



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, February 21, 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

Lori Dove, Board Chair, called the meeting to order and open session at 7:35 am. Loir asked for a motion to approve the Agenda. Carolyn Floyd Robinson made the motion, it was seconded, all were in favor and the motion carried. Abe also provided the invocation.

Agenda II- Minutes

Carolyn Floyd Robinson presented the January minutes to the board for approval. Herman Locklear made a motion to approve the minutes. Desiree Walker 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. Herbert Lowry made a motion to approve, Oryan Lowry seconded the motion; all were in favor and the motion carried. The Academy Financial Report was presented to the board for approval. Desiree Walker made a motion to approve, Herman Locklear seconded the motion; all were in favor and the motion carried. Abe then presented the CIS Balance Sheet for approval. Carolyn Floyd Robinson made a motion to approve, Herman Locklear seconded the motion; all were in favor and the motion carried.

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 92.8%. The Charter School Transportation grant approval has been delayed due to the recent bad weather in Raleigh. The staff participated in the Why Try Orientation on January 25th. The Bench Mark results are in and are as follows:

- Reading 46/114 = 40.3%, Math
- Math 41/114 = 35.9%
- Science 19/36 = 52.7%

The Critter Keeper visited out students on February 21, 2018. The Teacher Working Conditions Survey will be completed in March. The teachers are working on the prom for our 8th Grade Prom. Mr. Billy asked the board for approval to do summer school at the Academy again this year. Abe Marshall approved the request; Desiree Walker seconded the motion; all were in favor and the motion carried. A request was also presented to Board to purchase a security system with cameras in order to monitor the campus better. Ted's Alarm is preparing a quote and we will get other formal bids. Herman Locklear made a motion to approve the purchase of a security system in the amount of up to \$10,000 after all bids were received and processed. Carolyn Floyd Robinson seconded the motion; all were in favor and the motion carried.

Agenda V Resource Development

Dencie Lambdin reported on the Resource Development Committee in the absence of Chair Cammie Hunt. United Way has generously voted to cover the expenses for our Fundraiser this year up to \$5,500. Invitations have been mailed out and corporate sponsorships have already begun to come in. The Committee has met with the caterer and the florist at the home to discuss plans for the event. All things are moving forward for March 8th.

Agenda –V-Executive Director Report

Dencie Lambdin, having emailed a copy of the Data Verification Procedure prior to the meeting, asked for approval of the procedure, a TQS requirement. Herman Locklear made a motion to accept the Data Verification Procedure for approval. Abe Marshall seconded the motion; all were in favor and the motion carried. Dencie informed the board that she has applied for a grant from United Way of Robeson County for 2019/20 school year in the amount of \$220,950. The request is to target the UW goal of impacting the dropout rate in our county. We are asking for funding for a Student Support Specialist at both Carroll Middle and Lumberton Junior High, and partial funding for this position at the Innovative School District (ISD) at Southside/Ashpole in Rowland.

Agenda –VIII – Board Chair Remarks/Adjournment

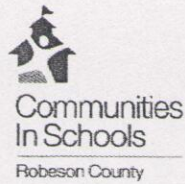
Lori Dove reported out on the Board Self -Assessment that was administered the previous month. Eight board members participated. The average score was 78% (out of the highest possible overall score of 84%) with no 0s on any sheet. Two areas that had 1 marked more than three times were in the areas of having a pool of potential Board member identified for the future, and volunteers are groomed for future board members. Lori thanked all for their feedback. Herman Locklear made a motion to adjourn. Abe Marshall seconded the motion; all were in favor and the motion carried. The meeting ended at 8:35am.

Recorded and Submitted,

Board Secretary

Connie Britt
Office Finance Manager

Carolyn Floyd Robinson



BOARD MEETING

February 21, 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
7:36 – 7:40	Approval of January Minutes	C. Floyd Robinson
7:41 – 7:51	Finance Committee	A. Marshall
7:52 – 8:05	Resource Development	C. Hunt
8:06 – 8:20	Executive Directors Report	D. Lambdin
8:21 – 8:30	Adjournment	L. Dove



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 29th and A Robeson County Christmas Show at the Carolina Civic Center on November 30th 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 4th, 5th and 6th. The CIS Academy Christmas program was held on December 19th 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 20th provided thru STEM funds. Mr. Jef will also be conducting classes on March 16th – 19th.

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

CIS OF ROBESON COUNTY

BALANCE SHEET

FEB 12, 2018

\$ 18,790.58
3,000.00
3,786.00
25,576.58

CIS CASH ON HAND
DUE FROM UNITED WAY GRANT
DUE FROM JCPC FOR DEC & JAN
AVAILABLE FOR CIS OPERATIONS

\$35,733.64

at Lumbee Guaranty Bank - (CIS)

\$ 114,695.65
4,377.00
34,767.00
2,315.00
21,402.00
3,070.00
\$180,626.65

ACADEMY CASH ON HAND
DUE FROM DPI FOR PRC 029 STATE FUNDS
DUE FROM DPI FOR PRC 036 STATE FUNDS
DUE FROM DPI FOR PRC 048 STATE FUNDS
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 JANUARY 2018

[illegible]

CIS OF ROBESON COUNTY
FINANCIAL REPORT
JANUARY 2018

	ACCOUNT	EXPENSES	BUDGET	JANUARY	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	208,410.00	17,147.21	123,001.57	85,408.43
2	5100	BENEFITS	21,111.00	1,857.90	12,477.95	8,633.05
3	5132	RENT	6,000.00	500.00	3,500.00	2,500.00
4	5562	TELEPHONE	4,655.00	608.23	2,827.23	1,827.77
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	300.00	521.75	228.25
8	6913	MEALS	500.00	0.00	569.19	-69.19
9	6915	MILEAGE	3,200.00	177.84	2,052.60	1,147.40
10	7000	STAFF DEVELOPMENT	1,200.00	0.00	-9.00	1,209.00
11	7100	SUPPLIES	4,700.00	507.13	3,161.22	1,538.78
12	7300	PROFESSIONAL FEES	2,900.00	2,500.00	2,500.00	400.00
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	1,626.50	1,626.50	3,516.50
16	8900	DEPCOM EXPENSES	2,124.00	0.00	946.66	1,177.34
17	8901/8904	MISCELLANEOUS/ADVERT	4,250.00	238.00	2,344.79	1,905.21
18	8916	GRASS ROOTS GRANT	2,500.00	0.00	2,500.00	0.00
19	8917	BAK PAK PALS	19,285.00	2,324.49	14,778.63	4,506.37
20	8918	PNC EXPENSES	3,000.00	89.65	537.56	2,462.44
21	6400	GREAT LEAPS EXP	2,500.00	106.59	1,262.11	1,237.89
22	7200	CIS SITE CORR DINATORS	500.00	0.00	56.30	443.70
23	9901	UTILITIES	2,525.00	356.33	1,784.91	740.09
24		RIBBON OF HOPE	25,000.00	0.00	15,075.77	9,924.23
25						
		TOTAL	326,653.00	28,339.87	192,596.74	134,056.26

CIS ACADEMY
FINANCIAL REPORT JANUARY 2018

LOCAL EXPENSES		BUDGET	JANUARY	TO DATE	DIFFERENCE
1	SALARIES	20,250.00	0.00	9,249.00	11,001.00
2	TAXES	1,544.00	0.00	2,209.52	-665.52
3	WORKSHOP EXPENSES	2,000.00	0.00	345.02	1,654.98
4	MILEAGE	1,111.00	51.30	449.73	661.27
5	SUPPLIES	7,650.00	320.22	2,779.98	4,870.02
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	275.00	725.00
10	POSTAGE	500.00	0.00	0.00	500.00
11	BUILDING RENT	7,200.00	0.00	7,200.00	0.00
12	CONTRACTED FOOD /FOOD PURCHASE	35,500.00	47.00	18,703.33	16,796.67
TOTAL LOCAL EXPENSES		108,755.00	468.52	54,308.58	54,446.42
FEDERAL EXPENSES		BUDGET	JANUARY	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	21,401.99	5,738.01
3	3-060- IDEA EXCEPTIONAL CHILDREN	42,432.00	3,069.72	11,548.95	30,883.05
4	3-103 - IMPROVING TEACHING QUALITY	5,877.00	0.00	2,827.96	3,049.04
5	3-118-SPECIAL NEEDS	900.00	0.00	0.00	900.00
TOTAL FEDERAL EXPENSES		77,525.00	6,146.36	35,778.90	41,746.10
OVERALL TOTALS		BUDGET	JANUARY	TO DATE	DIFFERENCE
1	STATE TOTALS	882,619.00	56,172.21	494,908.40	387,710.60
2	LOCAL EXPENSES	108,755.00	468.52	54,308.58	54,446.42
3	FEDERAL EXPENSES	77,525.00	6,146.36	35,778.90	41,746.10
TOTAL EXPENSES		1,068,899.00	62,787.09	584,995.88	483,903.12

CIS ACADEMY
FINANCIAL REPORT JANUARY 2018

		INCOME	BUDGET	JANUARY	TO DATE	DIFFERENCE
1		1-029-BEHAVIORAL SPECIALIST	29,700.00	0.00	10,965.70	-18,734.30
2		1-036-STATE DPI	836,610.00	62,640.00	430,180.00	-406,430.00
3		1-048 - PRINCIPAL INCENTIVE	16,309.00	0.00	13,995.00	-2,314.00
4		2-036-LOCAL MISCELLANEOUS	20,000.00	240.00	4,157.58	-15,842.42
5		2-036-LUNCH REIMBURSEMENT-LOCAL	25,000.00	2,099.81	12,505.21	-12,494.79
6		2-036-PSRC	63,755.00	10,451.52	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	8,478.88	-33,953.12
10		3-103-IMPROVING TEACHER QUALITY	5,877.00	0.00	2,890.28	-2,986.72
11		3-118-EXCEPTIONAL NEEDS	900.00	0.00	0.00	-900.00
		TOTAL INCOME	1,068,899.00	75,431.33	516,522.58	-552,376.42
		STATE EXPENSES	BUDGET	JANUARY	TO DATE	DIFFERENCE
1		SALARIES	472,681.00	35,359.53	261,382.60	211,298.40
2		TAXES	37,466.00	2,662.61	19,668.31	17,797.69
3		BENEFITS	40,437.00	2,778.55	22,117.23	18,319.77
4		WORKERS COMP/UMEMPLOMENT	10,252.00	71.24	425.11	9,826.89
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	1,193.00	12,996.70	16,753.30
10		FURNITURE PURCHASE	10,000.00	0.00	13,107.20	-3,107.20
11		EQUIPMENT PURCHASE	7,500.00	0.00	4,365.35	3,134.65
12		BEHAVIOR SPECIALIST (029)	29,700.00	2,188.70	15,342.34	14,357.66
13		CONTRACTED EC	5,668.00	390.00	3,885.00	1,783.00
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	1,870.00	8,785.00	7,095.00
17		POSTAGE	500.00	0.00	147.00	353.00
18		TELECOMMUNICATIONS	2,000.00	0.00	1,150.00	850.00
19		UTILITIES	13,945.00	1,460.23	7,739.91	6,205.09
20		TRANSPORTATION COST	70,450.00	5,148.53	43,105.99	27,344.01
21		PURCHASE VEHICLE	8,438.00	0.00	8,437.50	0.50
22		MISC CONTRACTS	17,614.00	735.34	5,752.28	11,861.72
23		CLEANING SUPPLIES	11,250.00	0.00	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	0.00	428.65	571.35
28		PRINCIPAL/TEACHER BONUS	16,309.00	2,314.48	16,308.98	0.02
		TOTAL STATE EXPENSES	882,619.00	56,172.21	494,908.40	387,710.60

CIS Board Meeting 2/21/2018

1. Current Enrollment (114 students)
2. Attendance Rate for the Last 20 Days (92.8%)
3. Reports/Applications Updates
 - ✓ Charter School Transportation Grant Application (December 31st)
4. Why Try Orientation (Thursday, January 25th @ 6 p.m.)
5. Benchmark Results
 - Reading - $46/114 = 40.3\%$
 - Math – $41/114 = 35.9\%$
 - Science – $19/36 = 52.7\%$
6. Critter Keeper (Feb 20, 2018)
7. Teacher Working Conditions Survey (March 2018)
8. 8th Grade Prom
9. 2018 Summer School Approval
10. School Safety

February, 2018

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. Policies for a vote today include ***Data Verification Procedure, first reading of By-Laws***
- **Diversity and strengthen Board of Directors**
 - Board Self- Assessment report. Where are the areas that need some work?

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 have been written in February: United Way of Robeson County for 2019/20 for \$220,950. The request is to target the UW goal of impacting the dropout rate in our county. We have asked for funding for a Student Support Specialist at Carroll Middle and Lumberton Junior, and partial funding for this position at the Innovative School District (ISD) at Southside/Ashpole in Rowland.
 - CIS fundraising event on Thursday, March 8 from 7-9pm at 1917 North Walnut St., Lumberton, home of Angelica and Stephen McIntyre.

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**

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