

Board of Directors Meeting Minutes

Riverview Charter School

November 30, 2020, 6:00pm, Riverview/Zoom

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:

Mary Jordan Lempeis, Katherine Ferguson, Nicole Johansen, Vincent Brennan, Lamarr Cooler, Arthur O'Kelley, Mindy Farris, Julia Wittchen-Price, Joey Grice

Leadership Team Present: Sarah Cox, Liz O'Brien, AK Harper

Public Present:

106 participants via Zoom.

Call to Order

Meeting called to order at 6:08.

Public Session

- (I) Agenda approved.
- (II) We are in compliance with Freedom of Information Act. Staff, parents, RCS community at large, BCSD, and news outlets notified of meeting via email at 4:00pm on November 29, 2020. Notice posted to school building at the same time.
- (III) Motion to move to executive session for personnel discussion. Motion passes unanimously.

Executive Session

Personnel Discussion

Resume Public Session

- (I) Motion for all employees of Riverview to receive a \$1000 bonus to be received in December. Motion passes unanimously.
- (II) Public Comments to the Board: Jenny Mobley, Laurie Cooler, Stephanie Luzny, Kerry Cosneau, Nicoala Shiflet, Dawn Harris, Jonetta Green, Donna Strebe, Joel Iacopelli, Geneva Baxley.
- (III) Finance Committee Report
 - (i) October 2020 Financial Report
 - i. Cash Balance as of October 31, 2020 was \$2,059,400.
 - ii. Revenue for the four months, ended October 21, was \$2,366,000 compared to budgeted revenue of \$2,555,000. RCS's primary source of Revenue is Base Student Funding from BCSD which was \$2.2 million year to date.

- iii. Expenses for the four months ended October 31 totaled \$2,411,810 compared to budgeted expenses of \$2,626,701.
- (ii) Audit Report by Kimberly Hrivnak , Senior Auditor with Elliot Davis LLC
 - i. Scope of the Audit considered the internal control over financial reports.
 - ii. The auditor's report expresses an unmodified opinion on the financial statements.
 - iii. There are no significant deficiencies relating to the audit of the financial statements.
 - iv. No instances of non compliance related to the financial statements were disclosed during the audit.
 - v. Slight increase in revenue and expenses due to increase in students compared to prior year.
 - vi. Year over year increase in the cash balance as of June 30, 2020 due to PPP loan.
 - vii. Fund balance as of June 30, 2020 can cover 95 days of operations. Elliot Davis recommends a fund balance should be able to cover 3 to 6 months of daily costs. RCS had approximately funds to cover 1 month as of June 30, 2019.
 - viii. Greater than 50% of funds (revenues) cover the cost of instruction which is in keeping with guidelines.

(IV) People and Programs Committee

- (i) Board election happens annually and just began today. Voting open Monday, November 30 and runs until Monday, December 7, 6:00pm.
- (ii) Instructions sent to parents and staff via ConstantContact email, followed by an email from ElectionRunner.com with a unique link for each family.
- (iii) Check your SPAM folder for the ElectionRunner.com email, as it is a new service used by RCS. Email kmcquire@riverviewcharterschool.org if you do not receive it by the end of Monday, November 30.

(V) Director's Report

- (i) Teacher Survey regarding learning models during covid. Common results:
 - i. Many would like a virtual option continue through the entire school year.
 - ii. Many would like to keep Fridays virtual as it is a saving grace.
 - iii. Continue to have technology issues, which are frustrating.
 - iv. Feeling tired and stretched thin.
 - v. Concerned with virtual students who are not engaged.
- (ii) Several covid quarantines currently. Many teachers out.
- (iii) Two positive covid cases.
- (iv) Putting together a medical advisory board, to advise Board and Leadership.
- (v) Currently seeking two new teachers.
- (vi) Recommendation to begin full virtual model from Dec 7-22 due to lack of staffing.
 - i. Teachers are better equipped to meet individual student needs now as they know them well.
 - ii. Hoping to hire additional staff, and altering model so to limit close contacts, so a staffing issue will not be an issue again.

- iii. RCS, as an employer, will offer child care for teachers' children on campus. This also maintains employment for Tidewatch staff.
- iv. Counselors follow-up with non-engaged virtual students and communicate to
- v. Live and pre-recorded lessons.
- vi. Request to Ms. Cox to present technology needs to Board, so those things can be purchased and installed asap.
- vii. Ms. Cox to come to next board meeting with new staffing needs/plans/recommendations,
- viii. MAP testing will be able to continue through a shift to full virtual.

(VI) Permanent Director Search Committee

- (i) Committee has been formed and is Katherine Ferguson, Mindy Farris, Mary Jordan Lempesis and Reece Bertholf.

(VII) Discussion regarding current learning platform.

- (i) Recognition that there has been lots of support for both in-person and virtual options through the last few months.
- (ii) Motion to accept Ms. Cox's recommendation to move to all-virtual learning December 7-22, with a return to the current hybrid (4 days in the building, 1 day virtual OR all virtual) on January 4. Motion passes unanimously.

Motion to move to executive session to discuss permanent director search. Motion passes unanimously.

Executive Session

Discussion regarding permanent director search.

Public Session

(VIII) Permanent Search Committee has been researching the process which should be taken. Committee has interviewed the Williams Group to provide a full service executive search support process for the permanent director search.

- (i) Motion to hire the Williams Group, LLC to provide a full service executive search support process with the cost to not exceed \$15,000 without further approval from the board; and authorize the Permanent Director Search Committee to engage and execute the engagement later with the Williams Group, LLC. Motion passes unanimously.

Next Board Meeting

Thursday, December 17, 6:00pm

Approval of Minutes from 10/15/20 and 10/29/20. Motion passes to approve minutes 9/10. Reece Bertholf abstains from vote as he was not present at one of those meetings.

Adjourn

Meeting adjourned at 9:48pm.