

## **MINUTES – May 22, 2017 - 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:** Laura Mallard, Lindsay Masland, Karen Trefz, Alex Serrano, Jessica Janc, Bryan Martin, David Rizor, Natalie Oransky, Charlene Grasinger

**Members Not Present:** Jason White, Jonathan Carpenter

### CALL TO ORDER

- Meeting called to order by Lindsay at 5:41 p.m.
- Quorum established with 7 voting members present at call to order

### MISSION STATEMENT

- Mission statement read by Laura

### APPROVAL OF MAY 22, 2017 BOD MEETING AGENDA

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

### APPROVAL OF APRIL 24, 2017 BOD MEETING MINUTES

**ACTION: Karen moved to approve April 24, 2017 meeting minutes; Lindsay seconded – MOTION CARRIED: 7-0**

### CONFLICTS OF INTEREST

- None

#### PUBLIC COMMENTS

- None

#### GOVERNANCE PROCESS POLICIES

- EL-9, 10
  - Read by Lindsay

**ACTION: Bryan moved to re-commit to the above EL policies; seconded by Jessica – MOTION CARRIED: 7-0**

#### TITLE I

- Laura, David, Maureen White and Joy Schlagal met to complete paperwork to re-apply for Title I funding
  - We just barely had enough students to qualify for Title I funding, which could be a result of not being aware of every family that meets the income threshold
  - We need to be on top of getting every parent the form and returning

**ACTION: Alex moved to approve application for Title I funding; seconded by Karen – MOTION CARRIED: 7-0**

#### EXECUTIVE REPORTS

- Chairs
  - The 7 Outs, a book about governing charter schools, is a book Laura has been reading and may email sections to the Board
    - David said the author has another book (Charter University) which may be more appropriate for our school dynamics
- Treasurer
  - Budget Transfers – Request for Authorization attached as *Exhibit B*
    - End of year clean-up on this year's budget transfers
    - Recovered about \$17K in funds not used as allocated

- Projected reserve appx. \$248K at end of fiscal year
- Alex is meeting with someone at First National Bank to set Board permissions concerning account access

**ACTION: Bryan moved to approve the Budget Transfers in Exhibit B; Karen seconded – MOTION CARRIED: 7-0**

- Proposed Budget for 2017/2018 is attached as *Exhibit C*
  - Budget surplus will temporarily drop by about \$20K at start of fiscal year to pay teacher salaries (funding will not be received yet)
  - Budgeted for 180 students – we are at approximately 197 as of today
  - Natalie noted that some of her chairs are starting to crack, and eventually we will need to buy new such items for the school
  - The L-5 budget was available for the Board to review prior to voting

**ACTION: Bryan moved to approve the 2017/2018 Budget in Exhibit C; Lindsay seconded – MOTION CARRIED: 7-0**

- Director's Report (attached as *Exhibit D*)
  - Passage portfolios completed – kids did a very good job
  - Graduation is June 6<sup>th</sup> at Unitarian Church
  - About half of the teaching staff is attending professional development in Wilkesboro (topic is discipline) 2 days after school gets out
  - 197 kids for next year as of now, including triplets coming into the depleted rising 4<sup>th</sup> grade class, and another family with 4 children (3 in school) moving in
  - Transition meeting for middle school went well
  - Art exploratory elective being offered next year

#### COMMITTEE REPORTS

- Policy Committee
  - Went over changes to 300 series, hope to have it ready for board approval at next meeting
- Academic Standards Committee
  - Sent out end of year parent survey (duplicate of beginning of year survey)
    - 52 responses so far, less than a third of the school
      - Some variability with satisfaction with brain gym

- Some dissatisfaction with communication from school
    - We will review the responses in more detail at retreat
- Building and Grounds Committee
  - 8 acres for sale next to us, Laura called seller who said it is right by the river and it gets soft (flood plain) with small building site
  - Laura and David thought it would be good to get Dr. Elliott to Board meeting soon, perhaps at October meeting
    - David will look into inviting him
- Development Committee
  - End of year party being planned for Valle Crucis Park
    - Lindsay has water bottles for new families
    - Kindergarteners will take picture with stuffed otter
    - Tie-die station, water and lemonade coolers, forks and napkins (BYO plates and cups)
  - Laura also reserved the Pavillion at Valle Crucis Park for July 28<sup>th</sup>
- Human Resources Committee
  - Teacher surveys going out soon
  - Discussions for director evaluation in progress
- School Leadership Committee
  - Welcome to the Board Charlene
  - PTO is coming back
- Technology Committee
  - Alex offered to talk with teachers and put together a technology assessment/plan concerning needs/priorities
    - Laura offered to help him meet with teachers
  - Charlene asked if there had been professional development with technology – the answer is essentially no
    - David noted that the logical order would be to put together a school plan for technology, then assess what professional development should be employed

### POINTS OF PRIDE

- Otter Dash was great
- Two Rivers thrived in Town of Boone water conservation challenge
- Bryan moved to go into Executive Session, Jessica seconded; Bryan moved to bring

Dr. Rizer into Executive Session, Jessica seconded

- Approved and Board went into Executive Session at 7:49 p.m.

**ACTION: Alex moved to authorize David to structure salary increases for 1/8 beginning with the fiscal year on initial contracts, and 1/4 on December 15<sup>th</sup> pending revenues/expenses meeting expectations; Jessica seconded – MOTION CARRIED: 7-0**

ADJOURN

- Bryan moved to adjourn the meeting; Laura seconded – PASSED by consent
  - May 22, 2017 TRCS Board of Directors meeting adjourned at 8:16 p.m.

Two Rivers Community School  
Board of Directors Agenda  
May 22, 2017

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

- EL 9, 10

6:00pm Title 1

6:10pm Executive Reports

- Secretary
- Chairs
  - Summer Meeting
  - June date and August date
- Director
- Treasurer
  - Finance report
  - Finance committee updates
  - Approve budget

7:00pm Committee Reports

- Policy
- HR
- Building and Grounds and New School
  - Adjacent land <https://www.realestatebook.com/homes/usa/nc/boone/tbd-archie-carroll-road-id80547338>
  - Dr. Elliot to October meeting?
- Development
- School Leadership
- Technology

8:00pm Decisions/Approvals Needed/Other Updates

8:15pm TRCS POINTS OF PRIDE

- Town of Boone's Water Poster contest

EL-9 POLICY TITLE: Communication and Council to the Board  
The Principal(s) shall not permit the board to be uninformed or unsupported in its pursuit of its vision.

Accordingly, the Principal(s) may not:

1. Neglect to submit monitoring data required by the board (see policy on Monitoring Principal(s) Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.
2. Let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
3. Fail to advise the board if, in the Principal(s) opinion, the board is not in compliance with its own policies on Governance Process and Board-Principal(s) Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Principal(s)

4. Fail to gather for the board as many staff and external points of view, issues and options as the board determines it needs for fully informed board choices.
5. Present information in unnecessarily complex or lengthy form.

6. Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.
7. Fail to supply for the consent agenda all items delegated to the Principal(s) as yet required by law or contract to be board-approved, along with the minimum amount of supporting data necessary to keep the board informed.

8. If the Principal(s) of Two Rivers Community School resigns or is terminated, he/she will no longer serve as a Board member.

EL-10 POLICY TITLE: Ends Focus of Grants or Contract  
The Principal(s) may not enter into any grant or contract, unless it emphasizes the production of ends and the avoidance of unacceptable means.





	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	4,924	4,000	924	230,287	(175,799)
May	-	-	-	230,287	(175,799)
Jun	-	-	-	230,287	(175,799)
accrual			-	230,287	(175,799)
	(84,074)	48,219	(132,293)		

2017-2018 Budget		Amount
Revenue		
State Revenue	\$	1,073,813
Local Revenue	\$	586,816
Federal Revenue	\$	46,055
Fund 5 Revenue	\$	20,000
<b>Total Revenue</b>	<b>\$</b>	<b>1,726,684</b>
<b>Expenses</b>		
1. Salaries & Bonuses	\$	972,424
2. Benefits	\$	340,911
3. Books & Supplies	\$	31,077
4. Technology	\$	3,500
5. Non-Cap Equipment & Leases	\$	8,600
6. Contracted Student Services	\$	57,500
7. Staff Development	\$	10,684
8. Administrative Services	\$	61,275
9. Insurances	\$	15,466
10. Rents & Debt Service	\$	93,148
11. Facilities	\$	36,600
12. Utilities	\$	42,400
13. Nutrition & Food	\$	4,500
14. Capital Purchases	\$	2,700
15. Transportation & Travel	\$	3,800
16. Fundraising - St. Act	\$	42,100
<b>Total Expenses</b>	<b>\$</b>	<b>1,726,684</b>
<b>Budget Balance</b>	<b>\$</b>	<b>0</b>

**Director's Report  
May 22, 2017**

Director's Report  
May 22, 2017

1. Thank you to the board members who participated in Passage Portfolios. We had many very good presentations this year.
2. Gradation: June 6, 1:30 at Universalist Church
3. At 8:40 on June 6 is the end of year Community Meeting and graduation tunnel. Parents & Board are welcome to attend.
4. Over ½ of the teaching staff will be attending a professional Development on positive discipline in Wilkesboro, June 8 & 9.

**State & Federal Submissions**

- Principals Monthly Report
- Federal ESSR (Income) report
- State staff credentials report

**Tension Points**

- End of year wrap up

**Key Performance Indicators:**

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: Meetings: Three Discipline meetings: emails: Staff lunch, Middle School Art (2)
- 

<b>Totals This School Year</b>	
Informal Grievance Meetings	3
Formal Grievance Meetings	0
Parent Meetings	1
	1

Enrollment Report for the Period of April 24 to May 22, 2017 \_\_\_

<b>Grade</b>	<b>Current</b>	<b>Prior</b>	<b>Change</b>	<b>Capacity</b>	<b>Current Target</b>	<b>Comments</b>	<b>Current 2017-18 List</b>
K	22	22	0	22	22		22
1	18	18	0	22	22		22
2	21	21	0	22	22		22
3	9	10	(1)	22	22		24
4	18	19	(1)	22	22		14
5	23	23	0	22	22		24
6	18	18	0	22	22		24
7	21	21	0	22	22		21*
8	18	18	0	22	22		24
TOTAL	168		(2)	198	198		197**

\*Two Students still unsure about returning moving from 6<sup>th</sup> to 7<sup>th</sup>  
 2017-2018 maximum enrollment 210.

## **Looking Forward:**

### **August**

Board Meeting: Aug 22@ 5:30

Finance:

Excom:

### **September**

Board Meeting: Sept 26@ 5:30

Finance:

Excom:

### **October**

Board Meeting: Oct. 24@ 5:30 pm

Finance:

Excom:

### **November**

Board Meeting: Nov. 28@ 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. 23@ 5:30 pm

Finance:

Excom: January 10, 11am

### **February**

Board Meeting – February 20 @ 5:30 pm

Finance –

Excom –

### **March**

Board Meeting – March 27 @ 5:30 pm

Finance –

Excom – March 16 @ 8:15

### **School Board Appreciation Month Celebration**

Open Enrollment/Open Houses

Board members attend open houses to meet potential families

**April**

Board Meeting – April 24 (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 22@ 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