

**Minutes**

Board of Directors

Communities In Schools of Robeson County

Wednesday, November 15, 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

Buddy McLean – S. Preston Douglas & Associates

Agenda Item I- Call to order and Invocation

Lori Dove, Chair, called the meeting to order and open session at 7:36 am. Lori Dove read the CIS mission statement and asked for a motion to approve the Agenda with the addition of the Resource Development Committee report out. Cammie Hunt made the motion, it was seconded, all were in favor and the motion carried. Eva Patterson Heath did the invocation.

Agenda II- Minutes

In the absence of the Secretary, Lori Dove presented the October minutes to the board for approval. Eva Patterson-Heath made a motion to approve the minutes. Cammie Hunt seconded the motion, all were in favor and the motion carried.

Agenda III-Finance

Angela Sumner presented the CIS Financials to the board for approval. Cammie Hunt made a motion to approve, Herbert Lowry seconded the motion; all were in favor and the motion carried. The Academy Financial Report was presented to the board for approval. Two budget items were added to the Academy income and expense lines, PRC-48 was added, state funding in the amount of $13,999, for the leadership incentive for EOG growth and PRC- 17, federal funding, in the amount of $1,776 for Career and Technical Education. Cammie Hunt made a motion to approve, Janet Blue seconded the motion; all were in favor and the motion carried. Angela then presented the CIS Balance Sheet for approval. Oryan Lowry made a motion to approve, Janet Blue seconded the motion; all were in favor and the motion carried. Ms. Sumner then introduced Buddy McLean of S. Preston Douglas who provided an overview of the CIS and CIS Academy audits. Mr. Mclean stated that there were no findings in the audit and praised the staff for the excellent financial condition of the organization. He then projected IRS 990 form on the overhead screen for all board members to review. Each member received a hard copy of the audits. Angela Sumner made a motion to approve the 990 and the audits for CIS of Robeson County and the CIS Academy. Cammie Hunt seconded the motion; all were in favor and the motion carried. Ms. Sumner then asked Ms. Lambdin to leave the room while the Board approved a supplement in the amount of $3,743. Cammie Hunt made a motion to approve the supplement for Mrs. Lambdin. Eva Patterson Heath seconded the motion; all were in favor and the motion carried.

Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on the Academy as follows: current enrollment is 114 students with an attendance rate of 94.9%; Benchmarks assessments and Teacher Observations are complete; students will be visiting UNCP on November 29th to attend a performance of “Strike at Wind” and November 30 they will travel to Lumberton for the Christmas performance at the Carolina Civic Center. Ms. April Turner will be doing an Art Residency on December 4-6th with a focus on African music, dance and storytelling. She will provide 90 minute programming for each grade level in each category. Reports that have been submitted include the ADM Projection for 2018/19; the Full-Time Personnel report; the Charter School waiting list survey and the Charter School Transportation Grant will be submitted prior to December 31st. The Christmas program for the Academy will be held on December 19th. Early discussion on the feasibility of Summer School is taking place with teachers and parents.

And finally, Dencie outlined the expenses incurred around student transportation for contract services, maintenance and repairs, and fuel costs for school year 2016/17 and the projections for 2017/18. These budgets were reviewed for upload with the Transportation Grant. Carolyn Floyd Robinson made a motion to approve the submission of the Transportation Grant. Angela Sumner seconded the motion; all were in favor and the motion carried.

Agenda V Resource Development

Resource Development met last week and are diligently working on the details of the fundraiser. In an effort to engage all board members in our fundraising, Janet Blue asked each board member to submit one new name for sponsorship in the upcoming year. Eva Patterson Heath suggested doing a raffle for Christmas with the proceeds going to the fundraiser. Our host this year will be Mr. & Mrs. Stephen McIntyre, and the special guest is Miss North Carolina, Victoria Huggins. The Committee also wants to increase individual sponsors and show the impact of such.

Agenda –V-Executive Director Report

Dencie Lambdin emailed the new Personnel Policy prior to the meeting. Updates to the Policy have been reviewed by CISNC for TQS standards. Eva Patterson Heath made a motion to approve the Personnel Policy manual. James Mitchell seconded the motion; all were in favor and the motion carried. JCPC Audit Committee will have a program monitoring at Red Springs Middle tomorrow. The Grassroots Grant from the NC Arts Council will have UNCP artist, Carla Rokes, providing a residency at RSM in the month of December.

Agenda –VIII – Adjournment

Eva Patterson made a motion to adjourn. Oryan Lowry seconded the motion; all were in favor and the motion carried. The meeting ended at 8:45am.

Recorded and Submitted, Board Secretary

Connie Britt Carolyn Floyd Robinson

Office Finance Manager