

MINUTES – August 28, 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, Bryan Martin, Charlene Grasinger, Jonathan Carpenter, Jason White

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

Members Not Present: Jessica Janc

CALL TO ORDER

- Meeting called to order by Lindsay at 5:40 p.m.
- Quorum established with 8 voting members present at call to order

MISSION STATEMENT

- Mission statement read by Charlene

APPROVAL OF AUGUST 28, 2017 BOD MEETING AGENDA

ACTION: Bryan moved to approve today's meeting agenda (*attached to these minutes as Exhibit A*); Laura seconded – MOTION CARRIED: 8-0

APPROVAL OF MAY 22, 2017 BOD MEETING MINUTES

ACTION: Jonathan moved to approve May 22, 2017 meeting minutes; Laura seconded – MOTION CARRIED: 8-0

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- None

GOVERNANCE PROCESS POLICIES

- BDL-4
 - Read by Jason

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

EXECUTIVE REPORTS

- Approval of Executive Officers
 - Lindsay up for Chair, Laura for Vice-Chair, Alex for Treasurer, and Bryan for Secretary

ACTION: Jason moved to appoint Lindsay as Chair of the Board, Laura as Vice-Chair, Alex as Treasurer and Bryan as Secretary; seconded by Charlene – MOTION CARRIED: 8-0

- Director's Report (attached as *Exhibit B*)
 - 177 enrollment, leaving slight surplus in budget for the moment
 - Last year we were at 168 at approximately this time
 - A 5th grader and 8th grader are coming to tour tomorrow
 - We currently have one full-time position open, salary plus benefits appx. \$52,000
 - Occupational Therapist we hired found out she cannot get licensed until

October, so last year's OT will fill in until then

- Treasurer
 - Budget Transfers – Request for Authorization attached as *Exhibit C*
 - Alex is going to work on a budget graph that can be updated for our viewing monthly so we can see how we are doing on the year
 - Bryan suggested it might be helpful for the Board to view the L-5 next to the L-4, so that when we see the L-4 or Budget Transfers each month, those documents make more sense to us
 - Alex noted that there may be confidential salary information on there, so he will check into what we are all allowed to see

ACTION: Bryan moved to approve the Budget Transfers in *Exhibit C*; Jason seconded – MOTION CARRIED: 8-0

COMMITTEE REPORTS

- Human Resources Committee
 - Annual Review for David has been scheduled

- Building and Grounds Committee
 - Laura and David are meeting with Insight Architects, the group from whom we won the grant
 - They are going to go over what might be done with our facilities
 - October 30th Board meeting will be attended by Superintendent of Watauga County Schools

DECISIONS/APPROVALS

- *Attached as Exhibit D* is a proposed job advertisement for a Community Developer for the Board's review

Approve the position

Karen motioned to approve

Alex seconded

Everyone voted to approve

Alex unofficially proposed to change the name of the Community Developer to Community Coordinator. Description also amended to include that some nights and weekends will be required, and a bachelor's degree is preferred but not required. Everyone unofficially agreed that was a good idea. Change to preferred BS. Added that it might require nights and weekends.

Approve the amended job description

Karen motioned to approve

Jason seconded

Everyone voted to approve

Strategic plan...

Lindsay went over it and how she made some edits to clean it up.

Charlene proposed to approve strategic

Jason seconded

Everyone voted to approve

Meet and Eat

Community potluck.

David and Lindsay will talk

Split in to classrooms for open houses (2 for people with 2 kids)

ADJOURN

**Two Rivers Community School
Board of Directors Agenda
August 28, 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.

5:30pm Opening

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

5:50pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- BDL 4

6:00pm Executive Reports

- Approval of new Executive Officers
- Director's Report
- Chair
 - BOD expectations review
 - BOD communication
- Secretary
- Treasurer
 - Finance report

6:30pm Committee Reports

- Policy
- HR
 - Progress on Annual Review of the Director
- Buildings and Grounds/New School
- Academic Standards
- School Leadership

6:45 pm Decisions/Approvals Needed/Other Updates

- Approve Community Developer job ad
- Approve Strategic Plan and determine next steps
- Plan Meet & Eat (Sept 12)
 - Speakers
 - Information to be collected from parents

7:25pm Executive Session

7:30pm Adjourn

BDL-4 POLICY TITLE: Delegation to the Principal(s)

The board will instruct the Principal(s) through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Principal(s) to use any reasonable interpretation of these policies.

Accordingly:

1. The board will develop policies instructing the Principal(s) to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest; most general level to more defined levels, and will be called Ends policies.
2. The board will develop policies that limit the latitude the Principal(s) may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive

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Limitations policies.

3. As long as the Principal(s) uses any reasonable interpretation of the board's Ends and Executive Limitations policies, the Principal(s) is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
4. The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and Principal(s) domains. By doing so, the board changes the latitude of choice given to the Principal(s). But as long as any particular delegation is in place, the board will respect and support the Principal's choices.

**Director's Report
August 28, 2017**

Director's Report
August 28, 2017

1. Enrollment 177. Estimated applications in May was 195.
2. Budget implications: With increased general per-pupil and increased EC per-pupil, the estimated budget balance is in the positive at \$4,924. This assumes all students stay all year. State money is based on enrollment during the first 20 days of school. County funding is based on daily or monthly enrollment.
3. Current staffing is down by 1 full time employee (engagement/EC) at a salary plus benefits rate of \$52,000. If someone is hired into the proposed community position and it is not full-time, the apx. \$12,000 savings in benefits will be absolute. Salary savings for a part-time hire would be a portion of of the apx \$40,000 (Estimated in the neighborhood of \$20,000).
4. We have had a wild ride with providers for EC services. For OT, our hire won't be licensed until October. Last year's OT has agreed to fill in until then. For SLP we have a retired Watauga employee who can't begin until January due to state retirement rules. Another retired Watauga SLP agreed to work until January. However, she had a family emergency and withdrew the first week of school. Last year's SLP has agreed to fill in until January.
Also, our psychologist is not returning for this year (the psychologist does EC testing about for about 10 students per year when determining eligibility for EC services). The ASU Psychology Lab has agreed to work with us.

Tension Points

Starting the school year.

Key Performance Indicators:

- No formal grievance meetings were held with the Director
- Parent Meetings & Emails: Meetings: 2 informal discipline meetings, 2 restraining order/fear of unauthorized student pick up, 1 special student circumstance.
-

Totals This School Year	
Informal Grievance Meetings	0
Formal Grievance Meetings	0
Parent Meetings	5

Enrollment Report for the Period of _May 22, 2017__to _August 28, 2017

Grade	Current	End of School Year	Change	Capacity		Comments	
K	17	22	(5)	22			
1	20	18	2	22			
2	22	21	1	22			
3	22	9	13	24			
4	12	18	(6)	24			
5	23	23	0	24			
6	20	18	2	24			
7	19	21	(2)	24			
8	22	18	4	24			
TOTAL	177		9	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			-	287,780	-
Sept			-	287,780	-
Oct			-	287,780	-
Nov			-	287,780	-
Dec				287,780	-
Jan			-	287,780	-
Feb			-	287,780	-
Mar			-	287,780	-
Apr			-	287,780	-
May			-	287,780	-
Jun			-	287,780	-
accrual			-	287,780	-
	-	-	-		



COMMUNITY DEVELOPER

The Community Developer oversees efforts related to building a sense of community at Two Rivers, with the goal of enhanced retention and recruitment of students, teachers, and volunteers. The candidate will work closely with the Director (Principal) to devise and execute a community development plan that will include, but not be limited to strategies for recruitment/retention and a well-designed Parent-Teacher Organization (PTO). This part-time position will require 20 hours per week.

QUALIFICATIONS

The candidate should be a driven, self-starter with a record of achieving results. Experience working in a non-profit in development, fundraising, marketing, and/or event planning is preferred. The candidate should have strong verbal, written, presentation, and people skills. Tech-savvy skills, including comfort with social media, are a plus. A high level of energy will be required of this position and the candidate should be comfortable interacting with adults and children in a school setting. Most importantly, the candidate should have a passion for education and the principles that guide TRCS. A minimum of a bachelor's degree is required.

JOB DESCRIPTION

1. Recruitment/Enrollment/Retention of Students
 - a. Work with Director to strategize contemporary initiatives for recruitment, enrollment, and retention
 - b. Utilize current families to build referrals
 - c. Develop retention strategies for enrolled students throughout the summer break

2. Communications/Public Relations/Marketing
 - a. Management of all social media accounts
 - b. Management of content and updates on the school website
 - c. Publishing of weekly newsletter
 - d. Press releases
 - e. Letters of appreciation
 - f. Work with Director to design and print marketing and recruitment materials

3. Parent-Teacher Organization (PTO) Development
 - a. Work with Director, Board, and teachers to determine volunteer needs
 - b. Design and manage a PTO structure that will fulfill identified needs
 - c. Recruit and manage required parent volunteer hours
 - d. Work with board, teachers, and PTO to organize events and fundraisers, including:

- Open Houses (spring semester)
- Community Meetings (spring semester)
- Beginning of Year Party
- Two Rivers Live
- End of Year Party
- Peace Feast
- Garden fundraising
- New events/fundraisers to reach specific audiences (such as grandparents) or to fulfill specific classroom needs

SALARY

Salary is \$15,000 for this 20 hr/week, 12-month position. TRCS is an Equal Opportunity Employer.