

## MINUTES FOR BOARD OF DIRECTORS MEETING

Riverview Charter School

April 20, 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:** Reece Bertholf, John Troutman, Gayle Carroll, Denise Jones, Lamarr Cooler, Scott Lee, Jim White, Cathy Hoogenboom, Jaime Dailey-Vergara

**Staff Present:** Alison Thomas, AnnMarie Bowden, Natalie Wohlwend, Donna Haram

### Call to Order

Reece Bertholf called the meeting to order at 6:06 pm.

### Public Session

Mr. Scott made a motion to approve the Agenda. Motion was seconded by Mr. Troutman. Motion was approved unanimously.

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

Ms. Jones started a discussion on recruitment and retention strategies to attract board members and students to RCS.

Mr. White suggested board members should start reading the charter as a board to prepare for the upcoming charter renewal. Mr. Bertholf asked Board to review charter and come back to the next meeting with questions.

Ms. Hoogenboom presented the monthly budget report, pointing out RCS is under on base student funding contributions. In addition, she stated RCS is under on food service cost by \$25,415. She also stated uncollected accounts on food service is \$1500 this year and is \$17,530 in total. Hoogenboom stated RCS's cash balance is \$312,000 and that expenses have been held tight.

Mr. Bertholf presented the People and Programs Committee report, stating potential board members have been approached to fill the vacant seat left by LaShonda Scott but the seat is still vacant at this point.

Mr. White made a motion to amend the bi-laws temporarily to allow for a 30 day extension to allow the board time to fill the vacant board seat . Mr. Lee seconded the motion. The board unanimously passed the motion.

Ms. Thomas presented the Director's Report, giving an update on state testing. She reported RCS participated in the State Department's field testing, which included the students taking the test online for the first time. Ms. Thomas also stated MAP testing began and will continue through May 5. She reported state mandated READY testing will be May 9, 10, 11, 24, 25, 28 and also PASS testing will be conducted in May as well.

In regards to the school calendar, Ms. Thomas stated Beaufort County School Board passed the request to the State Board of Education to forgive three days of school to include June 7, 8 and 9.

Ms. Thomas stated as part of National Charter School Week, donation requests are being sent home with students. Mr. Bertholf stated he will create a case for need and that Mr. White will author a letter to the parents asking for donations to support RCS.

Ms. Thomas also stated RCS's insurance policy is set to renew May 8. She stated they are working on it currently. She stated it will be a similar policy as RCS has had in the past except she expects it will be a little more expensive due to the increase in students.

In regards to the RCS Lottery, Ms. Thomas stated there has not been any update from Beaufort County School District or the Office of Civil Rights as of 4/20/17 and are awaiting news.

Ms. Thomas stated the staff has been working on the FY18 budget. She presented the first draft of the FY18 Budget, raising revenue and decreasing expenditures. She stated the first draft of the budget does not balance and is \$160,000 in the red. Ms. Thomas requested authorization for furniture expenses. In regards to base student funding, Ms. Thomas received information from the BCSD, stating the amount reflected in the draft is what is anticipated. On the expenditure side, she stated everything is going up with more staff and increases in insurance and retirement. She stated the overall budget increase is approximately about \$500,000. She stated the Tidewatch program has an increase in expenses but also has an increase in revenue. However, she stated food service is forecasted at a net loss of \$35,000. The Athletics program is being discussed by the PTO. She reported the total deficit is \$119,744.

Mr. Cooler made a motion to go into Executive Session for Personnel/Contract Discussions. Mr. Lee seconded the motion. The motion was approved.

After the Executive Session ended, Mr. Cooler made a motion to give the administration authority to move forward with staffing budget, based on the amount of \$4,943,245. Mr. White seconded motion. The motion was unanimously approved.

Ms. Hoogenboom made a motion to authorize the administration to move forward with investigating the feasibility of outsourcing the school lunch program and to move forward with an RFP. Ms. Carroll seconded the motion. The motion was unanimously approved.

Meeting adjourned.