

## MINUTES FOR BOARD OF DIRECTORS MEETING

Riverview Charter School  
August 10, 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, Lamarr Cooler, Jim White, Denise Jones, Scott Lee, Jaime Dailey-Vergara, Mark Rennix

**Staff Present:** Alison Thomas, Natalie Wohlwend

### Call to Order

Reece Bertholf called the meeting to order at 6:08 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 Mark Rennix was recommended by the People and Programs Committee as a new appointment to the Riverview Charter School Board of Directors. Mr. White made a motion to approve Mr. Rennix as a new Board Member. Mr. Lee seconded the motion. Motion was unanimously approved. Mr. Rennix was then appointed to the Outreach Committee.

Mr. Cooler presented the financial yearly report. Mr. Cooler stated Base Student Funding continues to have the largest variance with a -\$296,841. He stated overall RCS had a net loss of -\$517,189 with a variance of -\$283,476. He broke out the cost per student at \$10,309.

Ms. Thomas stated the cash balance is \$389,000 and says the school has been working with McKay Kiddy on expenses. She stated the school would need to borrow from the line of credit later this month.

Mr. Bertholf stated Ms. Dailey-Vergara, Mr. Bertholf and Mr. Cooler's board term limits expire on December 31, 2017. He stated the People and Programs Committee will begin getting the slate together for the upcoming election.

Director Thomas updated the Board on a number of items. She stated RCS is in compliance with OCR and she stated Superintendent Moss has been sent an updated summary. Ms. Thomas announced the Read-A-Thon will take place this school year (Aug 28 – Sept 22) and they are looking for volunteers to help. The BTR kickoff meeting will be at the end of the month. This year, she stated the BTR will be working on a tighter budget and the Althoff's will again be spearheading the event for the second year. She stated the BTR early registration will be Oct 1. The BTR Committee will be at Meet the Teacher night with gear.

Ms. Thomas stated Melissa Waters is the PTO Pres again this year and the PTO will be selling t-shirts again. She stated Oct 4 & Nov 11 will be PTO work days for improvements to

Kindergarten projects and K, 1<sup>st</sup> and 2<sup>nd</sup> grade playground. Future programs for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders include an Octo-ball pit and a 9 square structure.

Ms. Thomas stated RCS is fully staffed and information for new staff members is on website)

Ms. Thomas stated she met with Robert about Facilities. The final payment to Frazier is being made but not with MBKahn because there is still some punch list items that need to be addressed. Ms. Thomas stated she got more information on maintenance issues for the \$4 million we have access to for the remainder of the lease. Ms. Thomas stated we RCS has spent \$1.3 for the roof, HVAC, kitchen equipment, etc.

Ms. Thomas gave a lunch plan update stating the lunch program lost a significant amount of money last year, which is estimated at \$26,000 last year. Ms. Thomas stated they are still communicating about this so this is not a final number and could fluctuate.

Ms. Thomas stated the school only received one response to the RFP for the lunch program, which was from the school's chef, Lisa Eklund. Ms. Thomas stated she signed an agreement with Ms. Eklund for 6 months and if the school is not running in black numbers by December, we will have to revisit. She stated RCS is raising lunch prices because RCS was charging less than the USDA was reimbursing the school. This is the first time the school is raising lunch prices since RCS opened up nine years ago.

The Finance Committee recommends ratification of the 990. Mr. Lee made a motion to ratify the 990. Mr. Cooler seconded the motion. The board unanimously approved the motion.

Ms. Thomas recommended the Board table the Employee Handbook approval. Ms. Jones made a motion to table the Employee Handbook discussion. Mr. Lee seconded the motion. The Board unanimously approved tabling the motion.

Ms. Thomas presented a Family Handbook Summary of changes to the Board. The recommended changes to the RCS Family Handbook included a number of items including one to the General Dismissal policy which would require car riders who have not been picked up by 3:40 pm to be sent to Tidewatch After School program, which is a \$15 daily drop-in rate instead of a rate of \$1 per minute late. The summary of changes also include a change to the Attendance and Excused Absences policy, which reduces the number of days parents may excuse children without a doctor's note from 10 days to 5 days. In addition, the summary included a change to the Expulsion Procedures to state: *"If expulsion procedures are initiated, the parent/guardian of the student will be notified in writing of the offense(s) which the student is accused of committing and of the time and place of a hearing before Hearing Officers designated by the Board. The student may be suspended during the time of the expulsion proceedings."* Ms. Thomas is to discuss the change with the Expulsion Procedure with RCS's attorney.

Mr. Lee made a motion to adopt the Family Handbook Summary of Changes as presented. Mr. White seconded the motion. The Board unanimously approved the motion.

Ms. Dailey-Vergara made a motion to move into Executive Session. Mr. Cooler seconded the motion. The Board unanimously approved moving into Executive Session.

Upon returning to Public Session, Ms. Dailey-Vergara made a motion to adjourn. Mr. Cooler seconded the motion. The Board unanimously approved the motion.

Meeting adjourned.