

MINUTES – March 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, Bryan Martin, Jason White, Charlene Grasinger, Jessica Janc, Karen Trefz, Laura Mallard, Deborah Young

Non-Voting Members Present: David Rizor, Natalie Oransky

Members Not Present: Rachel Wood

CALL TO ORDER

- Meeting called to order by Lindsay at 5:37 p.m.
- Quorum established with 7 voting members present at call to order
 - Laura arrived after call to order
 - Deborah Young was voted in as a Board member last week via email vote

MISSION STATEMENT

- Mission statement read by Charlene

CONFLICTS OF INTEREST

- None

APPROVAL OF MARCH 26, 2018 BOD MEETING AGENDA

ACTION: Bryan moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*); Karen seconded – **MOTION CARRIED: 7-0**

APPROVAL OF FEBRUARY 26, 2018 BOD MEETING MINUTES

**meeting minutes; Bryan seconded – MOTION CARRIED:
7-0**

PUBLIC COMMENTS

- None

PRESENTATION OF PARENT SURVEY BY ASU GRADUATE STUDENTS

- A Parent satisfaction survey was sent out to parents, and Lindsay's students processed this data, looking for themes
- Majority of responding parents were K-3 parents (parents of about 40% of the children completed the survey)

GOVERNANCE PROCESS POLICIES

- GP-9
 - Read by Jessica, Laura, Lindsay and Jason

**ACTION: Bryan moved to re-commit to the above
GP policies; seconded by Laura – MOTION
CARRIED: 8-0**

EXECUTIVE REPORTS

- Chair
 - Treasurer search
 - Deborah Young has accepted and has been voted in
 - Has background in accounting
 - BCBS grant
 - New language is being implemented

- Working on elevator speech
 - Board development and recruitment are focus points now
 - Our BCBS coach, Angela Kemper, is coming to May board meeting and first day of retreat to help with Board development
 - Most grant funds going to support teachers, i.e. professional development
- Director's Report (attached as *Exhibit B*)
 - Open House forms asks prospective parents how they hear about TRCS
 - Usually word of mouth, though 2 people this year said they found us on the internet
 - 1 of 7 parents had heard our radio ad, 1 had been to our Facebook site, none had seen our newspaper ad
 - We expect 149 returning students (including siblings) for next year
 - Two Rivers Live netted about \$8K for 8th grade trip
 - March 29th will be 4th-5th grade staffing meeting
 - David is not sure there will be a way to avoid having a teacher for both grades
 - Update at April meeting, based in part on applications received for next year
 - Vocational Leave Request submitted for a first grader, March 31st through June 2nd
 - School ends June 11th
 - We do not get funding from the county for those couple of months
 - This is primarily about the child maintaining enrollment status for next year

ACTION: Laura moved to approve the vocational leave request; Jessica seconded – MOTION CARRIED: 8-0

- Slight increase in insurance premium under terms of new contract
 - Jessica is seeking van/large vehicle donations, which would need to be added to the policy if in fact donated

ACTION: Laura moved to approve the new insurance contract; Jason seconded – MOTION CARRIED: 8-0

- Laura noted that it is tough on certain parents that we do not have after school care on Wednesdays
 - One parent complained to Laura that they were ready to leave TRCS over this
 - David noted that issues with providing this include staffing and space
 - David noted that he has reduced early release days on next year's calendar
- We lost 3 students, one who lives in Wilkesboro and was tired of the travel

- Finance/Treasurer
 - Budget Transfers (attached as *Exhibit C*)

**ACTION: Bryan moved to approve budget transfers;
seconded by Jessica – MOTION CARRIED: 8-0**

COMMITTEE REPORTS

- None

DISCUSSION/APPROVALS NEEDED

- Jessica attended BCBS Board Training in Chapel Hill
 - Learned about revitalizing our Board and improving recruitment process
 - Looking for diversity of thought, experiences and expertise on the Board
 - we need board member(s) who have a business mindset, because the Board is essentially running the business side of this non-profit
 - We need a job description for board members
 - We need more direction for the committees, specific charges/goals, with Board liaison reporting back to Board
- Currently no Board members have expressed interest in being Chair
- Jessica will follow up with email to current Board members regarding who we have all been recruiting
- David looking in to possibility that we may need to be bonded in the amount of \$50,000, by statute

MISSION MOMENTS AND BOARD SPARKS

- Natalie went to conference, learned that most schools are much more testing focused than we are – nice reminder that we like our model

ADJOURN

- Bryan moved to adjourn the meeting; Jessica seconded – PASSED by consent
 - March 26, 2018 TRCS Board of Directors meeting adjourned at 8:07 p.m.

**Two Rivers Community School
Board of Directors Agenda
March 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 and Mission Moment
- Conflict of Interest
- Approval of Agenda
- Approval of Minutes

5:45 Presentation of Parent Satisfaction Survey Data by ASU Graduate Students

6:15 Discussion Regarding Community Coordinator Position (CANCELLED due to illness)

6:40 pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP-9 POLICY TITLE: Financial Disclosure

6:45 pm Executive Reports

- Chair
 - Treasurer Search Outcome
 - BCBS Update
- Secretary
- Director
 - Director's Report
 - Finance Report

7:15 pm Committee Reports

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

7:20 pm Discussion/Approvals Needed/Etc

- BCBS Board Training (Jessica)
- Board recruitment

7:35 pm SPARKS and Mission Moments

7:45 pm Adjourn

GP-9 POLICY TITLE: Financial Disclosure

As required by law, Board members shall disclose certain items received in connection with serving on the Board. Board members receiving such items must file a report for the preceding calendar year with the county clerk and recorder on forms supplied by the secretary of state on or before January 15 of each year. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt.

1. Items, which must be reported, include the following:

- a. Any money received including a loan, advance or guarantee of a loan with a value of \$25 or more.
- b. Any gift of any item of real or personal property other than money with a value of \$50 or more.
- c. Any payment for a speech, appearance or publication.
- d. Tickets to a sporting, recreational, educational or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more.
- e. Payment of, or reimbursement for actual and necessary expenses for travel and lodging or attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities.

2. The financial disclosure need not include the following:

- a. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.
- b. Any item of perishable or non-permanent value including meals unless such item is required to be reported under paragraph 1. e. above.
- c. A non-pecuniary award publicly presented by an organization in recognition of public service.
- d. Payment of or reimbursement for actual or necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or public entities.
- e. Payment of salary from employment including other government employment.

3. To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

4. Board members who do not receive any reportable items are not required to file a report.

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

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March 26, 2018

1. Open Houses Began March 12
 - a. Most often cited reason for hearing about Two Rivers continues to be hearing from a friend (word of mouth). This make the continuation of community building very important for retention and recruitment.
 - b. After 3 open houses (22 families) 20 indicated hearing about Two Rivers by word of mouth and 2 saw our website. Ina separate question during the most recent open house, 1 family saw a Facebook ad and 1 family heard the radio ad.
 - c. Expected enrollment before recruitment Fall 2018

K-9 siblings (13 openings)	
1 st 17	(5 openings)
2 nd 19	(3 openings)
3 rd 21	(3 openings)
4 th 20	(4 openings)
5 th 7	(17 openings)
6 th 19	(5 openings)
7 th 20	(4 openings)
8 th 17	(7 openings)

Total projected returning without recruitment 149.
 - d. Through 2 open houses we have hosted 22 families and received 14 applications with another expected. Three are for 5th grade with 1 more expected and 3 more families of 5th graders signed up for open house.
 - e. Four applications have been submitted by families not attending an open house.
2. Two Rivers Live
3. Staffing Update
 - a. The 4th-5th staffing meeting has been rescheduled twice and will be meeting Thursday March 29.
4. Vocational Leave Request
5. 2018-2019 Budget Draft. To keep expenditures at same the same level, an enrollment of 178 is needed (assuming the same funding allocation from the State and Counties).
6. EC Fiscal Audit—A few Policy tweaks are needed.
7. Insurance Renewal
8. Student Led Conferences this week
9. Science Olympiad

Tension Points

Snow

Key Performance Indicators:

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: Meetings:
 - Parent meetings: 2 discipline
 - Emails:
 - 3 wanting to know the time for March 14 School Walkout
 - 2 appreciation for school walkout email
 - 3 questions about Banff with Wednesday delay
 - 1 question about dismissal time with Wednesday weather delay

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	19	20	(1)	22	Travel
2	22	22	0	22	
3	20	20	0	24	
4	8	8	0	24	
5	20	21	(1)	24	Attendance Letter
6	20	21	(1)	24	Attendance Letter
7	16	16	0	24	
8	21	21	0	24	
TOTAL	163	166	(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				362,580	
July	-	43,400	(43,400)	319,180	(43,400)
Aug	(135,077)	20,700	(155,777)	163,403	(199,177)
Sept	(2,069)	530	(2,599)	160,804	(201,776)
Oct	1,460	-	1,460	162,264	(200,316)
Nov	700	(21,753)	(21,053)	184,717	(221,369)
Dec				184,717	(221,369)
Jan	46,762	(1,390)	48,152	232,869	(173,217)
Feb	(774)	2,732	(3,506)	229,363	(176,723)
Mar	-	-	-	229,363	(176,723)
Apr	-	-	-	229,363	(176,723)
May	-	-	-	229,363	(176,723)
Jun	-	-	-	229,363	(176,723)
accrual			-	229,363	(176,723)
	(88,998)	44,219	(133,217)		