



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, May 30, 2018

Members Present

*Abe Marshall	*Janet Blue	*Lori Dove	*Herbert Lowry, Jr
*Desiree' Walker	*Bill Smith	*Eva Patterson- Heath	*Carolyn Floyd-Robinson
Oryan Lowry	*James Mitchell	Amanda Hunt	Denise Fann
Cammie Hunt	Angela Sumner	Herman Locklear	

Staff Present

Dencie Lambdin-Executive Director
Beth Terranova – Great Leaps Coordinator

Connie Britt – Office Finance Manger

Agenda Item I- Call to order and Invocation

Lori Dove, Board Chair, called the meeting to order and open session at 7:37 am. Lori asked for a motion to approve the Agenda with the addition of the CIS Academy report. James made the motion, it was seconded, all were in favor and the motion carried. Lori also provided the invocation.

Agenda II- Minutes

Lori Dove presented the March minutes to the board for approval. Bill Smith made a motion to approve the minutes. Desiree' seconded the motion, all were in favor and the motion carried.

Agenda III-Finance

Abe Marshall presented the CIS Financials to the board for approval. Desiree' made a motion to approve, Carolyn seconded the motion; all were in favor and the motion carried. The CIS Academy Financial Report was presented to the board for approval. Eva made a motion to approve, Desiree' seconded the motion; all were in favor and the motion carried. He then presented the CIS Balance Sheet for approval. Carolyn made a motion to approve, James seconded the motion; all were in favor and the motion carried. The Cash Flow Projection for CIS was then presented to the board for approval. Bill made a motion to approve, James seconded the motion; all were in favor and the motion carried. A revised CIS Academy State budget was then presented to the board with the stipulation that the Administrative staff, along with the Treasurer, could use discretion to adjust lines as needed to close out the year. Desiree made a motion to approve, Bill seconded the motion; all were in favor and the motion carried. Dencie was then asked to leave the room and the board put forth a motion to approve a supplement for Dencie for the end of the year. Bill made a motion to approve, Carolyn seconded the motion; all were in favor and the motion carried.

Agenda IV-CIS Academy Report

In the absence of Billy Haggans, principal, Dencie reported out on CIS Academy as follows: current enrollment is 114 students with an attendance rate of 94.9%. The EOG's will be given on May 24th and 25th and then again on May 30th and 31st. Our graduation/awards program will be held on June 6th at 9:30 a.m. We are planning a end of the year trip to Carowinds on June 7th. CIS Academy will be having summer school on June 11th – 21st with retesting at the end of the programming.

Agenda V Board Development

Lori reported out for the Board Development Committee: Amanda Hunt had agreed to serve a second term on the board for the upcoming year. The new members, listed below, were invited to join the board for the School Year 2018/2019 and they have all accepted. Desiree' made a motion to approve the second term of Amanda, the list of potential members and the new slate of officers, Eva seconded the motion; all were in favor and the motion carried. They are as follows:

Beth Hunt – Pembroke
Linda Branch – Lumberton
Charles Townsend – Fairmont
Windy Christy – Lumberton

Chair – Lori Dove
Vice Chair – Desiree' Walker
Secretary – Eva Patterson- Heath
Treasurer – James Mitchell

Abe Marshall and Carolyn Floyd-Robinson, who are rotating off the board this year, were presented student artwork for their six years of board membership. Our members and staff thanked them for their commitment and hard work for the students of Robeson County.

Agenda –V-Executive Director Report

The ED reviewed progress on the 2016-19 Strategic Plan to date and reported out on developing the annual plan for 2018/19. She reported Total Quality System (TQS) reaccreditation for 2017/2018 will be completed by May 31st. The following Policies were reviewed, discussed and voted on as follows:

Volunteer Policies – Abe made a motion to approve, Eva seconded the motion.

Partner Engagement – Eva made a motion to approve, Desiree seconded the motion.

ED/Board Chair Succession Plan – Carolyn made a motion to approve, Abe seconded the motion.

All of the motions carried. Dencie then informed the board that United Way of Robeson County has granted CIS \$77,000 to fund two full- time Student Support Specialists at Carroll Middle and Lumberton Junior High for the years 2019 and 2020. We have once again been approved to receive the Juvenile Crime Prevention Council Grant (JCPC) for the school year 2018/2019 in the amount of \$44,442 for after school programing at Red Springs Middle.

Agenda –VIII – Board Chair Remarks/Adjournment

As there was no further business, the Chair then asked for a motion to adjourn. Desiree' made the motion, Eva seconded; all were in favor and the motion carried, the meeting was adjourned at 8:32 am.

Recorded and Submitted,



Connie Britt, Office Finance Manager

Board Secretary

Carolyn Floyd Robinson, Secretary



BOARD MEETING

May 30, 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 March Minutes	C. Floyd Robinson
7:41 – 7:51	Finance Committee <ul style="list-style-type: none">• BALANCE SHEET• CIS FINANCIALS• ACAD FINANCIALS• CASH FLOW• BUDGET REVISIONS	A. Marshall
8:06 – 8:20	Executive Directors Report <ul style="list-style-type: none">• STRATEGIC PLAN• VOLUNTEER POLICIES• PARTNER ENGAGEMENT• ED & BOARD CHAIR SUCCESSION PLAN	D. Lambdin
8:21 – 8:30	Adjournment	L. Dove

BOARD NOMINATIONS 2018

Board Members:

Amanda Hunt – 2nd term

New Board Members:

Beth Hunt – Pembroke

Linda Branch – Lumberton

Charles Townsend – Fairmont

Windy Christy - Lumberton

Board Officers:

Chair – Lori Dove

Vice Chair – Desire' Walker

Secretary – Eva Patterson Heath

Treasurer – James Mitchell



Communities
In Schools

Robeson County

Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, March 21, 2018

Members Present

Abe Marshall
*Desiree' Walker
Oryan Lowry
Cammie Hunt

Janet Blue
*Bill Smith
*James Mitchell
*Angela Sumner

* Lori Dove
Herbert Lowry, Jr
*Eva Patterson- Heath
Amanda Hunt
*Denise Fann
*Herman Locklear

Staff Present

Dencie Lambdin-Executive Director

Beth Terranova – Great Leaps Coordinator

Connie Britt – Office Finance Manger

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. Lori asked for a motion to approve the Agenda. Desiree' made the motion, it was seconded, all were in favor and the motion carried. Abe also provided the invocation.

Agenda II- Minutes

Lori Dove presented the February minutes to the board for approval. Angela Sumner made a motion to approve the minutes. Denise Fann seconded the motion, all were in favor and the motion carried.

Agenda III-Finance

Lori Dove, in the absence of our Treasurer, presented the CIS Financials to the board for approval. Herman Locklear made a motion to approve, Desiree' seconded the motion; all were in favor and the motion carried. The Academy Financial Report was presented to the board for approval. Angela Sumner made a motion to approve, James Mitchell seconded the motion; all were in favor and the motion carried. She then presented the CIS Balance Sheet for approval. James Mitchell made a motion to approve, Eva Patterson-Health 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 95.66%. Open enrollment at the Academy closes on March 31. The lottery for entry into CIS Academy will be held April 27, 2018 at 3:30. Mr. Haggans provided the following updates: Mr. Jef is at the Academy at this time working with the students using his mime techniques, the 8th grade prom will be held March 29, 2018 at the school, spring break will be April 2 – 6, and the Teacher Working Conditions Survey has been completed. Final permission has been given by Public Schools of Robeson County to move forward with

Kings Paving to seal and remark the parking lot in the front of the building. Insurance information has been forwarded and approved.

Agenda V Resource Development

Angela Sumner reported on the Resource Development Committee in the absence of Chair Cammie Hunt. The CIS Fundraising event was a great event drawing new guests and sponsors. Miss North Carolina gave a short program, Mrs. Cheng's Steel Drummers performed well, and sponsors were recognized. The event thus far has netted almost \$50,000 with over \$10,000 coming from board members themselves. This amount and the number of sponsors participating has decreased from the previous two years. The current RD committee has been in place for several years and new members need to be recruited going into the next fundraising season. Dencie Lambdin suggested that she and some of the current Board Members use the summer months to introduce CIS to new businesses and make more people aware of all that CIS encompasses.

Agenda VI Board Development

There will be 4 board members rotating off at the end of this fiscal year. Lori Dove asked members several questions around diversity and how it is defined as well as valued for our organization. There was good discussion from the group and as a result several names were brought forward for possible membership. A new cohort of members will be voted on at the Annual meeting in May along with new officers.

Agenda -V-Executive Director Report

The By-Laws were presented to members at the February meeting. They were reviewed at this meeting with time for questions. Angela Sumner made a motion to approve the By-Laws. James Mitchell seconded the motion; all were in favor and the motion carried. The following grants have been received: Arby's Foundation for \$2,000 to provide supplies needed for packing BakPak Pals; Walmart Foundation for \$1,000. We will be applying for the Robeson County Community Foundation Grant in April.

Agenda -VIII - Board Chair Remarks/Adjournment

As there was no further business, the Chair then asked for a motion to adjourn. Eva Patterson-Health made a motion to adjourn, James Mitchell seconded; all were in favor and the motion carried, the meeting was adjourned at 8:27am.

Recorded and Submitted,



Connie Britt
Office Finance Manager

Board Secretary

Carolyn Floyd Robinson

CIS OF ROBESON COUNTY

BALANCE SHEET

May 8, 2018

\$ 29,851.74
3,786.00
33,637.74

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

\$35,733.64

at Lumbee Guaranty Bank - (CIS)

\$ 322,895.93
4,267.77
\$ 327,163.70

ACADEMY CASH ON HAND
Due from PRC 060
AVAILABLE FOR ACADEMY OPERATIONS

\$75,274.15

at BB&T BANK (ACAD)

FINANCIAL REPORT

ACCOUNT	INCOME	BUDGET	APRIL	YTD	DIFFERENCE
1 4025	CAMPAIGN	60,000.00	4,950.00	51,070.94	-8,929.06
2 4110	GRANTS	5,500.00	0.00	7,500.00	2,000.00
3 4118	JCPC ADMIN	4,500.00	375.00	3,750.00	-750.00
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	0.00	9,000.00	-3,500.00
7 4159	CIS NC, MISC	2,500.00	0.00	1,191.45	-1,308.55
8 4161	CIS MISCELLANEOUS	6,000.00	976.30	7,282.37	1,282.37
9 4162	PSRC	68,155.00	14,154.17	68,154.17	-0.83
10 4166	ACAD ADMINISTRATION	70,000.00	0.00	50,000.00	-20,000.00
11 4169	BAK PAK PALS	20,000.00	500.00	28,363.00	8,363.00
12 4161-1	RIBBON OF HOPE	25,000.00	0.00	25,000.00	0.00
13 4172	UNITED WAY DOLLARS	29,735.00	0.00	29,735.00	0.00
14 4161-1	DEPCOM MONIES	2,125.00	0.00	2,125.00	0.00
	TOTAL INCOME	330,015.00	20,955.47	307,171.93	-22,843.07

CIS OF ROBESON COUNTY
FINANCIAL REPORT
APRIL 2018

ACCOUNT	EXPENSES	BUDGET	APRIL	TO DATE	DIFFERENCE
1	5000 PAYROLL EXPENSES	208,410.00	16,275.23	171,730.41	36,679.59
2	5100 BENEFITS	21,111.00	1,857.90	18,051.65	3,059.35
3	5132 RENT	6,000.00	500.00	5,000.00	1,000.00
4	5562 TELEPHONE	4,655.00	370.82	3,944.81	710.19
5	6500 POSTAGE	400.00	0.00	267.00	133.00
6	6650 EQUIPMENT EXPENSES	1,000.00	0.00	0.00	1,000.00
7	6700/6800 PRINTING/DUES	750.00	0.00	521.75	228.25
8	6913 MEALS	500.00	0.00	569.19	-69.19
9	6915 MILEAGE	3,200.00	186.27	2,807.13	392.67
10	7000 STAFF DEVELOPMENT	1,200.00	40.00	31.00	1,169.00
11	7100 SUPPLIES	4,700.00	497.14	3,710.97	989.03
12	7300 PROFESSIONAL FEES	2,900.00	0.00	2,500.00	400.00
13	7400 COMPANY INSURANCES	3,000.00	0.00	6,006.00	-3,006.00
14	7500 STUDENT/VOL RECOGN	2,000.00	0.00	0.00	2,000.00
15	8800 FUND RAISING EXPENS	5,143.00	382.80	5,930.14	-787.14
16	8900 DEPCOM EXPENSES	2,124.00	0.00	946.66	1,177.34
17	8901/8904 MISCELLANEOUS/ADVERT	4,250.00	0.00	3,339.44	910.56
18	8916 GRASS ROOTS GRANT	2,500.00	0.00	2,500.00	0.00
19	8917 BAK PAK PALS	19,285.00	2,732.70	25,295.25	-6,010.25
20	8918 PNC EXPENSES	3,000.00	979.88	2,067.06	932.94
21	6400 GREAT LEAPS EXP	3,500.00	100.89	1,555.09	1,944.91
22	7200 CIS SITE CORRINATORS	500.00	0.00	112.79	387.21
23	9901 UTILITIES	2,525.00	183.02	2,362.60	162.40
24	RIBBON OF HOPE	25,000.00	1,412.28	17,392.08	7,607.92
25					
	TOTAL	327,653.00	25,518.93	276,641.02	51,011.78

CIS ACADEMY
FINANCIAL REPORT APRIL 2018

INCOME		BUDGET	APRIL	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST	29,700.00	10,000.00	27,531.70	-2,168.30
2	1-036-STATE DPI	829,446.00	56,852.00	575,397.00	-254,049.00
3	1-048 - PRINCIPAL INCENTIVE	20,937.50	0.00	16,309.00	-4,628.50
4	2-036-LOCAL MISCELLANEOUS	20,000.00	610.00	6,704.05	-13,295.95
5	2-036-LUNCH REIMBURSEMENT-LOCAL	25,000.00	3,430.92	21,539.31	-3,460.69
6	2-036-PSRC	63,755.00	0.00	41,815.20	-21,939.80
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	25,379.25	-1,760.75
9	3-060-EXCEPTIONAL CHILDREN	42,432.00	2,295.00	18,709.88	-23,722.12
10	3-103-IMPROVING TEACHER QUALITY	5,877.00	0.00	2,890.28	-2,986.72
11	3-108-STUDENT SUPPORT & ACAD ENRICH	10,000.00	0.00	0.00	-10,000.00
11	3-118-EXCEPTIONAL NEEDS	900.00	0.00	0.00	-900.00
TOTAL INCOME		1,076,363.50	73,187.92	736,275.67	-340,087.83
STATE EXPENSES		BUDGET	APRIL	TO DATE	DIFFERENCE
1	SALARIES	472,681.00	37,972.16	373,957.23	98,723.77
2	TAXES	37,466.00	2,838.22	28,150.78	9,315.22
3	BENEFITS	40,437.00	3,127.05	30,528.70	9,908.30
4	WORKERS COMP/UMEMPLOMENT	10,252.00	817.78	6,853.89	3,398.11
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	330.00	805.00	1.00
9	SUPPLIES	29,750.00	2,926.54	25,014.96	4,735.04
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	2,251.69	21,908.44	7,791.56
13	CONTRACTED EC	5,668.00	555.00	5,880.00	-212.00
14	ADMINISTRATION FEE	45,000.00	0.00	40,000.00	5,000.00
15	SUPPLIES (GYM)-017	3,000.00	0.00	0.00	3,000.00
16	TECH SUPPORT	15,880.00	1,870.00	14,955.00	925.00
17	POSTAGE	500.00	0.00	147.00	353.00
18	TELECOMMUNICATIONS	2,000.00	0.00	1,360.00	640.00
19	UTILITIES	13,945.00	1,174.23	12,481.27	1,463.73
20	TRANSPORTATION COST	70,450.00	5,787.06	64,548.71	5,901.29
21	PURCHASE VEHICLE	8,438.00	0.00	8,437.50	0.50
22	MISC CONTRACTS	17,614.00	0.00	6,795.63	10,818.37
23	CLEANING SUPPLIES	11,250.00	0.00	5,739.57	5,510.43
24	IMPROVEMENT TO SITES	8,000.00	2,550.00	8,516.80	-516.80
25	INSURANCES	14,573.00	34.00	11,326.52	3,246.48
26	AUDIT	7,000.00	0.00	7,000.00	0.00
27	ADVERTISING	1,000.00	363.00	791.65	208.35
28	PRINCIPAL/TEACHER BONUS	16,309.00	0.00	15,708.51	600.49
TOTAL STATE EXPENSES		882,619.00	62,596.73	712,130.34	170,488.66

CIS ACADEMY
FINANCIAL REPORT APRIL 2018

LOCAL EXPENSES		BUDGET	APRIL	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	1,345.02	654.98
4	MILEAGE	1,111.00	34.20	522.69	588.31
5	SUPPLIES	7,650.00	292.00	5,158.05	2,491.95
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	4,197.00	303.00
9	TELEPHONE	1,000.00	25.00	375.00	625.00
10	POSTAGE	500.00	0.00	100.00	400.00
11	BUILDING RENT	7,200.00	0.00	7,200.00	0.00
12	CONTRACTED FOOD /FOOD PURCHASE	35,500.00	5,559.22	37,390.80	-1,890.80
TOTAL LOCAL EXPENSES		108,755.00	5,910.42	77,747.08	31,007.92
FEDERAL EXPENSES					
BUDGET		APRIL		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	83.42	27,555.27	-415.27
3	3-060- IDEA EXCEPTIONAL CHILDREN	42,432.00	3,893.00	24,527.45	17,904.55
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	3,976.42	54,910.68	22,614.32
OVERALL TOTALS					
BUDGET		APRIL		TO DATE	DIFFERENCE
1	STATE TOTALS	882,619.00	62,596.73	712,130.34	170,488.66
2	LOCAL EXPENSES	108,755.00	5,190.42	77,747.08	31,007.92
3	FEDERAL EXPENSES	77,525.00	3,976.42	54,910.68	22,614.32
TOTAL EXPENSES		1,068,899.00	71,763.57	844,788.10	224,110.90

CIS Board Meeting 5/30/2018

- Current Enrollment (114 students)
- Current Attendance Rate Is 94.9% (as of 5/29/18)
- EOGs
 - Science (May 24th & 25th)
 - Reading (May 30th)
 - Math (May 31st)
- Awards/Graduation Program (June 6th @ 9:30am)
- Carowinds (June 7th)
- Summer School (June 11th - 14th & June 18th - 21st)
 - Reading (June 19th)
 - Math (June 20th)
 - Science (June 21st)
- End-of-Year Reports
- New Server

May, 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 will be finalized on May 31. Policies for a vote today include ***Volunteer Policies, Partner Engagement, ED & Board Chair Succession Plan***. All documents not currently uploaded into Box.Com will be added. Summer overview by CIS National with results communicated sometime in September
- **Diversity and strengthen Board of Directors**
 - Board recruitment conversation stemming from Board self -assessment

Implement procedures to ensure sustainability

- **Policies and procedures support a strong internal system for financial management and oversight**
- **Diversified funding strategy**
 - The following grants have been received: United Way of Robeson County for 2019/2020 in the amount of \$77,000 to fund two full time Student Support Specialists at Carroll Middle and Lumberton Junior High. This will help the United Way achieve their Community Impact Goal of improving the dropout rate in Robeson County
 - Juvenile Crime Prevention Council (JCPC) in the amount of \$44,442 for after school programming at Red Springs Middle

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, has been implemented at all CIS school sites this year providing resiliency building curriculum to over 400 students
- **Establish written agreements with key partners**
 - NC Extension Service of Robeson County

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



CIS ROBESON PARTNER POLICIES

PROGRAM PARTNER & BUSINESS PARTNER POLICIES

PROGRAM PARTNER

Communities In Schools of Robeson County's (CIS Robeson) reputation for integrity, credibility, social responsibility and accountability is its strongest asset. It is important for CIS Robeson to have clear policies and procedures in place to ensure that the relationships and agreements entered into and contributions accepted are ethical and promote our mission.

Criteria

When considering a proposed relationship with a Program Partner, CIS Robeson will use the "Partnership Decision Tree" to evaluate the efficient use of the proposed program partner to meet student needs. Once it is determined that an alignment with a program partner is conducive to the ABC + P framework and/or is in alignment with CIS Robeson's strategic direction, further consideration in evaluating the proposed partnership will be taken.

These considerations include:

1. Does the proposed program and/or the proposed relationship promote the mission and values of our organization?
2. Will the relationship promote or enhance specific program goals in our current Annual Plan or Strategic Direction.
3. Will the relationship maintain our organization's reputation for objectivity, independence, integrity, credibility, social responsibility and accountability?

Answering these questions involves considering the reputation of the proposed partner, the partner's goals, the subject area of the relationship, the partner's role, and the potential positive and negative consequences of the relationship. It is also useful to assess the organization's evaluation process to ensure that the right questions will be asked and answered before commitments are made. The CIS Robeson Chair and Senior Program Directors will submit any nominations for program partners to the Program Committee. Program partners will be voted on and approved by the CIS Robeson Executive Committee.

BUSINESS PARTNER

Strong business-community partnerships can have a tremendous impact on the economic and social quality of a community. As with any partnership, CIS Robeson will need to ensure due diligence to determine if the potential business partner's needs and capabilities are compatible with CIS Robeson's capacity. Strong business partners can be found in businesses of any size, type, or organizational structure.

Criteria

When considering a proposed relationship with a Business Partner, CIS Robeson will begin by investigating how (and if) the proposed businesses' values, capabilities, and levels of conviction align with your own. Many businesses have well-articulated commitments to good corporate citizenship. This may be done through interviews and a review of the websites and financial statements provided by numerous online business research databases.

1. Is the business in good financial health?
2. Is the business representative of a sector that is expanding or contracting?
3. Does the business have core needs that a partnership with my organization will address?
4. Does the business have a mission and values that are in line with my organization?
5. Is the firm's business line (the way they make money) in conflict with the mission of my organization?
6. What is the businesses' past hiring history with CIS Robeson target population and are there any obstacles that are insurmountable?
7. Does the business have credibility on workforce issues?
8. Are there any past or current business challenges driving the interest in partnership?

Answering these questions involves considering the reputation of the proposed partner, the partner's goals, the subject area of the relationship, the partner's role, and the potential positive and negative consequences of the relationship. It is also useful to assess the organization's evaluation process to ensure that the right questions will be asked and answered before commitments are made. The CIS Robeson Chair will submit any nominations for Business Partners to Resource Development Committee for vetting. The Resource Development Committee will then submit proposed partners to the CIS Robeson Executive Committee. Proposed partners will be voted on and approved by the Executive Committee.

The Executive Committee will take the following questions about the nature of a potential partner into consideration:

1. Does the proposed relationship raise special conflict of interest concerns? Such conflicts occur, for example, when corporations involved in a potentially harmful activity seek to influence research, publicity or educational programs about its products or services.
2. Is the proposed partner one with which we would be proud to be publicly associated?
3. Does the proposed partner share our mission and values?
4. Can we stand behind the products, services and positions taken by the partner?
5. Are the proposed partner's ethical and scientific standards and business practices consistent with ours?
6. In the case of funding from a disreputable or unethical source, would we reject the gift if it were a smaller amount? If so, we should reject a larger gift as well, or acknowledge the price we have placed on our organization's integrity.

7. Where a proposed partner has undertaken harmful or unethical activities in the past, and claims to be reformed, have we independently confirmed that it has genuinely reformed and is no longer involved in harmful activities?
8. How will this relationship affect other relationships of value to us? Will it affect our image, reputation, credibility, ability to raise funds or other important assets?
9. Is the proposed partner the subject of a boycott or other campaign by environmental, human rights, public health, consumer or other groups? Would our partnership harm an organized effort to sanction or change the behavior of our proposed partner? If so, CIS Robeson should independently investigate the reasons why our proposed partner is in this position before proceeding, and carefully consider the potential harm our partnership could do to the campaign or boycott. CIS Robeson will also consider how our decision to partner with a controversial entity might affect our organization's reputation, morale and public image.
10. Is our independence, objectivity and credibility fully protected, in fact and in public appearance?

Partner Orientation

A representative from all partner agencies will participate in a one hour orientation with the Executive Director. The training can be facilitated as a group or on an individual basis. Program Partners with representatives who will work directly with students will participate in a CIS Robeson Volunteer Orientation.

This orientation includes an Overview of CIS Robeson's Strategic Deck Including:

- CIS Robeson Vision & Mission
- CIS Five Basics with emphasis on the Basic the partner agencies help address
- CIS History of National and CISNC
- CIS Robeson program overview
- Discussion of expectations from all partners
- Issuance and signing of the Partnership Agreement
- Issuance and signing of Confidentially Agreement

Partnership Agreement

Setting expectations, goals, and reasonable timeframes early on in the partnership gives both sides of the relationship guideposts for evaluating the partnership. CIS Robeson and its Program Delivery Partners will sign a memorandum of understanding that will include:

- A description of the goals of the partnership
- Duration of agreement
- Measurable targets and deliverables (will be captured on the Partner Status list)
- Clearly established roles, responsibilities, timing, and deadlines
- Confidentiality Agreement for partners that work directly with students and/or student data
- Insurance coverage
- Data sharing agreement
- Background and Screening requirements
- Indemnification

The Monitoring & Evaluation Process

CIS Robeson's Executive Director and program staff at the schools will monitor the program partner's contributions to ensure alignment with signed partner agreement. Program staff will complete a partner monitoring and/or evaluation form. The Executive Director will keep a record of the Partner Status Grid which records the partner's measurable objectives as specified in the partnership agreement.

Program Partner relationships are viewed on an annual basis and will be conducted by the Executive Director. Recommendations for partnership renewal will go the CIS Robeson Chair for approval. The review will consider the following:

- Evaluation of outcomes tied back to the goals of the CIS Robeson Annual Operating Plan
- Evaluation of Program Partners' adherence to the Partnership Agreement
- Implications of renewal of the partnership
- Implications of nonrenewal of the partnership

APPROVED 5-30-2018

CIS of Robeson County Strategic Plan 2016-2019

Approved 9/21/2016 – REVIEWED 5/30/2018

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

Vision: To partner with schools, parents and the community by providing programs and services to graduate students prepared for higher education and successful employment

Long-Range Goals	Strategies	2016 2017	2017 2018	2018 2019	Responsibility	Success Measures	Progress Review
Long Range Goal # 1 - Develop capacity-building strategies							
Goal #1. Maintain reaccredited status through new standards TQS 2.0	1.1 Ensure compliance, with business/student support standards	x	x	x	Ex. Director, Board	Standards are met and successful reaccreditation for Summer 2018	
	2.1 Continue to strengthen Board with county wide representation of membership who possess specific skills based on needs of the organization	x	x	x	Executive Committee and Board	Board composition meets skill sets/needs of the board.	
	2.2 Provide professional development for Board Members	x	x	x	Ex. Director	100% board has completed training to meet standards; chair/board attend CISNC retreat/meetings 100% of board engaged in committee work	
	2.3 Increase board commitment through committee meetings	x	x	x	Ex. Director, Ex. Committee, Board	Committees are functioning effectively and meeting goals	

Long Range Goal # 2 - Implement Procedures to ensure sustainability of the organization						
Goal #1. Generate funding to sustain operations and support future growth	1.1 Develop a 3- year, diversified business funding strategy to include corporate, individuals, fundraising events, government and private sector grants	x				Ex. Director, Resource Dev. Committee, Board
	1.2 Create a plan engaging all board members in resource development	x	x	x	x	s/a
	2.1 Policies and Procedures support a strong internal system for financial management and oversight 2.2 Risk Management /Succession Plan in place for future	X	X	X	X	Executive Committee, Board, Ex. Director Board/ED
Goal #2. Financial/Risk Management						Business Plan is in place supporting needs of operations and programs
						100% board engaged
						Procedures are in place that meet standards Update Succession Plan
Long Range Goal # 3 - Deliver and sustain high quality student supports leading to positive impacts						
Goal #1. Maintain reaccredited status through meeting requirements in TQS 2.0 standards	1.1 Ensure compliance with Student Support Standards and implementing the CIS Model @ CIS Academy/PSRC	x	x	x	x	Ex. Director, SSS Staff
	2.1 Ensure data management reflects quality services to students	x	x	x	x	Ex. Director, SSS Staff
	3.1 Define key partnerships needed to address student supports and meet standards in developing agreements	x	x	x	x	Ex. Director
Goal #2. Continue to build upon a data-driven network to evaluate and improve student impacts						CIS Model implemented with fidelity
						Staff is using data to provide, monitor, evaluate, and modify student services
						3 agreements are established for CIS Academy/CIS Locations in PSRC
Goal # 3. Establish written agreements with key partners providing student supports						

Communities In Schools of Robeson County

Volunteer Policies Handbook

Board Approved 5/30/2018

INTRODUCTION

CIS relies on the efforts of volunteers to support our mission and recognizes their value to the organization. This Volunteer Policies Handbook is designed to introduce volunteers to the organization, familiarize you with CIS policies as they pertain to you as a volunteer, and provide general guidelines to increase understanding of expectations when volunteering for CIS.

All volunteers are required to read this document carefully before acknowledging receipt and understanding of its contents. In the event a volunteer has concerns or questions pertaining to this Handbook you should contact the Student Support Specialist at the school where you are assigned.

MISSION STATEMENT

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

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Complaint Policy

If a volunteer has a concern, complaint or a serious issue with another volunteer or CIS employee or with CIS procedure or operation, you should not hesitate to bring it to the attention of the Student Support Specialist or Program Director.

When a complaint is voiced, we will do our best to remedy the situation. While every volunteer may not be satisfied with every solution, we do value the input that volunteers provide and want to foster an environment where all volunteers feel comfortable reporting their concerns.

Confidentiality

Integral to the success of CIS is our protection of confidential information, as well as nonpublic information entrusted to us by other organizations, agencies, business partners, participants and families. Confidential and proprietary information includes verbal, written and electronic data. Confidential and nonpublic information should not be disclosed without a valid business purpose and proper authorization. All volunteers are required to sign a Confidentiality Agreement.

Conflict of Interest

Volunteers are expected to refrain from giving the impression that the personal views and positions they express regarding economic, political or religious issues are those of CIS.

Crisis Management Plan

All volunteers should be aware of the current crisis management plan established for the school(s) where they volunteer and should be able to fully implement this policy should the need arise. A copy of this policy will be on file where the CIS personnel and volunteers are located on a school campus.

Discipline

CIS values a collaborative work environment and will attempt to respectfully resolve conflict or problem situations. However, our priorities are the safety and well-being of our students, volunteers and employees and the integrity of the organization. If a volunteer commits a dangerous or harmful act, he or she may be dismissed immediately and without warning. Volunteers who fail to adhere to the Volunteer Policies may face disciplinary action, including dismissal from service.

Electronic Communication

Information technology resources provided by CIS are for business use and should be used in a manner that does not conflict with any CIS or school policies.

Harassment

CIS strives to maintain an environment that is free of discrimination and all forms of harassment. CIS does not tolerate harassment on the basis of race, color, religion, national origin, sex, age or disability in the workplace. Any volunteer who believes that a student or another volunteer is being subjected to harassment by another volunteer or CIS employee shall report such conduct to the Student Support Specialist or Program Director.

If an investigation confirms that harassment has occurred, corrective action will be taken. CIS forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

Interaction with Students

CIS expects all volunteers interacting with students on behalf of CIS to act in the best interests of youth at all times. To that end, all volunteers must sign and adhere to the Code of Conduct for Interaction with Students.

Liability

Volunteers will provide assistance to students on school grounds and during the designated day and time assigned to them by the CIS Student Support Specialist. If the volunteer is functioning within this capacity he or she will be free of liability under the Volunteer Protection Act of 1997, Public Law 105-19. However, if the volunteer chooses to act outside of assigned tasks within the school setting by taking the student off school grounds and/or seeking the student outside the school day, the volunteer is then acting as an individual and not in the capacity of a CIS volunteer. CIS will not be liable for a volunteer's actions under these conditions. In addition, volunteers are not covered under the Volunteer Protection Act of 1997, Public Law 105-19 if they cause injury while operating a motor vehicle, or if the volunteer causes injury with willful, criminal or reckless misconduct or gross negligence.

Mandatory Reporter of Child Abuse and Neglect

CIS seeks to provide a safe and secure environment for all children receiving our services. Our goal is to prevent the children served by CIS of Robeson County from incidents of misconduct and to protect them if there is a suspicion that such incidents have taken place. In the state of North Carolina, according to mandatory reporting requirements, every individual is responsible for reporting any suspected child abuse and it is illegal to not report child abuse. This state law overrules the policy of any employer or institution. Refer to the Mandatory Reporter of Child Abuse and Neglect Policy for additional details.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of everyone and affect the professional image CIS presents to stakeholders and visitors.

During business hours or when representing CIS, volunteers are expected to present a clean, neat, and tasteful appearance. Supervisors are responsible for establishing a reasonable dress code appropriate to the service that is performed and the location at which it takes place. When on school property, CIS volunteers must adhere to the dress policies established by the relevant school district.

Return of Property

Volunteers are responsible for items issued to them by CIS or in their possession or control. Accordingly, volunteers must return all property immediately upon request or upon termination of volunteer service.

Safety

CIS wants to ensure that our students, volunteers and employees remain safe and injury-free at all times. In order to guarantee that accidents are avoided whenever possible, we expect our students, volunteers and employees to refrain from horseplay, careless behavior and negligent actions. It is the CIS policy to maintain a safe and secure working environment for everyone involved.

Volunteers must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to the Student Support Specialist or a school employee.

If you are involved in an accident, you must comply with the following procedure:

- Report the accident to the Student Support Specialist immediately
- Obtain pertinent information from the Student Support Specialist concerning where to seek medical treatment
- Obtain the necessary medical treatment
- Fill out an Accident Report and submit to the Student Support Specialist and Program Director/Executive Director, regardless of the severity of the injury

Screening and Background Checks

Pre-service screening will be performed on all volunteers working with students on behalf of CIS. The pre-service screening process includes completion of a written application, an in-person interview, reference checks and a criminal background check.

Completion of a comprehensive background investigation is required for all 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 volunteers to have direct contact with students and/or access to confidential or sensitive data.

Supervision

Volunteers under age 18 must provide a signed letter of consent from a parent or legal guardian before undergoing certain screening measures. Underage volunteers, while working with students, will be under the supervision of an adult at all times.

Tobacco Free Workplace

Any and all tobacco products are strictly prohibited at any time while on duty and in the presence of students, either on or off CIS grounds. Any and all tobacco products are strictly prohibited in the following areas:

- In any building, facility, or vehicle owned, leased, rented or chartered by Communities In Schools;
- On any school or youth center grounds and property – including athletic fields and parking lots – owned, leased, or rented or chartered by CIS; or
- At any school-sponsored or school related event on-campus or off campus.

Violence in the Workplace

CIS desires to provide a work environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto CIS or school property or any other act which is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events are not acceptable and may result in termination from the volunteer program. Volunteers who feel they have been subjected to, or observed any of the behaviors listed above are requested to immediately report the incident to the Student Support Specialist or Program Director/Executive Director.

Weapons Policy

CIS prohibits all weapons on CIS or school property or at any CIS-sponsored event. This includes visible or concealed weapons, even those for which the proper permits have been obtained. The only exceptions to this policy are law enforcement officers, security guards and persons who have been given written consent by CIS or the school district.

Acknowledgement

Receipt of Volunteer Policies Handbook

By signing below, you acknowledge that you have received a copy of the CIS Robeson Volunteer Policies Handbook, and understand that it is your responsibility to read and comply with the policies referred to within and any policy revisions.

Signature

Date

Please print your full name

Please sign and date one copy of this notice and return it to the Student Support Specialist or Program Director. Retain a second copy for your reference.

EMERGENCY SUCCESSION PLAN FOR COMMUNITIES IN SCHOOLS OF ROBESON COUNTY

Procedures for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Executive Director

A. Rationale

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of Communities In Schools of Robeson County and its services to students and their families, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and extended absence. While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that due diligence in exercising its governance functions requires that it have an emergency executive succession plan in place. It is expected that this plan will ensure continuity in external relationships and in staff functions.

B. Priority Functions of the Executive Director

The key functions of the Executive Director to be covered by an Acting Executive Director include:

1. Serve as the organization's principal leader, representative and spokesperson to the greater community
2. Support the Board of Directors
 - a. Ensure integrity and strength of Board leadership
 - b. Assist with recruitment and orientation of new Board Members
 - c. Prepare reports to the Board of Directors and Executive Committee
 - d. Plan and attend Board Meetings and various Committee meetings
3. Lead and supervise the staff team
4. Implement the goals in the organization's Annual Operations Plan
5. Establish, maintain and cultivate relations with donors, partners and other resources to support programs and activities
6. Maintain accountability for current year operating budget and financial controls

C. Succession Plan in Event of a Temporary, Unplanned Absence – SHORT TERM:

Definitions

- A temporary absence is one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as an extended vacation, a sabbatical or retirement
- A short-term absence is 3 months or less

Appointment of the Acting Executive Director

- The Board of Directors authorizes the Executive Committee to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director
- In the event of such an occurrence, the Board Chair will immediately inform the Executive Committee
- As soon as possible, the Board Chair shall convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications the Committee seems appropriate
- The current Executive Director is responsible for identifying to the Board Chair which member of the staff team is best prepared to serve as Acting Executive Director. If that identified individual is unable to serve for any reason, the back-up appointee will be the Board Chair.
- The Executive Committee may also consider the option of splitting the executive duties among the designated appointees

Training Preparation for Appointees:

- The current Executive Director shall develop a mentoring plan for training the identified potential appointees in each of the priority functions listed above in Section B

Authority and Oversight of the Appointee

- The person appointed as Acting Executive Director shall have the full authority for decision making and independent action as the regular Executive Director
- As with the Executive Director, the Executive Committee will have responsibility for monitoring the work of the Acting Executive Director
- The Executive Committee will also be alert to the special support needs of the executive in this leadership role

Compensation

- The Acting Executive Director shall receive a temporary salary increase to the entry-level salary of the Executive Director position or to 5% above his or her current salary, whichever is greater

Communications Plan

- The Chair of the Board of Directors shall notify the staff, within 24 hours of the known absence, of anticipated changes as a result of the absence of the Executive Director
- As soon as possible after the Acting Executive Director (ED) has begun covering an unplanned absence, Board Members and the Acting ED shall communicate the temporary leadership structure to the following key supporters external to the organization such as:
 - Superintendent of Local School District
 - School Board Chair
 - City and/or County Manager
 - Chair of City Council/County Commissioners
 - Major donors/funders
 - Significant partners

- Leaders of civic organizations

D. Succession Plan in Event of a Temporary, Unplanned Absence – LONG TERM:

Definition

- A long-term absence is one that is expected to last more than 3 months

Procedures

- The procedures and conditions to be followed shall be the same as for a short-term absence, with one addition:
- The Executive Committee will give immediate consideration, in consultation with the Acting Executive Director, to temporarily back-filling the position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of the temporary substitute would focus on covering the priority areas in which the Acting Executive Director needs assistance

E. Succession Plan in the Event of a PERMANENT Unplanned Absence:

Definition

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position
- The procedures and conditions shall be the same as for a long-term temporary absence with three additions:
 - The Board of Directors shall appoint a Transition and Search Committee to plan and carry out a transition to a new Executive Director
 - A diverse pool of candidates shall be developed, and at least three finalist candidates will be considered for the Executive Director position
 - The final hiring decision of the Executive Director shall be approved by an affirmative vote of the majority of the Board of Directors and stated in the Minutes of the Board Meeting in which the vote is taken

F. Approvals and Maintenance of Record:

- Succession Plan Approval
 - This Succession Plan shall be approved by the Executive Committee and forwarded to the full Board of Directors for its vote and approval
- Signatories

- The Board Chair, the Executive Director and the Human Resources Director shall sign this Succession Plan
- In addition, the Acting Director designee shall sign this plan
- Maintenance of Record
 - Copies of the Succession Plan shall be maintained by the Board Chair, the Executive Director and the Human Resources Director

G. Emergency Succession Plan Attachments:

- One copy of the Succession Plan shall be maintained in the Communities In Schools administrative office with all attachments listed below. All attachments will be reviewed and updated annually by the Executive Director.
 - Current Executive Director Job Description
 - Strategic and Annual Operations Plans
 - Current Board Roster, List of Officers and Committee Members
 - Current Organizational Chart and Key Staff Contact Information
 - Key Stakeholders Contact List (Superintendent(s), Principals, Municipal Leaders, etc.)
 - Organizational Inventory

II. SUCCESSION PLANNING FOR BOARD CHAIR

Procedures for the Election of a Board Chair in the Event of a Sudden of Planned Departure

A. Rationale

The quality of leadership of the Board of Directors is extremely important to its ongoing success and sustainability. Having a person in the Chair's role who can provide strong leadership, ensure the organization remains mission driven and articulate the vision for the organization are key elements for success. Providing for continuity in leadership of the Board of Directors is carefully managed and cultivated.

B. Priority Functions of the Board Chair

1. Focus on the mission of the organization and plans for achievement of that mission
2. Work in partnership with the Executive Director
3. Set norms and culture for the Board of Directors
4. Represent the Board of Directors as a spokesperson to the general public and at outside events
5. Review financial and budgeting information with the Treasurer and Executive Director
6. Generate Board Meeting agendas in concert with the Executive Director
7. Control and run the Board Meeting agenda, keeping within time limits
8. Set clear expectations for the Executive Director and Committee Chairs for providing informative reports to the Board of Directors
9. Groom and help develop the next Board Chair

C. Process for Developing Future Board Leadership

Systematically developing new board leaders is an ongoing practice, not just something that occurs upon the departure of the Board Chair. Whether the Board Chair departure is sudden or planned, the preparation process is ongoing. Thinking about continuity of Board leadership begins in the initial stages of Board recruitment, with some consideration given as to whether a candidate has any potential to provide leadership for the Board in a few years. When identifying potential leaders, they are given opportunities to develop the necessary perspectives and skills to possibly assume future leadership positions; thus, several Board Members can be in the leadership pipeline at all times.

D. Election Procedures

The Vice Chair is next in line to succeed the Chair, whether the Chair's departure is sudden or planned and the process for electing the Vice Chair is as follows:

1. Each year, when elections to the Board are held, all who are interested in serving as Vice Chair submit their names to the Board Development Committee
2. If no names are submitted, or the Board Development Committee feels that a more diverse candidate pool is desired, the Board Development Committee will discuss alternatives and will seek out additional candidates
3. Normally the person under consideration will have served in another leadership position on the Board, such as an officer or committee chair for a minimum of two years
4. The Board Development Committee reviews the candidates that have been identified and discusses each of them thoroughly before making a final decision on a candidate
5. When elections take place, the selected candidate for Vice Chair is put before the Board for a vote along with candidates for officers as well
6. Once elected as Vice Chair, he or she works closely with the Board Chair for the remainder of his or her term
7. Upon expiration of the Board Chair's term, or upon his or her sudden departure, the Vice Chair must be elected by a majority of the Board in order to serve as the Board Chair
8. The new Board Chair completes the CIS University Board Member Pathway within six months of being elected

APPROVED 5/30/2018