

Two Rivers Community School

Board of Directors Regular Meeting Minutes

24 February 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, Barbara Benson, Ali Zick, Paulette Marty, Ann-Marie Clark, Stephanie Troutman, Hannah Reeder, Ken Jacquot

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

The mission statement was read by Lynnwood Brown.

Ken Jacquot moved to approve the meeting's agenda after two changes were made: Policy Committee was added to Committee Reports, and GP 6 was to be reviewed instead of GP 5 and EL 5&6. The motion was seconded by Shari Williamson and was passed by consent.

Conflict of Interest: Barbara Benson declared a conflict of interest when discussing Expeditionary Learning contract for professional development.

Shari Williamson moved to approve the minutes of January, 2014. The motion was seconded by Barbara Benson and passed by consent with noted changes.

Public Comments: None

Director's Report:

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

*Two Rivers will participated 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 Inclement Weather Plan for Staff/Family Notification distributed

*Two Rivers received a garden grant for \$500 and a grant for an additional \$1000 to cover additional expenses and development of the gardening program.

*The calendar committee met on Thursday, February 20th with staff, board and parent representation. A copy of the calendar and the proposed make-up day plans are included in the board packet and on the consent agenda for approval.

- *Two Rivers was fiscally monitored for Title 1 and all other federal programs on February 19th by Karen Frazier from NCDPI. We received feedback on our practices and technical assistance.
- *The administrative assistant will attend a workshop on NCFlex benefits on March 6th. This may offer staff the opportunity to acquire dental, vision, and health savings accounts at their own cost.
- *The PMR (Principal's Monthly Report on Enrollment) for Month 1 and Month 2 were finally approved in Power Schools. These are normally approved in November and they have just been completed now. This means that DPI is running behind in their approval processes for all state reports.
- *The School Report Card was released and will be distributed to families on February 26th. It has been posted on the website and a copy is included in your board packet. Is this something we want to share in our enrollment packets?
- *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.
- *The school completed vision screening and hearing screening this week as is required by the law and the EC department will follow-up on any concerns.
- *The school has scheduled a lockdown drill in the coming weeks. Our resource officer and the Captain will attend the drill and give us feedback. We will review the procedures with the staff at the February 26th meeting and will practice with the students prior to the drill.
- *Retention meetings are being held with parents this month to discuss possible retention. The impact this will have on enrollment has been noted in the document listing possible enrollment for the 2014-2015 school year.
- *On March 5th, all students who are at risk with regards to the 3rd grade EOG will have a meeting with TRCS staff and the appropriate paperwork will be shared with parents on that date. This is one step in our Read Achieve Act compliance plan.
- *On March 7th, Two Rivers will participate in an art exhibition at Shear Shakti, like it did last year. Student art work will be displayed and it will be for sale at this event.
- *On April 7-11th, the 5th through 8th grade students will participate in a Flash Fiction residency with Katey Schultz. A presentation of their work will be April 11th.
- *Officer Barry Adams, our school resource officer, was invited to speak with the 6th – 8th grade students about bullying on February 20th.
- *Parents have requested an internet safety workshop at the school. The director and counselor are researching possible speakers and options of how to share this information with parents.
- *Leeann Cronk, the 7th/8th grade Math and Science teacher, resigned on January 21st and we have hired Clint Byers as her replacement. His contract is up for approval this evening. He began his orientation today (Monday, February 24th) and begin full time in the classroom on February 26th.
- *Sallie Arnold will serve as the staff board representative again beginning in March, once Kelly Snider is officially on maternity leave.
- *Kelly Snider's maternity leave will begin on March 6th and she will be out for the duration of the school year. Her substitute will be Lexie Danner.

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

- *Calendar Changes – the director proposes making two changes to the existing calendar.
 March 14th – Early Release at 11:30, rather than a full day
 April 4th – Early Release at 11:30, rather than a full day
 These days would be included in the calendar to allow for professional development and staff bonding time considering the significant staff turn-over we have experienced this semester.

*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 MS teacher contract – The director recommends we offer Clint Byers 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.

*Discussion of possible additional support for new staff members (discussion of hiring a MS consultant to come work with new staff)

*Academic Standards committee report and recommendation to make our decision and final presentation of options at the March board meeting – we do not want to rush this decision

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

*Approval of MS teacher contract.

*Approval of the 2014-2015 Calendar and Weather Make-up Plan

*Renewal of the Lexia Contract (a math support program we use)

*Renewal of the Insurance Contract with Insurance People (our plan runs from April to March)

*Renewal of the Audit Contract

*Approval of Katey Schultz residency contract

*Approval of Calendar Changes

*Approval of amendment to our OT contract to have a COTA work with our students and an OT supervise.

Future decisions:

*Approval of Technology Plan at March BOD meeting

*HR Committee recommendations for salary scale revisions @ Two Rivers

*Contract renewal discussion for EL at the March BOD meeting

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

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

Key Performance Indicators:

1 informal grievance meeting was held by the director

No formal grievance meetings were held with the director

Enrollment Report for the Period of 1/25/14 to 2/23/14

<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	20	0	22	22	Enrollment closed 9/12/13	8
1	19	19	0	22	22		0
2	22	22	0	22	22		0

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

No students left during this month.

Looking Forward:

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) @ 5:30PM

Finance – May 9th @ 1PM

ExComm – May 16th @ 11:45

June

Board Retreat Dates – June 26th/27th

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)

Consent Agenda:

Paulette Marty made a motion to approve the consent agenda, which was seconded by Shari Williamson, and then was passed by consent.

Committee Reports:

PTO: see minutes attached. Approved \$2000 for ten classrooms. Will raise money by selling flowers in Flower Power. In April will have special orders for Lucy Bags. Clean up before Open Houses. May is Teacher Appreciation Month. Planning for end-of-year party in June.

Finance Committee: see attached. \$263,000 in operating account.

HR Committee: Recommended adjusting teachers' salaries to be competitive with Watauga County.

Marketing Committee: Looking for targeting those for whom we have openings. Will advertise in newspaper. Will use Facebook to solicit recommendations. 90% of recruiting is by word of mouth.

Policy Committee: Bylaws imply there could be two directors. This needs to be amended. In future, make sure all policies are "date stamped" when approved.

Strategic Planning Committee: Discussed future needs. See attached.

Paulette Marty read GP6.

Shari Williamson made a motion to recommit to GP6, which was seconded by Barbara Benson and was passed by consent.

Old Business:

Update of EL (Expeditionary Learning) renewal alternatives and options. Ali Zick reported on Professional Development plan. Recently found out we have a potential possibility to get credentialed by EL – in future, price may go down. Committee is still looking at three options to gather staff input. EL representative is coming to March BOD meeting.

Charter Renewal site visit is scheduled for May 8, 2014. Need an outline of the day to schedule people to be interviewed.

New Business:

Student policies – 300 series is aligned with Attendance Policy and Code of Conduct. Questions about Grievance Policy and Student Technology Acceptable Use Policy.

Barbara Benson made a motion to approve without addendums that we integrate our Grievance Policy and our Student Technology Acceptable Use Policy, which was seconded by Shari Williamson.

Barbara Benson withdrew the motion.

Barbara Benson made a motion to approve content presented in draft and integrate it with existing current policies for final approval after integration, which was seconded by Harrison Sterne and was passed by consent.

Barbara Benson made a motion to reaffirm the existing Admission and Enrollment Policy, which was seconded by Ken Jacquot and was passed by consent.

Motion to adopt the HR Committee recommendations as policy was made by Bryan Martin and seconded by Shari Williamson. Discussion will occur in executive session.

Motion to approve Middle School contract was made by Barbara Benson and seconded by Shari Williamson. Discussion will occur in executive session.

Motion to go into executive session was made by Bryan Martin, which was seconded by Shari Williamson and was passed by consent.

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

Motion to go out of Executive Session was made by Shari Williamson, seconded by Barbara Benson and passed by consent.

Motion to adopt the HR Committee recommendations as policy which was made by Bryan Martin and seconded by Shari Williamson was passed by consent.

Motion to approve Middle School contract which was made by Barbara Benson and seconded by Shari Williamson was passed by consent.

Barbara Benson made a motion to approve \$6,000.00 to hire support staff to address exceptional behavior problems in first grade, which was seconded by Shari Williamson and was passed by consent.

Motion to adjourn was made by Shari Williamson, seconded by Barbara Benson and was passed by consent.

Lynnwood Brown adjourned the meeting at 8:53.