

## Two Rivers Community School

### Board of Directors Regular Meeting Minutes

28 October 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, Lynnwood Brown, Jessica Gilway, Hannah Reeder, Sallie Arnold, Zoe Detter, Bryan Martin, Harrison Sterne, Vachel Miller, Ali Zick, Ken Jacquot, Paulette Marty, Ann-Marie Clark, Barbara Benson.

The October meeting was called to order by Lynnwood Brown at 6:07.

The mission statement was read by Lynnwood Brown.

**Ken Jacquot moved to approve the meeting's agenda. The motion was seconded by Paulette Marty and was passed by consent.**

**Conflict of Interest:** none

**Ken Jacquot moved to approve the minutes of September, 2013. The motion was seconded by Harrison Sterne and passed by consent with three amendments.**

#### **Public Comments:**

Zoe Detter, a Board Fellow from ASU through the ACT office, has asked if TRCS would like to be a recipient of 20-30 ASU volunteers completing a service project on our campus during the January celebration of MLK Day in 2014. She was asked to contact the director. TRCS may have school that day in order to make up a snow day.

Sallie- Asked if BOD could begin meeting at 5:00 instead of 6:00. Will take a poll.

Brian Hicks- a professional land surveyor is proposing to become a part of the Building and Grounds committee to help work to provide options.

Stephanie Troutman has an interest in becoming a BOD member.

**PTO Report:** New water bottles will be for sale at the Peace Feast. The profit will be \$9 a bottle. The design was completed by an 8<sup>th</sup> grader at TRCS. Ms. Cyndi has asked for \$400.00 for the student safety patrol. Project Round Up- Bare Essentials will round up purchases to the nearest dollar and donate

difference. Garden posts are in. Peace Feast- Pasta donated from Earth Fare, meat donated by Bare Essentials. Stick Boy also donating food. People are needed to serve food.

### **Director's Report:**

#### **Status:**

- \*Full time employment report to DPI on November 22, 2013 – this report is used for state accountability reporting
- \*Enrollment report for 2014-2015 submitted to DPI reflecting the board decision to grow up to 20%
- \*Reading Specialist will be working to revise the parental involvement policy to better reflect our programming & services provided
- \*We are currently collecting EDS (Economically Disadvantaged Student) data from TRCS families to be used in Title 1 reporting – report due December 1<sup>st</sup>
- \*Charter School Self-Study is in progress. Director is meeting with different staff/BOD members to gather data and compile the study.
- \*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.
- \*Two Rivers Accountability information to be released with the rest of the state on November 7<sup>th</sup>. Director has attached and shared the state results PDF.
- \*All new staff to attend EL training at Odyssey school in Denver, CO in November.
- \*Inclement Plan for Staff/Family Notification distributed
- \*Director & Shari Williamson working to update BOD training materials & create a BOD wiki
- \*School Improvement Team Meeting – January 22<sup>nd</sup>
- \*Our account managers for Acadia in both accounting and data management have changed to Jenny Holland & Linda Randall. Jennifer McCluney & Jenny Holland would like to visit our school & meet the board. They will meet with the finance committee.
- \*The first round of Ipads has been distributed and we are purchasing a MacMini to manage them. The next 30 will be purchased once we received our November allotment from the state.
- \*Report Cards were updated to reflect new standards & new SPARK targets. They will go home on Wednesday and conferences will be the following week.
- \*We have not received notice on the Risk Pool funds yet.
- \*We are in need of Junior Great Books Volunteers for third and fourth grade.
- \*Tom Miller, our OCS consultant, will be doing his annual site visit in early November. Jessica & Kelly will meet with him.

**Issues to discuss:**

- \*Review of Inclement Weather Procedures so board can publicly support decisions made by the director & her support team
- \*Draft Technology Plan needs to be created by end of November for 2014-2016 in case we become eligible for Erate Priority 2 funding
- \*Presentation of EVAAS value-added data report & MAPs data report (presented at the meeting by director/interim director)
- \*Background Check Requirements for BOD, staff & volunteers (update on requirements)
- \*Confidential information regarding EL contract status & impact for 14-15 to be shared in closed session

**Decisions required:**

- \*Approval of the Inclement Weather Make-Up Plan as an amendment to the calendar
- \*We need to schedule legal training for the board with our legal counsel – when would we like to do this?
- \*Affiliation with a charter school advocacy organization  
(Director will present a recommendation based on research & share with the board)
  - \*The High Bar – cost - \$4,995
  - \*NC Alliance for Public Charter Schools -\$3 per student
  - \*NC Public Charter Schools Organization - \$750
- \*December Board Meeting to begin reviewing charter revisions or special work session with select board members (which would the board prefer)

**Future decisions:**

- \*Draft Technology Plan Approval at the November Meeting
- \*Self-Study review & BOD feedback at the November Meeting – Due December 6<sup>th</sup>

**Key Performance Indicators:**

No formal/informal grievance to report at this time  
 Enrollment Report for the Period of 9/24/13 to 10/25/13

<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

### **December:**

Charter Revisions Review (?)

### **January:**

Charter Revisions Approved & submitted to OCS  
Salary Spreadsheet presented to the board for review  
Enrollment plan revisions approved  
Director Reviews Goals for Spring Semester  
School Improvement Plan Reviewed

### **February:**

Salary Spreadsheet approved by the board  
Spring Testing update & financial & enrollment implications for the school  
Approval of Calendar for 14-15 school year

### **March:**

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

**April:**

Lottery Held @ this meeting  
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:**

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:****November**

Board Meeting – November 25<sup>th</sup>  
Finance – November 8<sup>th</sup> @ 1PM  
ExComm – November 15<sup>th</sup> @ 11:45

**December**

Finance – December 6<sup>th</sup> @ 1PM  
ExComm – December 13<sup>th</sup> @11:45

**January**

Board Meeting – January 27<sup>th</sup> @ 6PM  
Finance – January 10<sup>th</sup> @ 1PM  
ExComm – January 17<sup>th</sup> @ 11:45

**No Consent Agenda****Committee Reports:**

**Leadership Committee-** Shari still needs volunteers for some of the committees

**Human Resources-** still gathering information from various sources on alignment of salary scale

**Academic Standards**-compiling information to bring decision to the BOD

**Audit and School Improvement**-persons needed from the BOD to volunteer

**Finance Committee:** estimated ending cash for June 30, 2014 to be \$222,414.00

Ken Jacquot recused self from voting.

**Motion to approve proposed budget transfers was made by Harrison Sterne, seconded by Hannah Reeder and passed by consent.**

**PTO:** see above

**Motion to move \$1000 from Legacy Fund to operating funds for 4<sup>th</sup> grade was made by Hannah Reeder and seconded by Vachel Miller which was passed by consent.**

**Motion for Blue Ridge Learning Center \$1000 to go from operating funds to Legacy Fund made by Hannah Reeder and seconded by Barbara Benson which was passed by consent.**

**Motion to table reviewing Ends 1-5 was made by Ken Jacquot, seconded by Vachel Miller and was passed by consent.**

**Old Business:** none

**New Business:**

**Motion to approve fund raising proposals by the PTO to sell water bottles was made by Ken Jacquot, seconded by Vachel Miller and was passed by consent.**

**Motion to sell Earth Fare Gift Cards by eighth grade was made by Barbara Benson, seconded by Vachel Miller, and was passed by consent.**

**Motion to table decision to act on NC Public Charter School Organization recommendation from Jessica was made by Barbara Benson, seconded by Paulette Marty, and was passed by consent.**

**Motion to approve the Inclement Weather Plan (see attached) was made by Barbara Benson, seconded by Paulette Marty, and passed by consent.**

**Motion to change the BOD meeting times to 5:30 was made by Hannah Reeder and seconded by Ken Jacquot, and then passed by consent.**

There will be no BOD meeting in December.

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

**Motion to invite Kelly Snider, Ali Zick, and Jessica Gilway into Executive Session was made by Barbara Benson, seconded by Paulette Marty and passed by consent.**

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

**Motion to adjourn was made by Hannah Reeder, seconded by Barbara Benson and passed by consent.**

Lynnwood Brown adjourned the meeting at 8:50.