

Two Rivers Community School
Board of Directors Regular Meeting Minutes

24 March 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: 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, Sallie Arnold, Vachel Miller.

The March meeting was called to order by Lynnwood Brown at 5:38.

The mission statement was read by Stephanie Troutman.

Paulette Marty moved to approve the meeting's agenda after making one change: discussing a contract for grant writing was added to new business. 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 February, 2014. The motion was seconded by Bryan Martin and passed by consent with noted changes.

Public Comments: Jessica Gilway read aloud the attached letter from 5th grade teacher, Natalie Oransky, concerning her issues with the possible banning of books by the Watauga Board of Education.

The Board of Directors was presented with individual thank you notes and gifts made by the TRCS students in appreciation for their hard work and dedication to the school.

Academic Standards Committee Report: Necessary to go out of order to prepare for Skype conference. Jessica and Ali presented three options that the committee has developed for professional development. **An on-going conversation since the fall of 2013, the staff voted unanimously for OPTION #2.**

OPTION #1: \$40,000.00 is paid to Expeditionary Learning with pursuit of credentialing process at the end of one year when we will be given an implementation review. Currently, TRCS is determined to be at an 86% rate of implementation. We would be given two years to achieve a 99% implementation rating.

OPTION #2: \$30,000.00 to come up with a five year plan for professional development.

OPTION #3: \$20-50,000.00 to hire a professional development coach.

SKYPE CONFERENCE with Ann Vilen, an Expeditionary Learning Representative: Began by recognizing that EL and TRCS have had a nine year partnership. Mentioned SPARK and its emphasis on renewing habits of scholarship. Wants to focus on a whole-school model working with the director and school leaders. How do we improve instruction, assessment and leadership across the curriculum? How would an instructional coach affect TRCS? Instructional leadership is the linchpin to all three options. How long will EL credentialing last? Don't know yet. **Institutional change formula consists of five things: vision, skills, resources, incentives, and clear action plan.**

Paulette Marty made a motion to adopt OPTION #2, which was seconded by Harrison Sterne and was passed by consent.

Director's Report:

Director's Report March 24, 2014

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

Happy School Board Appreciation Month!

*Welcome Fina Mae Snider! Ms. Kelly had her baby! Yeah!

*Technology Meeting & Plan – the technology team will meet on Monday, March 24th at 3:30 to discuss the implementation of our technology plan and goals and to review our technology plan.

*Attendance at Strategic Legal Workshop at Sugar Creek Elementary – the director, Lynnwood and Bryan attended a legal workshop with David Hostetler. The big take-away from this workshop for the director that we need to have legal counsel review our contracts and work with some of our vendor contracts (like ModSpace) to reword them in our favor.

*Attendance at Stone Soup with Hannah, Zoe, and Shari – the director attended the Stone Soup training on BOD and director relationship on March 20th. We received some BOD self-assessment tools that it be valuable to utilize during the summer retreat.

*Stakeholders Meeting – Internet Safety- the stakeholder's committee met with parents, staff and a BOD member in attendance. We determined that the topic for our next Parent's night workshop will be Internet Safety. We may work to advertise this to the community, as well as with in our school community. Tara from Earthfare agreed to provide food for the event and we will provide childcare as well.

*Contract Review recommendations – our legal counsel suggested that we spend some time reviewing our contracts this year. Our current contract and the suggested template for a fixed year contract are included in packet for BOD review.

*MAPs testing currently in progress – the students are current taking the spring MAP test. Teachers will receive results as soon as assessments are completed and will review them for areas of weakness to address before now and the end of the year. The director will share this information with the BOD once summary reports are available. We will be able to determine the growth (or value add) our students have experienced over the course of the school year according to this assessment.

*Attendance letters just sent home – between three and seven students for summer school. Ms. Vicki will facilitate/teach summer school again. Summer School will be held June 16th through June 20th. We charge families \$20 a day and Summer School is held in three hour sessions (morning and afternoon). Students with more than 20 absences are required to attend summer school for remediation.

*Two Rivers is being offered approximately \$2500 to help fund a summer reading camp to support our struggling readers in the 3rd grade classroom. This is part of the Read to Achieve program. The director will share a proposal for holding a summer reading program the same week as summer school with staff being Joy Schlagal, reading specialist, and our 3rd grade teacher, Ms. Lindsay Carroll. The money is to be spent on paying staff to plan and facilitate the summer reading program and on materials to operate the program. If the board approves the proposal, we will get word out to parents that we will be providing this important support and opportunity.

*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.

*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 held a lockdown and a tornado drill this month. Both drills were successful and we received positive feedback for both. The constructive feedback was as follows: update locations for tornado drills to spread students out better throughout the building; and for the lockdown, the major feedback was that we need to overhaul our key system and ability to access classrooms and building (both in the main building and in the modular units). This is something we will work on in the coming months.

*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 had meetings with TRCS staff and the appropriate paperwork was shared with parents on that date. This was an important step in our Read Achieve Act compliance plan. The parents were appreciative of the information and support shared at those meetings.

*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.

*Sallie Arnold will serve as the staff board representative again beginning in March, once Kelly Snider is officially on maternity leave.

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

*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 the plan will be submitted to the board for approval at the March BOD meeting.

*Community Meetings for spring 2014 – We need to hold/host two community meetings. The proposed dates are: May 20th and May 22nd at 3PM and 6PM. What do we want to share with the community at the meetings this year? Who should present and share at these meetings? Do we want to produce a state of the school report or annual report this year?

*Contracts for the 2014-2015 – we need to review our employee contracts this year. The director needs direction and guidance from the board on how it is best to proceed with this process of review and revision.

*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.

*Summer School & Summer Reading Program proposal

*Academic Standards Presentation and Discuss – this is a broad discuss of our EL contract and other Professional Development options for staff preparation and support for the 2014-2015 school year and beyond. Ali and Jessica will present the input of the staff and committee. Anne Vilen, our EL school designer, will represent EL and share with us about what a contract with EL would look like.

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

*Approval of Technology Plan

*Give the board direction on how to proceed with the reworking of contracts for 14-15

*Vote on the Options provided in the Academic Standards overview

*Vote to renew/non-renew our contract with EL for the 14-15 School Year

*Vote on the Summer School & Summer Reading Program Proposal

Future decisions:

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

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

*Approval of new staff contracts (if we decide to go in this direction) at the April meeting

*Hold the lottery at the April meeting

*Discussion – do we need to hold a July board meeting?

*Approval of staff contracts for 14-15 at the May meeting so contracts can be offered before school lets out

*Approval of the proposed operational budget for 14-15 at the May meeting, the draft budget will be presented at the April meeting if possible (this dependent on having the necessary information from Acadia and the state)

*Policy approvals in accordance with the timeline provided in the Policy Committee Report (which can be found below)

March Meeting – Received 400 series of policies to review over the course of the month

April Meeting – Discuss revisions suggested for the 400 series and vote on them; Receive bylaws revisions and 100 series of policies to review over the course of the month

May Meeting – Discuss revisions suggested for the bylaws and 100 policies series; Receive draft of social media policy and other relevant technology policies for review over the course of the month

June Retreat – Approve updated policy manual which will include all of the current board approved, date stamped policies. Once this is reviewed and approved, it will be posted to the website. Review and approve the updated staff handbook and parent/family handbook.

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 2/24/14 to 3/24/14

<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	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.

Enrollment Update for 2014-2015

We have held two open houses today.

At the first open house, we had 6 families present.

At the second open house, we had 9 families present.

We have four more open houses and current have around six families signed up for each open house. We have been averaging between two and three walk-ins per open house.

Application to Date: (Enrollment for the lottery opened on March 10th through April 18th).

Grade	Spaces Available	Current Applications
K	14	8
1	1	2
2	3	1
3	1	0
4	0	1
5	1	0
6	1	1
7	6	0
8	0	1

Looking Forward:

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:

April:

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 May

Vote on calendar of BOD meetings for the 14-15 school year

June:

BOD Retreat

Office of Charter School Training

July:

Board Meeting (?)

Annual Fiscal Audit (Director, Admin Asst, BOD chair & finance chair are available)

Consent Agenda: none

Harrison Sterne made a motion to approve the draft and to complete the Technology Plan, which was seconded by Vachel Miller, and then was passed by consent.

Contracts: Jessica states that she needs direction on formatting contracts which need to be revamped.

Committee Reports:

Finance Committee: see attached. \$260,000 in operating account.

Paulette Marty made a motion to approve the March budget transfers, which was seconded by Bryan Marin and passed by consent.

Buildings and Grounds: concerning blacktop needed next to main building

Vachel Miller made a motion to spend up to \$15,000 from reserves for blacktop, which was seconded by Shari Williamson (need more info-Exec Com obtain two more bids) and passed by consent.

Nominating Committee: 5 to 6 people have expressed interest in being on the BOD and have applied.

Planning Committee: Strategic Planning Committee (see attached)

Policy Committee: present in chunks to BOD and show what has been changed with the goal to finalize policy documents. It is a five year legal process to revise policies.

PTO-see attached

Lynnwood Brown read EL 7 and 8.

Shari Williamson made a motion to recommit to EL 7 and 8, which was seconded by Vachel Miller and was passed by consent.

Old Business:

Proposal from Academic Standards committee was voted on earlier in the meeting. **Decided on Option #2, as did the staff earlier.**

Charter renewal visit will occur on May 8, 2014.

Harrison Sterne made a motion to approve grant writer hired from Acadia, which was seconded by Stephanie Troutman and was passed by consent.

New Business:

Retreat planning: session will be planned with David Hostetler, TRCS lawyer. Lynnwood will send out data for retreat.

Revised background checks: Must redo for entire staff and BOD now.

Shari Williamson made a motion to initiate the background check process for staff and BOD now, and to begin next year to phase in background checks for volunteers, which was seconded by Hannah Reeder and was passed by consent.

Revised contract: Jessica asks BOD to look at it and decide if we want to pursue this. Will require direct deposit (which will save money) and move pay day to once a month instead of twice. Must approve contract template at April meeting.

Proposal for summer reading program: State will fund it for students who don't pass their portfolios or EOG's.

Hannah Reeder made a motion to accept the funding allocation from the state to staff the summer reading program, which was seconded by Stephanie Troutman and was passed by consent.

Bryan Martin made a motion to go into executive session, which was seconded by Hannah Reeder and was passed by consent.

Shari Williamson made a motion to invite Jessica Gilway into the executive session, which was seconded by Hannah Reeder, and was passed by consent.

Shari Williamson made a motion to go out of executive session, which was seconded by Hannah Reeder and passed by consent.

Lynnwood Brown adjourned the meeting at 9:01.

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.