

MINUTES FROM BOARD OF DIRECTORS MEETING

Riverview Charter School

November 17, 2016 6:00pm

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, Cathy Hoogenboom, Susanne Douglas, John Troutman

Members Absent: Jaime Dailey-Vergara, LaShonda Scott, Michael Hicks

Staff Present: Natalie

Call to Order by Mr. Bertholf at 6:08PM

Mr. Bertholf stated we are in compliance with the FIOA.

Public Comments- Sharon and James Williams, long standing parents of RCS presented their comments. Mr. And Mrs. Williams are voiced their concerns about discipline policy and recent actions taken by RCS. Mr. Bertholf thanked the parents for their comments but advised the board will not be involved in disciplinary actions except in the event a student is expelled. He suggested the parents continue working with Mrs. Thomas. Mrs. Thomas confirmed a meeting with the parents tomorrow at 11am.

Mr Bertholf moved to amend the agenda to discuss the BTR Update before the Directors report. Mr. Cooler made a motion to amend the agenda. Mrs. Hoogenboom second. Unanimous. Approved.

BTR Update – New Co-Chairs – Introduction of Valerie and Jeff Althoff, parents of a 1st grader at RCS. The Althoff's will be the Co-Chairs of BTR for 2017. The Board thanked them for their volunteer efforts at BTR.

Bob Turner of Habersham has offered \$7500 a year, for 3 years BTR sponsorship.

Director's Report

JS2, Sam and BGA are completing the inspections to move into part of the renovation area. Conference room will be available and hoping to move in within the next week. Staff to move out of the old reception area .Completion of the new classrooms in the renovated facility should be January 2017. Leadership has decided to not move into these classrooms until June 2017. Sewer piping in one section must be completely replaced as pipes have disintegrated while being inspected. An evaluation is being done to see what needs to be replaced. BCSD is involved and funding to improve the sewing piping is TBD. By the December meeting, we should know more about the piping.

45 day enrollment update – Good news 608 students. 339 white 55.7% but at one point we were up by 8. BCSD does not have their 45 day enrollment data available. Our OCR target is based on BCSD (include RCS). December meeting will have additional information. The bad news is the Department of Education. Only 17 students are deemed in need of academic assistance. Revenue projection was estimating 68 students under academic assistance. As a result, revenue will go from \$74K to \$18K. The 68 students are still enrolled, but the state department makes this determination based on MAP scores. Requirements were lowered but our students are doing better. SE teachers have service minutes. Per Mrs. Thomas, yes we are still serving the children that need assistance. It will affect the Base Student Funding. The reason it's running low, BCSD \$2.3M and will not collect the \$6M. Mrs. Thomas explained to the Board the various sources of revenue.

Employee Handbook – No policy changes at this time. Mrs. Thomas asked if the Board wants to see the revisions, purely procedures and administrative revision. Mr. White asked to at least have copy for information. Employees get a copy of the revision and revisions are highlighted.

Mr. Cooler moved to make a motion to approve the procedures revisions in the Employee Handbook immediately. Mrs. Douglas second. Unanimous. Approved.

Family Handbook – We have received a recommendation for procedure of expulsion from Alice Palor's office. Mrs. Thomas will still serve as the hearing officer. The issue would be if a family thinks Mrs. Thomas could be fair since she knows a lot about all students. Suggested to have three Board Committee members. Establishing a panel of three Board members as hearing officers could satisfy a due process complaint. This would offer parents a fair and open minded process. The Board would be out of the explosion decision. It should only make it to the full board, if the hearing officer didn't adhere to the law. RCS is its own entity, so the Board decisions are final. A lawsuit could ensue is the Board's decision is not accepted. Mr. Bertholf recommended members of the Executive Committee be on the three person panel. Mr. Cooler suggested being careful to choose the right three person panel. Leadership team couldn't partner with Mrs. Thomas due to favoritism.

Mr. White made a motion to accept the addition in the Family Handbook; the hearing officer panel composed of the three Board members and shall include Chairman and/or his designees. Mr. Cooler second. Unanimous. Approved.

The Empty Bowls event was a great success. 30 Middle Schools around Beaufort were available to help with Empty Bowls and everyone had a great day packing meals.

Financial Report –

Line of credit – Approved for a line of credit with BB&T. \$250K. The Collateral is accounts receivable. Prime +0.25%. The loan has to be paid to zero within 12 months.

Mr. Cooler made a motion to approve the terms of the BB&T line of credit. Mr. Troutman second. Unanimous. Approved.

Cash Report – May run shallow in December due to three pay periods.

Mr. White made a motion to give the Director the authority to sign on the line credit. The Treasurer will monitor and submit monthly reports of the line of credit. Mr. Coole second. Unanimous. Approved.

Audit Report – Finance committee met with Ed. Royall, audit Manager with Elliott Davis, LLC to review the audit of the financial statements for the fiscal year ended June 30, 2016. The auditors submitted a clean opinion with no adjustments.

Mr. Cooler made a motion that the Finance Committee be given the authority to review and approve the audited financial statements. Mrs. Carroll second. Unanimous. Approved.

Budget – Total Revenue was unfavorable. Total expenses are favorable. The YTD Net Change in Fund Balance is unfavorable by \$98K. Some of it will clear when the AR is cleared. The major unfavorable variance is in Base Student Funding . It may be necessary to make a budget revision in the second half of the fiscal year. Tidewatch revenue is unfavorable. Enrichment revenue is unfavorable. People activities unfavorable by \$1K (AR). Favorable on expenses with \$8K. USDA reimbursement may be a timing delay.

Housekeeping – Mrs. Hoogenboom suggested to produce the profit and loss report from Quickbooks, in order to automate the reporting process and to free up time with McKay Keeny. We could get financials sooner. The Profit and Loss Report used in the last three years has been produced through a more time consuming process and cannot be produced on Quickbooks.

Mrs. Hoogenboom moved to accept Quickbooks financial report from McKay Keeny. Mrs. Carroll second. Discussion about the difference of reports. 5 yes. 2 No based on not enough information. Approved.

Other Committee Reports –

Outreach – Mrs. Carroll submitted a thank you letter to staff regarding the excellent academic results by RCS.

Mr. Bertholf made a motion to approve the thank you letter. Mr. White second. Unanimous. Approved.

The Heritage parade was great and RCS was represented. RCS band won first place. At December board meeting we will have admission materials ready for distribution. The next parade is Dec 4. Christmas parade. MLK parade in January.

Fund Development –The “Pave the Way” fundraiser with Bricks-R-Us has been set up and is ready to sell bricks for fund raising. Brick purchases are 100% tax deductible.

People and Programs – Board recruitment; dates are set, applications are ready to be accepted, nominations committee is selected (except one had responded). Next step nominating packet. 5 seats open but 4 returning members.

Executive Session – Mrs. Jones moved to go into Exec. Ms. Carroll second. Approved.

Mr. Bertholf moved us out of executive session.

Mrs. Jones moved to approve minutes from 11/1/16 meeting minutes. Mr. White second. Approved.

Next Board Meeting

Thursday, December 15, 2016 at 6pm

Mr. Troutman Moved to adjourn at 9:38pm. Mr. Cooler Second. Approved