



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, October 17, 2018

Members Present

Janet Blue	*Beth Hunt	*James Mitchell
* Linda Branch	*Cammie Hunt	Bill Smith
* Lori Dove	Herman Locklear	Angela Sumner
Denise Fann	Oryan Lowry	Charles Townsend
Eva Patterson Heath	Herbert Lowry, Jr.	Dr. Desiree Walker
Amanda Hunt		

Staff Present

Dencie Lambdin-Executive Director	Connie Britt – Office Finance Manger
Beth Terranova – Great Leaps Coordinator	Billy Haggans - Principal

Agenda Item I- Call to order and Invocation

Lori Dove, Chair, called the meeting to order and open session at 7:39 am after Cammie Hunt read the CIS mission statement. Linda Branch asked for a motion to accept the Agenda. Beth Hunt made the motion, it was seconded, all were in favor and the motion carried.

Agenda II- Minutes

Cammie Hunt presented the September minutes to the board for approval. Since there was not a quorum, the minutes were tabled until the next meeting.

Agenda III-Finance

James Mitchell, Treasurer, presented the CIS Balance sheet and Financials and the CIS Academy Financials to the board for review. Without a quorum, a vote to approve the reports was tabled until the November meeting.

Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on CIS Academy as follows: PSRC is in process of repairing the flooded section of our building; air quality testing levels following mold mitigation were shared; current enrollment is 120 students. The Academy is temporarily located at Robeson Community College on the campus of CompTech. The 20th day for ADM has been moved to October 22, 2018. Revisions to the School Calendar will be forthcoming as decisions are made about adding instructional days. All eighth graders transitioned to high school which accounts for the school year 2017-2018 dropout rate of 0%. There is a field trip planned for November 8th, the students will be going to the NC Baptist Assembly to participate in environmental science lessons.

Agenda – V -Resource Development

Beth Hunt then gave a report on the Resource Development. The Resource Development Committee has had its first meeting and the focus of that meeting was on social media. They are looking into grants and funding from foundations as part of the fundraising efforts. They are also working on elevator speeches for recruiting sponsors. The Committee will continue to plan and will update at the next Directors meeting.

Agenda –V-Executive Director Report

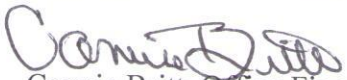
Dencie reported that as of this date we have not heard anything from our reaccreditation status. Application is being made to the Golden Leaf Foundation for school supplies, gift cards and BakPaks in the amount of \$30,000 for students impacted by the hurricane. Additional hurricane donations include a pallet of school supplies from the local Walmart and North Dakota DPI staff who visited in May contributed a check for \$550. JCPC after school programming will resume with Tim Heath as the new Program Director. Finally, Dencie suggested we move our next meeting to November 14th due to the Thanksgiving holidays.

Agenda –VIII – Board Chair Remarks/Adjournment

As there was no further business, the Chair then asked for a motion to adjourn. Linda Branch made the motion, Beth Hunt seconded; all were in favor and the motion carried, the meeting was adjourned at 8:40 am.

Recorded and Submitted,

Board Secretary



Connie Britt, Office Finance Manager

Eva Patterson Heath



BOARD MEETING
September 19, 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 August Minutes	Eva Patterson-Heath
7:41 – 7:51	Finance Committee <ul style="list-style-type: none"> • Balance Sheet • Cash Flow • Financials 	J. Mitchell
8:06 – 8:20	CIS Academy Report	B. Haggans
8:20 – 8:30	Resource Development	B. Hunt
8:21 – 8:30	Executive Directors Report <ul style="list-style-type: none"> • United Way Campaign • Committee Assignments 	R. Lambdin
8:31 – 8:35	Adjournment	L. DOVE

CIS OF ROBESON COUNTY

BALANCE SHEET

October 3, 2018

\$ 15,087.01
3,786.00
18,873.01

CIS CASH ON HAND
DUE FROM JCPC FOR OCT
AVAILABLE FOR CIS OPERATIONS

\$35,733.64

at Lumbee Guaranty Bank - (CIS)

\$ 118,776.28
5,710.00
5,365.59
465.00
\$ 130,316.87

ACADEMY CASH ON HAND
DUE FROM PRC 108
DUE FROM PRC 029
Due from PRC 060
AVAILABLE FOR ACADEMY OPERATIONS

\$75,274.15

at BB&T BANK (ACAD)

**CIS OF ROBESON COUNTY
FINANCIAL REPORT
SEPT 2018**

	ACCOUNT	INCOME	BUDGET	SEPT	YTD	DIFFERENCE
1	4025	CAMPAIGN	80,000.00	0.00	650.00	-79,350.00
2	4110	GRANTS	7,000.00	0.00	0.00	-7,000.00
3	4155	ROBESON COUNTY	4,000.00	0.00	4,000.00	0.00
4	4157	UNITED WAY	83,000.00	22,250.00	41,500.00	-41,500.00
5	4159	CIS OF NC	14,000.00	0.00	0.00	-14,000.00
6	4161-401	UNITED WAY OF CAROLINAS	10,000.00	0.00	5,000.00	-5,000.00
7	4169	BAK PAK PALS	20,000.00	1,405.00	6,027.53	-13,972.47
8	4161	CIS MISCELLANEOUS	7,000.00	744.32	2,563.12	-4,436.88
9	4118	JCPC ADMIN	4,500.00	375.00	1,125.00	-3,375.00
10	4162	PSRC	88,000.00	0.00	0.00	-88,000.00
11	4166	ACAD ADMIN	70,000.00	10,000.00	30,000.00	-40,000.00
12	4999	UNCATEGORIZED INCOME	23,501.00	0.00	0.00	-23,501.00
		TOTAL INCOME	411,001.00	34,774.32	90,865.65	-320,135.35

CIS OF ROBESON COUNTY
FINANCIAL REPORT
SEPT 2018

	ACCOUNT	EXPENSES	BUDGET	SEPT	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	311,473.00	26,437.41	68,690.10	242,782.99
2	5100	BENEFITS	34,205.00	1,911.68	5,708.15	28,496.85
3	5132	RENT	6,000.00	500.00	1,500.00	4,500.00
4	5562	TELEPHONE	4,700.00	364.67	1,094.31	3,605.69
5	6500	POSTAGE	303.00	100.00	100.00	203.00
6	6650	EQUIPMENT EXPENSES	150.00	0.00	0.00	150.00
7	6700/6800	PUBLICATION/DUES	500.00	0.00	150.00	350.00
8	6915	MILEAGE	3,500.00	251.94	594.93	2,905.07
9	7000	STAFF DEVELOPMENT	1,575.00	0.00	1,119.00	456.00
10	7100	SUPPLIES	4,000.00	105.64	1,138.58	2,861.42
11	7300	PROFESSIONAL FEES	2,900.00	0.00	0.00	2,900.00
12	7400	COMPANY INSURANCES	6,010.00	0.00	898.50	5,111.50
13	8800	FUND RAISING EXPENS	5,000.00	0.00	0.00	5,000.00
14	8901	MISCELLANEOUS	3,600.00	0.00	272.12	3,327.88
15	8916	GRASS ROOTS GRANT	2,500.00	0.00	0.00	2,500.00
16	8917	BAK PAK PALS	19,285.00	260.69	260.69	19,024.31
17	6400	GREAT LEAPS EXP	2,500.00	60.42	115.14	2,384.86
18	9901	UTILITIES	2,800.00	251.52	517.78	2,282.22
		TOTAL	411,001.00	30,243.97	82,159.30	328,841.79

CIS ACADEMY
FINANCIAL REPORT SEPTEMBER

	INCOME	BUDGET	SEPT	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST	29,700.00	13,250.00	13,250.00	-16,343.82
2	1-036-STATE DPI	854,506.00	30,300.00	229,351.00	-625,155.00
3	2-036-LOCAL MISCELLANEOUS	20,000.00	340.00	848.00	-19,152.00
4	2-036-LUNCH REIMBURSEMENT-LOCAL	27,850.00	920.33	1,461.02	-26,388.98
5	2-036-PSRC	62,719.00	0.00	0.00	-62,719.00
6	3-050-TITLE ONE	21,054.00	0.00	0.00	-21,054.00
7	3-060-EXCEPTIONAL CHILDREN	26,868.00	609.00	609.00	-26,259.00
8	3-103-IMPROVING TEACHER QUALITY	2,772.00	0.00	0.00	-2,772.00
9	3-108-STUDENT SUPPORT & ACAD ENRICH	20,000.00	2,400.00	2,400.00	-17,600.00
	TOTAL INCOME	1,065,469.00	47,819.33	247,919.02	-817,443.80
	STATE EXPENSES	BUDGET	SEPT	TO DATE	DIFFERENCE
1	SALARIES	490,036.00	38,296.27	102,720.64	387,315.36
2	TAXES	37,567.00	2,844.71	7,730.88	29,836.12
3	BENEFITS	39,603.00	3,492.68	12,436.97	27,166.03
4	WORKERS COMP/UNEMPLOYMENT	7,200.00	0.00	1,306.78	5,893.22
5	WORKSHOPS	1,750.00	0.00	838.59	911.41
6	PRINTING & BINDING	2,000.00	0.00	648.00	1,352.00
7	MILEAGE	600.00	0.00	0.00	600.00
8	DUES/FEES	1,800.00	0.00	0.00	1,800.00
9	SUPPLIES	30,700.00	1,492.51	6,419.89	24,280.11
10	FURNITURE PURCHASE	8,000.00	0.00	0.00	8,000.00
11	EQUIPMENT PURCHASE	9,000.00	0.00	3,722.26	5,277.74
12	BEHAVIOR SPECIALIST (029)	29,700.00	2,221.69	5,471.76	24,228.24
13	CONTRACTED EC	7,500.00	180.00	180.00	7,320.00
14	ADMINISTRATION FEE	45,000.00	10,000.00	30,000.00	15,000.00
15	TECH SUPPORT	18,000.00	1,075.00	1,870.00	16,130.00
16	POSTAGE	200.00	0.00	0.00	200.00
17	TELECOMMUNICATIONS	1,400.00	0.00	0.00	1,400.00
18	UTILITIES	15,000.00	1,502.44	4,066.65	10,933.35
19	TRANSPORTATION COST	80,000.00	5,073.42	13,241.77	66,758.23
20	PURCHASE VEHICLE	8,000.00	0.00	4,875.00	3,125.00
21	MISC CONTRACTS	12,250.00	745.73	1,043.45	11,206.55
22	CLEANING SUPPLIES	13,250.00	832.00	891.00	12,359.00
23	IMPROVEMENT TO SITES	5,000.00	0.00	0.00	5,000.00
24	INSURANCES	12,150.00	-727.00	8,342.50	3,807.50
25	AUDIT	7,000.00	0.00	0.00	7,000.00
26	ADVERTISING	1,500.00	238.00	858.50	641.50
	TOTAL STATE EXPENSES	884,206.00	67,267.45	206,664.64	677,541.36

CIS ACADEMY
FINANCIAL REPORT SEPTEMBER

LOCAL EXPENSES		BUDGET	SEPT	TO DATE	DIFFERENCE
1	SALARIES	20,250.00	0.00	0.00	20,250.00
2	TAXES	1,550.00	0.00	0.00	1,550.00
3	WORKSHOP EXPENSES	1,500.00	0.00	35.36	1,464.64
4	MILEAGE	1,000.00	353.40	597.36	402.64
5	SUPPLIES	6,500.00	0.00	0.00	6,500.00
6	EQUIPMENT PURCHASE	1,000.00	0.00	0.00	1,000.00
7	ADMINISTRATION FEE	25,000.00	0.00	0.00	25,000.00
8	MISC CONTRACTS	4,500.00	0.00	0.00	4,500.00
9	TELEPHONE	800.00	0.00	0.00	800.00
10	POSTAGE	300.00	0.00	72.00	228.00
12	BUILDING RENT	7,200.00	0.00	0.00	7,200.00
13	CONTRACTED FOOD /FOOD PURCHASE	40,969.00	47.00	47.00	40,922.00
TOTAL LOCAL EXPENSES		110,569.00	400.40	751.72	109,817.28
FEDERAL EXPENSES					
1	3-050- TITLE ONE EXPENSES	21,054.00	0.00	0.00	21,054.00
2	3-060- IDEA EXCEPTIONAL CHILDREN	26,868.00	629.71	1,072.30	25,795.70
3	3-103 - IMPROVING TEACHING QUALITY	2,772.00	0.00	0.00	2,772.00
4	3-108-STUDENT SUPPORT & ACAD	20,000.00	8,110.00	8,110.00	11,890.00
TOTAL FEDERAL EXPENSES		70,694.00	8,739.71	9,182.30	61,511.70
OVERALL TOTALS					
1	STATE TOTALS	884,206.00	67,267.48	206,664.64	677,541.36
2	LOCAL EXPENSES	110,569.00	400.40	751.72	109,817.28
3	FEDERAL EXPENSES	70,694.00	8,739.71	9,182.30	61,511.70
TOTAL EXPENSES		1,065,469.00	76,407.59	216,598.66	848,870.34

CIS Board Meeting 10/17/2018

1. Building Update
2. Current Enrollment (120 students)
3. October 22nd (20th Day ADM)
4. 2018-2019 School Calendar Revision
5. 2017-2018 Dropout Report
6. Beginning Teacher Support Plan (October 31st)
7. 7th Grade Immunizations (November 1st)
8. Robeson Health Care Corporation
9. Thomas Center For Entrepreneurship (UNCP Incubator)
10. NC Baptist Assembly (November 2018)

October, 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**
 - No word on reaccreditation status
- **Diversity and strengthen Board of Directors**

Implement procedures to ensure sustainability

- **Policies and procedures support a strong internal system for financial management and oversight**
- **Diversified funding strategy**
 - BakPak Pals to begin when school resumes. Two churches made donations of food for us, Walmart delivered a pallet of school supplies, North Dakota DPI sent a hurricane relief check for \$550 collected from the group that visited us in May
 - Hurricane Florence relief is being planned through CIS National for CIS affiliates who suffered damage, Robeson is included in that group
 - *Submitting grant to Golden Leaf for school supplies*
- **Deliver and sustain high quality student supports leading to positive impacts** *gift cards*
 - CIS Academy has resumed classes at Robeson Community College on the ComTech campus. Catered meals are being delivered on site, but we will resume lunches at *more* *BakPaks* Pembroke Middle once PSRC has started classes.
- **Deliver and sustain high quality student support leading to positive impacts**
 - NCDPI grant for Students in Crisis was received in the amount of \$45,000 to implement two evidenced based programs at CIS sites
 - Students at Red Springs Middle begin today with our new Director, Tim Heath, in place.
- **Establish written agreements with key partners**
 - School and Data Agreements have been signed for each CIS location. School Needs Assessments and Support Plans are in process.

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

- **Ensure data management reflects quality services to students**