

MINUTES FOR BOARD OF DIRECTORS MEETING

Riverview Charter School
September 21, 2017, 6:00 pm, Conference Room
81 Savannah Highway, Beaufort, 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.*

Board Members Present: Lamarr Cooler, John Troutman, Denise Jones, Gayle Carroll, Jim White, Scott Lee, Jaime Dailey-Vergara, Cathy Hoogenboom, Reece Bertholf

Staff Present: Alison Thomas, Donna Haram, AK Harper

Call to Order

Reece Bertholf called the meeting to order at 6:04 pm.

Public Session

Ms. Jones made a motion to approve the Agenda. Motion was seconded by Mr. Lee. Motion was unanimously approved.

Mr. Bertholf stated the school was in compliance with the Freedom of Information Act. No public comments were made to the board.

Ms. Jones stated the Outreach Committee will have a presence at Heritage Days at Penn Center on November 11 and the RCS Band will be performing. Ms. Jones stated she will be reaching out to RCS ambassadors to help hand out materials and information about the school. Ms. Thomas stated her staff is updating the new marketing materials to pass out at the event as well as working on other recruitment efforts.

Ms. Carroll says the People & Programs Committee is seeking to recruit board members for next year. She suggested the board has a clear direction on who they are looking to recruit and then communicate the information. In addition, Ms. Carroll suggested growing board committees with non-board members as well.

Mr. Lee suggested seeking potential board members who would be able to fulfill key positions to help fill the upcoming vacant board positions. Mr. White stated he has spoken to potential board members who would be willing to serve on the board. Mr. Bertholf suggested approaching the RCS teachers to get a list of parents who would be good candidates for potential board seats. Ms. Thomas suggested using a method RCS used in the past, which included holding a public meeting that would be open to the public as a recruiting tool. Mr. Bertholf suggested the board schedule a public meeting as Ms. Thomas suggested to help recruit future board members on Tuesday, October 17, 2017 at 5:30 pm, which will be held at RCS. Mr. Bertholf, Ms. Jones, Ms. Carroll, Mr. White and Mr. Lee stated they would be in attendance.

Ms. Hoogenboom presented the monthly finance update, stating the school's net income was unfavorable to budget by \$81,574 from July to August 2017. She stated some of the revenue is lower than budgeted due to timing issues and the timing of how revenue was budgeted. She stated school budget was over in expenses and exceeded revenue by \$2268. Ms. Hoogenboom reported the cash balance is \$85,000. She also stated RCS owes BB&T money

from the \$150,000 line of credit. Ms. Thomas stated that RCS will start repaying the line of credit.

Ms. Thomas stated a renewal on the line of credit rate would be prime plus .25 - .5%.

Mr. Cooler made a motion to renew the line of credit with BB&T Bank in the amount of \$250,000 for up to 24 month payment. Mr. White seconded motion. The motion was unanimously approved.

Ms. Thomas presented the Profit and Loss statement for the Kitchen through August. Currently the program is running at a \$2,268 deficit. This is the result of an annual software expense of \$2,052 that was incurred in August, and upfront food purchases to launch the program for the school year.

Ms. Thomas stated the school has introduced a nachos bar on Tuesdays and a hot dog bar on Thursdays, and the sales trend indicates that lunch sales are rising each week.

Currently school-wide accounts receivable is \$5,000, including but not limited to lunch receivables, and this amount is better than in year's past at this time.

Ms. Thomas presented the Director's Report, stating current RCS enrollment is at 55.1% white. However, she stated there may be some adjustments with families moving. Beaufort County School District is at 54.8%.

Ms. Thomas stated RCS's Empty Bowls Night will be held on November 2, 2017 and the packing of the meals for Stop Hunger Now will take place on Friday, November 3. She added RCS is actively seeking silent auction items for Empty Bowls Night as the school is hoping to raise \$15,000.

Ms. Thomas stated BTR registration will open on October 1, 2017. She also stated the Read-a-thon will end Sept 29, 2017 and school officials and volunteers will be counting money on Oct 3 & 6 at 3:30 pm.

Ms. Thomas reported the bricks will be installed over fall break in the courtyard. Next year's sales will begin on Nov. 1 and Mr. Cooler will have a table at Portfolio Night to sell the bricks.

Ms. Thomas stated meeting for the Field Work/ Capstone Trips for the 5th grade and 8th grade trips have already taken place.

Ms. Thomas proposed one change in policy to the Employee Handbook, all other changes are more "housekeeping" in nature such as revising the salary portion of the handbook to reflect one a month pay, etc. The proposed change in policy is related to paid-time off (PTO) for year round staff. Currently year-round staff accrue 15 PTO days/year whereas 10-month staff (teachers, assistants, etc.) only accrue 10 PTO days/year. Currently policy stipulates that all staff can only accrue up to a maximum 45 days PTO. Since year-round staff accrue PTO at a higher rate, Ms. Thomas proposed that year-round staff be able to accrue up to 67.5 days of PTO which is proportionate to their higher rate of accrual.

Mr. Lee made a motion to adopt the recommended policy. Mr. Troutman seconded motion. The motion was unanimously approved.

Mr. Cooler made a motion to approve the board meeting minutes for the months of June and August 2017. Mr. Lee seconded the motion. The motion was unanimously approved.

Ms. Jones made a motion to adjourn the meeting. Mr. Cooler seconded the motion. The motion was unanimously approved.

Meeting adjourned.