	(14,786)	206,408
Dec	-	-	-	206,408
Jan				
Feb				
Mar				
Apr				
May				
Jun				
	(104,400)	484	(103,916)	



**Director's Report  
January 25, 2015**

Director's Report  
January 25, 2105

- We are continuing to work on internet connectivity. Thank you to Patrick Lipinsky for all of his volunteer time and thank you to Beth Vossen for her volunteer time as well.
- Two Snow days—make up days will be February 12 & 15.
- We are nearly done with mid-year mClass assessments in grades k-3.

State Submissions

- Principal's Monthly Report
- Mid-year Federal Expenditure Report

**Key Performance Indicators:**

No informal grievance meetings were held by the Director  
No formal grievance meetings were held with the Director

Enrollment Report for the Period of November 24 to January 25

Grade	Current	Prior	Change	Capacity	Current Target	Comments	Wait List
K	22	22	-	22	22		0
1	22	22	-	22	22		3
2	14	16	-	22	22		0
3	22	22	-	22	22		2
4	19	18	-	22	22		0
5	19	20	-	22	22		0
6	19	18	-	22	22		0
7	21	21	-	22	22		0
8	17	18	-	22	22		0
TOTAL	175	177	0	198	198		5

(Five students left: 2<sup>nd</sup> grade, 2 students; 8<sup>th</sup> grade, 2 students; 6<sup>th</sup> grade 1 student

Three students enrolled: 6<sup>th</sup> grade, 2 students; 4<sup>th</sup> grade, 1 student)

## **Key Organizational Decisions Calendar:**

**September:**

**October:**

**November:**

**December:**

**January:**

**February:**

**March:**

### **School Board Appreciation Month Celebration**

Open Enrollment/Open Houses

Board members attend open houses to meet potential families

**April:**

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:**

### **Teacher Appreciation Month celebrated**

Budget approved at this meeting

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

Needs Assessment/Stakeholder Data Collection via Survey

Community Meetings held in early May

## **Looking Forward**

### **September**

Board Meeting: Sept. 28 @ 5:30

Finance:

Excom: Sept. 16 @ 8:15

### **October**

Board Meeting: Oct. 26 @ 5:30 pm

Finance:

Excom: Oct. 14 @ 8:15

**November**

Board Meeting: Nov. 23 @ 5:30 pm

Finance:

Excom: TBA @ 8:15

**December**

Board Meeting: No board meeting this month

Finance:

Excom: Dec. 16 @ 8:15

**January**

Board Meeting: Jan. 25 @ 5:30 pm

Finance:

Excom: Jan. 13 @ 8:15

**February**

Board Meeting – February 22 @ 5:30 pm

Finance –

Excom – February 10 @ 8:15

**March**

Board Meeting – March 28 @ 5:30 pm

Finance –

Excom – March 16 @ 8:15

**April**

Board Meeting – April 25 (Lottery) @ 5:30 pm

Finance –

Excom – April 13 @ 8:15

**May**

Board Meeting – May 23<sup>th</sup> @ 5:30 pm

Finance –

Excom – May 11 @ 8:15

**June**

Board Retreat Dates – TBA

Excom-June 15@8:15

**July**

Board Meeting – July 25<sup>th</sup> @ 5:30 pm

Excom-July 13@8:15