

MINUTES FROM BOARD OF DIRECTORS MEETING

Riverview Charter School

March 17, 2016 6pm.

81 Savannah Highway, Beaufort, SC 29906

Mission:

Riverview Charter School's mission is to create a small, diverse learning community that actively engages students in meaningful and innovative learning experiences. Emphasizing "learning by doing," family and community involvement, and engaged citizenship, Riverview is committed to nurturing the whole child and preparing each student for a global society.

Members Present: Reece Bertholf, Lamarr Cooler, Denise Jones, Gayle Carroll, Aileen Cangiano-Heath, Cathy Hoogenboom, Susanne Douglas, LaShonda Scott

Members Absent: Jim White, Jaime Dailey-Vergara, John Troutman

Staff Present: Donna Haram, AK Harper and Natalie Wohlwend

Call to Order by Mr. Bertholf at 6:09

Mr. Bertholf stated we are in compliance with the FIOA

No public comments

Mrs. Jones moved to approve the agenda. Mrs. Hoogenboom Second. Approved

Director's Report

Lottery Update – Dr. Moss sent a message to Mrs. Thomas stating that our efforts have been sent to OCR for approval to move forward with lottery. We are requesting a one card per applicant lottery procedure.

Personnel Report – 62 total applicants for open positions and nearly all open positions have been filled.

Ms. Cangiano-Heath arrived at 6:11pm. Mrs. Scott arrived at 6:13 pm

Insurance report – Director's and Officers insurance is now part of the school's general liability policy which does not renew until May. No action required at this time.

Beaufort Twilight Run

If you have not signed up for a volunteering, please do so. Sponsorship has net over \$80K which is more than last year.

Financial Report –

Enrichment is a negative, but it budgeted to breakeven. Base student revenue does not have enough revenue as anticipated but we're thinking it is timing. \$43K ahead in Tidewatch but may be due to families paying ahead. Once the building expands, we could be able to provide additional programs for Tidewatch. Federal Programs is favorable and it's based on timing. State Restricted funding, is unfavorable and we will see this unfavorable for the year. Break even for the lunch program. Instructional services, is negative only because the employee is now a contract employee. Support Services is unfavorable. Overall we positive for this month. Cash balance is \$501K

990 IRS FORM – We received a draft of the 990, it looks good. This form provides the means for our school to be exempt from taxes. 501C(3) regulations.

Delinquent student accounts – Per Mrs. Thomas, a way to collect on delinquent lunch balance. Maybe we could add a provision all payments can be applied to the oldest unpaid principle in each account and cannot be designated as payment for a specific or more recent charge. If approved it now, do not enforce until next school year, but publish in weekly notes to allow parents a chance to set up a payment plan. Mr. Cooler made a motion to approved the following addition to the Family Handbook:

*In the event that Riverview provides a good or service to a student without receiving payment in advance, Riverview shall provide a weekly written invoice to the student's family via email. All invoices are sent on Fridays and payments are due the following Monday. **All payments are applied to the oldest unpaid principle in each account and cannot be designated as payment for a specific or more recent charge.***

Mrs. Hoogenboom second. Approved. Effective July 1, 2016.

Other Committee Reports –

Outreach – Mrs. Jones asked about the diversity of the new hires. Per leadership, the new hires include an African-American, but no men. Gullah Festival is in May.

Fund Development – Per Mr. Cooler, BTR will get us half way to our fund goals but we need to look at opportunities for fund development, possibly a new approach to BTR to maximize our fund raising potential. Mr. Cooler's wife agreed to take on the role to sell bricks for new building. When BTR is over, we need to look at other opportunities.

People and Programs – Mrs. Douglas and Mrs. Carroll met two weeks ago to discuss the Director Evaluation survey. The survey questions have been developed and will try to send to board for review next week. We anticipate running the survey Easter Sunday through the end of Spring break. It will go to Staff, teachers and a random sampling of parents.

Facility Report – Mr. Bertholf met with Fraser to explain our relationship with the district and how money needs to be spent from different pots of dollars. They understand that we are not using district funding for the project. Mr. Bertholf said he thought it was a positive meeting. Asbestos is cleared without issues. Per Mrs. Thomas, construction is moving right along. Fraser was two days behind in February. Continue to seek alternative pricing for renovations. Mrs. Thomas will meet with them again on Wednesday. OFS will sign off on all final construction.

Executive Session – Mr. Cooler move to go into Exec. Mrs. Douglas second. Approved.

Mr. Bertholf moved us out of executive.

Mrs. Hoogenboom moved to approve minutes from 2/18 meeting. Mrs. Douglas second. Approved.

Next Board Meeting

Thursday, April 21, 2016 at 6pm, exec meeting 4/13 at 1:30pm

Mrs. Carrol Moved to adjourn. Mrs. Jones Second. Approved