

MINUTES – July 28, 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, Karen Trefz, Natalie Oransky, Paulette Marty, Laura Mallard, Alex Serrano, Jessica Janc, Kevin Warner

CALL TO ORDER

- Meeting called to order by Paulette at 9:30 a.m.
- Quorum established with 10 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Natalie

APPROVAL OF JULY 28, 2016 BOD MEETING AGENDA

**ACTION: Lindsay moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*);
Laura seconded – PASSED by consent**

APPROVAL OF MAY 23, 2016 BOD MEETING MINUTES

- Board will approve May meeting minutes at August meeting

CONFLICTS OF INTEREST

- None

GOVERNANCE PROCESS POLICIES

- GP-2, -3

- Read by Laura, Jessica, Bryan, Lindsay and Natalie

PUBLIC COMMENTS

- None

DIRECTOR'S REPORT

- Hires have been made for all open staff positions
- Student enrollment as of today is 181
 - Most grades have used up waiting list
 - One family who left had problem with our grading scale, which David has heard from other parents
 - Natalie mentioned that better communication about what our report cards mean could alleviate some of these complaints
 - Jessica noted that our policy on in-class bullying is weak and this has caused some kids to leave the rising second grade class
 - David noted that most kids who have been accused of bullying are special education kids who have greater protections
- We lost our largest parent donor and largest media donor families (Ryan noted)
 - Ryan also noted, on the topic of preventing attrition, that it is futile to try to address each individual reason for leaving, but rather we should focus on the things we do well and do those things even better
 - Jessica noted that if we cannot make kids feel comfortable in class, those things we do well may become irrelevant
 - Paulette noted that when one particular child is causing a problem, if an EC pull-out is an option maybe that should be considered
 - Board requested that David consider potential ways these problems can be better addressed
- EOG scores
 - Results attached as *Exhibit B*
 - Middle school math still an area for improvement
 - David said the best investment of our resources to address this is professional development
- We need additional help in the office and David proposes a part-time receptionist
 - This would allow Beth to delegate certain duties and spend more of her time on some things like budget matters

DEVELOPMENT DIRECTOR

- Ryan is exploring grant opportunities which will cost approximately \$300

ACTION: Karen moved to approve contract of

approximately \$300 to explore grant opportunities; Laura seconded – PASSED by consent

- Women's Fund does a \$10,000 grant
 - Ryan sent a letter of intent about funding for Buffalo Cove
 - Women's Fund responded asking for exclusively female funding options
 - Came up with "She Hikes Alone" based upon morning hike the girls do at Buffalo Cove – we are seeking \$5,000 for this
- Ryan emphasized that we must build a philanthropic culture, starting with the Board

COMMITTEE REPORTS

- Finance Committee/Treasurer
 - Legacy Fund Priorities proposed (*attached hereto as Exhibit C*)
 - Budget Transfers – Request for Authorization (*attached hereto as Exhibit D*)

ACTION: Lindsay moved to approve the Budget Transfers in *Exhibit D*; Kevin seconded – PASSED by consent

ACTION: Paulette moved that we use Legacy Fund to fund playground equipment (\$15,000), Endowment (\$10,000), magiscopes (\$875), dissecting microscopes (\$300), science kit (\$1,200), and document cameras (\$1,000); Laura seconded – MOTION CARRIES: 7-0

ACTION: Kevin moved that we approve a new part-time office position as requested by David; Harrison seconded – MOTION CARRIES: 7-0

ADJOURN

- Harrison moved to adjourn the meeting; Jessica seconded – PASSED by consent

**Two Rivers Community School
Board of Directors Agenda
July 28, 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.

Opening of formal meeting

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

Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP2, GP3

Reports

- Director
 - Director's report
- Treasurer
 - Finance report
- Committees
 - Development
 - New Facility
 - Policy
 - HR
 - Academic Standards
 - School Leadership
 - Technology
 - Buildings and Grounds

Action items

- Part time receptionist position
- Use of Legacy Fund monies for upcoming projects

Executive Session

Adjourn

GP-2 POLICY TITLE: Governing Style

The board will govern lawfully with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) pro actively rather than reactivity.

Accordingly:

1. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will not use the expertise of individual members to substitute for the judgment of the board, although the expertise of individual members may be used to enhance the understanding of the board as a body.
2. The board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the staff organization, not on the administrative or programmatic means of attaining those effects.
3. The board's discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its governance process policies at any time, it will observe them scrupulously while in force.
4. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.
5. The board will allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling their commitments.
6. The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to policies in the

Governance Process and Board-Principal (s) Linkage categories (see Article 5 section 7 of Bylaws.)

GP-3 POLICY TITLE: Board Job Description

The job of the board is to represent and lead the school by determining and demanding appropriate and excellent organizational performance and to distinguish the boards own unique job from the jobs of the Principal(s) and staff. The board will concentrate its efforts on the following:

1. The link between the ownership and the operational organization.
2. Written governing policies which address the broadest levels of all-organizational decisions and situations.
 - a. Ends-Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).
 - b. Executive Limitations- Constraints on executive authority, which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process- Specification of how the board conceives, carries out, and monitors its own task.
 - d. Board-Principal(s) Linkage- How power is delegated and its proper use monitored; the Principal role, authority and accountability.
3. Assurance of successful Principal(s) performance.
 - a. The Board will provide the Principal(s) annual contract.

Legacy Spending Proposal 1, July 28 2016								
Item Description	Total Guesstimate	Incl in '16-'17 balanced budget	High priority auth @ July 2 Ops reserves*	High priority auth @ July 2 Legacy**	Q4'16/Q1'17 priority - Ops Reserves*	Q4'16/Q1'17 priority - Legacy**	[Raise money] Next Year Legacy proposed use / or Donation Match	Future FY via budget, donation, Legacy
Endowment	10,000	-	-	10,000	-	-	-	-
Playground Equ	15,000	-	-	15,000	-	-	-	-
	25,000	-	-	25,000	-	-	-	-

Proposal 2

LEGACY Spending Proposal 2, June 28, 2016								
Item Description	Total Guesstimate	Incl in '16-'17 balanced budget	High priority auth @ July 2 Ops reserves*	High priority auth @ July 2 Legacy**	Q4'16/Q1'17 priority - Ops Reserves*	Q4'16/Q1'17 priority - Legacy**	[Raise money] Next Year Legacy proposed use / or Donation Match	Future FY via budget, donation, Legacy
Endowment	10,000	-	-	10,000	-	-	-	-
Playground Equipment	15,000	-	-	15,000	-	-	-	-
Document Cameras	1,000							2,500
Science Kit Refurbish/Purchase	2,200							

actions / comments
\$10,000 is minimum entry point for endowment
David to validate values, be sure to include allowance for prep, install, insurance etc

Legacy Account Balance June, 2016

41711.25

Balance Remaining
16,711

actions / comments
\$10,000 is minimum entry point for endowment
David to validate values, be sure to include allowance for prep, install, insurance etc

Dissecting Microscopes	300							
Screening Tools (Star Math, Star Reading)	3,000	1,000	2,000					
4 Dissecting Microscopes	300		-	300	-	-		-
Magiscopes	875							
Additional Ipads @ \$400 each	2,000	-	-	-	-	2,500	5,000	3,000
	34,675	1,000	2,000	15,300	-	2,500	5,000	5,500

TRCS spending priorities, LEGACY & Fundraising planning ('16-'17 year) - EXCOM draft (rev May 12)								
Item Description	Total Guesstimate	Incl in '16-'17 balanced budget	High priority auth @ July 2 Ops reserves*	High priority auth @ July 2 Legacy**	Q4'16/Q1'17 priority - Ops Reserves*	Q4'16/Q1'17 priority - Legacy**	[Raise money] Next Year Legacy proposed use / or Donation Match	Future FY via budget, donation, Legacy
Salary Adjustm	65,000	10,500	10,500	-	-	-	-	44,000
Teacher Compu	15,000	2,000	-	2,000	-	5,000	6,000	-
Pre-K Skills prog	3,500	-	-	3,500	-	-	-	-

Current lower cost options may exist such as Moby Max
Middle School/Share with other grades
Share in Primary
general teacher request with no numbers of ipads needed attached to request

**Balance Remaining
7,036**

actions / comments
21K included in budget at at 185 enrollment (full 1/4 plan increase)
Estimate 18 computers @ \$500 plus software & accessories
2 hours/day aide @ \$12, 140 days; plus materials

Endowment	10,000	-	-	10,000	-	-	-	-
Playground Equ	15,000	-	-	15,000	-	-	-	-
Science Kit Refu	3,000	-	-	2,000	-	-	-	1,000
Classroom Sma	4,000	-	-	2,000	-	-	2,000	-
Screening Tools	3,000	1,000	2,000					
4 Dissecting Mi	300		-	300	-	-		-
General Classro	30,000	-	-	-	-	-	-	30,000
Office Help	30,000	-	-	-	-	-	-	30,000
Music	16,000	-	-	-	-	-	5,000	11,000
2 Vans (25-30)	75,000	-	-	-	-	-	10,000	65,000
Spanish	16,000	-	-	-	-	-	-	16,000

\$10,000 is minimum entry point for endowment
David to validate values, be sure to include allowance for prep, install, insurance etc
Possibly ELMO MO-1 @ \$346
Current lower cost options may exist such as Moby Max
Middle School/Share with other grades
General Support person--Office & General could be combine or duties shifted
Office & General could be combined. Office could be part time at 12-18K
This cost may be higher due to instrument cost
David to validate values (used van = \$30K; used bus = \$45K)

Set of 6 11.5 in	2,800	-	-	-	-	-	-	2,800
5 Brock Magisc	875	-	-	-	-	-	-	875
Additional Ipad	10,000	-	-	-	-	2,500	5,000	2,500
Lower campus	1,000	-	-	-	-	-	1,000	-
2nd & 3rd Grad	23,000	-	-	-	-	-	-	23,000
Kinder-Book Ba	130	-	-	-	-	-	130	(0)
Kinder-Closet	750	-	-	-	-	-	-	750
	324,355	13,500	12,500	34,800	-	7,500	29,130	226,925

1st grade request-- possible transfer of ipads to another class-- possible teacher Donors choose request
1st grade request to share with primary general teacher request with no numbers of ipads needed attached to request
estimate without plan
cost \$10,000 salary plus \$20,000 benefits
Actual online price
Estimate-

AUGUST 2016 FINANCE COMMITTEE (BOD - Revised at BOD Meeting July 28)
BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION

Fund Balance Appropriate @ July 1, 2016
Previously approved Revenue Budget Transfers this year
Through Previous BOD Meeting - Forecasted Reserves at June 30, 2017

265,000 guesstimate - pending remaining accruals, final reporting in Sept
43,400
221,600

Cash on hand Aug 7 - Operating Account- \$300,241
Cash on hand Jul 7 - Legacy Account- \$45,684
Real Estate Loan balance - \$162K - 10 yr fixed 5.25%
LOC bal=\$0 (zero) - avail: \$85K

Item Description	Current Budget	Proposed Change	Updated Budget	Comments
Change in Revenue				
Subtotal - Revenue Changes		-		
Change in Expense				
#1 Salary		\$15,000		EC Teacher
#2 Benefits		\$10,000		EC Teacher
Subtotal - Expense Changes		25,000		

Net impacts of "budget transfers" to / (from) reserves this period (25,000)

June 30, 2017 - Estimated Operating Account 196,600

Estimated operating account balance at end of June 30, 2017 fiscal year

FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)

Comments

Science Kit Refurbishment/New Modules	\$4,000			
Classroom Document Cameras	\$1,400			4 @ \$350 each
General Classroom support	\$30,000			\$15K PT; \$30K FT
Pre-K Skills Program	\$3,500			
Teacher Computers	\$2,500			Total Est=+/- \$15K (18 @ \$500 + access, SW, etc; Phase 1 - try SS HD's to ext current life

Exhibit D