

MINUTES – September 26, 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: Lindsay Masland, David Rizor, Karen Trefz, Justin Hicks, Laura Mallard, Alex Serrano, Jonathan Carpenter, Rachel Wood, Natalie Oransky

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 Jonathan

APPROVAL OF SEPTEMBER 26, 2016 BOD MEETING AGENDA

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

APPROVAL OF AUGUST, 2016 BOD MEETING MINUTES

ACTION: Laura moved to approve August meeting minutes, Jonathan seconded – MOTION CARRIED: 8-0

CONFLICTS OF INTEREST

- None

PUBLIC COMMENTS

- Thank you cards submitted from 2nd grade for the playground

GOVERNANCE PROCESS POLICIES

- BDL-4
 - Read by Justin

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

EXECUTIVE REPORTS

- Chairs
 - Lindsay summarized the chart David provided with regard to specific reasons families chose to leave Two Rivers.
 - Jonathan asked if surveys are sent to exiting families for feedback and David said they are not sent. Academics will be charged with a confidential “checking in” survey to be submitted in grade cards during the academic year for feedback. Vicki suggested responders receive a pen or gift.
 - Ryan asked if we can charge school fees in the spring for the next year. This will be addressed with the attorney at the October meeting. Ryan also suggested individual Board members meet with parents in an informal setting to cultivate relationships.
 - Rachel encouraged all Board members to have families discuss issues with Dr. Rizor.
- Secretary
 - Contact information updated for Board members
 - Reminder to Karen and Laura to provide contact information.
- Treasurer
 - Budget Transfers – Request for Authorization attached as *Exhibit B*
 - Acadia required money to be reclassified with regard to salaries. No changes to final numbers.
 - May need an aide in the classroom. Possible future budget increase.
 - Alex requires Chair signatures at the bank.

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

COMMITTEE REPORTS

- Building and Grounds
 - Ryan and Laura are working on a grant-architecture firm in Charlotte who would provide assistance with plans if school remains at current location.
 - Clean-up day
 - Volunteers worked 4 ½ hours.
 - Painted bottom of buildings
 - Added non-skid paint on ramp and concrete nails used
 - Every board has new screws
 - Need labels on buildings
 - Railings braced
 - Bushes trimmed and weeding complete
 - Potholes fixed
 - Josh is fixing skirt

DEVELOPMENT DIRECTOR

- Development Director Board Report attached to these minutes as *Exhibit D*
- Board members charged with inviting community members to Two Rivers Live on February 25th.
- Board members charged with donating money to the school to be part of 100% of families giving to school.
- Crowdfund will create a list of needs for school.

DIRECTOR'S REPORT

- Our attorney, David Hostettler, is coming to October meeting
- Five students were added since last meeting. We will receive county money for these students.
- Mulch is certified playground mulch. The playground was \$1000 less than budgeted.
- Most grades will send mid-term reports.
- Thank you to Patrick Lapinski and Beth for rewiring computers.
- David needs help digging out a drain.
- School report cards will be released next month.
- Natalie found information on public site indicating the number of students who passed EOG tests compared to other local schools. It was decided to post these results on TRCS website.
- Contract for OT Supervisor needs signed.
- Directors Report attached as *Exhibit E*

DECISIONS/APPROVALS NEEDED/OTHER UPDATES

- Reminder to complete Sign-up Genius for Board dinners
- Board members encouraged to submit article for Ryan's newsletter
- Committees need to get organized so that we can proceed forward with strategic planning process
- Laura is asking for additional volunteers in the building committee-please ask those interested to contact Laura
- Rachel asked if we need a staff representative on every committee-discussion and conclusion that it is not relevant in some cases. It was determined that HR and Finance do not require staff, Development has staff, Building and Grounds would like a staff member, and Bryan should decide if he needs staff on Policy.
- Board members would like name tags for special events.
- Reminder to complete next step in Strategic Planning process-add action steps and refine wording. Lindsay will charge committees to complete this month.

ADJOURN

- Jason moved to adjourn the meeting; Laura seconded – PASSED by consent
 - September 26, 2016 TRCS Board of Directors meeting adjourned at 7:32 p.m.

**Two Rivers Community School
Board of Directors Agenda
September 26, 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.

5:30pm Opening

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

5:35pm Governance Process, Board Leadership, Ends, and Executive Limitation Review

- GP 2 and 3

6:00pm Executive Reports

- Chairs
 - Dinner sign-up
 - Community Current board column sign-up
 - Committee assignments and 2016-2017 goals
 - Analysis of data
- Secretary
- Treasurer
- Director

6:45pm Committee Reports

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

7:00pm Decisions/Approvals Needed/Other Updates

- Strategic Planning Process update

7:30pm Adjourn

GP-2 POLICY TITLE: Governing Style

The board will govern lawfully with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) pro actively rather than reactivity.

Accordingly:

1. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will not use the expertise of individual members to substitute for the judgment of the board, although the expertise of individual members may be used to enhance the understanding of the board as a body.
2. The board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the staff organization, not on the administrative or programmatic means of attaining those effects.
3. The board's discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its governance process policies at any time, it will observe them scrupulously while in force.
4. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.

5. The board will allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling their commitments.

6. The board will monitor and discuss the board's process and performance at each meeting.

Self-monitoring will include comparison of board activity and discipline to policies in the

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Governance Process and Board-Principal (s) Linkage categories (see Article 5 section 7 of Bylaws.)

GP-3 POLICY TITLE: Board Job Description

The job of the board is to represent and lead the school by determining and demanding appropriate and excellent organizational performance and to distinguish the boards own unique job from the jobs of the Principal(s) and staff. The board will concentrate its efforts on the following:

1. The link between the ownership and the operational organization.
2. Written governing policies which address the broadest levels of all-organizational decisions and situations.
 - a. Ends-Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).
 - b. Executive Limitations- Constraints on executive authority, which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process- Specification of how the board conceives, carries out, and monitors its own task.

d. Board-Principal(s) Linkage- How power is delegated and its proper use monitored; the

Principal role, authority and accountability.

3. Assurance of successful Principal(s) performance.

a. The Board will provide the Principal(s) annual contract.

FINANCE COMMITTEE - SEP 2016
BUDGET TRANSFERS - REQUEST FOR AUTHORIZATION

Fund Balance Appropriate @ July 1, 2016	362,588				Cash on hand Aug 22 - Operating Account: \$232,504.90
Previously approved Revenue Budget Transfers this year	(135,077)				Cash on hand Aug 22 - Legacy Account: \$27,187.68
Previously approved Expense Budget Transfers this year	64,100				Real Estate Loan balance: \$161K (10 yr fixed 5.25%)
Through Previous BOD Meeting - Forecasted Reserves	163,411				LOC: Balance: \$0, available: \$85K
Change in Revenue					
Federal 050	14,569	(2,069)	12,500		Initial allotment projection is lower than budgeted amount
Subtotal - Revenue Changes		(2,069)	12,500		
Change in Expense					
#5 Reproduction Costs	5,000	530	5,530		New Copier Contract (and copier)
Budget Re-categorizations (\$0 net change) FBA only					
#1 Teachers	562,589	(61,829)	500,760		Moved Remediation to another line, cleaned up salaries
#1 Remediation	-	39,433	39,433		Moved from Teacher line
#1 B & A School	8,604	11,396	20,000		Held out from original budget-July transfers went to teacher line
#1 Administration	130,400	11,000	141,400		Held out from original budget-July transfers went to teacher line
#6 EC Services	12,000	(10,500)	1,500		Moved to Salaries & Social Security for OT
#1 Therapist	-	9,754	9,753		Moved from EC Services to Payroll
#2 Social Security	69,783	746	70,529		SS for Therapist
Subtotal - Expense Changes		530			
Net impacts of "budget transfers" to / (from) reserves this period					
June 30, 2017 - Estimated Operating Account		(2,599)			Includes Legacy
		160,812			
Summary of Budget Transfers					
#1 General Classroom support (Aide)		\$30,000			\$15K part-time, \$30K full-time
#3 Instructional Materials		\$3,375			Sci Kits/refurb/dissecting scopes/primary scopes (Legacy)
#8 Pre-K Skills Program		\$3,500			

#14 Teacher Computers		\$11,000	Total Est=+/- \$13K (18 @ \$500 ea + software, accessories); \$2K funded at Aug 2016 BOD meeting--2K built into budget
#16 Development/Events		\$10,000	Endowment (Legacy)

	Change in Revenue	Change in Expense	Change in Reserves	Running Balance
Starting				362,588
July	-	43,400	(43,400)	319,188
Aug	(135,077)	20,700	(155,777)	163,411
Sept	-	-	-	163,411
Oct	-	-	-	163,411
Nov	-	-	-	163,411
Dec	-	-	-	163,411
Jan	-	-	-	163,411
Feb	-	-	-	163,411
Mar	-	-	-	163,411
Apr	-	-	-	163,411
May	-	-	-	163,411
Jun	-	-	-	163,411
accrual				163,411
	(135,077)	64,100	(199,177)	

Development Director Board Report 9/26/16

Fundraising Totals To Date:

Month	2015	2016	Percentage
July	\$38.52	\$110	+\$72
August	\$4,383.29	\$1,771	-\$2,612.29
September	\$1,518.60	\$1,945	+\$427
Total:	\$5,940.41	\$3,826	-2,114

Events:

Two Rivers Live: \$15,000
 Loved Ones Day: \$8,000
 Peace Feast: \$5,000
 Meet & Eat: *Actual:* \$45, *Goal:* \$500
 Beer Fest Booth: *Actual:* \$811, *Goal:* \$1,000
 Cardinal Fundraiser: \$500

Ongoing Fundraisers:

Community Nights: *Actual:* \$450, *Goal:* \$1,000
 Monthly Fundraisers: *Actual:* \$0, *Goal:* \$2,000
 100% Campaign: *Actual:* \$165, *Goal:* \$3,000

Solicitations:

Original Art Works: \$1,000
 Art Education CrowdFund: \$2,500
 Letters to Family: \$5,000
 Business Sponsors: \$5,000
 8th Grade Legacy Endowment: \$1,000
 Giving Tuesday: \$500

Major Gift Requests: *Actual:* \$1,700, *Goal:* \$5,000

Grants:

Pending: \$7,851
Awarded: \$1,000
Goal: \$10,000

Projected Fundraising: \$61,500 Projected (Goal is \$50,000)

Expenses: \$12,000

Total Year End: \$49,500

BOD Requests:

- Solicit Businesses & make 100% Campaign Donation
- Chamber of Commerce events and other community centric events
- Name tags & shirts- I need help making this happen
- Spread the word a/b TRCS, new facility, great learning environment, etc.
- Great Community presence and attendance to events- A Great Start!

Development Committee Meeting: 5:30 p.m. tomorrow at SBK

**Director's Report
September 26, 2016**

Director's Report
September 26, 2016

1. Enrollment

- o We picked up an additional 5 students since the last board meeting. We will receive a portion of the state funding (5,800) based on how many days the students were enrolled during the first 20 days of school. As the year moves forward, we will receive county funding (based on (apx. \$1,000-3,000 per year depending on county) on a monthly basis as long as the student is enrolled at Two Rivers.

2. Playground

The new playground set is installed and students are playing on it. A concern was brought up by one board member about the need for special substrate. The playground was installed with certified playground mulch. The play area was already enclosed buy timbers to hold the mulch, so that portion of the original quote was removed, saving the school nearly \$1,000. The final cost was \$14,060.

- 3. In order to keep parents informed, most grade levels will be sensing out mid-term reports next week. Because mid-terms coincide with parent-teacher conferences, some grade levels will not send mid term reports until the second trimester.
- 4. Patrick Lipinsky and Beth Vossen spent to evenings one until almost 10 pm and another until about 8pm installing a new, single switch in the computer lab and rerouting the wiring. Previously, there were multiple consumer grade switches under the tables that were accidentally unplugged from power. The new, single commercial grade switch is located in the locked closet in the computer lab.
- 5. Fix up clean up day.
- 6. School Report Cards will be released next month. That information is currently embargoed. However, the same information is available on the NCDPI website with public access. The information for Two Rivers:

Two Rivers will once again received a school grade of B
Two Rivers did not meet anticipated growth as a school

School & County Results (Percent Proficient)

	Math	Reading	Science
Two Rivers	73.0	80.2	91.7
Watauga	66.7	70.1	81.4
North Carolina (Apex)*	54.6	57.0	72.7

*Composite data not available. These numbers average grades 3-8 for North Carolina

Rankings of Two Rivers Classes among the 9 Watauga Schools:

Math	Reading
3—1 st	3—1 st
4—2 nd	4—1 st
5—1 st	5—1 st
6—4 th	6—5 th
7—1 st	7—4 th
8—5 th	8—3 rd

7. Contracts to be signed by the board
OT Supervisor Contract

State & Federal Submissions

Principals Monthly Report
EC Transfer Report
Small & Rural Schools Grant Verification

Tension Points

- EC Staffing & Space Transition

Key Performance Indicators:

No informal grievance meetings were held by the Director
No formal grievance meetings were held with the Director
Parent Meetings & Emails: Two Parent Meetings concerning behavior of a specific student & emails from the same parents; Two emails from parents concerned about an out of school interaction between their daughters; 1 email & meeting regarding fund raising for 8th grade; 3 emails thanking the school for purchasing the play set; 1 meeting regarding a parents concern for their child's mental state because of statements & actions at home

Totals This School Year	
Informal Grievance Meetings	0
Formal Grievance Meetings	0
Parent Meetings	4

Enrollment Report for the Period of _August 19, 2016__ to _September 26, 2106__

<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	21	19	2	22	22		0
1	19	19	0	22	22		0
2	21	21	0	22	22		0
3	11	11	0	22	22		0
4	22	21	1	22	22		4
5	23	23	0	22	22		0
6	20	20	0	22	22		0
7	20	17	3	22	22		0
8	17	17	0	22	22	1 returning- spring	0
TOTAL	174	168	6	198	198		4

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:

December

Board Meeting: No board meeting this month

Finance:

Excom:

January

Board Meeting: Jan. 23@ 5:30 pm

Finance:

Excom:

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-