



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

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

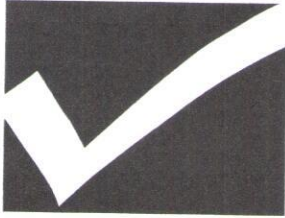
Prior to adjournment, the board members who were present were asked to sign off on their individual Board Commitment forms as well as a Confidentiality Agreement. Eva Patterson-Heath made a motion to adjourn. Herbert Lowry seconded the motion; all were in favor and the motion carried. The meeting ended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

Recorded and Submitted,

Board Secretary

Connie Britt
Office Finance Manager

Carolyn Floyd Robinson



CIS BOARD MEETING

Camme addresses

9/20/2017

7:30 A.M.

TWO HAWK EMPLOYMENT

118 W. 5TH STREET

LUMBERTON, NC 28358

Type of meeting:

----- Agenda Topics -----

CALL TO ORDER	L.DOVE	5
MINUTES	C.FLOYD ROBINSON	5
RESOURCE DEVELOPMENT	C. HUNT	15
FINANCE COMMITTEE	A. MARSHALL	10
CIS ACADEMY	B. HAGGANS	10
EXECUTIVE DIRECTOR	R. LAMBDIN	10
ADJOURMENT	L. DOVE	5

Other Information

FICAL POLICIES
CASH FLOW PROJECTIONS

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)

AUGUST 2017

[illegible]

CIS OF ROBESON COUNTY
FINANCIAL REPORT
AUGUST 2017

	ACCOUNT	EXPENSES	BUDGET	AUGUST	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	208,410.00	17,986.87	34,132.93	174,277.07
2	5100	BENEFITS	21,111.00	1,752.79	3,505.58	17,605.42
3	5132	RENT	6,000.00	500.00	1,000.00	5,000.00
4	5562	TELEPHONE	4,655.00	607.21	976.51	3,678.49
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	26.75	26.75	723.25
8	6913	MEALS	500.00	170.71	260.32	239.68
9	6915	MILEAGE	3,200.00	841.71	906.30	2,293.70
10	7000	STAFF DEVELOPMENT	1,200.00	-9.00	-9.00	1,209.00
11	7100	SUPPLIES	4,700.00	219.08	251.25	4,448.75
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	8901/8904	MISCELLANEOUS/ADVERT	4,250.00	404.17	446.97	3,803.03
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	0.00	0.00	2,500.00
20	7200	CIS SITE CORRINATORS	500.00	0.00	0.00	500.00
21	9901	UTILITIES	2,525.00	306.01	513.65	2,011.35
22		RIBBON OF HOPE	25,000.00	0.00	0.00	25,000.00
23		DEPCOM EXPENSES	2,124.00	0.00	0.00	2,124.00
		TOTAL	323,653.00	22,806.30	42,945.26	280,707.74

CIS ACADEMY
FINANCIAL REPORT AUGUST 2017

	INCOME	BUDGET	AUGUST	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST	0.00	0.00	0.00	0.00
2	1-036-STATE DPI	836,610.00	108,358.00	108,358.00	-728,252.00
3	2-036-LOCAL MISCELLANEOUS	20,000.00	0.00	1,127.00	-18,873.00
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	21,215.20	-42,539.80
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	0.00	0.00	-42,432.00
9	3-103-IMPROVING TEACHER QUALITY	5,877.00	0.00	0.00	-5,877.00
	TOTAL INCOME	1,021,990.00	108,358.00	131,342.32	-890,647.68
	STATE EXPENSES	BUDGET	AUGUST	TO DATE	DIFFERENCE
1	SALARIES	472,681.00	31,037.53	55,012.35	417,668.65
2	TAXES	37,478.00	2,331.96	4,123.64	33,354.36
3	BENEFITS	40,425.00	3,245.44	6,417.51	34,007.49
4	WORKERS COMP/UNEMPLOYMENT	10,252.00	0.00	255.95	9,996.05
5	WORKSHOPS	1,200.00	970.85	1,361.29	-161.29
6	PRINTING & BINDING	2,000.00	2,056.70	2,056.70	-56.70
7	MILEAGE	200.00	0.00	0.00	200.00
8	DUES/FEES	806.00	0.00	150.00	656.00
9	SUPPLIES	29,750.00	729.09	3,695.32	26,054.68
10	FURNITURE PURCHASE	10,000.00	3,502.94	3,502.94	6,497.06
11	EQUIPMENT PURCHASE	7,500.00	0.00	0.00	7,500.00
12	BEHAVIOR SPECIALIST (029)	0.00	2,188.70	4,377.40	-4,377.40
13	CONTRACTED EC	5,668.00	0.00	0.00	5,668.00
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	2,150.00	3,970.00	11,910.00
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	1,211.65	2,206.67	11,738.33
20	TRANSPORTATION COST	70,450.00	277.81	6,795.56	63,654.44
21	PURCHASE VEHICLE	8,438.00	0.00	8,437.50	0.50
22	MISC CONTRACTS	17,614.00	555.34	1,035.75	16,578.25
23	CLEANING SUPPLIES	11,250.00	624.34	2,009.47	9,240.53
24	IMPROVEMENT TO SITES	8,000.00	977.00	977.00	7,023.00
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	0.00	207.00	793.00
	TOTAL STATE EXPENSES	836,610.00	51,859.35	135,012.05	701,597.95

FINANCIAL REPORT AUGUST 2017

LOCAL EXPENSES		BUDGET	AUGUST	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	345.02	345.02	1,654.98
4	MILEAGE	1,111.00	121.41	172.71	938.29
5	SUPPLIES	7,650.00	0.00	0.00	7,650.00
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	0.00	0.00	4,500.00
9	TELEPHONE	1,000.00	0.00	0.00	1,000.00
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	0.00	267.56	35,232.44
TOTAL LOCAL EXPENSES		108,755.00	466.43	10,785.29	97,969.71
FEDERAL EXPENSES		BUDGET	AUGUST	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	3,031.81	6,018.79	21,121.21
3	3-060- IDEA EXCEPTIONAL CHILDREN	42,432.00	888.96	888.96	41,543.04
4	3-103 - IMPROVING TEACHING QUALITY	5,877.00	0.00	0.00	5,877.00
TOTAL FEDERAL EXPENSES		76,625.00	3,920.77	6,907.75	69,717.25
OVERALL TOTALS		BUDGET	AUGUST	TO DATE	DIFFERENCE
1	STATE TOTALS	836,610.00	51,859.35	135,012.05	701,597.95
2	LOCAL EXPENSES	108,755.00	466.43	10,785.29	97,969.71
3	FEDERAL EXPENSES	76,625.00	3,920.77	6,907.75	5,877.00
TOTAL EXPENSES		1,021,990.00	56,246.55	152,705.09	805,444.66

CIS Board Meeting 9/20/2017

1. 2016-2017 EOG Results
 - Performance Grade: **C**
 - Growth Status: **Exceeded Growth Expectations**
2. Open House (85% participation rate)
3. Current Enrollment (116 students)
4. Current Attendance Rate (97%)
5. Region 5 Accountability Meeting (Sept 19th)
6. MTSS Module 2 Training (Sept 20th)
7. Half Day for Students / Staff Development (Sept 27th)
8. Fort Caswell Field Trip (October 6th)
9. CIS of Robeson (25th Anniversary) / CIS Academy (20th Anniversary)
10. 2017 Charter School Leadership Institute (October 12th & 13th)

September, 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. Financial Policies for review and a vote
- **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**
 - Walmart Community Foundation grant submitted in the amount of \$33,000 to provide for after school programming at Pembroke Middle School
 - BakPak Pals grant applications funded by Big Lots Foundation at \$6,250
 - Remainder of Quality Improvement grant in the amount of \$79,000 was moved to CIS from PSRC to continue programming at Prospect Elementary after school
 - 25th Anniversary Celebration on Oct. 12 from 5-7pm in Pembroke will include invitations to partners, stakeholders, and staff

Deliver and sustain high quality student supports leading to positive impacts

- **Deliver and sustain high quality student support leading to positive impacts**
 - Letter of Intent to NC Innovative School District. Five schools in Robeson County have been identified as in the top 5% of state low performing schools
 - Working with CISNC on a grant for after school programming to supplement the Quality Improvement grant which has come to an end. Working with Susan Everhart, grant writer, we will move forward with the ELISS application for federal funds. The deadline for the grant is October 13.
- **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

COMMUNITIES IN SCHOOLS OF ROBESON COUNTY

COMMITTEES OF THE BOARD

2017/2018

EXECUTIVE COMMITTEE

Lori Dove – Chairperson
Cammie Hunt – Vice Chair
Abe Marshall – Treasurer

Carolyn Floyd Robinson –
Secretary
Angela Sumner – Past Chair

BOARD DEVELOPMENT

Lori Dove, Chair
Angela Sumner

Herbert Lowry
Cammie Hunt

The Board Development Committee is responsible for analyzing make-up of current Board and making appropriate recommendations for new Board members. New member orientation, ongoing Board training and annual staff performance evaluations are included in this committee's duties.

RESOURCE DEVELOPMENT /PUBLIC RELATIONS COMMITTEE

Cammie Hunt - Chair
Linda Branch
Lori Dove
Abe Marshall
Jeanette Evans

Janet Blue
Amanda Hunt
Desiree Walker
Angela Sumner
Carolyn Floyd- Robinson

The Resource Development/Public Relations Committee is responsible for the marketing plan of CIS. This includes the approval of brochures, newsletters, and volunteer/contributor recognition. This committee is also responsible for spearheading the annual fundraising event to develop new partnerships and maintain the existing ones.

FINANCE/BUDGET COMMITTEE

Abe Marshall – Chair
Kim Woods
Eva Patterson Heath

Lori Dove
Oryan Lowry
James Mitchell

The Finance Committee is responsible for the development and oversight of the annual budget. This includes reviewing monthly financials and the annual audit report. This committee recommends the annual budget to the full Board for approval.

RESOURCE DEVELOPMENT



Cultivation



Solicitation



Stewardship



MY COMMITMENT TO COMMUNITIES IN SCHOOLS OF ROBESON COUNTY

As a member of the board of directors of Communities In Schools of Robeson County, I am fully committed and dedicated to the mission of Communities In Schools (CIS):

To surround students with a community of support, empowering them to stay in school and achieve in life.

I pledge to help carry out this mission, consistent with the functions of a board member, as stated in the bylaws and in the board policy manual. I will devote three years of active service to the board of directors with the option to renew at the end of that time.

The Role of the Board

As a board member, I have the obligation to help establish strategic direction, set broad policy, steward the assets, and hire and evaluate the CEO/executive director, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent, treasure and relationships.

The Role of Management

I understand that the CEO/executive director is responsible, under the board's direction, for developing the long-range plan for board approval, devising short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

Preparation

I will participate in the local CIS orientation and complete the Communities In Schools University online orientation within 6 months of joining the board. I understand if I am returning as a Board member, I will complete this new training within the first 6 months of the beginning of the fiscal year. I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

Fiscal and Program Oversight

Together with my fellow board members, I am responsible for the fiscal oversight of the organization. Regardless of whether I am a member of the finance or audit committee, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of the fiscal health, I will reach out to the appropriate board members, committees or staff for clarification.

Active Participation in Board Meetings

I will attend regularly scheduled board meetings, be available for consultation by phone and e-mail, and serve on at least one committee of the board where I can apply my special skills and perspective. I will come prepared to discuss the issues and business at hand, and I will help prepare for and participate in the annual board-staff retreat, typically scheduled on an annual basis. If I miss three consecutive board meetings or am otherwise unable to fulfill my obligations as a board member, I will offer my resignation.

COMMUNITIES IN SCHOOLS OF ROBESON COUNTY'S COMMITMENT TO ME

As part of the organization's execution of its mission, CIS makes the following commitment to its board members:

- We will provide you the opportunity for meaningful and rewarding service to our mission and our community;
- We will provide you in a timely way with the information you need to be an effective board member;
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, wisdom, experience, relationships or money;
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present at the time elect otherwise;
- We will make every effort to keep our meetings brief, relevant, interesting and productive;
- We will respond to the best of our ability to your questions and concerns;
- We will secure and maintain directors and officers liability insurance;
- We will encourage and respect your feedback and criticism; and
- We will do our utmost to be an organization of which all stakeholders can be proud.

Our Agreement

By signing this document, we acknowledge that board service implies a three-way commitment: from board members individually, board members collectively and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, we understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy. Furthermore, we request that the commitments in this letter be made part of our annual governance evaluation/assessment.

Signed: _____ Date: _____
Board Member

Signed: _____ Date: _____
Board Chair

Signed: _____ Date: _____
CEO/Executive Director

Modified from BoardWalk Consulting and Communities In Schools, Inc., 2016



Communities
In Schools

Robeson County

**Communities In Schools of Robeson County
Confidentiality Agreement**

Communities In Schools of Robeson County (CISRC) values the protection of confidential information. During the course of service for CISRC an employee, AmeriCorps/VISTA member, intern or volunteer may learn confidential information affecting the lives of students and families. It is the policy of CISRC that employees and volunteers will not disclose confidential or privileged information belonging to, or obtained through their affiliation with CISRC to any person, including relatives, friends and business and professional associates, unless CISRC has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees and volunteers are cautioned to demonstrate professionalism, good judgment and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

By signing below, you acknowledge that you have received a copy of the Confidentiality Agreement and agree to abide by its contents.

Printed Name

Signature

Date

Please sign and date one copy of this Confidentiality Agreement and return it to the Executive Director. Retain a second copy for your reference.

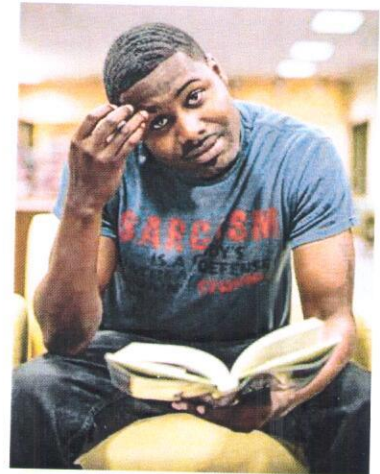
BOOKEMNC.ORG

BOOK 'EM NORTH CAROLINA

SEPTEMBER 23, 2017
9:30 AM - 4:00 PM



Featuring:
Jill
McCorkle
& LeJuane
Bowens



Meet authors and hear their stories,
participate in literary panels and discussions, view theatre
performances, and purchase books at this FREE event!

ROBESON COMMUNITY COLLEGE
5160 FAYETTEVILLE RD LUMBERTON NC

Funding for this project was provided by

Biggs Park Mall

ROBESON
COMMUNITY COLLEGE



Mayme and
Bill Tubbs

The
ROBESONIAN

Robeson County
Friends of the Library

