



## **Minutes**

Board of Directors  
Communities In Schools of Robeson County  
Wednesday, January 24, 2018

### 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

Abe Marshall, standing in for Board Chair Lori Dove, called the meeting to order and open session at 7:40 am. Abe read the CIS mission statement and asked for a motion to approve the Agenda. Desiree Walker made the motion, it was seconded, all were in favor and the motion carried. Abe also provided the invocation.

### Agenda II- Minutes

In the absence of the Secretary, Mr. Marshall presented the November minutes to the board for approval. Bill Smith made a motion to approve the minutes. Angela Sumner seconded the motion, all were in favor and the motion carried.

### Agenda III-Finance

Abe Marshall, in his capacity as Treasurer, presented the CIS Financials to the board for approval. Angela Sumner made a motion to approve, Bill Smith seconded the motion; all were in favor and the motion carried. The Academy Financial Report was presented to the board for approval. Bill Smith made a motion to approve, Eva Patterson-Heath seconded the motion; all were in favor and the motion carried. Abe then presented the CIS Balance Sheet for approval. James Mitchell made a motion to approve, Angela Sumner seconded the motion; all were in favor and the motion carried.

The Insurance Coverage Assessment document provided a brief description with financial limits of the policies that are required to be in place for TQS. Abe indicated that the current property insurance limits for CIS Academy would be reviewed to be certain that recent equipment purchases of computer lab laptops and classroom tablets are sufficiently covered. He also outlined the context of Cyber Security insurance which is not required at this time, but worth noting. The additional areas of coverage need no changes.

#### Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on CIS Academy as follows: current enrollment is 114 students with an attendance rate of 94.21%. The Academy students attended Strike at the Wind at GPAC on November 29<sup>th</sup> and A Robeson County Christmas Show at the Carolina Civic Center on November 30<sup>th</sup> both of which provided an opportunity for live theater experiences. The 2016-17 School Report Card has been posted on line and Mr. Haggans encouraged board members to take a look at the new format. Mrs. April Turner provided a 3-day Arts/Music residency as a result of a NC Grassroots Grant on December 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. The CIS Academy Christmas program was held on December 19<sup>th</sup> with over 50% of student parents in attendance. The Benchmark Assessments in ELA, Math and Science have been delayed due to weather. Results will be reported at the February meeting. Weather make-up days will be addressed by using the teacher workday in February and March and possibility adding a day to the end of the school year. Performance bonuses from DPI for both math teachers were approved and one teacher was eligible for the bonus, and one is no longer employed by the Academy and so is not eligible. The "Critter Keeper" will be coming to the Academy on February 20<sup>th</sup> provided thru STEM funds. Mr. Jef will also be conducting classes on March 16<sup>th</sup> – 19<sup>th</sup>.

#### Agenda V Resource Development

Angela Sumner reports out on the details of the fundraiser. In an effort to engage all board members in our fundraising, Dencie passed around a sheet for each Board member to sign pledging his or her level of support. She also passed out a Sponsorship Flyer for everyone to distribute. Board members were encouraged to see Connie Britt after the meeting and get some raffle tickets to sell for the fund raiser.

#### Agenda –V-Executive Director Report

Dencie Lambdin presented previously emailed documents to the board for approval:

- Insurance Assessment
- Records Retention and Destruction
- Business Continuity Planning Guide
- Pre-employment Screening

After a review of the documents with the group, Bill Smith made a motion to approve the list of documents. Angela Sumner seconded the motion; all were in favor and the motion carried. Dencie reported that the following grants were in progress and will be submitted in January and February: United Way of Robeson County Community Impact Grant for 2019/10; Juvenile Crime Prevention Council, New York Life AIM HIGH, \$50,000 for after school at Prospect, No Kid Hungry/Arby's Foundation, for BakPak Pals.

And finally, the Board Self-Assessment was handed out. After a brief explanation, members were asked to fill out and return. Dencie will email to all members who were not in attendance.

#### Agenda –VIII – Adjournment

Bill Smith made a motion to adjourn. Angela Sumner seconded the motion; all were in favor and the motion carried. The meeting ended at 8:45am.

Recorded and Submitted,

Board Secretary

Connie Britt  
Office Finance Manager

Carolyn Floyd Robinson



## BOARD MEETING

January 17, 2018

7:30 A.M. – 8:30 A.M.

Two Hawk Employment Services

118 West Fifth Street

Lumberton, NC 28358

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

7:30 – 7:35	Call to Order & Invocation	L. Dove <i>Abe born</i>
7:36 – 7:40	Approval of November Minutes	C. Floyd Robinson
7:41 – 7:51	Finance Committee	A. Marshall
8:01 – 8:11	Resource Development	C. Hunt
8:12 – 8:21	Board Self-Assessment	L. Dove
8:22 – 8:30	Executive Directors Report	D. Lambdin
8:31 – 8:35	Adjournment	L. Dove



## Communities In Schools

Robeson County

### 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 29<sup>th</sup> 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 4-6<sup>th</sup> 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 31<sup>st</sup>. The Christmas program for the Academy will be held on December 19<sup>th</sup>. 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.

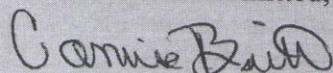
#### Agenda -V-Executive Director Report

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,



Connie Britt  
Office Finance Manager

Board Secretary

Carolyn Floyd Robinson

ENTERED  
11-28-17

**CIS OF ROBESON COUNTY**

**BALANCE SHEET**

**Jan. 17, 2018**

**\$ 30,421.56**  
**7,572.00**  
**37,993.56**

**CIS CASH ON HAND**  
**DUE FROM JCPC FOR DEC & JAN**  
**AVAILABLE FOR CIS OPERATIONS**

**\$35,733.64**

**at Lumbee Guaranty Bank – (CIS)**

**\$ 171,017.59**  
**16,339.10**  
**3,556.00**  
**\$190,912.69**

**ACADEMY CASH ON HAND**  
**DUE FROM DPI FOR PRC 050 FEDERAL FUNDS**  
**DUE FROM DPI FOR PRC 060 FEDERAL FUNDS**  
**AVAILABLE FOR ACADEMY OPERATIONS**

**\$75,274.15**

**at BB&T BANK (ACAD)**

**CIS OF ROBESON COUNTY  
FINANCIAL REPORT  
DECEMBER 2017**

	ACCOUNT	INCOME	BUDGET	DECEMBER	YTD	DIFFERENCE
1	4025	CAMPAIGN	60,000.00	0.00	1,300.00	-58,700.00
2	4110	GRANTS	5,500.00	0.00	5,500.00	0.00
3	4118	JCPC ADMIN	4,500.00	375.00	2,250.00	-2,250.00
4	4124	QUALITY IMPROVEMENT	20,000.00	0.00	20,000.00	0.00
5	4155	ROBESON COUNTY	4,000.00	0.00	4,000.00	0.00
6	4157	UNITED WAY	12,500.00	3,000.00	6,000.00	-500.00
7	4159	CIS NC, MISC	2,500.00	1,000.00	1,191.45	-1,308.55
8	4161	CIS MISCELLANEOUS	6,000.00	0.00	5,326.31	-673.69
9	4162	PSRC	68,155.00	0.00	28,000.00	-40,155.00
10	4166	ACAD ADMINISTRATION	70,000.00	0.00	30,000.00	-40,000.00
11	4169	BAK PAK PALS	20,000.00	5,050.00	23,998.00	3,998.00
12	4161-1	RIBBON OF HOPE	25,000.00	0.00	25,000.00	0.00
13	4172	UNITED WAY DOLLARS	29,000.00	0.00	14,867.50	-14,132.50
14	4161-1	DEPCOM MONIES	2,125.00	0.00	2,125.00	0.00
		TOTAL INCOME	329,280.00	9,425.00	169,558.26	-153,721.74

**CIS OF ROBESON COUNTY**  
**FINANCIAL REPORT**  
**DECEMBER 2017**

	ACCOUNT	EXPENSES	BUDGET	DECEMBER	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	208,410.00	17,868.45	105,854.36	102,555.64
2	5100	BENEFITS	21,111.00	1,857.90	10,620.05	10,490.95
3	5132	RENT	6,000.00	500.00	3,000.00	3,000.00
4	5562	TELEPHONE	4,655.00	132.81	2,219.00	2,436.00
5	6500	POSTAGE	400.00	0.00	217.00	183.00
6	6650	EQUIPMENT EXPENSES	1,000.00	0.00	0.00	1,000.00
7	6700/6800	PRINTING/DUES	750.00	0.00	221.75	528.25
8	6913	MEALS	500.00	0.00	569.19	-69.19
9	6915	MILEAGE	3,200.00	178.98	1,874.76	1,325.24
10	7000	STAFF DEVELOPMENT	1,200.00	0.00	-9.00	1,209.00
11	7100	SUPPLIES	4,700.00	278.76	2,654.09	2,045.91
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 EXPENS	5,143.00	0.00	0.00	5,143.00
16	8900	DEPCOM EXPENSES	2,124.00	0.00	946.66	1,177.34
17	8901/8904	MISCELLANEOUS/ADVERT	4,250.00	720.00	2,106.79	2,143.21
18	8916	GRASS ROOTS GRANT	2,500.00	0.00	2,500.00	0.00
19	8917	BAK PAK PALS	19,285.00	2,250.49	12,454.14	6,830.86
20	8918	PNC EXPENSES	3,000.00	0.00	43.74	2,956.26
21	6400	GREAT LEAPS EXP	2,500.00	106.59	1,155.52	1,344.48
22	7200	CIS SITE CORRINATORS	500.00	0.00	56.30	443.70
23	9901	UTILITIES	2,525.00	87.74	1,428.58	1,096.42
24		RIBBON OF HOPE	25,000.00	0.00	15,075.77	9,924.23
25						
		TOTAL	326,653.00	23,981.72	163,852.70	162,800.30

CIS ACADEMY  
FINANCIAL REPORT DECEMBER 2017

	INCOME	BUDGET	DECEMBER	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST	29,700.00	2,188.70	10,965.70	-18,734.30
2	1-036-STATE DPI	836,610.00	88,670.00	367,540.00	-469,070.00
3	1-048 - PRINCIPAL INCENTIVE	13,999.00	0.00	13,995.00	-4.00
4	2-036-LOCAL MISCELLANEOUS	20,000.00	425.00	4,157.58	-15,842.42
5	2-036-1 LUNCH REIMBURSEMENT-LOCAL	25,000.00	2,729.65	10,405.40	-14,594.60
6	2-036-PSRC	63,755.00	20,912.16	31,363.68	-32,391.32
7	3-017-CAREER & TECHNICAL EDU	1,176.00	0.00	0.00	-1,176.00
8	3-050-TITLE ONE	27,140.00	0.00	1,986.25	-25,153.75
9	3-060-EXCEPTIONAL CHILDREN	42,432.00	0.00	6,700.88	-35,731.12
10	3-103-IMPROVING TEACHER QUALITY	5,877.00	0.00	2,890.28	-2,986.72
11	3-118-EXCEPTIONAL NEEDS	259.00	0.00	0.00	-259.00
	TOTAL INCOME	1,065,948.00	114,925.51	450,004.77	-615,943.23
	STATE EXPENSES	BUDGET	DECEMBER	TO DATE	DIFFERENCE
1	SALARIES	472,681.00	36,091.94	226,023.07	246,657.93
2	TAXES	37,466.00	2,718.59	17,005.70	20,460.30
3	BENEFITS	40,437.00	2,816.81	19,338.68	21,098.32
4	WORKERS COMP/UNEMPLOYMENT	10,252.00	0.00	353.87	9,898.13
5	WORKSHOPS	1,200.00	0.00	1,676.83	-476.83
6	PRINTING & BINDING	2,000.00	0.00	2,056.70	-56.70
7	MILEAGE	200.00	0.00	17.10	182.90
8	DUES/FEES	806.00	0.00	475.00	331.00
9	SUPPLIES	29,750.00	568.93	12,683.70	17,066.30
10	FURNITURE PURCHASE	10,000.00	0.00	13,107.20	-3,107.20
11	EQUIPMENT PURCHASE	7,500.00	461.36	4,365.35	3,134.65
12	BEHAVIOR SPECIALIST (029)	29,700.00	2,188.70	13,153.64	16,546.36
13	CONTRACTED EC	5,668.00	1,740.00	3,495.00	2,173.00
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	0.00	6,915.00	8,965.00
17	POSTAGE	500.00	0.00	147.00	353.00
18	TELECOMMUNICATIONS	2,000.00	400.00	1,150.00	850.00
19	UTILITIES	13,945.00	825.37	6,279.68	7,665.32
20	TRANSPORTATION COST	70,450.00	7,385.13	37,077.46	33,372.54
21	PURCHASE VEHICLE	8,438.00	0.00	8,437.50	0.50
22	MISC CONTRACTS	17,614.00	277.67	5,016.94	12,597.06
23	CLEANING SUPPLIES	11,250.00	1,673.68	5,448.82	5,801.18
24	IMPROVEMENT TO SITES	8,000.00	0.00	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	7,000.00	0.00
27	ADVERTISING	1,000.00	120.43	428.65	571.35
28	PRINCIPAL BONUS	13,999.00	0.00	13,994.50	4.50
	TOTAL STATE EXPENSES	880,309.00	57,268.61	438,736.19	441,572.81

## CIS ACADEMY

## FINANCIAL REPORT DECEMBER 2017

LOCAL EXPENSES		BUDGET	DECEMBER	TO DATE	DIFFERENCE
1	SALARIES	20,250.00	0.00	9,249.00	11,011.00
2	TAXES	1,544.00	1,694.54	2,209.52	-665.52
3	WORKSHOP EXPENSES	2,000.00	0.00	345.02	1,654.98
4	MILEAGE	1,111.00	68.40	398.43	712.57
5	SUPPLIES	7,650.00	380.00	2,504.98	5,145.02
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	0.00	3,097.00	1,403.00
9	TELEPHONE	1,000.00	50.00	225.00	775.00
10	POSTAGE	500.00	0.00	0.00	500.00
11	BUILDING RENT	7,200.00	7,200.00	7,200.00	0.00
12	CONTRACTED FOOD /FOOD PURCHASE	35,500.00	368.62	18,656.33	16,843.67
TOTAL LOCAL EXPENSES		108,755.00	9,761.56	53,885.28	54,879.72
FEDERAL EXPENSES					
BUDGET		DECEMBER		TO DATE	
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	18,325.35	8,814.65
3	3-060- IDEA EXCEPTIONAL CHILDREN	42,432.00	1,777.92	8,479.23	33,952.77
4	3-103 - IMPROVING TEACHING QUALITY	5,877.00	0.00	2,827.96	3,049.04
5	3-118-SPECIAL NEEDS	259.00	0.00	0.00	259.00
TOTAL FEDERAL EXPENSES		76,884.00	4,854.56	29,632.54	47,251.46
OVERALL TOTALS					
BUDGET		DECEMBER		TO DATE	
1	STATE TOTALS	880,309.00	57,268.61	438,736.19	441,572.81
2	LOCAL EXPENSES	108,755.00	9,761.56	53,885.28	54,879.72
3	FEDERAL EXPENSES	76,884.00	4,854.56	29,632.54	47,251.46
TOTAL EXPENSES		1,065,948.00	71,884.73	522,254.01	543,703.99

# CIS Board Meeting 1/24/2018

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- ✓ 1. Current Enrollment (114 students)
- ✓ 2. Current Attendance Rate (94.21%)
- ✓ 3. Strike at the Wind (GPAC, Nov 29<sup>th</sup> @ 10 a.m.)
- ✓ 4. A Robeson County Christmas Show (Civic Center, Nov 30<sup>th</sup> @ 10 a.m.)
- ✓ 5. 16-17 School Report Card
- ✓ 6. Ms. April C. Turner (Dancing Stories Residency/Dec. 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>)  
*ARTS/music*
- ✓ 7. Christmas Program (Dec 19<sup>th</sup>)
- ✓ 8. Benchmark Assessments (ELA, Math, and Science)
- ✓ 9. Weather Make-up Days *Feb-School day March -work day 1 day end of school year*
- ✓ 10. Why Try Orientation (Thursday, January 25<sup>th</sup> @ 6 p.m.)  
*10 Week program*
- ✓ 11. Mid-Year PDP Review/Evaluations
- ✓ 12. Performance Bonus for Teachers
- ✓ 13. Critter Keeper (Feb 20, 2018) *STEM*
- ✓ 14. Mr. Jef (March 16<sup>th</sup> – 19<sup>th</sup>)
- ✓ 15. Reports/Applications Updates
  - ✓ Charter School Transportation Grant Application (December 31<sup>st</sup>)
  - ✓ 2016-2017 Charter Schools Performance Framework
  - ✓ Charter School ADM Projection for SY 2018-2019 (Phase I)

January, 2018

CIS Board of Directors

Executive Director's Report on meeting Annual Goals

by Dencie Lambdin

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***Develop capacity-building strategies***

- **Maintain accredited CIS affiliate status**
  - Total Quality System (TQS) reaccreditation for 2017/18 ongoing. Policies for a vote today include ***Records Retention and Destruction, Business Continuity Planning Guide, Pre-employment Screening, and Insurance Assessment***
- **Diversity and strengthen Board of Directors**

***Implement procedures to ensure sustainability***

- **Policies and procedures support a strong internal system for financial management and oversight**
  - Insurance Assessment for TQS
- **Diversified funding strategy**
  - The following grants will be written in the months of January/February: United Way of Robeson County for 2019/20; Juvenile Crime Prevention Council, New York Life AIM HIGH, No Kid Hungry/Arby's Foundation

***Deliver and sustain high quality student supports leading to positive impacts***

- **Deliver and sustain high quality student support leading to positive impacts**
  - Why Try, an evidenced based program to bolster student resiliency, is to be implemented at Townsend Middle School during the end of the day Advisor/Advisee period twice a month
  - The Critter Guy will visit CIS Academy in February. Insects, reptiles, spiders on display
- **Establish written agreements with key partners**
  - JCPC Council Program Agreement to be monitored Nov. 16 at Red Springs Middle

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

- **Ensure data management reflects quality services to students**
  - End of the semester grades, attendance and behavior is being uploaded into the data base of CISDM

Communities In Schools of Robeson County  
Insurance Coverage Assessment  
Board Approved: January 24, 2018

Policies	Brief Description and Financial Limits	Changes Needed if Any
Directors and Officers (TQS Requirement)	Protects individual board members against lawsuits and covers legal fees as the result of a law suit - \$1 million limit	No change necessary
General Liability (TQS Requirement)	Professional Liability Endorsement protects against liability claims for bodily injury and property damage \$1/3M individual to aggregate Abuse and Molestation Insurance - \$500,000 limit	No change necessary
Auto Liability	Protects buses/van for CIS Academy against liability claims for bodily injury \$1 million limit	No change necessary
Non-Owned Auto	Covers employees when driving personal or rental vehicles for CIS business, in addition to their own coverage -	Need to investigate coverage and determine policy limit that meets current needs
Property Insurance for CIS Academy  CIS of Robeson County	Protects against loss or theft of fixed assets - \$108,000 limit  \$31,000 limit	Will investigate need for additional coverage due to recent equipment purchases at Academy
Cyber Security	Mitigates losses from various cyber incidents such as security breaches and business interruption	No current coverage, determine if needed
Workers' Compensation (TQS Requirement)	Provides wage replacement and medical benefits to employees injured in the course of employment.	Current coverage conforms to the North Carolina State Statutes requirements



## **PRE-EMPLOYMENT SCREENING POLICY**

Pre-employment/pre-service screening will be performed on all new employees and volunteers working with students on behalf of Communities In Schools, as well as at CIS's discretion. The pre-employment screening process includes completion of a written application, an in-person interview, reference checks and a criminal background check. In addition to the background check, other relevant factors may be reviewed such as previous employment, education, professional credentials, driving record, social security number trace, national sex offender records and credit report. Screening procedures will be completed prior to permitting any new hire or new volunteer to have direct contact with students.

In determining whether the results of the background check are acceptable, CIS will consider convictions, taking into consideration, at its discretion, the age of the offender and time of the offense, the seriousness and nature of the offense, and the nature of the applicant's position with the organization. Because CIS of Robeson uses Public Schools of Robeson County as their screening authority, this determination is provided by the Associate Superintendent of Human Resources.

### **Pre-employment Screening and Background Checks Procedure**

Pre-employment/pre-service screening will be performed on all new employees (including AmeriCorps/VISTA members and interns), consultants and volunteers working with students on behalf of CIS. The pre-employment screening process includes completion of a written application or receipt of resume, an in-person interview, reference checks and a criminal background check. In addition to the background check, other relevant factors may be reviewed such as previous employment, education, professional credentials, driving record, social security number trace, national sex offender records.

Completion of a comprehensive background investigation is required for paid staff, AmeriCorps/VISTA members, interns, consultants and volunteers, and is a requirement for continued service with the organization. Additionally, background investigations will be repeated no less than every three years after the initial screening process. Screening procedures will be completed prior to permitting any new hire or new volunteer to have direct contact with students and/or access to confidential or sensitive data. Supervisors will closely monitor activities of new hires, ensuring they have no access to students or confidential data prior to satisfactory completion of the background investigation. If questions arise

as the result of a background investigation, it is the responsibility of Executive Management to decide upon the resolution of background results showing questionable offenses.

#### Process for Conducting Background Checks

- All background checks are provided by the Public Schools of Robeson County and a vendor of their choosing
- Paid staff, AmeriCorps/VISTA members, interns, consultants and volunteers fill out a Criminal Background Check Form provided at the CIS school site
- Background Check Forms are delivered to the Executive Director immediately upon signing, who in turn delivers those forms to PSRC Human Resources Department for processing
- The results of initial background check includes NC State Criminal Records Search and National Criminal Search including Sex Offender Search; the date of receipt of results is highlighted on each form
- Background checks are picked up from PSRC by the Executive Director, schools are informed of the outcome of the check and the dates recorded; all background checks are filed at CIS of Robeson in a locked cabinet
- Date individual started working with students/data is collected by each school site
- Date(s) of receipt of results of subsequent background check(s) are recorded with the corresponding results

The following are required for service to CIS:

#### **Education/License Verification** (Paid Staff Only)

**Employment Verification** (Paid Staff Only) - Ten years of prior employment will be documented and all prior employment within the past five years will be verified. All gaps in employment within the past five years that are greater than 12 months in length will be verified by contacting professional references.

**Department of Motor Vehicles** (Paid staff Only) - This report provides a minimum of three years and up to a ten-year driver's record history, to include date of issue, expiration date, status, infractions and restrictions.

**Criminal Record Search** (All) - A criminal records search will be conducted at the highest court in all counties where the person has resided, worked or attended school in the past seven years. Any misdemeanor conviction, felony conviction, open arrest warrants, and/or related activities are reported.

## CIS of Robeson County/Business Continuity Planning Guide

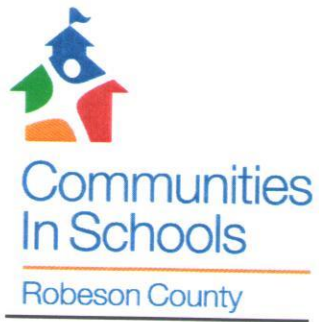
This purpose of this guide is to provide procedures to follow in the event normal business operations are interrupted due to a natural disaster or emergency situation. Careful contingency planning can minimize interruption, allowing for return to a pre-crisis state as quickly as possible. CIS administrative staff will review procedures periodically with all employees to ensure they are prepared to act if the need arises. It is imperative that procedures are regularly reviewed and updated to ensure the accuracy of information; electronic and hard copies are distributed to all employees. The procedures are designed to provide clear, concise and essential directions for recovering from interruption of normal business operations. The primary areas of focus for such board-approved procedures are: communication, relocation and data recovery.

<b>Communication</b>	
<p>Employees – The CIS Executive Director and the CIS Office Staff will share the responsibilities for contacting employees and prioritizing methods of communication to include:</p> <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Text</li> <li>• Email</li> <li>• Facebook</li> </ul>	<p>The CIS Executive Director and the CIS Office Staff will maintain a list of all current contact information including land lines, mobile devices, email addresses (work and personal) and Facebook accounts.</p> <p>The Executive Director will ensure this list is readily accessible in case of an emergency. This list will be stored on the cell phones of the CIS Executive Director and CIS Office Staff. A hardcopy of this list will also be provided.</p>
<p>Board Members – The CIS Executive Director and CIS Office Manager are responsible for contacting board members and prioritizing methods of communication to include:</p> <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Text</li> <li>• Email</li> <li>• Facebook</li> </ul>	<p>The CIS Executive Director and the CIS Office Manager will maintain a list of all current contact information including land lines, mobile devices, email addresses (work and personal) and Facebook accounts.</p> <p>The Executive Director will ensure this list is readily accessible in case of emergency. This list will be stored on the cell phones of the CIS Executive Director and CIS Office Manager. A hardcopy of this list will also be provided.</p>
<p>The CIS Executive Director will determine which key constituents should be communicated with and by whom from the CIS Office Staff to include:</p> <ul style="list-style-type: none"> <li>• Superintendent of Local School District</li> <li>• School principals</li> <li>• City and/or County Manager</li> <li>• CIS of North Carolina</li> <li>• Major donor/funders</li> <li>• Significant partners</li> <li>• Banks where CIS funds are on deposit</li> <li>• Insurance company/companies</li> <li>• Local media</li> <li>• Volunteers</li> </ul>	<p>The CIS Executive Director will maintain a list of all current contact information including land lines, mobile devices (when appropriate), email addresses and Facebook accounts.</p> <p>The CIS Executive Director will ensure this list is readily accessible in case of emergency.</p> <p>The CIS Executive Director will serve as the designated point of contact for local media.</p> <p>The CIS Executive Director and the CIS Executive Committee will develop messaging and ensure it is consistently delivered to all constituents.</p>

<p>Telephone System: The CIS Executive Director and the CIS Office Manager will ensure the following:</p> <ul style="list-style-type: none"> <li>• Change voice mail messages to relay the temporary location and telephone numbers where employees may be reached</li> <li>• Arrange to have phone calls forwarded to the new temporary telephone number</li> </ul>	<p>The CIS Office Manager will ensure that the voice mail message associated with the CIS telephone number identifies any temporary location for the organization and arrange with the telephone provider to forward all calls to any new temporary telephone number.</p>
<p>The CIS Executive Director and the CIS Office Manager will prepare a list of emergency phone numbers and web site addresses to include:</p> <ul style="list-style-type: none"> <li>• Emergency services – police, fire, ambulance</li> <li>• Communications providers</li> <li>• CIS Staff</li> <li>• Weather information – NOAA, radio stations, television weather channel, weather web site</li> <li>• Maintenance and repairs – janitorial, HVAC, electrical, plumber, carpentry</li> <li>• IT services – hardware, software, network equipment</li> <li>• Utilities – electrical, gas, water, sewer, sanitation</li> </ul>	<p>The CIS Executive Director and CIS Office Manager will ensure a list is readily accessible and will be loaded on their personal cell phones as well as having a hardcopy on file as needed.</p>
<p><b>Relocation</b></p>	
<p>The CIS Executive Director will be responsible for designating an emergency meeting location away from the administrative office so all employees will know where to report in case of disaster. This will include the designation of a first and second choice that are likely to have wireless internet services, making sure all employees are aware of the location and how to get there. This predetermined meeting place will serve as a location to plan any response to an incident.</p>	<p>The following entities have agreed to serve as emergency meeting locations:</p> <ul style="list-style-type: none"> <li>• United Way of Robeson County</li> <li>• Robeson County Public Library</li> <li>• Restaurant (StarBucks)</li> </ul>
<p>The CIS Executive Director will explore options for temporarily relocating operations to a safe and secure alternate work site with adequate work space and communication capabilities while designating first and second choices and considering reciprocal arrangements with others.</p>	<p>The following entities have agreed to provide temporary relocating operations in emergency situations:</p> <ul style="list-style-type: none"> <li>• Share space with another nonprofit – United Way of Robeson County</li> <li>• Space at board member's workplace – Southeastern Regional Health</li> </ul>
<p><b>Data Recovery</b></p>	

<p>The key to rapid access and retrieval of important organizational data from a remote location is developing a sound strategy before a crisis arises. A back-up of essential files is made weekly and placed in a secure location away from the CIS administrative office. The backed- up files are checked periodically to make sure viable back-ups are made. Should a loss of files occur, or the on-site data cannot be accessed, documents can be restored from the most recent back-up file.</p>	<p>The CIS Executive Director and office staff will ensure weekly backups of essential files are made and secured off sight.</p>
<p>Some critical documents may be paper-based and converting them to an electronic format is a sound practice. Scanning these to create digital images to store electronically will ensure these documents can be accessed from remote locations. These documents include:</p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Insurance documents</li> <li>• Donor information</li> <li>• Employee files</li> <li>• IRS Determination Letter</li> <li>• Articles of Incorporation</li> <li>• Bylaws</li> <li>• Audit Reports</li> <li>• IRS 990 Tax Returns</li> <li>• Materials of Historical Value</li> </ul>	<p>The CIS Executive Director and office staff will ensure critical documents are converted to electronic format. These will be scanned and stored in a web based accessible program through the internet (Adobe) (Box.Com). Audit reports and IRS 990 tax returns are also housed in these locations and with the local CPA office that provides audit services.</p>

# **Communities In Schools of Robeson County**



## **Records Retention and Destruction Policy**

Board Approved \_\_\_\_\_ (Date)

## **PURPOSE**

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure records that are no longer needed by CIS of Robeson County or are of no value are discarded at the proper time. Both physical records and electronic files are covered in the policy. This Policy is also for the purpose of aiding employees of CIS of Robeson County in understanding their obligations in retaining electronic documents – including email, web files, text files, sound and movie files, PDF documents and all Microsoft Office or other formatted files.

## **ADMINISTRATION**

The Records Retention and Destruction Policy has been reviewed and approved by the Board of Directors of CIS of Robeson County and the attached Records Retention Schedule is approved as the initial maintenance, retention and destruction schedule for physical records of CIS of Robeson County and the retention and deletion of electronic files. The Executive Director is responsible for administration of this policy and the implementation of processes and procedures to ensure that the Records Retention Schedule is followed. The Executive Director is also authorized, upon approval by the Board of Directors, to make modifications to the Records Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws. Administration of this policy includes monitoring local, state and federal laws affecting records retention with guidance from legal counsel or the organization's certified public accountant, annually reviewing the records retention and destruction process and monitoring compliance with this Policy.

## **PERMANENT RECORDS**

Records designated as permanent in the Records Retention Schedule are those required by law to be permanently retained and which are ineligible for destruction at any time for any reason. These records are necessary for the continuity of business and the protection of the rights and interests of the organization and of individuals. These include records such as organizational documents (Articles of Incorporation and Bylaws) Board Minutes and Policies, designation federal and state tax exempt status and independent audits.

## **HISTORICAL RECORDS**

Historical records are records that are no longer of use to the organization but which because of their age or research value may be of historical interest or significance. Historical records may not be destroyed.

## **SECURITY PROCEDURES**

Security of electronic files in the CIS administrative office is assured by the use of passwords and only those authorized to do so may access the password-protected files. Storage of physical documents is in locked file cabinets or in a secure storage closet, accessed only by those who are authorized to possess keys.

Confidential and sensitive electronic student information is protected by use of a password for the computer used by the Student Support Specialist and that password is not shared with anyone else at the school. Physical documents, including signed parent consent forms, are maintained in a locked file cabinet in the Student Support Specialist's office at the school, and access is restricted to the Student Support Specialist only.

At the designated time, destruction of physical records is carried out by shredding the documents at the CIS administrative office or in the office of a school-based Student Support Specialist, in the presence of the Executive Director or an employee designated by the Executive Director. Electronic files scheduled for destruction are permanently deleted from the main server of the organization by an internal or external person designated by the Executive Director. The Executive Director, or someone specifically assigned by the Executive Director, is allowed to transport documents containing confidential information, although transportation of such documents is not a common practice.

A back-up of essential files shall be made weekly and placed in a secure location away from the CIS administrative office. The backed up files should be checked periodically to make sure viable back-ups are made. If a loss of files occurs, documents can be restored from the most recent back-up file. **OR** All data is backed up through a commercial online backup service, storing data in the cloud, which also provides rapid access and retrieval of important organizational data.

#### **SUSPENSION OF RECORDS DISPOSAL IN EVENT OF LITIGATION OR CLAIMS**

In the event CIS of Robeson County is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit or the commencement of any litigation against or concerning CIS of Robeson County, such employee shall inform the Executive Director who shall inform the Board of Directors. Any further disposal of documents shall be suspended until such time as the Board Chair and Executive Director, with the advice of counsel, determine otherwise. The Executive Director shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

## RECORDS RETENTION SCHEDULE

RECORD TYPE	RETENTION PERIOD
Accident Reports and Workers Compensation Records	5 years after termination of claim
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports & Financial Statements	Permanent
Annual Audit records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Form 990	Permanent
Annual Plans and Budgets	2 years
Annual Reports	Permanent
Articles of Incorporation	Permanent
Bank Deposit Slips	7 years
Bank Reconciliations	7 years
Bank Statements and Canceled Checks	7 years
Bylaws	Permanent
Certificates of Insurance	Permanent
Consultant's Contracts	7 years after termination of contract
Consultant's Reports	2 years
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanent
Correspondence (with customers and vendors)	2 years
Court Orders	Permanent
Credit Card Receipts	2 years
Credit Card Statements	2 years
Donor Records and Acknowledgement Letters	7 years
Employee Earnings Records	7 years after termination
Employee Handbook	Current version with revision history
Employee Medical Records	6 years after termination
Employee Payroll Deduction Authorizations	4 years after termination
Employee Personnel Records	6 years after termination
Employment Applications	3 years
Employment Contracts – Individual	7 years after termination
Final Grantee Reports—Financial and Narrative	7 years after completion of grant period
Financial Policies & Procedures	Current version with revision history
Fixed Asset Records	7 years
Forms I-9	3 years after termination
Grant Agreements and subsequent modifications	7 years after completion of grant period
Grant Proposal Originals	7 years after completion of grant period
Group Insurance Plans	Until Plan is amended or terminated
Insurance Claims Files	Permanent
Insurance Policies	3 years after expiration
Insurance Releases and Settlements	25 years

Inventories of supplies and materials	7 years
Investment Records	7 years after sale of investment
IRS Determination Letter	Permanent
IRS 990 Tax Returns	Permanent
IRS 1099s	7 years
Job Descriptions	3 years after superseded
Legal Memoranda and Opinions	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Material of Historical Value (including pictures, publications)	Permanent
Parent Consent Forms (signed)	3 years in student files, then scanned for permanent retention
Payroll and Employment Tax Records	Permanent
Payroll Deductions	7 years after termination
Payroll Garnishments, Assignments, Attachments	7 years after termination
Payroll Registers	7 years
Payroll Tax Returns	7 years
Property Deeds	Permanent
Property Purchase/Sale/ Lease Agreement	Permanent
Payroll Tax Records	7 years
Records Relating to Employee Promotion, Demotion, Termination	7 years after termination
Retirement and Pension Records	Permanent
Sales/Use Tax Records	7 years
Strategic Plans	Permanent
Tax Bills, Receipts, Statements	7 years
Time Sheets	7 years
W-2 and W-4 Forms	7 years after termination
Year-end Financial Statements	Permanent