

MINUTES – November 28, 2016 - 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, Justin Hicks, Alex Serrano, Jessica Janc, Jonathan Carpenter, Bryan Martin, David Rizer, Natalie Oransky

CALL TO ORDER

- Meeting called to order by Lindsay at 5:45 p.m.
- Quorum established with 9 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Karen

APPROVAL OF NOVEMBER 28, 2016 BOD MEETING AGENDA

**ACTION: Jonathan moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*);
Laura seconded – MOTION CARRIED: 9-0**

APPROVAL OF OCTOBER 24, 2016 BOD MEETING MINUTES

ACTION: Jonathan moved to approve October 24, 2016 meeting minutes; Laura seconded – MOTION CARRIED: 9-0

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- None

GOVERNANCE PROCESS POLICIES

- BDL-5
 - Read by Bryan

**ACTION: Bryan moved to re-commit to the above
BDL policies; seconded by Laura – MOTION
CARRIED: 9-0**

EXECUTIVE REPORTS

- Chairs
- Secretary
- Treasurer
 - Budget Transfers – Request for Authorization attached as *Exhibit B*
 - Revenue update - \$38K more than budgeted
 - \$1900 added to expenses because health insurance rates are going up

**ACTION: Lindsay moved to approve the Budget Transfers
in *Exhibit B*; Alex seconded – MOTION
CARRIED: 9-0**

DIRECTOR'S REPORT

- Director's Report attached to these minutes as *Exhibit C*
- Virginia Fox visited our school
- We received the Bright Ideas grant from Blue Ridge Energies - \$1194
 - To be used for binocular microscopes for middle school
- EC staff is still struggling to get a handle on the number of kids and the needs to be served
 - May need to look at our budget line for EC next summer
- Enrollment at 173

DEVELOPMENT DIRECTOR'S REPORT

- Common thread to attrition is that they are not typically kids who started here in Kindergarten
 - We need to find a way to make newer families feel part of the community
 - Ryan is had the Board write letters to these families at this meeting
 - Laura suggested that at Peace Feast we should make a point to introduce ourselves to some of these families
- Peace Feast Sunday – please come
 - Donation at door, no price per plate – Ryan thinks we will make more this way
- Giving Tuesday at AMB tomorrow – fundraiser for TRCS – please come to this as well

COMMITTEE REPORTS

- Academic Standards
 - Have developed a survey that will go home soon – the idea is to learn more about what keeps families here and what causes them to leave
 - Dr. Rizor will send out via email, printed version for families who do not use email
- Buildings and Grounds
 - Laura has been in touch with an ASU faculty member in Geography and Planning, Elizabeth Shay, who has offered to have her students do a project focused on TRCS
 - Such as a transportation study, school grounds visualization, mapping of potential hazards in the area, or a visioning exercise for something like a playground or adventurous fitness area
 - Laura will put her in touch with David, and they will keep us updated

STRATEGIC PLAN

- 3 General Goals of Strategic Plan (2017-2022)
 - Rigorous and integrated learning
 - Expanded student body in a green school facility that supports learning
 - High level engagement among internal and external communities
- We need to work on action steps within these goals during today's meeting

ADJOURN

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- Bryan moved to adjourn the meeting; Laura seconded – PASSED by consent
 - November 28, 2016 TRCS Board of Directors meeting adjourned at 7:15 p.m.

Two Rivers Community School
Board of Directors Agenda
November 28, 2016

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

5:45 pm Executive Reports

- Chairs
- Secretary
- Treasurer
 - Finance report
- Director

6:00 pm Committee Reports

- Development
 - Development Director's report
 - Letters
- Policy
- HR
- Academic Standards
- School Leadership
- Buildings and Grounds/New School

6:30 pm Strategic Planning Session

7:30pm Adjourn

November 2016 FINANCE COMMITTEE					
BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION					
Item Description	Current Budget	Proposed Change	Updated Budget	Comments	
Fund Balance Appropriate @ July 1, 2016		362,580			
Previously approved Revenue Budget Transfers this year		(135,686)			
Previously approved Expense Budget Transfers this year		64,630			
Through Previous BOD Meeting - Forecasted Reserves at June 30, 2017		162,264			
				Cash on hand Nov 18 - Operating Account- \$331,749	
				Cash on hand Nov 18 - Legacy Account- \$30,067	
				Real Estate Loan balance - \$159,000 - 10 yr fixed 5.25% (LOC bal=\$0 (zero) - avail. \$85K	
Change in Revenue					
Revenue: Garden	\$600	700	\$1,300	Transfer money from spring seedling sale deposited in Legacy	
Revenue: PRC 036 State Funds	\$970,179	38,131	\$1,008,310	November 8 allotment revision	
Subtotal - Revenue Changes		38,831	1,009,610		
Change in Expense					
#1 Substitute	\$12,000	\$2,300	\$14,300	Acadia Recommendation	
#1 B&A School	\$20,000	(3,000)	\$17,000	Acadia Recommendation	
#1 Remediation Teacher	\$39,433	(23,653)	\$15,780	Funds from State & Federal grants substitute for general fund	
#2 Hospitalization	120494	1900	122394	Increase in Hospitalization beginning Jan 1	
#16 Garden	\$600	700	\$1,300	Expenses from last year just submitted	
Subtotal - Expense Changes		(21,753)			
Net impacts of "budget transfers" to / (from) reserves this period		60,584			
Current budget surplus/shortfall		(139,732)			
June 30, 2017 - Estimated Operating Account		222,848			
				Estimated operating account balance at end of June 30, 2017 fiscal year	
FOR BOARD AWARENESS (no immediate authorization required; potential financial exposure items)					
#1 General Classroom support (Aide)		\$30,000		\$15K part-time; \$30K full-time	
#8 Pre-K Skills Program		\$3,500			

	Change in Revenue	Change in Expense	Change in Reserves	Running Balance
Starting				362,580
July	-	43,400	(43,400)	319,180
Aug	(135,077)	20,700	(155,777)	163,403
Sept	(2,069)	530	(2,599)	160,804
Oct	1,460	-	1,460	162,264
Nov	38,831	(21,753)	60,584	222,848 Subject to approval
Dec	-	-	-	222,848
Jan	-	-	-	222,848
Feb	-	-	-	222,848
Mar	-	-	-	222,848
Apr	-	-	-	222,848
May	-	-	-	222,848
Jun	-	-	-	222,848
accrual			-	222,848
	(96,855)	42,877	(139,732)	

Director's Report
January 23, 2017

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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

Grade	Current	Prior	Change	Capacity	Current Target	Comments	Wait List
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	(1)	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, 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-