

MINUTES – February 26, 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, Charlene Grasinger, Jessica Janc, Laura Mallard

Non-Voting Members Present: David Rizer, Natalie Oransky, Rachel Wood

Members Not Present: Bryan Martin, Jason White, Karen Trefz

CALL TO ORDER

- Meeting called to order by Lindsay at 5:40 p.m.

MISSION STATEMENT

- Mission statement read by Lindsay

CONFLICTS OF INTEREST

- None

APPROVAL OF February 26, 2018 BOD MEETING AGENDA

ACTION: Charlene moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*); Jessica seconded – MOTION CARRIED: 5-0

APPROVAL OF January 22, 2018 BOD MEETING MINUTES

ACTION: Charlene moved to approve November 27, 2017 meeting minutes; Jessica seconded – MOTION CARRIED: 5-0

PUBLIC COMMENTS

- None

EXECUTIVE REPORTS

- Chair
 - Treasurer search
 - Deborah Young (a kinder parent) interested in Treasurer position. Lindsay will follow up with her.
 - Parent Survey Data Collection
 - Lindsay's grad students are working on parent survey data
 - BCBS Academy
 - BCBS grant: Let the adventure begin!, flyer for packets done, updates to website adding adventure. Radio advertisement is very exciting.
 - Teacher/professional development will be paid for with BCBS money
 - Board professional development will happen maybe May board meeting and the Tuesday after.
 - Open houses are set. Lindsay will send a poll out to board members to pick one or more to attend. Rachel suggested a post-open house survey. Need identity data.
- Director's Report (attached as *Exhibit B*)
 - Repairs of building were made. Locks, etc.
 - Open houses start March 12
 - Lots of advertising has gone out – radio, facebook, etc.
 - MTSS – required for schools. Make EC plan, Title I plan, school improvement plan, etc. by 2020.
 - EC fiscal review in March. Big report that Dr. Rizer put together. Review will be digital not in person.
 - Teacher working condition survey goes out March 1st.
 - Charter School Accountability Framework – have to submit policies
 - Two Rivers Live at 45 - wear your name tag
 - Couple of students left the school. One because of custody arrangement and one to be homeschooled.
 - Calendar
 - 185 days or 1025 hours
 - Board sending back to committee to look at starting earlier than WCS.
-
- Finance/Treasurer
 - Natalie got bonus for Test Growth.
 - Budget Transfers (attached as *Exhibit C*)

**ACTION: Charlene moved to approve budget transfers;
seconded by Jessica – MOTION CARRIED: 6-0**

GOVERNANCE PROCESS POLICIES

- CP-6 Code of Contact
 - Read by Rachel, Laura, Jessica, and Lindsay

**ACTION: Jessica moved to re-commit to the above
ENDS policies; seconded by Charlene– MOTION
CARRIED: 6-0**

- Board Committees
 - Updates: getting members. Keep working on this.
 - Policy – Bryan
 - School Leadership – Jessica
 - Finance – Lindsay
 - Buildings and Grounds – Laura
 - Academic Standards – Jason
 - Development – Charlene
 - Human Resources – Karen

BUILDFEST

Natalie will take over with Caroline, Jessica, and Natalie. Will ask for help from other staff.

ENROLLMENT POLICY

Checking back with the attorney re: students enrolling in TRCS after the January deadline.

ADJOURN

- Charlene moved to adjourn the meeting; Jessica seconded – PASSED by consent
 - February 26, 2018 TRCS Board of Directors meeting adjourned at 8:02 p.m.

**Two Rivers Community School
Board of Directors Agenda
February 26, 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
- Conflict of Interest
- Approval of Agenda
- Approval of Minutes

5:45 Public Comment

5:55 pm Executive Reports

- Chair
 - Treasurer search progress
 - Update on BCBS Grant
- Secretary
- Director
 - Director's Report
 - Finance Report

6:25 pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP 6

6:30 pm Committee Reports

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

6:50 pm Discussion/Approvals Needed/Etc

- Vehicle Donation Letter (Jessica)
- BuildFest
- Enrollment Policy

7:25 pm SPARKS and Mission Moments

7:30pm Adjourn

GP-6 POLICY TITLE: Code of Conduct

The board commits itself and its members to ethical, professional, and lawful conduct.

1. Members must have loyalty to the ownership, unconflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. Members will annually disclose their involvement with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - b. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c. Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates.
3. Board members may not attempt to exercise individual authority over the organization.
 - a. Members' interaction with the Principal or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.
 - b. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
 - c. Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the Principal, members will not express individual judgments of performance of employees or the Principal. Members will not publicly make or express individual negative judgments about Principal or staff performance. Any such judgments of director performance will be made openly by the board meeting in Executive Session as appropriate.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared for board deliberation.

**Director's Report
February 26, 2018**

Director's Report
February 26, 2018

1. Nearly all repairs are minor repairs are completed around school:
 - a. Railings/Walkways
 - b. Gutters
 - c. Skirting
 - d. Doors (some was just a function of cold)
2. Open Houses Begin March 12
 - a. Advertising in newspaper
 - b. Advertising on Facebook
 - c. Advertising on the radio
 - d. Advertising via flyer (Thank you Lindsay)
3. MTSS-A new school improvement model required by the state
4. EC Fiscal Review March 16. This is a "virtual" review: all compliance material have been uploaded and most likely there will be no further school involvement in the process. For Two Rivers this should be very straightforward since our money in-money out trail is very simple and is processed through Acadia Northstar.
5. The Teacher Working Conditions Survey begins March 1. Results will be released this summer or fall.
6. Submissions for the charter school accountability framework begin in March: Accountability for having proper policies & procedures in place, year financial audit, etc.
7. Don't forget Two Rivers Live on Saturday!

Tension Points

Parents & (National) School Violence. This has not generated large response but there have been a few. There was also this response to the emergency plans being shared:

Thanks, Dr. Rizer. I appreciate the communication about this, although I have no concerns about TR's preparedness. I have never worried about dropping him off at school and if he isn't at home, would rather him be there with you and the amazing staff than just about anywhere. Thanks for all that you do, we are so grateful. :)

Key Performance Indicators:

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: Meetings:
 - Parent meetings: 1 discipline
 - Emails: Several weather related, mostly positive

- Several national school violence related

Totals This School Year	
Informal Grievance Meetings	0
Formal Grievance Meetings	0
Parent Meetings	9

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

Grade	Current	Previous	Change	Capacity	Comments
K	17	17	0	22	
1	20	21	(1)	22	Court custody order
2	22	22	0	22	
3	20	20	0	24	
4	8	8	0	24	
5	21	21	0	24	
6	21	21	0	24	
7	16	16	0	24	
8	21	22	(1)	24	Homeschool
TOTAL	166	168	(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

	Change in Revenue	Change in Expense	Change in Reserves	Running Balance	Surplus/Deficit
Starting				287,780	0
July	-	-	-	287,780	-
Aug	-	4,336	(4,336)	283,444	(4,336)
Sept	(9,075)	(42,839)	33,764	317,208	29,428
Oct	4,139	(17,284)	21,423	338,631	50,851
Nov	13,571	(28,452)	42,023	380,654	92,874
Dec			-	380,654	92,874
Jan	(49,652)	7,563	(57,215)	323,439	35,659
Feb			-	323,439	35,659
Mar			-	323,439	35,659
Apr			-	323,439	35,659
May			-	323,439	35,659
Jun			-	323,439	35,659
accrual			-	323,439	35,659
	(41,017)	(76,676)	35,659		