

MINUTES – April 23, 2018 - 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: Lindsay Masland, Jason White, Charlene Grasinger, Jessica Janc, Karen Trefz, Laura Mallard, Deborah Young, Rachel Wood

Non-Voting Members Present: David Rizor, Natalie Oransky

Members Not Present: Bryan Martin

CALL TO ORDER

- Meeting called to order by Lindsay at 5:45 p.m.
- Quorum established with 8 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Charlene

CONFLICTS OF INTEREST

- None

APPROVAL OF APRIL 23, 2018 BOD MEETING AGENDA

ACTION: Jessica moved and Charlene seconded – Motion carried: 8-0

APPROVAL OF MARCH 26, 2018 BOD MEETING MINUTES

ACTION: Jessica moved, Laura seconded – MOTION CARRIED: 8-0

GOVERNANCE PROCESS POLICIES

- POLICY REVIEW GP-7 BOARD COMMITTEE PRINCIPLES
- Read by Lindsay and Charlene
- Charter specifies certain committees needed; policy stipulates committees should be ad hoc, meeting only as long as needed

ACTION: Jessica moved to re-commit to the above

**GP policy; seconded by Charlene – MOTION
CARRIED: 8-0**

EXECUTIVE REPORTS

- Chair
 - Endowment discussion
 - Having an endowment may draw donations not otherwise expected
 - Will revisit during budget discussion; no motion required
 - Community coordinator departure
 - Proposed two part-time positions: community coordinator and development
 - Loose ends: end of year party (May 19), teacher appreciation (May 7-12), hospitality house (April 27, Brandi), Parent Teacher Network
 - Classroom parent for every grade in PTN
 - End of Year Party May 19
 - Shelter reserved at Valle Crucis
 - Band contract
 - David will contact Caroline about returning temporarily
 - BCBS grant
 - Closing retreat upcoming; will report @ May meeting
 - Board development – summer retreat to be scheduled
 - Staff development

- Director's Report (attached as *Exhibit B*)
 - Need to sign taxes & Acadia contract
 - Lindsay moves to approve Acadia contract, Charlene & Jason second, motion carried
 - 4th - 5th grade structure needs to be discussed
 - If 100% of applicants enroll, would have 179. Typically lose 5-8% between now and start of school
 - Only 2 grades have lottery – kindergarten (waiting list 5) and 2nd grade (waiting list 4). This is lower than in the past
 - Tension points
 - Upcoming end of year
 - Staffing implications for 5th grade
 - Current enrollment: 162
 - Why are enrollments down?
 - Last year at this time, had 195 potential students
 - Some open houses were not well attended
 - Are we doing the same amount of advertising? Yes, but the vast majority come by word of mouth
 - Larger percentage of current students planning to return next year than in previous years
 - Why did many students leave during the year? Lindsay/David to follow up with Scott, Mark
 - Financial update
 - Revision 038: +\$1,180 from State for K-3 reading; to be used on books
 - Return to discussion on Caroline's unfinished work

- Hospitality house – Friday April 27 (3rd grade exhibition)
 - Signup Genius
- End of Year Party
 - Potluck
 - Need to confirm why date selected
 - Caroline indicated plans nearly ready

ENROLLMENT LOTTERY

- Jessica read lottery policy, drew envelopes

DISCUSSION

- Zack Greene from Mountain Alliance visiting as potential future board member
 - Mountain Alliance & TRCS philosophically aligned
 - What does the Board retreat look like
 - Consulting with BCBS
 - How do TRCS and Watauga County Schools work together?
 - David: not a lot; bus inspection
 - Have been talking with Scott Elliot
 - Describe TRCS as magnet school
 - Considering a way to let TRCS students use Watauga buses
 - Lindsay: optimistic about relationship between charter & county schools

MISSION MOMENTS AND BOARD SPARKS

- Jessica spent full day at BuildFest
- David survived DC trip

ADJOURN

- Lindsay moved to adjourn open meeting; Jessica seconded – PASSED by consent
 - April 23, 2018 TRCS Board of Directors meeting adjourned at 7:00 p.m.

**Two Rivers Community School
Board of Directors Agenda
April 23, 2018**

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.

5:30 Opening of formal meeting

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

5:45 pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP-7, 8

5:55 pm Executive Reports

- Chair
 - Tabled items; may intersect with Director Report:
 - 4th/5th grade planning
 - Potential endowment
 - Community Coordinator position
 - BCBS Update
- Secretary
- Director
 - Director's Report
- Treasurer
 - Finance Report

6:45 pm Committee Reports

- Finance
- Development
- Policy
- HR
- Academic Standards
- School Leadership
- Buildings and Grounds

7:00 pm Enrollment Lottery

7:30 SPARKS and Mission Moments

7:35 pm Executive Session

8:00 pm Adjourn

GP-7 POLICY TITLE: Board Committee Principles

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from Board to Principal(s).

Accordingly:

1. Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Principal(s).
3. Board committees cannot exercise authority over staff. Because the Principal(s) works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.
4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. Committees will be used sparingly and ordinarily in an ad hoc capacity.
6. This policy applies to any group, which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the Principal(s).

GP-8 POLICY TITLE: Board Committee Structure

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete

**Director's Report
April 23, 2018**

Director's Report
April 23, 2018

1. Staffing Update

- a. The 4th-5th staffing committee met and made some general recommendations. A follow up meeting was scheduled with the middle school but due to Dr. Rizor's health issues the meeting was rescheduled for Tuesday April 24.

2. Lottery: Kindergarten and 2nd grade will enter a lottery this year.

Grade	Applications	Returning	Waiting List
K	18	9	5
1 st	1	16	0
2 nd	8	18	4
3 rd	1	22	0
4 th	4	19	0
5 th	5	7	0
6 th	2	19	0
7 th	2	20	0
8 th	1	16	0

Potential Enrollment if 100% attend in 2018-2019 School Year: 179
Typical loss between lottery and start of school is 5-8%

Tension Points

End of year & staffing implications for 5th grade

Key Performance Indicators:

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: Meetings:
 - Parent meetings: 2 discipline
 - Emails:

Totals This School Year	
Informal Grievance Meetings	0
Formal Grievance Meetings	0

Parent Meetings	1
	1

Enrollment Report for the Period of November 17 to January 22, 2018

Grade	Current	Previous	Change	Capacity	Comments
K	17	17	0	22	
1	18	19	(1)	22	Vocational Leave
2	22	22	0	22	
3	20	20	0	24	
4	8	8	0	24	
5	20	20	(1)	24	
6	20	20	(1)	24	
7	16	16	0	24	
8	21	21	0	24	
TOTAL	162	163	(2)	210	

Looking Forward:

August

Board Meeting: Aug 28@ 5:30

Finance:

Excom:

September

Board Meeting: Sept 25@ 5:30

Finance:

Excom:

October

Board Meeting: Oct. 30@ 5:30 pm

Finance:

Excom:

November

Board Meeting: Nov. 27@ 5:30 pm

Finance:

Excom: November 8, 11am

December

Board Meeting: No board meeting this month

Finance:

Excom: December 13, 11am

January

Board Meeting: Jan. 22@ 5:30 pm

Finance:

Excom:

February

Board Meeting – February 26 @ 5:30 pm

Finance –

Excom –

March

Board Meeting – March 26 @ 5:30 pm

Finance –

Excom – March 26 @ 8:15

School Board Appreciation Month Celebration

Open Enrollment/Open Houses

Board members attend open houses to meet potential families

April

Board Meeting – April 23 (Lottery) @ 5:30 pm

Finance –

Excom –

Lottery Held @ this meeting

Draft budget discussed at this meeting (based on data available)

Formal approval of Contracts for next year (Buffalo Cove, other programs)

Plan ahead for board retreat agenda

May

Board Meeting May 21@ 5:30 pm

Finance –

Excom –

Budget approved at this meeting

Staff contract (contracted & salaried staff) renewals approved at this meeting

Community Meetings held in early May

June

Board Retreat Dates -- TBA

Excom-

July

Board Retreat Dates--TBA