

## MINUTES FROM BOARD OF DIRECTORS MEETING

Riverview Charter School  
February 18, 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, John Troutman, Gayle Carroll, Aileen Cangiano-Heath, Cathy Hoogenboom, Susanne Douglas

**Members Absent:** Jim White, LaShonda Scott, Jaime Dailey-Vergara

**Staff Present:** Alison Thomas, AK Harper, Ann Marie Bowden, Natalie Wohlwend

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

Mr. Bertholf stated we are in compliance with the FIOA

No public comments

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

Student Showcase – 3<sup>rd</sup> grade demonstrated the concept of gravity and matter.

### **Director's Report**

Lottery Update –Mr. Bertholf spoke with Mary Cordray regarding our lottery procedures and OCR requirements. She was impressed with our efforts and outcomes this past year. Mr. Bertholf asked Mrs. Thomas to forward the Boards recommendations (hold a non-weighted lottery) to BCSD. Mrs. Thomas will be sending the recommendation letter and recruitment efforts to Dr. Moss tomorrow (2/19). Per Mrs. Thomas, she spoke with Dr. Moss and he seemed positive about our outreach efforts. Mrs. Thomas presented to the board the outreach plans from this past year. Dr. Moss asked Mrs. Thomas run a few lottery outcomes as well.

Personnel report – In prep for the FY17 budget. RCS is actively recruiting for employment as we continue to grow. First interviews will be held March 1st. 2<sup>nd</sup> Interviews will be held March 3<sup>rd</sup>. RCS received 32 applicants. Mrs. Thomas asked for Budget Support from Board to move forward with hiring. RCS current revenue is projecting \$6m. 70% is applied towards towards personnel. For the next school year, we need a minimum of 2 staff, 5<sup>th</sup> and 7<sup>th</sup> grade teachers. Base student funding will be going up due to additional students. Per Mrs. Thomas the projected budget is allowing for salary increases, hopefully a little more than the minimum. Mrs. Cangiano-Heath left the meeting at 6:55pm. If we can get operational costs down, we may be able to offer a higher % salary increase. Per Mr. Cooler, personnel budget projections are an integral part of budget planning. Per Mrs. Thomas, they are hoping to hire specialist staff as well because we will require more specialists for additional students. Mrs. Alison is asking the Board to approve \$4.25M for personnel budget tonight, to be able to execute contracts and agreements next month. Mr. Troutman moved to approve \$4.25 FY17 personnel S& F, with the understanding that we need to see an update on how the additional base funding dollars will be spent over the next 60 days. Mr. Cooler seconded. Approved.

Facility Report – Mrs. Thomas presented budget renovations report. Fraser has asked for the remainder (part 2 dollars, \$3.2M) for the new construction. HVAC units by Cafeteria will be replaced, but the BCSD

Maintenance Contract will be paying for this (\$106K). We will pay the lump sum (\$3.3M), but again the \$106K will come from Maintenance Contract. Phase 2 \$2.8M is just a budget number and we continue to discuss the actual amount. Mrs. Thomas will be present this figure at a later date. The rubber fall zone, resurface playground cost \$60K will be replaced and covered under the maintenance plan. 85% of the roof will be replaced, and upgrade the insulation at \$782K. BCSD may be contracting out for the roof/insulation.

Mrs. Jones asked if employment applicants seemed to be more diverse this year. Per Mrs. Bowden, she and staff attended a career fair yesterday in Columbia and yes, they do have more a diverse application pool than previous years.

**Financial Report** – Mrs. Hoogenboom presented financials and there was nothing alarming. Currently projections show \$3K favorable this month. The variances were consistent with last month. Attribute mostly to timing instantaneous. Mr. Bertholf asked that our accountants provide the financial report a week before the Board Meetings. Mr. Cooler reported that we continue to see an uptake in receivables and it correlates to mainly 12 to 15 families. The Board discussed various ways to collect the outstanding receivables. Per Mrs. Thomas, we have recourse with Tidewatch and Field trips but not with lunch. If a child does not pay a \$3 lunch for the day, RCS will not deny that child a lunch. iPad repair is another high receivable. Mrs. Hoogenboom will be sending out the receivable report for Board to review. Board Members are encouraged to explore ways to collect, but this may just be an ongoing Administrative task.

#### **Other Committee Reports –**

Outreach – Mrs. Jones is reaching out to the African American RCS families, encouraging them to sign up for BTR. She is also meeting with churches to talk with them about RCS.

Fund Development – Mr. Lamar reported on the BTR. BTR committee has been working hard and encourages the board and staff to volunteer. BTR needs more registrations. If you see a BTR advertisement on Facebook, please like or share. Sponsorship invoices are being sent out this month. BTR has logged over 2000 volunteer hours for a \$75K return. BTR has discussed if this is the most efficient use of these volunteer time. The hours vs. return needs to be evaluated. For example, Mr. Troutman mentioned we may explore making BTR a Boston Marathon qualifier race.

People and Programs – Mrs. Hoogenboom provided Mrs. Douglas and Mrs. Carroll the requirements the committee needs to move forward with annual tasks. Mrs. Carroll asked the Board if they wish to continue the same process for evaluations and/or do we need to stop moving forward in order to get one faculty, community and parent. The committee will discuss the process with Hoogenboom to execute the next survey. Per Mr. Bertholf, please send out the letters to parents, faculty and staff requesting volunteer on any committee.

**Executive Session** – Mr. Cooler move to go into Exec. Mr. Troutman seconded. Approved.

Mr. Bertholf moved us out of executive.

Per Mrs. Alison she will send the link to live webinar for our annual board training. The live webinar is 3/3/16 at 6pm.

Mrs. Hoogenboom moved to approve minutes from 2/8 meeting. Mrs. Douglas second. Approved.

#### **Next Board Meeting**

Thursday, March 17th, 2016 at 6pm

Mr. Troutman Moved to adjourn. Mrs. Jones Second. Approved