

MINUTES – March 21, 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, Jason White, David Rizor, Shari Williamson, Bryan Martin, Lynnwood Brown, Karen Trefz, Natalie Oransky, Jonathan Carpenter, Paulette Marty, Hannah Reeder

CALL TO ORDER

- Meeting called to order by Paulette at 5:32 p.m.
- Quorum established with 6 voting members present at call to order
- Alyssa Gribble and Sharon Hartsell, ASU students and graphic design seniors, visiting
 - Presented the work they did, as part of their school program, creating promotional ideas for TRCS
 - helped design booklets and potential branding ideas for the school
 - potential new logos
 - potential digital applications
 - they did the photography work that is on our website now
- Greg Hining (retired – banking), Lisa Adams (Highlands Union branch manager), and Mira Williams (CPA), prospective Board members visiting

MISSION STATEMENT

- Mission statement read by Lindsay

APPROVAL OF MARCH 21, 2016 BOD MEETING AGENDA

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

APPROVAL OF FEBRUARY 22, 2016 BOD MEETING MINUTES

ACTION: Lynnwood moved to approve February 22, 2016 minutes; seconded by Harrison – PASSED by consent

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- Sallie Arnold
 - 36 students in the EC department, out of about 170 students, which exceeds the ratio that the State recommends
 - For the past 7 years we have been around 24 students, this was a sudden jump
 - This increase does come with additional funding
 - Changes are needed in the EC department, notably with additional space
 - Sallie is retiring, but will help with transition
 - Sallie believes we need additional EC teachers
 - Notes that many people come here for our EC program
 - Paulette asked Sallie to put these suggestions in writing, including priority
 - Sallie said she can sit down with Dr. Rizor and they can do it together
 - Sallie wants to apply to be on the Board next year
- Vicki Krueger
 - From the PTO, the peace poles from Peace Feast are nearing completion
 - Boone Photo Booth for end of year party (June 4th) – contract needs signing
 - OrisiRisi African Folklore is coming

GOVERNANCE PROCESS POLICIES

- GP-9
 - Read by Harrison
 - Lynnwood notes that the Policy Committee needs to revisit these governance policies, and consider re-ordering when we review them because some are more appropriate at certain times

ACTION: Lynnwood moved to re-commit to the above GP policy; seconded by Jason – PASSED by consent

COMMITTEE REPORTS

- Development Committee
 - Development Director Board Report (*attached to these minutes as Exhibit B*)
 - Two Rivers Live was a success, as a community outreach event and on the fundraising front
 - There were straight donations at the event
 - New pamphlets have been produced
 - With help of photography and graphic design work that ASU students Alyssa and Sharon did for free
 - New website up and running, still getting everything fully operation but the enrollment page is done
 - Ryan still talking with Dr. Elliott, maintaining that relationship and brainstorming potential ways for TRCS and Watauga County Schools to work together
 - Hannah gave update on where Development Committee is with their goals from the beginning of the year – mostly complete

- Technology Committee
 - Have not been able to get the committee together with staff, so nothing to report
 - Website goal achieved
 - Parallel to this committee, David noted that we are fully operational on our campus wireless
 - We should write a thank-you note to Patrick Lapinski from the Board for all his help, Lynnwood will spearhead this
 - Teachers may work with kids to do something from the kids thanking him

- New School Committee
 - Harrison gave update, noted the progress we have made on design, drawings, etc.
 - Noted that we cannot get too far ahead of ourselves – we have much work to do on fundraising and enrollment
 - Paulette noted that we need to communicate to the school community where we are with this

- Finance Committee
 - Harrison gave update on goal progress – done well for the most part
 - There is room for improvement, particularly with re-forecasting each budget line as we go to maintain cash projection accuracy

- School Leadership Committee
 - Shari gave update on goal progress
 - Board numbers have been good, though we are losing 5 members relatively soon

- Policy Committee
 - Bryan gave update, progressing pretty well towards goals
 - Need to bring vendor evaluation policy for Board approval

- Human Resources Committee
 - Karen gave update on goal progress, generally on track
 - Lynnwood noted that we typically do a survey around this time for staff, parents

- Academic Standards Committee
 - Lindsay gave update on goal progress, generally on track
 - Working on visual diagram/conceptual image to help convey the school's academic structure – consistent with school model the committee has been working on
 - Changemaker organization is proving difficult to work with – they may be more focused on high school
 - Working on survey for parents and others regarding Spanish

- Paulette thinks the Board needs an overall strategic plan, and we should spend the retreat working on this (after doing some groundwork in coming months)
 - General agreement among Board members
 - Paulette will start working on identify potential pillars of a strategic plan

- Director's Report (*attached to these minutes as Exhibit C*)
 - Boone Photo Booth Contract (\$600 – PTO budget)

ACTION: Lynnwood moved to approve the Boone Photo Booth contract; Jonathan seconded – PASSED by consent

- Calendar for next year - looks much like this year's calendar

ACTION: Jason moved to approve the calendar presented by David for the coming academic year; Karen seconded – PASSED by consent

- A trivia night is coming
- Lost 4 students, two in one family who is deciding to home-school
 - Lynnwood notes that some we lose to home-schooling are high-achieving students whose parents don't think are getting challenged enough here

- Natalie notes that we could use more open communication between teachers and parents – how can we help teachers not feel defensive when approached by a parent
 - Harrison notes that key performance indicators the Board should see each month is enrollment and grievances (formal and informal)
 - These things help the Board assess the health of the school
- Treasurer's Report
 - Budget Transfers – Request for Authorization (*attached to these minutes as Exhibit D*)
 - We should wind up with about \$235,000 in our accounts at end of year

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

- Lynnwood moved that we go into Executive Session; Hannah seconded – PASSED by consent

ADJOURN

- Lynnwood moved to adjourn the meeting; Shari seconded – PASSED by consent
- March 21, 2016 TRCS Board of Directors meeting adjourned at 8:19 p.m.

**Two Rivers Community School
Board of Directors Agenda
March 21, 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 Opening of formal meeting

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

5:35 Public Comment

5:40pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP9

5:45pm Graphic design presentations

6:15 pm Committee Reports

- Development
 - Development Director's report
 - Committee status update on annual goals
- New School
 - Committee status update on annual goals
 - Facility expansion and improvement
 - What should our next steps be?
 - What do we need for spring parent meetings?
- Policy
 - Committee status update on annual goals
- HR
 - Committee status update on annual goals
- Academic Standards
 - Committee status update on annual goals
- School Leadership
 - Recruiting status
 - Committee status update on annual goals
- Technology
 - Committee status update on annual goals
- Buildings and Grounds
 - Committee status update on annual goals

6:45pm Executive Reports

- Treasurer
 - Finance report
 - Projected enrollment for 2016-17 year
- Director
 - 2016-17 calendar

- Chairs
 - Charter school fact sheet draft
 - Strategic planning
 - What should the pillars of the plan be?
 - What should the process be?

7:25pm Executive Session

7:30pm Adjourn

GP-9 POLICY TITLE: Financial Disclosure

As required by law, Board members shall disclose certain items received in connection with serving on the Board. Board members receiving such items must file a report for the preceding calendar year with the county clerk and recorder on forms supplied by the secretary of state on or before January 15 of each year. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt.

1. Items, which must be reported, include the following:

a. Any money received including a loan, advance or guarantee of a loan with a value of \$25 or more.

b. Any gift of any item of real or personal property other than money with a value of \$50 or more.

c. Any payment for a speech, appearance or publication.

d. Tickets to a sporting , recreational , educational or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more.

e. Payment of, or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities.

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2. The financial disclosure need not include the following:

a. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.

b. Any item of perishable or non-permanent value including meals unless such item is required to be reported under paragraph 1. e. above.

- c. A non-pecuniary award publicly presented by an organization in recognition of public service.
 - d. Payment of or reimbursement for actual or necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or public entities.
 - e. Payment of salary from employment including other government employment.
3. To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.
 4. Board members who do not receive any reportable items are not required to file a report.

Director's Report
March 21, 2016

Director's Report
March 21, 2016

1. 2016-2017 Calendar Draft ready for approval
2. Open House & Lottery
 - So far we have 18 lottery applications
 - Our maximum capacity is 198 students
 - There are 35 openings:
 - K-14
 - 1- 2
 - 2- 0
 - 3- 10
 - 4- 0
 - 5- 4
 - 6- 2
 - 7- 3
 - 8- 0
 -
 - Remaining Open Houses
 - March 18: 9:30-11:00 am (Friday)
 - March 22: 9:30-11:00 am (Tuesday)
 - April 5: 6-7 pm (Tuesday)
 - April 8: 9:30-11:00 am (Friday)
 - April 25: Enrollment Lottery at the Board of Directors Meeting
3. The last day of school will be June 9
4. EOGs Take place during the last two weeks of school

State Submissions

- Principal's Monthly Report
- EC Visit from DPI
- EC Desk Audit follow-up
- Asbestos Management Plan (submitted by our contracted planner)
- Employee Workplace Conditions Survey (Results in late April)

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 February 22 to March 21

Grade	Current	Prior	Change	Capacity	Current Target	Comments	Wait List
K	21	22	-1	22	22	Moved to CT	0
1	22	22	0	22	22		0
2	13	14	-1	22	22	Home School	0
3	22	22	0	22	22		0
4	18	19	-1	22	22	Home School	0
5	19	19	0	22	22		0
6	19	19	0	22	22		0
7	20	21	-1	22	22	Parent Vocational	0
8	16	16	0	22	22		0
TOTAL	170	174	-4	198	198		0

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 @ 5:30

Finance:

Excom:

October

Board Meeting: Oct. @ 5:30 pm

Finance:

Excom:

November

Board Meeting: Nov. @ 5:30 pm

Finance:

Excom:

December

Board Meeting: No board meeting this month

Finance:

Excom: Dec.

January

Board Meeting: Jan. @ 5:30 pm

Finance:

Excom:

February

Board Meeting – February @ 5:30 pm

Finance –

Excom –

March

Board Meeting – March 21 @ 5:30 pm

Finance –

Excom – March 16 @ 8:15

April

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

Finance --

Excom –

May

Board Meeting – May 23th @ 5:30 pm

Finance –

Excom –

June

Board Retreat Dates – TBA

Excom-

July

Board Meeting – July 25th @ 5:30 pm

Excom-

MARCH 2016 FINANCE COMMITTEE (BOD)

BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION

Item Description	Current Budget	Proposed Change	Updated Budget	Comments
Fund Balance Appropriate @ July 1, 2015		310,324		(includes \$24,256 in Legacy @ July 1)
Previously approved Revenue Budget Transfers this year (thru 2/22/16)		(94,400)		
Previously approved Expense Budget Transfers this year (thru 2/22/16)		19,026		
Through Previous BOD Meeting - Forecasted Reserves at June 30, 2016		234,950		Current cash on hand Mar 20 = \$441,481 (incl \$32,063 in Legacy)
Change in Revenue				
Subtotal - Revenue Changes		-		
Change in Expense				
# 1 Salaries - Teacher's Aid	\$80,200	\$6,000	\$86,200	\$6K to cover IEP requirement (from BOD Awareness)
#16 Fundraising - Arts (AURA line-item)	\$2,000	\$2,500	\$4,500	OrisRisi African Folk Arts Program / Residency (from BOD Awareness)
Subtotal - Expense Changes		8,500		
Net impacts of "budget transfers" to / (from) reserves this period		(8,500)		
June 30, 2016 - Estimated Total Reserves		226,450		includes Legacy
FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)				
#1 - Substitute Costs		\$5,000		budgeting process reduced too much
#8 Advertising		\$1,000		
#12 Utilities - Waste Management		\$1,000		
#12 Utilities - Phone		\$1,000		budgeting process reduced too much
#1 - Leave payout		\$5,000		Dependent on winter usage, etc
#12 - Utilities (Electricity)		\$2,000		
#8 - General Administration		\$3,000		Discretionary - i.e., rewards for staff, student achievements, etc
#11 Building Repairs & Maintenance (Roof Repair)		\$1,000		No estimate from the roofer yet
#7 Workshop Expenses		\$3,000		Reduction taken during balanced-budget work; ideally add back in

	Change in Revenue	Change in Expense	Change in Reserves	Running Balance
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	-	(4,008)	(4,008)	202,400
Feb	10,000	22,550	32,550	234,950
Mar				
Apr				
May				
Jun				
	(94,400)	19,026	(75,374)	