



Minutes

Board of Directors Communities In Schools of Robeson County Wednesday, August 16, 2017

Members Present

*Abe Marshall	*Janet Blue	*Lori Dove	Kim Woods
*Desiree' Walker	*Bill Smith	Jeanette Evans	Eva Patterson Heath
*Oryan Lowry	*James Mitchell	Amanda Hunt	Denise Fann
*Cammie Hunt	*Angela Sumner	Herman Locklear	
*Herbert Lowry, Jr	*Carolyn Floyd Robinson		

Staff Present

Dencie Lambdin-Executive Director
Connie Britt – Office Finance Manger
Billy Haggans – Principal, CIS Academy

Agenda Item I- Call to order and Invocation

Lori Dove called the meeting to order at 7:40 am, and the board went into open session. Lori asked for a motion to approve the Agenda with the addition of 25th Anniversary celebration as an item. Abe Marshall made the motion, it was seconded, all were in favor and the motion carried. Lori then reported on action taken by the Executive Committee at their meeting on July 26 to approve the Contract for Audit presented by S. P. Douglas and Associates.

Agenda II- Minutes

Lori Dove presented the May minutes to the board for approval. Desiree' Walker made a motion to approve the minutes with the correction of Executive Board meeting being changed to CIS Board Meeting. Lori Dove seconded the motion, all were in favor and the motion carried.

Agenda III-Finance

The Finance Committee met on August 9. Lori Dove reported out on a committee decision to provide a 3% increase in salaries for teachers and staff. Angela Sumner made a motion from the Finance Committee to this effect. All were in favor and the motion carried. Lori Dove presented the proposed budget for CIS Academy for the school year 2017-2018 with the insertion of the previously proposed salary increase. Abe

Marshall made a motion to approve, Oryan Lowry seconded the motion; all were in favor and the motion carried. Lori then presented the CIS of Robeson County proposed budget to the board for approval. Angela Sumner made a motion to approve, Desiree' Walker seconded the motion; and the motion carried. The treasurer's report was then presented to the Board for approval. Cammie Hunt made a motion to approve the Treasurer's report, Janet Blue seconded the motion; all were in favor and the motion carried. CIS Financial report was then presented to the Board for approval. Angela Sumner made a motion to approve the CIS Financial Report. James Mitchell seconded the motion; all were in favor and the motion carried. CIS Academy Financial report was then presented to the Board for approval. Angela Sumner made a motion to approve the CIS Academy Financial. Cammie Hunt seconded the motion; all were in favor and the motion carried.

Agenda IV-CIS Academy Report

The Title One Grant, Title II Grant and the IDEA Grant are ready for submission to the NC Department of Public Instruction, accompanied by the Prayer Certification, Debarment Certification, and the NC State of Assurances. Angela Sumner made a motion to approve the submission of federal grants with the appropriate certifications and assurances. Carolyn Floyd-Robinson seconded the motion; all were in favor and the motion carried. Billy Haggans, principal, reported that CIS Academy had 9 student applications to Early College for the new school year and 5 were approved. The ten-year Charter Renewal Agreement has been signed by the State Superintendent. The current enrollment for the upcoming school year is 115. The bus routes are currently being identified and the range from 48 to 50 miles a day for students. The Public Schools of Robeson County will be providing training to our bus drivers. The CIS Academy will hold its Open House on Thursday, August 24, 2017, from 1:00 pm until 6:00 pm. 2016/17 EOG results have not been certified, but Haggans reported that there was a 7% increase in testing proficiency as a result of the two week summer remediation following the end of the school year. Final results will be available following the State Board of Education meeting in early September.

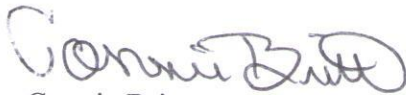
Agenda –VI-Executive Director Report

Dencie Lambdin reported that CIS of Robeson County is celebrating its 25th Anniversary on Oct. 12, and the Academy is celebrating its 20th year of operation on Oct. 13. Both of these events will take place in the gymnasium of the Academy. Total Quality Systems (TQS) reaccreditation will take place in June, 2018. The Finance Committee has reviewed Fiscal Policies and these will be voted on in September. Other policies and procedures will be submitted throughout the year for updating and a vote. Funding has been provided for BakPak Pals from several sources, PSRC contracts for Great Leaps and Purnell Swett High School were increased by approximately 10% each, a letter of interest was sent to the NC Innovative School District for possible management of a low performing school in our county that could be chosen by the State Board of Ed. Work has begun on applying for an ESSA grant that would continue to provide STEM after school programming at two schools. Susan Everhart, grant writer from CISNC, will be writing the grant coordinating with CISRC staff.

Agenda –VII – Adjournment

Prior to adjournment, Lori Dove asked all members present to read and sign the CIS Conflict of Interest. Connie Britt will collect them at the end of the meeting. Absent members will receive them in the mail to be signed and returned. She also announced that the Executive Directors Performance Review was handled by the Executive Committee and all board members extended warm regards for Dencie's leadership. The Annual Operations Plan taken from the Three Year Strategic Plan were both emailed to the members one week prior to the meeting. The 2017/18 Annual Operations Plan was approved by all after a motion by Carolyn Floyd Robinson and second by James Mitchell. Prior to closing the meeting, Lori Dove read the CIS mission statement. The meeting was adjourned at 8:33 with a motion by Abe Marshall, a second by Oryan Lowery and favorable vote by all.

Recorded and Submitted,



Connie Britt
Office Finance Manager

Board Secretary



Carolyn Floyd Robinson



CIS BOARD MEETING

08/16/2017

7:30 A.M.

TWO HAWK SERVICES

118 W. 5TH STREET

LUMBERTON, NC 28358

The mission of Communities In Schools is to surround students with a community of support,
empowering them to stay in school and achieve in life.

----- Agenda Topics -----

CALL TO ORDER	L.DOVE	5
APPROVAL OF AGENDA	L. DOVE	5
MINUTES	C.FLOYD ROBINSON	5
FINANCE COMMITTEE	A. MARSHALL	10
CIS ACADEMY	B. HAGGANS	10
<i>25th Anniversary Celebration</i> EXECUTIVE DIRECTOR	R. LAMBDIN	10
ADJOURMENT	L. DOVE	5

Action Items:

Budgets

Financials

Audit Contract

Title I Grant

Title II Grant

IDEA Grant

Prayer Certification



Minutes

CIS Board of Directors

May 24, 2017

PO Box 706

Lumberton, NC 28359

7:30 am

Members Present

Angela Sumner

Abe Marshall

Bill Smith

Lori Dove

Cammie Hunt

Linda Branch

Desiree Walker

Eva Patterson Heath

Janet Blue

Denise Fann

Herbert Lowry

Carolyn Floyd-Robinson

Staff Present

Dencie Lambdin-Executive Director

Beth Terranova-Special Projects Coordinator

Agenda Item I- Call to order and Invocation

Lori Dove called the meeting into open session.

Agenda II- Minutes

Carolyn Floyd-Robinson indicated the March Minutes were sent home in the board packets. Motion to accept the minutes by Carolyn Floyd-Robinson, Desiree Walker seconded the motion. All were in favor and the motion carried.

Agenda III-Finance

Abe Marshall presented the CIS financials YTD with a reminder that the fiscal year ends as of June 30. Carolyn made a motion to approve, Cammie Hunt seconded, motion passed. CIS Academy revised budget was presented by Abe Marshall with expenses redistributed for extra funding that was received. Angela Sumner made a motion to approve revisions with the understanding that final revisions for spending down state monies would be given to the administrative staff guided by the Finance Committee, Linda Branch seconded the motion, motion passed. Abe Marshall presented Academy YTD financials, Denise Fann motioned to approve, Desiree Walker seconded, the motion passed. The Treasurer's Report was also presented by Abe Marshall. Angela Sumner made a motion to approve the Treasurer's Report, Eva Patterson Heath seconded the motion. All were in favor and the motion carried.

Agenda Item IV Resource Development

The final results from the fundraiser included \$55,00 in cash collected and \$6,000 of in kind provided. Final expenses were \$4,614.

Agenda Item V Nominating Committee

Linda Branch and Gary Strickland will be rotating off the Board having served 6 years and 3 years respectively. Linda Branch has agreed to remain active with the Resource Development. The Nominating Committee presented the following Board Members to continue with a second 3- year term: Janet Blue, Cammie Hunt and Oryan Lowry. Angela Sumner, having served in an ex officio position this last year, was reinstated as a full member with a new 3-year term. The slate of officers presented include: Lori Dove, Chair; Cammie Hunt, Vice Chair; Carolyn Floyd Robinson; Secretary and Abe Marshal, Treasurer. Eva Patterson Heath made a motion to accept new terms and the offices as presented, Carolyn Floyd Robinson made a second to approve and the motion passed. Linda Branch was thanked for her 6 years of service on the board. We appreciate her hard work and dedication to the CIS Board and her willingness to help out in all areas.

Agenda VI-CIS Academy Report

Dencie Lambdin gave the CIS Academy Report. Mr. Billy was unavailable since the Academy was administering the Science EOG to the 8th grade students. Reading and Math EOG's will be next week. The Academy had 9, 8th grade students apply to Early College at RCC.

The board members are invited to the Academy graduation Ceremony on June 7th at 9:30 am. There will be a summer remediation program for the students starting June 12. It will be ½ days and breakfast and transportation will be provided. The retesting will count for the students overall growth. The 10 year Charter Renewal has been signed by Lori Dove. The Child Nutrition Contract has also been signed by Lori Dove.

Agenda -VII-Executive Director Report

Dencie thanked the following board members for their participation in College and Career day at Pembroke Middle School and Townsend Middle School: Gary Strickland and Amanda Hunt attended PMS and Branch sent a team from Coldwell Banker to speak at Townsend Middle school. Eva Patterson Heath shared her experience and was thankful to represent CIS at the United Way Day of Caring. Eva was able to collect 500 pounds of donated food to "get out of Jail".

Breanna Branch has several of her Girls Empowerment group participating in a Fashion Show on June 1st at Townsend Middle School. The Board was invited to support the girls in a fun night out. They will be wearing fashion of their Career Choice.

Heather Wallis and Lynn Johnson from CISNC came to visit Dencie at the CIS offices and spoke about the new TQS 2.0. Lynne Johnson is the new VP for Student Support. The women will be helping with the re accreditation for next year and a time line has been given to Dencie for the board to follow. Volunteers will be needed this summer to get started on the planning for the documentation and to review policies for the Board to approve. Lori Dove is also looking for help and a committee to Chair the planning of the CIS 25th Anniversary for September/October 2017. Abe Marshall, Angela Sumner and Janet Blue are willing to help. The Book 'Em Event will be September 23rd at RCC. CIS National celebrated their 40th Anniversar earlier this month in California. Attending along with Dencie, BreAnna Branch and Jordyn Roarke were able to present at a breakout session of the Conference on emergency help for homeless students working through the McKinney Vento Act. This funding helps ensure immediate enrollment and educational stability for homeless children and youth. This was a grant that helped our local children during the hurricane hardship some families met back in October during the flood. BreAnna and Jordyn will also present this program at the CIS State Impact Conference in August.

Recorded and Submitted,

Beth Terranova

CIS OF ROBESON COUNTY

TREASURER'S REPORT

AUGUST, 2017

\$ 3,028.15	CIS CASH ON HAND
26,000.00	DUE FROM PSRC-SPECIAL PROJECT CONTRACT
<u>7,180.00</u>	DUE FROM JCPC FOR JULY & AUG.
36,208.15	AVAILABLE FOR CIS OPERATIONS

\$35,720.42 at Lumbee Guaranty Bank - (CIS)

\$ 91,884.28	ACADEMY CASH ON HAND
<u>82,500.00</u>	DUE FROM DPI FOR PRC 036 STATE FUNDS
\$174,484.28	AVAILABLE FOR ACADEMY OPERATIONS

\$75,198.98 at BB&T BANK (ACAD)

FINANCIAL REPORT

[illegible]

CIS OF ROBESON COUNTY
FINANCIAL REPORT
JULY 2017

ACCOUNT	EXPENSES	BUDGET	JULY	TO DATE	DIFFERENCE
1 5000	PAYROLL EXPENSES		16,146.06	16,146.06	
2 5100	BENEFITS		1,752.79	1,752.79	
3 5132	RENT		500.00	500.00	
4 5562	TELEPHONE		369.30	369.30	
5 6202	POSTAGE		70.00	70.00	
6 6650	EQUIPMENT EXPENSES		0.00	0.00	
7 6700/6800	PRINTING/DUES		0.00	0.00	
8 6913	MEALS		89.61	89.61	
9 6915	MILEAGE		64.59	64.59	
10 7000	STAFF DEVELOPMENT		0.00	0.00	
11 7100	SUPPLIES		32.17	32.17	
12 7300	PROFESSIONAL FEES		0.00	0.00	
13 7400	COMPANY INSURANCES		864.00	864.00	
14 7500	STUDENT/VOL RECOGN		0.00	0.00	
15 8800	FUND RAISING EXPENS		0.00	0.00	
16 8901/8904	MISCELLANEOUS/ADVERT		42.80	42.80	
17 8902	TOWNSEND MIDDLE (PNC)		0.00	0.00	
18 8916	GRASS ROOTS GRANT		0.00	0.00	
19 8917	BAK PAK PALS		0.00	0.00	
20 6400	GREAT LEAPS EXP		0.00	0.00	
21 7200	CIS SITE CORRINATORS		0.00	0.00	
22 9901	UTILITIES		207.64	207.64	
	TOTAL	0.00	20,138.96	20,138.96	0.00

**CIS ACADEMY
FINANCIAL REPORT**

	LOCAL EXPENSES	BUDGET	JUNE 2017	JULY	TO DATE	DIFFERENCE
1	SALARIES			0.00	0.00	
2	TAXES			0.00	0.00	
3	WORKSHOPS EXPENSES			0.00	0.00	
4	MILEAGE			51.30	51.30	
5	SUPPLIES			0.00	0.00	
6	EQUIPMENT PURCHASE			0.00	0.00	
7	ADMINISTRATION FEE			10,000.00	10,000.00	
8	MISCELLANEOUS CONTRACTS			0.00	0.00	
9	TELEPHONE			0.00	0.00	
10	POSTAGE			0.00	0.00	
11	RENT			0.00	0.00	
12	CONTRACTED FOOD/PURCHASES			267.56	267.56	
	TOTAL LOCAL EXPENSES	0.00		10,318.86	10,318.86	0.00
	FEDERAL EXPENSES	BUDGET	JULY	TO DATE	DIFFERENCE	
1	3-050-TITLE ONE		2,986.98	2,986.98		
2	3-060-EXCEPTIONAL CHILDREN		0.00	0.00		
3	3-101-TITLE V MONIES		0.00	0.00		
4	3-103-IMPROVING TEACHER QUALITY		0.00	0.00		
	TOTAL FED EXPENSES	0.00	2,986.98	2,986.98		0.00
	OVERALL TOTALS	BUDGET	JULY	TO DATE	DIFFERENCE	
1	STATE TOTALS		83,152.70	83,152.70		
2	LOCAL TOTALS		10,318.86	10,318.86		
3	FEDERAL TOTALS		2,986.98	2,986.98		
	TOTAL OVERALL EXPENSES	0.00	96,458.54	96,458.54		0.00

**CIS ACADEMY
FINANCIAL REPORT**

INCOME		BUDGET JUNE 2017	JULY	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST				
2	1-036-STATE DPI	832,443.00	0.00	0.00	-832,443.00
3	2-036-LOCAL MISCELLANEOUS				
4	2-036-LUNCH REIMBURSEMENT-LOCAL				
5	2-036-PSRC				
6	3-050-TITLE ONE				
7	3-060-EXCEPTIONAL CHILDREN				
8	3-101-TITLE V				
9	3-103-IMPROVING TEACHER QUALITY				
	TOTAL INCOME	832,443.00	0.00	0.00	-832,443.00
STATE EXPENSES		BUDGET	JULY	TO DATE	DIFFERENCE
1	SALARIES		23,974.82	23,974.82	
2	TAXES		1,791.68	1,791.68	
3	BENEFITS		3,172.07	3,172.07	
4	WORKERS COMP/UNEMPLOYMENT		255.95	255.95	
5	CONTRACTED EC		0.00	0.00	
6	WORKSHOPS		390.44	390.44	
7	MILEAGE		0.00	0.00	
8	POSTAGE		98.00	98.00	
9	DUES/FEES		150.00	150.00	
10	SUPPLIES		2,966.23	2,966.23	
11	EQUIPMENT PURCHASE		0.00	0.00	
12	ADMINISTRATION FEE		20,000.00	20,000.00	
13	TECH SUPPORT		1,820.00	1,820.00	
14	TELECOMMUNICATIONS		750.00	750.00	
15	UTILITIES/TELEPHONE		995.02	995.02	
16	BEHAVIORAL SPECIALIST (29)		2,188.70	2,188.70	
17	TRANSPORTATION COST		6,517.75	6,517.75	
18	VECHICLE PURCHASE		8,437.50	8,437.50	
19	MISCELLANEOUS CONTRACTS		480.41	480.41	
20	CLEANING SULLPIES		1,385.13	1,385.13	
22	INSURANCE COST		7,572.00	7,572.00	
23	AUDIT		0.00	0.00	
	PRINTING & BINDING		207.00	207.00	
	TOTAL STATE EXPENSES	0.00	83,152.70	83,152.70	

**CIS OF ROBESON COUNTY
PROPOSED BUDGET
2017-2018**

	INCOME	ACUTUAL 2016-2017	PROPOSED 2017-2018
1	4025-CAMPAIGN	60,000.00	60,000.00
2	4155-ROBESON COUNTY	4,000.00	4,000.00
3	4157-UNITED WAY	13,500.00	12,500.00
4	4110-GRANTS	10,305.00	5,000.00
5	4125-QUALITY IMPROVEMENT	20,000.00	20,000.00
6	4161-CIS MISCELLANEOUS	8,082.00	6,000.00
7	4162-PUBLIC SCHOOL OF ROBESON CO.	64,154.00	68,155.00
8	4166-ACAD ADMINISTRATION	70,000.00	70,000.00
9	4169-BAK PAK PALS	36,105.00	20,000.00
10	4118-JCPC AFTER SCHOOL	4,500.00	4,500.00
11	4125 - RIBBON OF HOPE GRANT	0.00	25,000.00
12	UNITED WAY DOLLARS	0.00	29,000.00
	TOTAL INCOME	290,646.00	324,155.00
	EXPENSES	ACUTUAL 2016-2017	PROPOSED 2017-2018
13	5000-EMPLOYEE COMPENSATION	193,634.00	193,635.00
14	5132-EMPLOYEE BENEFITS	17,380.00	17,424.00
15	5562-RETIREMENT	3,687.00	3,687.00
16	6200-RENT	6,000.00	6,000.00
17	6300-TELEPHONE	4,325.00	4,655.00
18	6400-GREAT LEAPS PROJECT	4,040.00	2,500.00
19	6500-POSTAGE	404.00	400.00
20	6506-PAYROLL TAXES	14,775.00	14,775.00
21	6650-EQUIPMENT MAINTENANCE/PURCHASE	0.00	1,000.00
22	6700-PRINTING	0.00	250.00
23	6800-PUBLICATION/DUES	150.00	500.00
24	6913-MEALS	117.00	500.00
25	6915-MILEAGE	2,482.00	3,200.00
26	7010-CONFERENCES	1,630.00	1,200.00
27	7100-SUPPLIES	4,602.00	4,700.00
28	7200-SITE COORDINATOR	37.00	500.00
29	7300-PROFESSIONAL FEES	2,900.00	2,900.00
30	7400-COMPANY INSURANCES	2,265.00	3,000.00
31	7500-STUDENT/VOLUNTEER REG	488.00	2,000.00
32	8800-FUNDRAISING EXPENSES	4,615.00	5,143.00
33	8900-MISCELLANEOUS	6,314.00	4,000.00
34	8904-ADVERTISING	0.00	250.00
35	8916 - GRASS ROOTS GRANT	2,000.00	2,500.00
36	8917-BAK PAK PALS	24,400.00	19,285.00
37	9901-UTILITIES	2,284.00	2,525.00
38	RIBBON OF HOPE GRANT	0.00	25,000.00
39	PNC GRANT	2,835.00	0.00
40	DEPCOM GRANT	3,972.00	0.00
	TOTAL EXPENSES	305,336.00	321,529.00
	PROPOSED 8/17		

CIS ACADEMY
PROPOSED STATE BUDGET
 July 2017 through June 2018

		ACTUAL 2016-2017	PROPOSED 2017-2018
Income			
	1-3100-036-000-NCDPI	806,362.00	836,610.00
Total Income		806,362.00	836,610.00
Expense			
	1-5110-036-121-TEACHER	210,946.00	211,250.00
	1-5110-036-143-TUTORS	30,159.00	30,159.00
	1-5110-036-183-SALARY INCENTIVE	31,478.00	31,478.00
	1-5110-036-211-TAXES	21,348.00	21,348.00
	1-5110-036-221-IRA	5,222.00	5,222.00
	1-5110-036-231-HEALTH INSURANCE	30,104.00	30,105.00
	1-5110-036-232-WORKERS COMPENSA	7,243.00	7,245.00
	1-5110-036-312-WORKSHOPS	245.00	1,200.00
	1-5110-036-315-PRINTING & BIND	0.00	2,000.00
	1-5110-036-332-MILEAGE	160.00	200.00
	1-5110-036-361-DUES/FEES	645.00	745.00
	1-5110-036-411-OFFICE SUPPLIES	11,513.00	11,500.00
	1-5120-036-233-EMPLOYMENT SECUR	3,007.00	3,007.00
	1-5120-036-461-FURNITURE PURCHASE	0.00	10,000.00
	1-5120-036-541- EQUIPMENT PURCH	17,445.00	7,500.00
	1-5210-036-143-TUTOR	15,163.00	15,200.00
	1-5210-036-211-TAXES	1,142.00	1,159.00
	1-5210-036-311 - CONTRACTED EC	5,668.00	5,668.00
	1-5400-036-114-PRINCIPAL	57,364.00	60,960.00
	1-5400-036-151-OFFICE PERSONNEL	22,644.00	22,160.00
	1-5400-036-211-TAXES	6,117.00	6,445.00
	1-5400-036-221-IRA	2,350.00	2,500.00
	1-5400-036-311-ADMINI FEE	45,000.00	45,000.00
	1-5820-036-152-SIMS OPERATOR	32,716.00	32,270.00
	1-5820-036-211-TAXS	2,289.00	2,459.00
	1-5820-036-221-IRA	961.00	969.00
	1-6400-036-311-TECH SUPPORT	15,015.00	15,880.00
	1-6400-036-411-SUPPLIES & MATER	23,028.00	18,250.00
	1-6500-036-342-POSTAGE	282.00	500.00
	1-6510-036-343-TELECOMMUNICATIO	5,266.00	2,000.00
	1-6530-036-321-UTILITIES	13,944.00	13,945.00
	1-6540-036-173-CUSTODIAN	21,009.00	21,010.00
	1-6540-036-211-TAXES	1,607.00	1,607.00
	1-6540-036-221-RETIREMENT	607.00	607.00
	1-6550-036-171-BUS DRIVER	40,762.00	40,762.00
	1-6550-036-211-TAXS	3,116.00	3,116.00
	1-6550-036-221-RETIREMENT	877.00	877.00
	1-6550-036-331-CONTACT TRANSP	35,215.00	35,550.00

CIS ACADEMY
PROPOSED STATE BUDGET
 July 2017 through June 2018

		ACTUAL 2016-2017	PROPOSED 2017-2018
	1-6550-036-422-PARTS & LABOR	13,960.00	12,250.00
	1-6550-036-423-FUEL COST	21,446.00	21,450.00
	1-6550-036-551-PURCHASE VEHICLE	5,625.00	8,438.00
	1-6570-036-529-MISC. CONTRACTS	12,614.00	17,614.00
	1-6580-036-411-CLEANING SUPPLIE	10,584.00	10,500.00
	1-6580-036-532-IMPROVEMENT TO SITE	0.00	6,000.00
	1-6610-036-371-LIABILITY INSURA	7,865.00	7,865.00
	1-6610-036-372-BUS INSURANCE	7,111.00	6,708.00
	1-6930-036-311-AUDIT	5,500.00	7,000.00
	1-6950-036-313- ADVERTISING	0.00	500.00
	Total Expense	806,362.00	820,178.00
			16,432.00

CIS Board Meeting 8/16/2017

1. Early College (9 applications submitted; 5 students accepted)
2. 2017-2027 Charter Agreement (signed by the State Superintendent on behalf of the SBE; original copy on file with the Office of Charter Schools)
3. Summer School
4. 2016-2017 EOG Results
5. Current Enrollment (115 students)
6. Bus Routes *48 to 55 miles - Training with PSRC*
7. Open House (1pm - 6pm Thursday, August 24, 2017)
8. MTSS Training (Module 2)
9. CIS of Robeson (25th Anniversary) / CIS Academy (20th Anniversary) *Oct -12-13*
10. GreenState Landscaping / PSRC Maintenance

August, 2017

CIS Board of Directors

Executive Director's Report on meeting Annual Goals

by Dencie Lambdin

Develop capacity-building strategies

- **Maintain accredited CIS affiliate status**
 - Total Quality System (TQS) reaccreditation for 2017/18 will include review of all CIS policies and procedures as they pertain to both business and school site standards set forward by CIS National. These will be reviewed and brought forward to the Board for approval. Currently working on Financial Policies, Personnel Policies to be voted on in September
- **Diversity and strengthen Board of Directors**
 - Board member training through the CIS National Pathway

Implement procedures to ensure sustainability

- **Generate funding to sustain operations and support future growth**
 - Walmart Community Foundation grant submitted in the amount of \$33,000 to provide for after school programming at Pembroke Middle School
 - BakPak Pals grant applications funded by NC Community Foundation \$2,000, Kiwanis of Robeson/Lumberton \$2000, Red Springs Rotary \$2500
 - Contracted with S. P. Douglas for 2016/17 audit
 - PSRC contracts for Great Leaps and Purnell Swett High School were increased by 10% each

Deliver and sustain high quality student supports leading to positive impacts

- **Deliver and sustain high quality student support leading to positive impacts**
 - Summer programming at Prospect Elementary school for two weeks
 - Letter of Intent to NC Innovative School District for possible management of a school that would be chosen by the NC State Board of Education as a low performing school of the ISD
 - Presented to PSRC Board of Education at their last meeting to connect Jobs for America's Graduates (JAG), a collaboration with CISNC, as a curriculum and program to be implemented this school year at Purnell Swett High School to support the at-risk student population. This was approved and a MOU signed with CISNC.
 - Working with CISNC on a grant for after school programming to supplement the Quality Improvement grant which has come to an end. Working with Susan Everhart, grant writer, we will move forward with the Every Student Succeeds Act (ESSA) application for federal funds
- **Establish written agreements with key partners**
 - Public Schools of Robeson County MOU for school year 2017/18

Continue to build upon a data-driven network to evaluate and improve student impacts

- **Ensure data management reflects quality services to students**
 - End of Year report submitted to CISNC and CISI National

CIS of Robeson County Annual Operations Plan 2017-2018

Approved

Mission: To surround students with a community of support, empowering them to stay in school and achieve in life

Vision: To partner with schools, parents and the community by providing programs and services to graduate students prepared for higher education and successful employment

Annual Goals	Activities	Timeline	Responsibility	Success Measures	Progress Review
Develop capacity-building strategies – (Long Range Goal #1) "Maintain reaccredited status through new standards TQS 2.0"					
Annual Goal: <i>Maintain reaccredited status through new standards TQS 2.0</i>	<ul style="list-style-type: none"> Board ensures the following are in place and approved: <ul style="list-style-type: none"> Annual Budget Strategic Plan Annual Plan Audit and 990 Quarterly Financial Reports Executive Director Performance Review Executive Director ensures implementation of all policies and procedures approved by Board Provide progress updates at each CISRC Board meeting on AOP 	<p>August, 2017 September, 2017 September, 2017 October 2017/Feb. 2017 Board Calendar 2017-18 Spring, 2018 Year long Board meeting schedule for year</p>	<p>ED, Exec. Committee/Finance ED Finance Exec. Comm. ED ED/Staff</p>	<p>All document in place and approved by Board Review completed and results shared with ED Board Minutes Board Minutes reflect ED reports out on AOP</p>	

Develop capacity-building strategies – (Long Range Goal #1) “Diversify & Strengthen Board of Directors”						
Annual Goal: Provide professional development for board members Annual Goal: Enhance board commitment through committee assignments and responsibilities	<ul style="list-style-type: none"> Board members complete CIS Orientation and CIS University online training 	July-Dec. 2017	Board members	80% members complete training		
	<ul style="list-style-type: none"> Review committee members and identify chairs 	Fall, 2017	ED/Board Chair/Committees	On-line Learning Pathways completed for all Roster in place for Committees		
	<ul style="list-style-type: none"> Establish quarterly committee meeting schedule and quarterly report outs to full board 	Fall, 2017	ED/Board Chair	Schedule in place		
Implement Procedures to ensure sustainability of the organization – (Long Range Goal #2) “Generate funding to sustain operations and support future growth”						
Annual Goal: Develop a 3-year, diversified business funding strategy to include corporate, individuals, fundraising events, government and private sector grants	<ul style="list-style-type: none"> Identify all funders and Update database 	September/October 2017	ED/Staff	Funder Database updated		
	<ul style="list-style-type: none"> Confirm fundraising event 	September/October, 2017	ED/Staff	Database		
	<ul style="list-style-type: none"> Research grant opportunities and apply for funding 	September, 2017-May 2018	ED/Resource Dev. Comm. ED/Staff	3 Grants awarded		
Annual Goal: Create a plan engaging all board members in resource development	<ul style="list-style-type: none"> Board members commit to specific fundraising tasks- list activities for board members 	November/Dec., 2017	ED	80% completed assigned tasks		
	<ul style="list-style-type: none"> Board members giving is strengthened 			100% member giving		

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	<ul style="list-style-type: none"> Executive Director ensures implementation of all policies and procedures approved by Board 				
	<ul style="list-style-type: none"> Provide progress updates at each CISRC Board meeting on AOP 	Board meeting schedule for year	ED/Staff	Board Minutes reflect ED reports out on AOP	

Implement Procedures to ensure sustainability of the organization – (Long Range Goal #2) “Financial/Risk Management”					
Annual Goal: Policies and procedures support a strong internal system for financial management and oversight	<ul style="list-style-type: none"> Current financial policies and procedures ensure organization is strong 	August, 2017	ED/CFO/Exec. Comm.	Policies review and update	
	<ul style="list-style-type: none"> Cross train staff to handle payroll 	July-Nov., 2017	CFO/Staff	Payroll operable by more than one staff	
	<ul style="list-style-type: none"> Finance /Audit Committee to review standards and policies for reaccreditation in 2018 	August 2017	ED/Finance Committee	Minutes of meeting	
	<ul style="list-style-type: none"> Strengthen method of monthly review of financials with ED and Treasurer 	September, 2017	ED/Treasurer	Monthly review of financials occur (12)	
Risk Management/Succession Plan in place for future	<ul style="list-style-type: none"> Succession Plan for ED revisited and updated 	February 2018	ED/Board Chair	Updated plan	
Deliver and sustain high quality student support leading to positive impacts – (Long Range Goal #3) “Maintain reaccredited status through meeting requirement in TQS 2.0 standards”					
Annual Goal: Ensure compliance with Student Support Standards and implementing the CIS Model @ PSRC and CIS Academy	<ul style="list-style-type: none"> School Needs Assessments/School Support Plans in place 	September, 2017	SSS/ED	Signed plans uploaded to Box.com	
	<ul style="list-style-type: none"> Case managed students receive parental consent 	Fall, 2017	SSS	Parent Consents on file	
	<ul style="list-style-type: none"> Individual assessments in place for case managed students 	Fall, 2017	SSS	Uploaded to CISDM	
	<ul style="list-style-type: none"> Support plans in place for case managed students 	Fall, 2017	SSS	Entered in CISDM	
	<ul style="list-style-type: none"> At least 4 Tier 1 supports, aligned with ABC+P framework, completed for each school 	2017-18	SSS	Entered in CISDM	
	<ul style="list-style-type: none"> Tier 2 and 3 interventions and supports align with ABC+P and are in place for 10% of each school for case managed students 	2017-18	SSS	Met saturation rate of 10% at all schools	

Deliver and sustain high quality student supports leading to positive impacts – (Long Range Goal #3) “Continue to build upon a data-driven network to evaluate and improve student impacts”				
Annual Goal: Ensure data management reflects quality services to students	<ul style="list-style-type: none"> CISDM data entry for each school site entered weekly 	Yearlong 2017-18	SSS	Data for each school in CISDM
	<ul style="list-style-type: none"> Quarterly reports submitted to the following: <ul style="list-style-type: none"> Affiliate Leadership School Support Team School Leadership 	Yearlong 2016-17	SSS	Reports given to all
	<ul style="list-style-type: none"> EOY report for CISNC and CIS National 	Spring, 2018	ED/SSS	EOY report for CISNC and CIS national submitted
Deliver and sustain high quality student supports leading to positive impacts – (Long Range Goal #3) “Establish written agreements with key partners providing student supports”				
Annual Goal: Define key partnerships needed to address student supports and meet standards in developing agreements	<ul style="list-style-type: none"> Review and analyze current partners 	Fall, 2018	ED	Log of contacts/visits
	<ul style="list-style-type: none"> Meet with partners to discuss partnership and establish goals and deliverables at each site 	Fall, 2018	ED	Signed partnership agreements in place

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