

**Two Rivers Community School**  
**Board of Directors Regular Meeting Minutes**  
**25 November 2013**

**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 (by phone), Jessica Gilway, Zoe Detter, Bryan Martin, Harrison Sterne, Vachel Miller, Ali Zick, Ken Jacquot, Paulette Marty, Ann-Marie Clark, Barbara Benson.

The November meeting was called to order by Shari Williamson at 5:37.

The mission statement was read by Ali Zick.

**Ken Jacquot moved to approve the meeting's agenda. The motion was seconded by Barbara Benson and was passed by consent with the amendment to add BIB proposal under New Business.**

**Conflict of Interest:** Barbara Benson declared a conflict of interest during the EL discussion.

**Ken Jacquot moved to approve the minutes of October, 2013. The motion was seconded by Bryan Martin and passed by consent.**

**Public Comments:** Brian Hicks informed the BOD that no one had notified him of whether he was to be a board member or a member of the building and grounds committee. It was indicated that his efforts would be very much appreciated on two committees which work closely together, building and grounds and the strategic planning committee.

**Director's Report:**

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

\*Self-Study is due to the Office of Charter Schools on December 6<sup>th</sup>, 2013.

\*Peace Feast is December 13<sup>th</sup> at 6PM at Blue Ridge Conference Center.

Please join us if you are able to.

\*SS200 report completed for NCDPI – Full Time Employees & Salary Allocations Report

\*Reading Specialist will be working to revise the parental involvement policy to better reflect our programming & services provided

\*We collected EDS (Economically Disadvantaged Student) data from TRCS families to be used in Title 1 reporting –our new percentage was 39% per Free & Reduced Lunch – this was reported to NCDPI on November 22<sup>nd</sup> and the final report will go on December 1<sup>st</sup>.

\*Director & Interim Director have been meeting twice monthly prior to the ExComm and BOD meeting to collaborate, stay updated and for necessary guidance, information sharing & support.

\*We are approved for Erate funding for telephone and long distance services, but we are in the 25% that has not yet been funded. DPI is currently paying for our internet service and will continue to do so as long as we qualify for it.

\*We completed our Technology Plan & submitted a draft to NCDPI for revision. Once we receive revisions, the plan will need to be board approved & posted on our website.

\*Two Rivers Accountability information was released on November 7<sup>th</sup>. Director attached the letter that went home to parents in the board packet and will present our test scores as part of the director's report. Individual Student Reports went home to parents on Wednesday, November 18<sup>th</sup> with an explanation letter. The test results can be found at:

<http://www.ncaccountabilitymodel.org>

\*All new teaching staff attended the EL training at Odyssey school in Denver, CO last week.

\*Inclement Weather Plan for Staff/Family Notification distributed

\*Director & Shari Williamson continue working to update BOD training materials & create a BOD wiki

\*School Improvement Team Meeting – January 22<sup>nd</sup> @ 10am

\*Policy Committee meeting – December 6<sup>th</sup> @ 3:30

\*Student Led Conferences – December 11<sup>th</sup> – student present their portfolios to their parents.

\*Our account managers for Acadia in both accounting and data management have changed to Jenny Holland & Linda Randall. Jennifer McCluney & Jenny Holland will be visiting Two Rivers on December 6<sup>th</sup> from 11-1 and meeting with the finance committee.

\*Director & HR Chair met to work on HR initiatives to be presented at January meeting.

\*The first round of Ipads has been distributed and we are purchasing a MacMini to manage them. The next 30 will be purchased once an ipad purchase plan is submitted to the finance committee.

\*The Holiday Pledge Cards for the Legacy Fund went home last week on Wednesday.

\*We received \$26K in Federal Risk Pool funds to support the 1<sup>st</sup> grade classroom with a one-on-one teaching assistant. We interviewed for this position on November 21<sup>st</sup> & have a hiring recommendation for the BOD. The director, interim director & EC director all conducted the interviews.

\*Jessica Gilway will return from maternity leave on January 6<sup>th</sup>. Kelly Snider will return to her art position on January 6<sup>th</sup>. A transition meeting is planned the week of December 16<sup>th</sup>-December 20<sup>th</sup>.

### **Issues (to be discussed & presented by the director/interim director at the meeting)**

\*Self Study completed & distributed to the BOD on Tuesday, November 17<sup>th</sup>. Feedback & discussion are requested at the BOD meeting. Please pay particular attention to the goals section of the document.

\*Draft Technology Plan was created for the 2014-2016 in case we become eligible for Erate Priority 2 funding – this plan needs to be reviewed & approved at the January BOD meeting.

\*Presentation of 2012-2013 EOG Test Score Data & Accountability Rating (presented at the meeting by director)

- TRCS scored 68%, meeting expected growth performance
- Watauga County scored 55.7% overall
- TRCS scored second highest in the county behind Blowing Rock (typical placement)
- Lowest scores in the entire state were 8<sup>th</sup> grade math
- 8 students in third grade received a score of 4
- 6 students in the fifth grade received a score of 4
- 8 students in the sixth grade received a score of 4
- TRCS did not exceed growth this year because we have exceeded growth the last three years

\*3<sup>rd</sup> grade plan of action based on the Read to Achieve legislation

- Must meet with parents of 12 out of 22 children in 3<sup>rd</sup> grade who didn't pass the pre-test in reading.
- Will create portfolios for each child to demonstrate growth.

\*Background Check Requirements for BOD, staff & volunteers (update on requirements & proposed contracted with BIB)

- Charter School must comply with the local LEA in doing background checks and finger prints for new board members

\*Approval of EC Teaching Assistant Contract to serve as one-on-one in 1<sup>st</sup> grade – The director recommends we offer Serene Solinski a contract.

\*The director wrote a Garden grant with Eric Groce, TRCS parent and ASU College of Education Faculty. This grant will need to be approved during new business.

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

\*Approval of the self-study by the board. Self-study to be signed by the board chair.

\*Approval of Teaching Assistant contract.

\*Approval of Garden grant application.

\*Approval of Background check contract with BIB or exploration of other options

\*EL Committee presentation of recommendations & staff input, BOD will need to direct the director how to proceed with Charter Revisions based on this presentation

**Future decisions:**

\*Approval of Draft Technology Plan at January BOD meeting

\*Approval of 3<sup>rd</sup> grade plan of action by the BOD

\*Approval of Maternity Leave Proposal for Kelly Snider (to be presented at the January BOD meeting)

\*Presentation & approval of Ipad purchase plan

\*HR Committee recommendations for salary scale revisions @ Two Rivers

**Key Performance Indicators:**

2 informal grievance meetings were held by the interim director

No formal grievance meetings were held with the interim director

Enrollment Report for the Period of 10/26/13 to 11/25/13

<u>Grade</u>	<u>Current</u>	<u>Prior</u>	<u>Change</u>	<u>Capacity</u>	<u>Current Target</u>	<u>Comments</u>	<u>Wait List</u>
K	21	21	0	22	22	Enrollment closed 9/12/13	8
1	19	19	0	22	22		0
2	22	22	0	22	22		0
3	22	22	0	22	22		3
4	22	22	0	22	22		0
5	21	21	0	22	22		0
6	17	17	0	22	22		0
7	22	22	0	22	22		1
8	22	22	0	22	22		0
TOTAL	187	187	0	198	198		12

**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 Approval  
 Board Legal Training

**November:**

Self Study Review & Discussion  
 Technology Plan Review & recommendations  
 EL Committee presentation of recommendations  
 3<sup>rd</sup> 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:**

**School Board Appreciation Month Celebrated**

Charter Revisions Approved & submitted to OCS  
Salary Spreadsheet presented to the board for review  
3<sup>rd</sup> Grade Plan of Action approved  
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 Calendar for 14-15 school year  
Approval of changes to the School Improvement Plan

**March:**

Open Enrollment/Open Houses  
Board members attend open houses to meet potential families  
Plan community meetings for May

**April:**

Lottery Held @ this meeting  
Draft budget discussed at this meeting (based on data available)  
Approval of Contracts for next year (EL, 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  
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)

### **Looking Forward:**

#### **December**

Finance – December 6<sup>th</sup> @ 11-1 (calendar needs to be changed)

ExComm – December 13<sup>th</sup> @11:45

#### **January**

Board Meeting – January 27<sup>th</sup> @ 5:30 PM

Finance – January 10<sup>th</sup> @ 1PM

ExComm – January 17<sup>th</sup> @ 11:45

#### **February**

Board Meeting – February 24<sup>th</sup> @ 5:30 PM

Finance – February 7<sup>th</sup> @ 1PM

ExComm – February 14<sup>th</sup> @ 11:45

#### **March**

Board Meeting – March 24<sup>th</sup> @ 5:30 PM

Finance – March 7<sup>th</sup> @ 1PM

ExComm – March 12<sup>th</sup> (Wed. due to ASU break)@ 11:45

#### **April**

Board Meeting – April 28<sup>th</sup> (Lottery)@ 5:30 PM

Finance – April 4<sup>th</sup> @ 1PM

ExComm – April 16<sup>th</sup> (Wed. due to Spring Break)@ 11:45

#### **May**

Board Meeting – May 28<sup>th</sup> (Wed. due to Memorial Day) @ 5:30 PM

Finance – May 9<sup>th</sup> @ 1PM

ExComm – May 16<sup>th</sup> @ 11:45

#### **June**

Board Retreat

Proposed Dates – June 26<sup>th</sup>/27<sup>th</sup>

**Consent Agenda:** none

#### **Committee Reports:**

**PTO:** everything is the same. Need donation from Harris Teeter for sauce for Peace Feast. Water bottles are in and ready for sale, as well as T Shirt orders. Admission to Peace Feast is \$7/adult, \$4/child, and

\$20 for a family of 4 or more. Conducting food drive for Hospitality House. LeAnn needs 10 calculators at \$90 each. Funds will come from Box Top earnings. **Donations are needed for silent auction.**

**Finance Committee:** (see attached) cash on hand as of 11/17/13 is \$351,958.00.

**Fundraising Committee:** Hannah and Jessica are looking for ways to increase the number of families who give \$10 a month to the Legacy Fund.

Zoe Detter read BDL 5.

**Ken Jacquot made a motion to reaffirm BDL 5, which was seconded by Barbara Benson and passed by consent.**

Paulette Marty read EL 3.

**Ken Jacquot made a motion to reinstate EL 3, which was seconded by Paulette Marty and passed by consent.**

**Old Business:**

**Academic Standards Committee and EL Committee-**Ali, Kelly, Beth, Bill Ireland, Barbara Benson met and presented staff with options in order to get general feedback. The staff voted not to continue with EL. (see attached summary of meeting/results)

**Vachel Miller made a motion to remove the brand name of Expeditionary Learning from the Charter of TRCS, which was seconded by Shari Williamson. NOTE: There is concern for creating a new capitalized term.**

**Bryan Martin made a motion to charge the Academic Standards Committee with creating a draft plan for replacing EL that includes predicted cost by the February board meeting and by the March board meeting present the plan with financial costs, which was seconded by Paulette Marty and passed by consent.**

Jessica Gilway and Lynnwood Brown met with Dean Gallien of the Reich College of Education at ASU. The Dean wants to open a Regional High School of about 400 students at Camp Broadstone. Jessica asks that we keep the High School language in the Charter for future options.

**New Business:**

**Ken Jacquot made a motion to accept the BIB contract for background checks, which was seconded by Barbara Benson and passed by consent.**

TRCS will have to follow Watauga County's policy for drug testing, if and when it is adopted.

**Ken Jacquot made a motion to officially charge the Policy Committee to make a recommendation regarding the criminal background checks, which was seconded by Bryan Martin and was passed by consent.**

**Ken Jacquot made a motion to accept the nominating committee's recommendation that Stephanie Troutman be accepted as a new board member of TRCS, which was seconded by Paulette Marty and was passed by consent.**

**Ken Jacquot made a motion to approve a garden grant application by Jessica Gilway and Eric Groce (6<sup>th</sup> grade parent) to provide \$500 in garden materials to TRCS, which was seconded by Harrison Sterne and was passed by consent.**

Jessica received general comments and feedback on Self-Study for charter renewal. A discussion followed concerning the listed goals in terms of ability to measure them and the number to include.

**Bryan Martin made a motion to approve a one-on-one assistant teacher contract in the first grade, which was seconded by Barbara Benson and was passed by consent.**

**Motion to go into executive session was made by Ken Jacquot, seconded by Barbara Benson and was passed by consent.**

**Motion to invite Kelly Snider and Jessica Gilway into Executive Session was made by Paulette Marty, seconded by Bryan Martin and passed by consent.**

**Motion to go out of Executive Session was made by Barbara Benson, seconded by Ken Jacquot and passed by consent.**

**Harrison Sterne made a motion to approve contract, which was seconded by Ken Jacquot and was passed by consent.**

**Motion to go back into Executive Session was made by Paulette Marty, seconded by Barbara Benson and passed by consent.**

**Vachel Miller made a motion to come out of Executive Session, which was seconded by Ken Jacquot and passed by consent.**

**Motion to adjourn was made by Paulette Marty, seconded by Barbara Benson and passed by consent.**

Shari Williamson adjourned the meeting at 8:30.