

MINUTES – January 23, 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: Karen Trefz, Lindsay Masland, Laura Mallard, Jason White, Alex Serrano, Jessica Janc, Bryan Martin, Justin Hicks, David Rizor, Natalie Oransky, Rachel Wood

CALL TO ORDER

- Meeting called to order by Lindsay at 5:43 p.m.
- Quorum established with 6 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Karen

APPROVAL OF JANUARY 23, 2017 BOD MEETING AGENDA

ACTION: Laura moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*); Jason seconded – MOTION CARRIED: 6-0

APPROVAL OF NOVEMBER 28, 2016 BOD MEETING MINUTES

ACTION: Jason moved to approve November 28, 2016 meeting minutes; Laura seconded – MOTION CARRIED: 6-0

CONFLICTS OF INTEREST

- None

GOVERNANCE PROCESS POLICIES

- ENDS 1-5
 - Read by Bryan

ACTION: Jason moved to re-commit to the above ENDS policies; seconded by Alex – MOTION CARRIED: 8-0

PUBLIC COMMENTS

- Ms. Vicki thanked the Board for name tags

EXECUTIVE REPORTS

- Chairs
- Secretary
- Treasurer
 - Budget Transfers – Request for Authorization attached as *Exhibit B*
 - Formula for funding changed, increasing our revenue, but we still have a hole in the budget that we need to address
 - We are still figuring out what we want to do with ModSpace lease/potential purchase
 - Alex recommends that we stay put for the moment, in part because maintenance costs that we could incur via ownership
 - We are month to month right now, and not paying the full amount that they are billing us
 - The \$150K deficit in our current budget will eat up most of our reserves
 - This was due in large part to attrition since the budget was approved and the need to bring in a new special education teacher
 - We will develop a plan of action to recruit students, including recruiting parents once they apply

ACTION: Laura moved to approve the Budget Transfers in *Exhibit B*; Alex seconded – MOTION CARRIED: 8-0

DIRECTOR'S REPORT

- Director's Report attached to these minutes as *Exhibit C*
- Thanks to Jessica for working on the name tags
- Enrollment still at 173 (1 moved, gained one in 7th grade)

COMMITTEE REPORTS

- Development Committee
 - Development Board Report attached to these minutes as *Exhibit D*
 - Flyers ready for Two Rivers Live
 - Start getting the word out, inviting people, etc.
 - Each Board member please invite at least 2 people to the event
 - Need auction items
 - Need people to sign up for Community Current contribution from Board
 - No one signed up for January through April
 - Friends and Loved Ones Day (something to get grandparents involved) coming later this spring
 - 100% campaign – we will start focusing on this
- Academic Standards
 - 77 responses to survey on first go around
- Laura moved to go into Executive Session; Jason seconded – PASSED by consent
- Jessica moved to invited David into Executive Session; Jason seconded – PASSED by consent

ADJOURN

- Bryan moved to adjourn the meeting; Laura seconded – PASSED by consent
 - January 23, 2017 TRCS Board of Directors meeting adjourned at 8:10 p.m.

**Two Rivers Community School
Board of Directors Agenda
January 23, 2017**

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 pm Opening of formal meeting

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

5:40 pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- Ends 1-5

103.1 ENDS-1: Global

The students will have a life-long passion for learning and will recognize their place in and potential to affect the local and global communities to which they belong.

103.2 ENDS-2: Academic Accomplishment

The students have a strong basic core of academic knowledge.

1. Each student will meet or exceed individually established academic standards for performance in all content areas based on the North Carolina Standard Course of Study. The content areas shall include, but not be limited to:

Language Arts
Mathematics
The Arts
Social Studies
Science
Technology
Physical Education

2. Each student's skills will meet or exceed individually established standards for analysis, critical thinking, and presentation.

3. Each student will have the capacity and confidence to make decisions and use time wisely.

4. Each student will have the tools and the ability to learn, acquire, and evaluate information as needed through a variety of resources and current technologies.

5. Each student will have the ability to evaluate and value the quality of his or her own work, striving for excellence.

6. Each student will have the capability to recognize and appreciate the relevance of academic content and its intrinsic value in his/her life.

103.2.1 FNDS-2A: Individuality

Students are self-confident and have personal visions and goals.

Students:

- A. Celebrate their own strengths.
- B. Are self-disciplined .
- C. Have self-respect.
- D. Know that knowledge is essential and powerful.

103.3 ENDS-3: Stewardship

Students are socially responsible and enrich the communities in which they choose to live.

103.4 ENDS-4: Leadership

Students are leaders who use their core values and individual talents to inspire others throughout their lives.

103.5 ENDS-5: Community

The school is a model of community stewardship.

5:45 pm Public Comment

6:00 pm Executive Reports

- Chairs
- Secretary
- Treasurer
- Finance report
- Director

6:15 pm Committee Reports

- Development
- Policy
- HR
- Academic Standards
- School Leadership
- Buildings and Grounds/New School

6:30 pm Strategic Planning Discussion

7:00pm Executive Session

7:30 pm Adjourn

January 2017 (January 23, 2017)

BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION

Fund Balance Appropriate @ July 1, 2016:

362,580

Previously approved Revenue Budget Transfers this year

(134,986)

Previously approved Expense Budget Transfers this year

59,149

Through Previous BOD Meeting - Forecasted Reserves at June 30, 2017

158,445

Cash on hand Nov 18 - Operating Account- \$286,787.92

Cash on hand Nov 18 - Legacy Account- \$29572.42

Real Estate Loan balance - \$159,000 - 10 yr fixed 5.25%

LOC bal=\$0 (zero) - avail. \$85K

Item Description	Current Budget	Proposed Change	Updated Budget	Comments
Change in Revenue				
Ashe County Schools	\$23,757	1,754	\$25,511	17 Students @ \$166.74/month for 9 months
Caldwell County Schools	\$2,506	458	\$2,964	2 Students @ 6.96/day 180 days
Watauga County Schools	\$381,134	36,925	\$418,059	147 Students @ 236.99/month 12 months
Wilkes County Schools	\$6,687	1,562	\$8,249	5.5 Students @ \$125/month 12 months (Acadia calculation)
Federal: PRC -118	\$500	469	\$969	Per Acadia--note-Acadia updated to 1369.55 on 1/10/17
Federal:PRC 050	\$12,460	(35)	\$12,425	Allotment Revision 29--note Acadia updated to \$12,425 1/10/17
Federal: IDEA VIB Handicap -060	\$25,268	5,733	\$31,001	Allotment Revision 29
Federal:REAP	\$2,230	(104)	\$2,126	Allotment Revision 29
Subtotal - Revenue Changes		46,762	501,304	
#1 B&A School	\$17,000	1,000	\$18,000	Acadia Calculation
#1 EC Teacher	\$119,685	(28,798)	\$96,213	
#1EC Teacher 060	\$0	28,798	\$28,798	Moved from EC Teacher line
#1 Salary Remediation Teacher	15780	1000	16780	Acadia Calculation
#1 Guidance	\$45,118	(300)	\$44,818	Actual Amount
#1 Psychologist	\$0	5,000	\$5,000	No funding in original budget
#2 Social Security Cost	\$70,529	(1,500)	\$69,029	Acadia Calculation
#2 State Retirement Cost	\$143,827	(4,000)	\$139,827	Acadia Calculation
#2 Unemployment Cost	\$6,123	(3,000)	\$3,123	Acadia Calculation-new rate
#3 Sales Tax Expense	\$4,500	45	\$4,505	Adjust to match actual revenue
#8 Financial Services	\$19,350	(4,140)	\$15,210	Lower Cost based on enrollment
#8 Power School	\$8,700	(1,095)	\$7,605	Lower Cost based on enrollment
#10 Debt Service Principal	\$12,153	(1,000)	\$11,153	per Acadia
#10 Debt Service Interest	\$9,428	1,000	\$10,428	per Acadia

				(6,990)			
Subtotal - Expense Changes							
	Net impacts of "budget transfers" to / (from) reserves this period			53,752			
	Previous YTD budget surplus/shortfall			(204,135)			
	Estimated Current year budget surplus/shortfall			(150,383)			
					212,197	Estimated operating account balance at end of June 30, 2017 fiscal year	
						Comments	
FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)							
	#1 General Classroom support (Aide)			\$15,000			
	#16 Development/Events			\$10,000		Endowment (Legacy)	

	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	183,317	(179,263)
Dec		20,782	(20,782)	162,535	(200,045)
Jan	46,762	(1,390)	48,152	210,687	(151,893)
Feb	-	-	-	210,687	(151,893)
Mar	-	-	-	210,687	(151,893)
Apr	-	-	-	210,687	(151,893)
May	-	-	-	210,687	(151,893)
Jun	-	-	-	210,687	(151,893)
accrual			-	210,687	(151,893)
	(88,224)	62,269	(151,893)		

cleanup assumption that transfers in July #1 Teacher 20782 had a

				ready been done						
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**Director's Report
January 23, 2017**

Director's Report
January 23, 2017

1. State Senator Deanna Ballard visited Two Rivers on Friday, December 9. It was a warm & friendly visit with Ms. Ballard inviting us to contact with any needs or concerns, including needs or concerns at the county level.
2. Enrollment of new students ended in early January. We are now looking forward to the enrollment open houses beginning March 21, followed by the enrollment lottery at the last board meeting in April. An initial projection, assuming that we can retain the same number of students we have currently and add 22 Kindergarteners to replace the 17 graduating 8th graders, will give us an enrollment of 178. Adding 1 student in each class not currently full would give an enrollment of 184. Our open day enrollment this year was 169 and we were credited with about 171 due to enrollments after school began.
3. Mid-year mClass Assessments are taking place last week and this week in K-3.
4. Open House Schedule 2017:
 - Open Enrollment begins Monday, March 13
 - Tuesday, March 21 6pm
 - Friday, March 24, 9am
 - Tuesday, March 28, 6pm
 - Friday, March 31, 9am
 - Friday, April 7, 9am

State & Federal Submissions

- Principals Monthly Report
- Charter School Performance Framework
- DPI Personnel Report

Tension Points

Key Performance Indicators:

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: No parent meetings. 2 parent emails: 1 email asking for a middle school student to be accelerated (Mr. Clint already had a plan in place to accelerate several students), 1 parent email expressing concern about after school. 1 Parent email praising Mr. Adam's positive effect on their child.

Totals This School Year	
Informal Grievance Meetings	1
Formal Grievance Meetings	0

Enrollment Report for the Period of November 21, 2016 to January 23, 2016

<u>Grade</u>	<u>Current</u>	<u>Prior</u>	<u>Change</u>	<u>Capacity</u>	<u>Current Target</u>	<u>Comments</u>	<u>Wait List</u>
K	22	22	0	22	22		0
1	19	18	0	22	22		0
2	21	21	0	22	22		0
3	11	11	0	22	22		0
4	21	22	0	22	22		4
5	23	23	0	22	22		0
6	18	18	(0)	22	22		0
7	21	21	1	22	22		0
8	17	17	0	22	22		0
TOTAL	173	173	0	198	198		0

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, 11 am

December

Board Meeting: No board meeting this month

Finance:

Excom: December 13, 11 am

January

Board Meeting: Jan. 23@ 5:30 pm

Finance:

Excom: January 10, 11 am

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-