

MINUTES - August 26th, 2019 - 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 their natural learning power.

Members Present: April Flanders, Paul Fox, Laura Fonseca, Charlene Grasinger, Virginia Falck, Zack Green
Virtually present: n/a

Non-Voting Members Present: Austin Pack, Vicki Krueger, Natalie Oranski, Melissa Thomas (PTO Representative)

Members Not Present: Rose Mary Webb

CALL TO ORDER

- Meeting called to order by Charlene at 5:37pm
- Quorum established with 7 voting members present at the call to order

MISSION STATEMENT

- Reading of the Mission statement by April Flanders

Welcome New Board Members & Introductions

- New officers
 - Chair - Rose Mary Webb
 - Vice Chair - Charlene Grasinger
 - Secretary - Laura Fonseca
 - Treasurer - April Flanders
- New members
 - Virginia Falck
- Old members
 - Paul Fox
 - Zack Green

- We still have 2 open board positions

ACTION: Paul Fox moves to approve the agenda for this meeting (Zack Green seconded) - MOTION CARRIED 7-0

ACTION: April moves to approve the minutes from last meeting (Paul Fox seconded) - MOTION CARRIED 7-0

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

- Paul read document aloud - no changes, just reaffirming

ACTION: April moves to reaffirm BDL 4 policy document - seconded by Zack - MOTION CARRIED 7-0

Director's Report

- Distributed conflict of interest policy, statement, and confidentiality agreement
- Completed:
 - Buffalo Cove contract
 - New Teacher and New Parent Orientations completed
 - Met with Patrick from Acadia about grants
 - Discussion with middle school teachers: decided to eliminate Charleston Trip for 8th graders (only 10 students; parents would have to pay almost \$800)
 - Will come up with another trip for 7th graders so each grade has something expeditionary
- In progress:
 - Workers' Comp Audit
 - WillScott (modular owners) issue - work out discrepancy in contract vs. billing price. Will send a certified letter and withhold payment until resolved. Will also consult with attorney during call tomorrow
 - Working out intern issue (actually are volunteers). Lawyer is writing a liability waiver contract for them to sign
 - Parent request about one-on-one support for a student in a class
 - 8th grader parents are organizing to work at concession stand at Appalachian football games as a fundraiser - working out contract
- Enrollment - currently at 156/157
 - Numbers change slightly and continually/some students joining or rejoining in a few weeks
 - Summary of students who left mid-year and mid-summer with reasons and totals. 126 returning, 26 left over the year/summer (not counting graduating 8th graders)
 - Enrollment is a top priority. However it's also a transition year with a big change in leadership

- Ideas about middle school - how can we make 7th and 8th graders more important and leaders of the school? Natalie working on initiatives.
- Need to create a sense of stability for new families coming in

Approval of new Executive Officers

- Approved during retreat, confirmed everyone's commitment

Chair Report (partially tabled until Rose Mary returns)

- BOD Expectations
 - Attending all meetings, giving notice in advance of absence
 - Attend school events as able to engage with community and promote school to new families

Vice Chair

- Discussed meeting preparation
- Phone tree
- Time keeper (Vicki)
- Personal recruitment plans from board members by next board meeting
- Social media - Vicki, Laura Mallard
- Attorney coming to a board meeting or doing a zoom meeting about best practices for board members

Secretary

- New Board Member Orientation - new members have their account logins - will meet this evening with Laura briefly to go over the board website

Treasurer Report

- Due to low enrollment we are in the red (about \$60,000) for this year
- April recommends: refinance loans for lower interest rate, get a credit card
- Apply for tax exemption for the property
- Fundraise significantly larger amount for endowment fundraising
- Fundraising ideas
 - BoD challenge
 - Read-a-thon to get students involved

Finance Report

- Worked out getting Mary Beth as contact person for payroll approval with bank
- Went over updated budget plan from Natalie
- Will use some reserve money, be frugal
- Working out tax exemption status

Committee Reports

- Academic Standards - Paul Fox, Charlene, N
- Strategic Planning - Virginia, April,
- Fundraising and Recruitment (will include parents/community members)
- Policy Committee - grievance process policy, create in infographic
- Human Resources

Staff Representative Reports - Vicki

- Back to School Night - had a great turn out
- First 4 days of school have gone very well
- New Parent Orientation was well attended, parents were pleased with Natalie's presentation
- Parent volunteer cleared Coach Pack's track
- Dawn Schumate volunteered her time to take a staff photo on the first day of school, is interested in Board membership

Decisions/Approvals Needed/Other Updates

- Plans for Fall Community Meeting & Open House on Sept 15th
 - Board will be here for 2 sessions: 5:45pm-6:15pm and 6:15pm - 6:45pm
 - Vicki will publish event
- Goal is to solicit parent volunteers for committees and activities
 - "Community Outreach" committee - raise x amount of money for the endowment fund - would come to Strategic Planning Committee
 - Do pledges, 15 year campaign
 - "Tell our Story" committee - take pictures, "help tell our story," make impact stories for enrollment
 - "Alumni and Founder Connections" committee - connect and interview alumni and people who founded the school, write their story

Upcoming events

Open House & Meet the Board - September 11th 2019

Sept 23rd - Next regular board meeting

ADJOURN

- Charlene moved to adjourn the meeting; seconded Laura – PASSED by consent
 - August 26, 2019 TRCS Board of Directors meeting adjourned at 7:35
 - Moved to Executive Session

BULLET POINT SUMMARY for newsletter

- The Board of Directors had their first regular meeting for the 2019-2020 school year. Board meetings are held the fourth Monday of each month at 5:30pm at school and parents, community members, faculty, and staff are welcome to attend.
- Ms. Natalie is hard at work as the new Interim Director. She balances spending time with students and teachers with negotiating contracts, balancing budgets, and ensuring a smooth and organized start to the school year!
- The Board of Directors wants to meet all families at the Open House on September 11th 2019! We will have two sessions: 5:45pm-6:15pm and 6:15pm - 6:45pm.