

## MINUTES FROM BOARD OF DIRECTORS MEETING

Riverview Charter School

8/18/16, 2016 6:00pm

Location: **Coastal Empire Mental Health Center**  
**1050 Ribaut Road, Beaufort, SC 29902**

### **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, Denise Jones, Gayle Carroll, Jaime Dailey-Vergara, Catherine Hoogenboom, Jim White, Susanne Douglas, Lamarr Cooler, LaShonda Scott, John Troutman,

**Members Absent:** Michael Ricks (New member)

**Staff Present:** Alison Thomas

Call to Order by Mr. Bertholf at 6:14PM

Mr. Bertholf stated we are in compliance with the FIOA

No public comments

Mr. Cooler moved to approve the agenda. Mr. Troutman Second. Approved. Chairman Called the Vote:

Vote: Unanimous.

### **Director's Report**

#### **Facility report –**

Per Mrs. Thomas, left today two GC, GCA doing maintenance, janitorial cleaning, 70 teachers, and IT staff are installing. At the moment, we are just answering questions to vendors. At this point all is on schedule for CO on Monday. School will begin on Wednesday. This past Sun, Mon, Tues we emptied the gym putting the furniture into the new building as OFS gave permission to load. The new furniture arrived on Tuesday. Teachers are setting up classrooms. Sam Haring and Ward Edwards on site, doing prelim test. Some areas to correct before Monday. We still have no water, but BJWSA will turn on tomorrow. Hoogenboom joined at 6:21pm. There will not be a CO on the cafe until the temporary wall is down. Cafe should be ready by Labor Day until then we plan to provide brown bag lunches delivered to the classrooms. The kitchen can be used, but the gate will be closed off from the cafe.

The renovations is still going, MBKahn is making major progress. Asbestos is out. The renovation is estimated to be complete by December. ETA for Reno December 31. Admin offices late October. All new paint, floor, ceiling, Reno two old kinder classrooms, art rooms might be ready by the following Monday. Playground has had sidewalk pored but rubber mulch will not be down for another week. K thru 4 is moving into classrooms, 5 thru 8 are moving into their rooms. The contingency will be delay until the CO is received. Scott joined at 6:32pm. The quality of the new building is really good.

If the CO is received on Monday, be happy to give a tour to all Board Members Monday afternoon.

The renovation budget is neutral and expenses are in line. No significant change orders. MB Kahn has not found any issues thus far.

### **Amended drop off procedures.**

PRPD to do traffic around RCS campus. Cars, etc. SCDOT completed a study and sent to Mrs. Thomas; primary the driveway on both sides will accommodate a double que of cars. If implemented, this will eliminate most of cars on Savannah HWY. PRPD will support traffic the first few days.

Bus update: BCSD in July to accommodate RCS students. The afternoon works better than ever. This year Beaufort Elementary students will be dropped off first, then RCS. The RCS kids will not have to wait on kids in the afternoon. However, in the morning, BFT ELE students will be dropped off at 7:35 and RCS students will be dropped off at 7:40. Amy Craft to step up morning care program \$2 a day until school begins. Only one family reached out to Mrs. Thomas for \$ assistance. Tomorrow will have report on how many kids enroll in early morning to know how many staff to hire for morning care. Some staff will be working that morning shift anyway but there will still be cost to pay overtime. Mrs. Daily-Vegara joined at 6:56pm. RCS provides breakfast service in the am. Students must be enrolled in Tidewatch in order to receive early morning care.

Enrollment looks good. 2 openings in Kindergarten. 1 opening in first grade, 1 opening in second grade. Holding steady on OCR requirements. Mrs. Thomas will have the openings filled by the time school opens. The new school calendar has been published.

### **Financial Report**

Mrs. Hoogenboom presented the June budget to actual. Budgeted to use \$215K and only used \$140 of the reserve. The differences are mostly \$75K more in base student funding and Tidewatch increased. Mrs. Thomas had three payrolls in June. It was tied to FY16 not FY17. It was a timing issue not budget issue. RCS pays every two weeks, not twice a month.

Mrs. Douglas step out at 6:10, Mrs. Carroll took minutes until 6:16.

All the prices came back higher than Fraser, but MB Kahn is moving at lightning speed. We should build that reserve back within 24 months.

Mr. Cooler do you believe the July numbers are accurate? Per Mrs. Thomas, the July report was received 1 hour before board meeting, so the report needs to be reviewed again. \$152K is light for the month of July. BCSD only paid on 507 students not 608. BCSD assures us to be reconciled by September and to receive a lump sum, not divide it out by 12 months. Every year this happens. Mr. Bertholf can we look at banks for line of credit? Mr. Troutman suggested shopping around for best rate. Mrs. Scott since we do receive federal funds, we should probably obtain three quotes.

Audit update - Scheduled for Sept 7. CH, Letter has been signed.

### **Committee report**

Outreach - Luncheon for Ecumenical partners. Mr. Bertholf asked to be mindful of what is coming up for events like Heritage days, etc. Mrs. Thomas will reach out to staff participating in Penn Center events.

Fund development – Mr. Cooler met with Mrs. Thomas regarding brick choices. Mr. Cooler's wife will require assistance with the digital flyer to get the fund raiser moving. He is also meeting with EVY and Ryan regarding BTR and need a Chair to head the BTR. Mr. Cooler will coordinate a meeting to begin for BTR. Mrs. Thomas met with the outgoing and incoming PTO and received great ideas the PTO make investment/projects in the new facility. Mrs. Jones is the board represent at PTO.

People and programs – Per Mrs. Douglas, our new board member, Michael Ricks is now with us but not at this meeting. We need to begin working on recruiting new board members to replace members whose term ends in December 2016. Mrs. Douglas will be leaving the Board December 2016 when her term ends.

**Executive Session** – Mr. Troutman moved into executive second. Mr. Cooler second. Chairman called the vote: Unanimous.

**Approval of Minutes for 6/16/16 and 7/21/16 meeting minutes.**

Mrs. Jones moved to approve both board minutes. Mr. Cooler second. Chairman called the vote: Unanimous.

**Next Board Meeting**

Thursday, September 15, 2016 at 6pm

Mr. Troutman Moved to adjourn. Mrs. Jones Second. Chairman called the vote: Unanimous.

Mr. Bertholf Adjourned at 9:06 PM