



Minutes
Board of Directors
Communities In Schools of Robeson County
Wednesday, October 18, 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
Beth Terranova – Great Leaps Coordinator
Billy Haggans – Principal, CIS Academy

Agenda Item I- Call to order and Invocation

Cammie Hunt, Vice Chair, called the meeting to order and open session at 7:38 am. Dr. Hunt read the CIS mission statement and asked for a motion to approve the Agenda. Abe Marshall made the motion, it was seconded, all were in favor and the motion carried.

Agenda II- Minutes

In the absence of the Secretary, Cammie Hunt presented the September minutes to the board for approval. Bill Smith made a motion to approve the minutes. James Mitchell seconded the motion, all were in favor and the motion carried.

Agenda III Resource Development

Resource Development will have its first meeting for fundraising on October 25.

Agenda IV-Finance

Abe Marshall presented the CIS Financial Report to the board for approval. Janet Blue made a motion to approve the CIS Financial Report. Herman Locklear seconded the motion; all were in favor and the motion carried. The Academy Financial Report was presented to the board for approval. James Mitchell made a motion to approve the Academy Financial report. Eva Patterson-Heath seconded the motion; all were in favor and the motion carried. Abe then presented the CIS Balance Sheet for approval. Jeanette Evans made a motion to approve, Eva Patterson-Heath seconded the motion; all were in favor and the motion carried. Mr. Abe Marshall then presented the CIS Cash Flow chart report to the board. This is a new requirement for TQS laying out the month to month projection of cash flow for fiscal solvency. Jeanette

Evans made a motion to approve the CIS Cash Flow chart, Eva Patterson-Heath seconded the motion; all were in favor and the motion carried.

Agenda VI-CIS Academy Report

Billy Haggans, principal, gave the CIS Academy report. The current enrollment at the CIS Academy is 115 students with an attendance rate of 95.6%. The Academy had a daily average attendance of 116 students for the first 20 days of school. This information was reported to PSRC Fiscal Officer for local funding. Seventh grade Immunization Records have been reported to DPI prior to the deadline. Parent/Guardian night was held on October and was very well attended. The Fort Caswell Field trip was a huge success. The students from the Academy had a very fun learning experience while participating in the science-based activities provided by the site staff. The Academy School report card is scheduled to be released sometime in early November. CIS Academy will receive a C grade for exceeding the NCDPI growth expectation for student achievement.

Agenda VII- CISNC Consultant Heather Wallace

Ms. Wallace spent some time walking board members through the Total Quality System standards that will need to be completed in this year of reaccreditation for CIS of Robeson. She shared a Timeline for Reaccreditation and spoke about the updates and changes from the last reaccreditations. She also shared an overview of the documents that will need to be revised or created for a successful review in June, 2018.

Agenda –VIII-Executive Director Report

Dencie Lambdin presented the Board an advertising opportunity with the Robesonian. The Robesonian will provide weekly advertising, center page in the Sunday television section, for CIS and CIS Academy. The ad copy can be changed each week and it will also be available digitally. The cost is \$1,550 for both CIS and CIS Academy for a total of \$3,100. Abe Marshall said this would strengthen the area of our Strategic Plan outlining raised awareness for CIS. Jeanette Evans made a motion to proceed with the Robesonian Advertising Plan. Abe Marshall seconded the motion; all were in favor and the motion carried. The Mattie C. Stewart Foundation and State Farm brought the Choice Bus to visit Townsend Middle School. CIS Academy 8th graders also had an opportunity to participate in this experience which helps students understand how important it is to make positive choices to reduce unwanted future consequences. Dencie reported that the Extended Learning and Integrated Student Supports grants had been submitted with a cash match provided by the three schools for which the grant was written: Pembroke Middle, Prospect and Purnell Swett High Schools. Each school will provide \$15,000 of federal funding for a part of the required cash match.

Agenda –VIII – Adjournment

Prior to adjournment Dencie asked the Board members that could to stay and help pack Bak Paks for two of our schools. Jeanette Evans made a motion to adjourn. James Mitchell seconded the motion; all were in favor and the motion carried. The meeting ended at 8:43am.

Recorded and Submitted,

Board Secretary

Connie Britt
Office Finance Manager

Carolyn Floyd Robinson



CIS BOARD MEETING

10/18/2017

7:30 AM

TWO HAWK EMPLOYMENT

118 WEST 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 & INVOCATION	C.HUNT	5
MINUTES	C.FLOYD-ROBINSON	5
FINANCE COMMITTEE	A.MARSHALL	10
CIS ACADEMY	B.HAGGANS	10
TQS	H.WALLACE	15
EXECUTIVE DIRECTOR	D.LAMBDIN	10
ADJOURNMENT	C.HUNT	5

Other Information

**BAK PAK PALS PACKING FOLLOWING THE MEETING
FOR THOSE WHO CAN STAY**



Minutes
Board of Directors
Communities In Schools of Robeson County
Wednesday, September 21, 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
Beth Terranova – Great Leaps Coordinator
Billy Haggans – Principal, CIS Academy

Agenda Item I- Call to order and Invocation

Cammie Hunt, Vice Chair, called the meeting to order at 7:40 am, and the board went into open session. The Chair asked for a motion to approve the Agenda. Abe Marshall made the motion, it was seconded, all were in favor and the motion carried.

Agenda II- Minutes

Dr. Hunt presented the August minutes to the board for approval. James Mitchell made a motion to approve the minutes. Desiree' Walker seconded the motion, all were in favor and the motion carried.

Agenda III Resource Development

Dr. Hunt, in her position as Chair of this committee, reported that Mr. & Mrs. Stephen McIntyre have agreed to host our fundraising event scheduled for March. Our special guest will be Miss North Carolina, Robeson County native Victoria Huggins. Cammie then led the board in a short exercise that shows the importance of Cultivation, Solicitation and Stewardship within the board as it relates to Resource Development.

Agenda IV-Finance

Abe Marshall presented the CIS Financial Report to the board for approval. Eva Patterson-Heath made a motion to approve the CIS Financial Report. Herbert Lowry seconded the motion; all were in favor and the motion carried. The Academy Financial

Time: 10-10-17
Date: 10-05

Report was presented to the board for approval. Janet Blue made a motion to approve the Academy Financial report. James Mitchell seconded the motion; all were in favor and the motion carried. Abe then presented the CIS Treasurer's report to the report for approval. Cammie Hunt made a motion to approve the CIS Treasurer's Report. Janet Blue seconded the motion; all were in favor and the motion carried. In preparing for our TQS reaccreditation, the current updates to the Financial Policy were emailed to all board members the previous week. Dencie Lambdin asked the board to comment or ask questions concerning the changes to the Financial Policy manual. Hearing none, Abe Marshall made a motion to approve the Financial Policy manual with the updates. James Mitchell seconded the motion; all were in favor and the motion carried.

Agenda VI-CIS Academy Report

Billy Haggans gave the CIS Academy report. The school received a Performance Grade of C for the school year 2016-2017. EOG results also showed the school Exceeded Growth Expectations. Mr. Haggans was commended for the strong student performance and was asked to convey the Board's congratulations to the teachers and staff. The CIS Academy Open house was a great success, with an 85% participation report. The enrollment for the CIS Academy is 116 students with a current attendance rate of 97%. Fall activities include staff development and training, a student trip to Fort Caswell planned for October 6th, and the Charter School Leadership Institute later in October.

Agenda -VII-Executive Director Report

Dencie Lambdin reported out on the Annual Goals concerning sustainability indicating a grant to the Walmart Community Foundation was submitted for programming, Big Lots Foundation approved a request of \$6,250 for BakPak Pals, and a NCDPI grant for Extended Learning and Integrated Student Supports would be filed in mid-October in collaboration with the Public Schools of Robeson County. School Needs Assessments as well as School Support Plans are well into development at each school site. Myrna Strickland has been approved by the PSRC Board of Ed as a Student Support Specialist at Magnolia at the retirement of Dr. Robert Jones. Dencie presented the current Board Committee roster and confirmed Board member assignments.

Agenda -VIII - Adjournment

Prior to adjournment, the board members who were present were asked to sign off on their individual Board Commitment forms as well as a Confidentiality Agreement. Eva Patterson-Heath made a motion to adjourn. Herbert Lowry seconded the motion; all were in favor and the motion carried. The meeting ended at 8:25am.

Recorded and Submitted,

Board Secretary

Connie Britt
Office Finance Manager

Carolyn Floyd Robinson

CIS OF ROBESON COUNTY

TREASURER'S REPORT

Oct 15, 2017

\$ 100,709.83

7,180.00

107,889.83

CIS CASH ON HAND

DUE FROM JCPC FOR SEPT & OCT

AVAILABLE FOR CIS OPERATIONS

\$35,746.86 at Lumbee Guaranty Bank - (CIS)

\$ 186,385.53

21,989.60

7,109.18

\$222,593.49

ACADEMY CASH ON HAND

DUE FROM DPI FOR PRC 036 STATE FUNDS

DUE FROM DPI FOR PRC 050 STATE FUNDS

AVAILABLE FOR ACADEMY OPERATIONS

\$75,274.15 at BB&T BANK (ACAD)

[illegible]

CIS OF ROBESON COUNTY
FINANCIAL REPORT
SEPTEMBER 2017

	ACCOUNT	EXPENSES	BUDGET	SEPTEMBER	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	208,410.00	17,900.77	52,033.70	156,376.30
2	5100	BENEFITS	21,111.00	1,752.19	5,257.77	15,853.23
3	5132	RENT	6,000.00	0.00	1,000.00	5,000.00
4	5562	TELEPHONE	4,655.00	368.70	1,345.21	3,309.79
5	6500	POSTAGE	400.00	0.00	70.00	330.00
6	6650	EQUIPMENT EXPENSES	1,000.00	0.00	0.00	1,000.00
7	6700/6800	PRINTING/DUES	750.00	0.00	26.75	723.25
8	6913	MEALS	500.00	0.00	260.32	239.68
9	6915	MILEAGE	3,200.00	355.71	1,262.01	1,937.99
10	7000	STAFF DEVELOPMENT	1,200.00	0.00	-9.00	1,209.00
11	7100	SUPPLIES	4,700.00	1,766.29	2,017.54	2,682.46
12	7300	PROFESSIONAL FEES	2,900.00	0.00	0.00	2,900.00
13	7400	COMPANY INSURANCES	3,000.00	0.00	864.00	2,136.00
14	7500	STUDENT/VOL RECOGN	2,000.00	0.00	0.00	2,000.00
15	8800	FUND RAISING EXPENSES	5,143.00	0.00	0.00	5,143.00
16	8901/8904	MISCELLANEOUS/ADVERT	4,250.00	296.34	743.31	3,506.69
17	8916	GRASS ROOTS GRANT	2,500.00	0.00	0.00	2,500.00
18	8917	BAK PAK PALS	19,285.00	0.00	0.00	19,285.00
19	6400	GREAT LEAPS EXP	2,500.00	114.00	114.00	3,386.00
20	7200	CIS SITE CORRINATORS	500.00	56.30	56.30	443.70
21	9901	UTILITIES	2,525.00	245.14	758.79	1,766.21
22		RIBBON OF HOPE	25,000.00	150.77	13,575.77	11,424.23
23		DEPCOM EXPENSES	2,124.00	108.89	108.89	2,015.11
		TOTAL	323,653.00	23,115.10	79,485.36	245,167.64

CIS ACADEMY

FINANCIAL REPORT SEPTEMBER 2017

INCOME		BUDGET	SEPTEMBER	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST	29,700.00	0.00	0.00	-29,700.00
2	1-036-STATE DPI	836,610.00	0.00	178,396.72	-658,213.28
3	2-036-LOCAL MISCELLANEOUS	20,000.00	0.00	1,301.92	-18,698.08
4	2-036-LUNCH REIMBURSEMENT-LOCAL	25,000.00	0.00	642.12	-24,357.88
5	2-036-PSRC	63,755.00	0.00	0.00	-63,755.00
6	3-017-CAREER & TECHNICAL EDU	1,176.00	0.00	0.00	-1,176.00
7	3-050-TITLE ONE	27,140.00	0.00	0.00	-27,140.00
8	3-060-EXCEPTIONAL CHILDREN	42,432.00	890.00	890.00	-41,542.00
9	3-103-IMPROVING TEACHER QUALITY	5,877.00	0.00	0.00	-5,877.00
	TOTAL INCOME	1,051,690.00	890.00	181,230.76	-870,459.24
STATE EXPENSES		BUDGET	SEPTEMBER	SEPTEMBER	DIFFERENCE
1	SALARIES	472,681.00	39,712.11	94,724.46	377,956.54
2	TAXES	37,478.00	2,992.72	7,116.36	30,361.64
3	BENEFITS	40,425.00	3,370.84	9,788.35	30,636.65
4	WORKERS COMP/UMEMPLOMENT	10,252.00	255.95	255.95	9,996.05
5	WORKSHOPS	1,200.00	0.00	1,361.29	-161.29
6	PRINTING & BINDING	2,000.00	0.00	2,056.70	-56.70
7	MILEAGE	200.00	17.10	17.10	182.90
8	DUES/FEES	806.00	0.00	150.00	656.00
9	SUPPLIES	29,750.00	4,458.94	8,154.26	21,595.74
10	FURNITURE PURCHASE	10,000.00	0.00	3,502.94	6,497.06
11	EQUIPMENT PURCHASE	7,500.00	0.00	0.00	7,500.00
12	BEHAVIOR SPECIALIST (029)	29,700.00	2,188.70	6,566.10	23,133.90
13	CONTRACTED EC	5,668.00	180.00	180.00	5,488.00
14	ADMINISTRATION FEE	45,000.00	0.00	20,000.00	25,000.00
15	SUPPLIES (GYM)-017	3,000.00	0.00	0.00	3,000.00
16	TECH SUPPORT	15,880.00	1,075.00	5,045.00	10,835.00
17	POSTAGE	500.00	0.00	98.00	402.00
18	TELECOMMUNICATIONS	2,000.00	0.00	750.00	1,250.00
19	UTILITIES	13,945.00	1,180.09	3,386.76	10,558.24
20	TRANSPORTATION COST	70,450.00	6,660.03	13,455.59	56,994.41
21	PURCHASE VEHICLE	8,438.00	0.00	8,437.50	0.50
22	MISC CONTRACTS	17,614.00	1,043.16	1,748.50	15,865.50
23	CLEANING SUPPLIES	11,250.00	373.99	2,383.46	8,866.54
24	IMPROVEMENT TO SITES	8,000.00	4,539.80	5,516.80	2,483.20
25	INSURANCES	14,573.00	0.00	7,572.00	7,001.00
26	AUDIT	7,000.00	0.00	0.00	7,000.00
27	ADVERTISING	1,000.00	207.00	207.00	793.00
	TOTAL STATE EXPENSES	866,310.00	68,255.43	202,474.12	663,835.88

CIS ACADEMY
FINANCIAL REPORT SEPTEMBER 2017

LOCAL EXPENSES		BUDGET	SEPTEMBER	TO DATE	DIFFERENCE
1	SALARIES	20,250.00	0.00	0.00	20,250.00
2	TAXES	1,544.00	0.00	0.00	1,544.00
3	WORKSHOP EXPENSES	2,000.00	315.54	660.56	1,339.44
4	MILEAGE	1,111.00	0.00	172.71	938.29
5	SUPPLIES	7,650.00	400.00	400.00	7,250.00
6	EQUIPMENT PURCHASE	2,500.00	0.00	0.00	2,500.00
7	ADMINISTRATION FEE	25,000.00	0.00	10,000.00	15,000.00
8	MISC CONTRACTS	4,500.00	3,097.00	3,097.00	1,403.00
9	TELEPHONE	1,000.00	75.00	75.00	925.00
10	POSTAGE	500.00	0.00	0.00	500.00
11	BUILDING RENT	7,200.00	0.00	0.00	7,200.00
12	CONTRACTED FOOD /FOOD PURCHASE	35,500.00	47.00	314.56	35,185.44
	TOTAL LOCAL EXPENSES	108,755.00	3,934.54	14,719.83	94,035.17
FEDERAL EXPENSES		BUDGET	SEPTEMBER	TO DATE	DIFFERENCE
1	3-017- SUPPLIES & MATERIALS	1,176.00	0.00	0.00	1,176.00
2	3-050- TITLE ONE EXPENSES	27,140.00	3,076.64	9,095.43	18,044.57
3	3-060- IDEA EXCEPTIONAL CHILDREN	42,432.00	1,777.92	2,666.80	39,765.12
4	3-103 - IMPROVING TEACHING QUALITY	5,877.00	0.00	0.00	5,877.00
	TOTAL FEDERAL EXPENSES	76,625.00	4,854.56	11,762.23	64,862.69
OVERALL TOTALS		BUDGET	SEPTEMBER	TO DATE	DIFFERENCE
1	STATE TOTALS	866,310.00	68,255.43	202,474.12	663,835.88
2	LOCAL EXPENSES	108,755.00	3,934.54	14,719.83	94,035.17
3	FEDERAL EXPENSES	76,625.00	4,854.56	11,762.31	64,862.69
	TOTAL EXPENSES	1,051,690.00	77,044.53	228,956.26	822,733.74

October, 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 ongoing. Cash flow documentation
- **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**
 - Extended Learning and Integrated Student Supports grant submitted for after school programming at Prospect, Pembroke Middle and Purnell Swett High School. Funding requested for the grant in the amount of \$472,000.
 - 25th Anniversary Celebration on Oct. 12 and 20th CIS Academy Anniversary on Oct. 13.

Deliver and sustain high quality student supports leading to positive impacts

- **Deliver and sustain high quality student support leading to positive impacts**
 - Mattie C. Stewart Foundation Choice Bus visited Townsend Middle. The bus is about helping kids understand how to make positive choices. Sponsored by State Farm
 - Jobs for America's Graduates (JAG) at Purnell Swett High is a collaboration with CISNC. Erica Freeman teaches the curriculum and will be looking for community leaders to interact with her class.
- **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**
 - School Support Plans are in progress along with School-wide Needs Assessments to develop those plans. Students are currently being referred, case- loads established and training on CISDM data managing site was presented yesterday

[illegible]

CIS Board Meeting ^{10 18}~~9/20~~/2017

1. Current Enrollment (115 students)
2. Current Attendance Rate (95.6%)
3. 20th Day Average Daily Membership (116 students)
4. Grade 7 Immunizations Requirements / Immunization Report
5. MTSS Module 2 (Opened October 2nd)
6. Parent/Guardian Night (October 3rd)
7. Fort Caswell Field Trip (October 6th)
8. 2017 Charter School Leadership Institute (October 12th & 13th)
9. CIS of Robeson (25th Anniversary) / CIS Academy (20th Anniversary)
10. McKinney-Vento (Homeless) Regional Compliance Forum / Foster Care
Point of Contact Regional Forums (October 18th @ Southeastern Academy)
11. End of the First Reporting Period (October 26th)
12. Required Teacher Workday (October 27th)
13. Teacher Evaluations
14. New Licensure Requirements (Digital Teaching and Learning CEUs)

School Report Card - release Nov - C - exceeded

Quarterly

Monthly

- ☐ Board Meeting minutes and Agendas
- ☐ Report Out on AOP
- ☐ Committee Report Outs
- ☐ Financial Review and Approval by Board
 - ☐ Balance sheet
 - ☐ Six month cash flow projections
 - ☐ Budget vs. actual

- ☐ Staff and/or Board review of budget vs. actual

Timeline for FY18 Reaccreditation

