

MINUTES – November 24, 2014 - 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: Lynnwood Brown, Harrison Sterne, David Rizor, Shari Williamson, Paulette Marty, Bryan Martin, Lindsay Carroll, Vachel Miller

CALL TO ORDER

- Meeting called to order by Shari at 5:36 p.m.
- Quorum established with 6 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Paulette

APPROVAL OF NOVEMBER 24, 2014 BOD MEETING AGENDA

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

APPROVAL OF SEPTEMBER 29, 2014 BOD MEETING MINUTES

ACTION: Lynnwood moved to approve October 27, 2014 minutes; seconded by Paulette – PASSED by consent

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- No public comment

GOVERNANCE POLICIES

- GP 4; BDL 5; Ends 4, 5; EL 3, 4
 - Read by Paulette, Vachel, Lynnwood, Harrison, David, Shari
 - Discussion had on the meaning of certain governance policies and where we need to keep an eye for compliance purposes

ACTION: Vachel moved to re-commit to the above governance policies; seconded by Lynnwood – PASSED by consent

EXECUTIVE REPORTS

- Secretary
 - Office of Charter Schools critiqued our minutes; will take appropriate steps to fully comply
- Treasurer – Finance Report
 - Budget Transfers – Request for Authorization (*attached to these minutes as Exhibit B*) Transfer authorizations requested this meeting totaled \$2,000
 - The value of periodic presentation of a balance sheet was discussed; while not typically of value for decision-making – it was agreed that it would be good for the Board to see a balance sheet.

ACTION: Lynnwood moved to approve the Budget Transfers in Exhibit B; seconded by Vachel – PASSED by consent

- Director's Report (*attached to these minutes as Exhibit C*)
 - David attended the NC Alliance of Charter Schools meeting (even though we are not a member) where the upcoming legislative session was discussed, and what the Alliance is looking for there
 - This is one of two NC charter school organizations, and David thinks it would be good to be a member of one, but not sure which one
 - Meeting with Doc Klein/staff was introductory in nature and focused on broad vision
 - There is a timeline, and there was a current plan is to have a staff

branding recommendation by about the end of the school year – however, it was felt that this would not ensure an operational action plan in time for the next school year

- Therefore, it was re-emphasized that an EL decision / recommendation is needed by January meeting. Board discussion centered on the critical need for decisions on TRCS unique offering in the marketplace and how this feeds into fund raising, architectural inputs to the New Building process, etc. This was deemed to be of enough importance that it was agreed that a smaller group would stay after the Board meeting to ensure an action plan and timeline was developed that support Board and Committee needs. That meeting did occur and those meeting minutes and decision / outcomes are to be considered part of this meeting record. Shown below is the timeline and outcomes
- January: Recommend whether the school will remain affiliated with EL
- February:
 - Recommend preliminary budget items and amounts for 2015-2016
 - Staff costs
 - Training costs
 - Travel costs
 - Other costs
 - Recommend core models, alliances, methodologies, or curricular components for TRCS to be used by New School and Development Committees in developing branding and fundraising materials (a.k.a. the 2-4 core components of our institutional identity)
- March: Update Board on action plan
- April: Submit finalized budget request for 2015-2016
 - Staff costs
 - Training costs
 - Travel costs
 - Other costs
- May: Submit action plan to Board for final approval
 - - Date at top of Exhibit C should be November 24, 2014
 - Enrollment period above table on Exhibit C should be 10/27/14 to 11/24/14

COMMITTEE REPORTS

- Policy Committee
 - Will have 200 series and maybe 300 series ready for the next meeting; meant to have them for this meeting, but policy meeting last month was missed by a few members
 - Will update next board meeting on progress on the background check policy which must mirror Watauga County's
- HR Committee
- New School Committee
 - Kick-off meeting took place last week with the Lawrence Group

- It is expected that we will need a fundraising professional
 - Harrison will have a conversation with Whitney Jones
- Development Committee
- Technology Committee
 - Waiting to hear back from Dougnet

DECISIONS AND APPROVALS

- David has a recommendation to hire Pamela Deberg as the additional kindergarten teacher

ACTION: Vachel moved to approve the hire of Pamela Debord; seconded by Lynnwood – PASSED by consent

ACTION: Vachel moved to adjourn the meeting; seconded by Lynnwood – PASSED by consent

- November 24, 2014 TRCS Board of Directors meeting adjourned at 7:30 p.m.

Two Rivers Community School
Board of Directors Agenda
November 24, 2014

Exhibit A

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

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

5:40pm Public Comment

5:50pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP 4; BDL 5; Ends 4, 5; EL 3, 4

6:00pm Executive Reports

- Chairs
- Secretary
- Treasurer
 - Finance Report
 - Finance Committee Updates
- Director

6:30pm Committee Reports

- Policy
 - 300 Series
- HR
 - Principal evaluation reminder/plan
- New School
 - Overview of current process
- Development
 - Legacy and Classroom Sponsor updates
- Academic Standards
 - Doc Klein visit in January
- School Leadership
 - Recruitment in meetings being held by Harrison for New School
- Technology

6:50pm Decisions/Approvals Needed/Other Updates

7:15pm Executive Session

7:30pm Adjourn

Governance Process, Board Leadership, Ends, and Executive Limitation Review

GP-4: Agenda Planning

The board will follow an annual agenda, which includes linkage to the ownership, explicit governing policy review, and assurance of Principal(s) performance:

1. The cycle will conclude each year on the last day of (June) so that administrative planning and budgeting can be based on accomplishing a one year segment of the board's most recent statement of long term Ends.
2. The cycle will start with the board's development of its agenda for the next year.
 - a. The Board will develop a calendar that will reflect ownership linkages.
 - b. Governance education, and education related to Ends determination, to be held during the balance of the year.
3. Throughout the year, the board will attend to consent agenda items as expeditiously as possible.
4. Director monitoring will be included on the agenda if monitoring reports show policy violations, or if policy criteria are to be debated.

GP-4A: Agenda Planning Calendar

<i>Month</i>	<i>GP</i>	<i>BDL</i>	<i>Ends</i>	<i>EL</i>	<i>Director Review</i>
July	1	1, 2			
August		4		2	
September	2, 3				
October			1, 2, 3, 4, 5		
November		5		3	
December	4			4	
January	5			5, 6	
February	6				
March				7, 8	
April	7, 8				
May				9, 10	x
June	9				

BDL-5: Monitoring Principal(s) Performance

Systematic and rigorous monitoring of Principal(s) job performance will be solely against organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

Accordingly:

1. Monitoring is simply to determine the degree to which board policies are being met.
2. The board will acquire monitoring data by one or more of three methods: (A) By internal report, in which the Principal(s) discloses compliance information to the board, (B) By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (C) By direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be any reasonable Principal(s) interpretation of the board policy being monitored. The board is final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favored by board members or by the board as a whole.
4. All policies that instruct the Principal(s) will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

EL-3: Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Principal(s) may not cause or allow conditions, which are unfair, disrespectful or unclear.

Accordingly, the Principal(s) may not:

1. Fail to operate without written personnel rules which: (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions, and grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for non-disruptive expression of dissent.
3. Prevent staff from grieving to the board when (A) internal grievance procedures have been exhausted and (B) the employee alleges that board policy has been violated to his or her detriment.
4. Fail to protect confidential information.
5. Fail to provide staff with an opportunity to become familiar with their rights under this policy.
6. Fail to provide staff with documented training & education, including but not limited to TRCS Policies, TRCS Board Policies, and Student Handbook.

EL-4: Financial Planning/Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Accordingly, the Principal(s) may not:

1. Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Fail to provide for governance costs in all budget planning.

ENDS-4: Leadership

Students are leaders who use their core values and individual talents to inspire others throughout their lives.

ENDS-5: Community

The school is a model of community stewardship.

November 2014 FINANCE COMMITTEE - BOD Meeting (Nov 24, 2014)
 BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION

Fund Balance Appropriate @ July 1, 2014 298,036 6/30/14 amount includes \$18,255 in Legacy account funds
 Previously approved Budget Transfers Revenue this year (thru Oct 2014) -
 Previously approved Expense Budget Transfers this year (thru Oct 2014) (86,130)
 Through Previous BOD Meeting - Forecasted Cash at June 30, 2015 211,906 Current cash on hand (11/21) = \$413,513 (incl \$21,418 in Legacy)

Item Description	Current Budget	Proposed Change	Updated Budget	Comments
Change in Revenue				
Revenue - Federal - US Dept of Education				
Subtotal - Revenue Changes		-		
Change in Expense				
#1 Supplemental Pay	\$17,000	(\$7,000)	\$10,000	Savings - previously authorized add'l supervision determined no longer necessary
#11 Contracted Custodial	\$6,000	\$9,000	\$15,000	Updated, realistic estimated needs through school year
Subtotal - Expense Changes		2,000		

Net impacts of "budget transfers" to / (from) operating reserves this period (2,000)
 June 30, 2015 - Estimated Ending Cash 209,906

FOR BOARD AWARENESS (no immediate authorization required)

Current Year Operating Account Impacts Potential Items				
Connectivity Upgrade (components of upgrade include: trenching, cable runs, router upgrades, possible needs for antenna(s))		\$7,000		Remaining potential needs in the event antenna / router upgrades don't yield improvement needed [needs to occur prior to more ipads added to system]
Capitalized Instructional Computers		\$8,000		Teacher Computers
Architects Fees		\$18,000		\$18K currently budgeted; this will be required eventually
Electricity (review in January)		\$2,000		Possible requirement depending on weather
Development Director		\$17,000		Amount moved from part-time EC Teacher line that dropped off
Assistant Director		td		

Exhibit B

**Director's Report
November 24, 2014**

- Oct. 29—workshop with Nanette Wells, DPI Literacy Consultant worked with K-3 teachers on mClass assessments.
- Parent Teacher Conferences October 30 & 31
- Halloween Parade Oct. 31
- Nov 5: NC Alliance legislative session
- Doc Klein meeting Nov 19
- Renewal Update: TRCS received official notification that we will not need to appear before the Charter School Advisory Board for an interview. The renewal will be voted on at the Charter School Advisory Board meeting on December 8 and then voted on at the State Board of Education meeting in February.
- EC Teacher hired for Kindergarten –Pamela DeBord
- Lunch with Watauga Supt. Scott Elliot

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 10/28/14 to 11/24/14

<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	21	22	-1	22	22		4
1	21	21	0	22	22		3
2	20	20	0	22	22		0
3	20	20	0	22	22		0
4	22	22	0	22	22		3
5	22	22	0	22	22		0
6	21	21	0	22	22		0
7	17	17	0	22	22		0
8	19	20	-1	22	22		0
TOTAL	183	185	-2	198	198		10

Key Organizational Decisions Calendar:

September:

October:

November:

December: Continuation with EL

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 (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

Needs Assessment/Stakeholder Data Collection via Survey

Audit Committee should meet to prepare for the audit

Community Meetings held in early May

Looking Forward

September

Board Meeting: Sept. 22 @ 5:30

Finance: Sept. 5 @ 1 pm

ExComm: Sept. 11 @ 11:45

October

Board Meeting: Oct. 27 @ 5:30 pm

Finance: Oct. 10 @ 1pm

ExComm: Oct. 14 @ 11:45

November

Board Meeting: Nov. 24 @ 5:30 pm

Finance: Nov. 7 @ 1pm

ExComm: Nov. 14 @ 11:45

December

Board Meeting: No board meeting this month

Finance: Dec. 5 @ 1pm

ExComm: Oct. 12 @ 11:45

January

Board Meeting: Jan. 26 @ 5:30 pm

Finance: Jan 9 @ 1pm

ExComm: Jan. 16 @ 11:45

February

Board Meeting – February 23 @ 5:30 pm

Finance – February 6 @ 1PM

ExComm – February 13 @ 11:45

March

Board Meeting – March 23 @ 5:30 pm

Finance – March 6 @ 1PM

ExComm – March 13 @ 11:45

April

Board Meeting – April 27 (Lottery) @ 5:30 pm

Finance – April 10 @ 1PM

ExComm – April 17 @ 11:45

May

Board Meeting – May 27th (Wed. due to Memorial Day) @ 5:30 pm

Finance – May 8 @ 1PM

ExComm – May 15 @ 11:45

June

Board Retreat Dates – June 25th/26th

July

No Board Meeting