



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, January 16, 2019

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 7:38 am then she read the CIS mission statement. A motion to accept the Agenda was made and passed.

Agenda II- Minutes

Eva Patterson Health presented the November minutes to the board for approval. A motion was made and passed to approve the November minutes.

Agenda III-Finance

In absence of our Treasurer, James Mitchell, Lori Dove presented the current CIS Balance sheet that included the CIS and Academy financial status. The motion was made to approve the CIS Balance sheet as presented. The CIS Financial Report for December was presented and approved. The CIS Academy Financial report was presented to the board for approval. All were in favor and the motion carried.

Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on CIS Academy as follows: The current enrollment at the Academy is 120 students, the attendance rate is at 95%. Ms. Shana Tucker, a song writer and cellist, is currently at the Academy working with our students in all grades creating musical compositions. Benchmark assessments were administered with the following outcomes:

Projection summaries available in EVAAS (based on student's historical data)

Math Projection Summary EVAAS	Math Benchmark Results
26/120=21.6%	41/120 34.1%
Reading Projection Summary	Reading Benchmark Results
36/120=30%	39/120=32.5%

Science Projection Summary

27/40=67.5%

Science Benchmark Results

21/40=52.5%

NAEP testing will take place later in February. Reading and math scores of our Native American population are compared with other students across the nation. Ms. Parnell is currently preparing for an EC monitoring in May of 2019. Given the previous success of summer school, the Academy is preparing to offer that opportunity to our students again.

Agenda – V -Resource Development

Beth Hunt, Chair reported on Resource Development. She shared the following information: a Resource Development plan is in place to increase the number of sponsors, add to our donor list, seek funding from grants and build our Facebook page as a source of donations by adding a PayPal link. We are working on several options for our guest speaker for the night. Lumberton Senior High School JROTC will, again, help with parking and a small combo will provide the entertainment. Board members were given raffle tickets to sell. They were also asked to consider their individual level of giving.

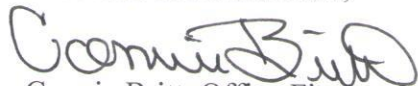
Agenda –V-Executive Director Report

Dencie Lambdin's report on the Annual Plan is as follows: \$10,000 from the Foundation of the Carolinas allowed CIS to host a Holiday Party for students and families still living in the motels following Hurricane Florence. Partnering with the City of Lumberton allowed us to provide a space at the Bill Sapp Center as well as transportation for families. She thanked the board members who attended and volunteered. NCDPI Students in Crisis grant has allowed CIS to provide an evidence based training and curriculum for Girls Circle and Boys County. The Robeson County Health Department will provide Making Proud Choices (pregnancy prevention) at Purnell Swett High. CIS will coordinate this 8 lesson program through the Ninth Grade Academy.

Agenda –VIII – Board Chair Remarks/Adjournment

As there was no further business, the Chair then asked for a motion to adjourn. The motion carried, the meeting was adjourned at 8:45 am.

Recorded and Submitted,



Connie Britt, Office Finance Manager

Board Secretary

Eva Patterson Heath



BOARD MEETING

January 16, 2019

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 November 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
8:21 – 8:30	Resource Development	B. Hunt
8:31 – 8:35	Executive Director	D. Lambdin
8:36 – 8:40	Adjournment	L. Dove



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, November 14, 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

Guest

Buddy McLean - Auditor

Agenda Item I- Call to order and Invocation

Lori Dove, Chair, called the meeting to order and open session at 7:39 am then she read the CIS mission statement. A motion to accept the Agenda was made and passed.

Agenda II- Minutes

In the absence of the Secretary, Lori Dove presented the October minutes to the board for approval. These were approved. She then presented the November minutes to the board with no additions or corrections, they also were approved.

Agenda III-Finance

James Mitchell, Treasurer, presented the current CIS Balance sheet that included the CIS and Academy financial status. The motion was made to approve the CIS Balance sheet as presented. The CIS Financial Report for October was presented and approved. The CIS Academy Financial report was presented to the board for approval. All were in favor and the motion carried.

Buddy McLean, auditor from S. Preston Douglas, was introduced and presented the CIS and the CIS Academy audits to the board. He praised the staff for their performance in maintaining accurate financial records for both entities. Mr. McLean reviewed the end of fiscal year totals and compared them to the previous year. He commented that because of good fiscal management there was no large fluctuation of assets from year to year. He stated that there were no findings in the audit. A motion was made to approve the CIS and CIS Academy audits, which was passed unanimously. The CIS of Robeson board, acting in concert as the Audit Committee,

reviewed the 990 while Mr. McLean was present. Board members were given an opportunity to ask questions and comment.

A motion to accept the 990 was made and approved. An electronic copy of the document will be forwarded today to comply with the November 15 deadline.

Agenda IV-CIS Academy Report

Billy Haggans, principal, reported out on CIS Academy as follows: The faculty and staff moved back onto the campus on Wednesday, Nov. 7.; the Gym is closed until further notice because of ongoing repairs; the 20-day headcount was October 22, and he reported that there is a full complement of 120 students this year. The board was informed that there has been an adjustment in the Academy school calendar to make up 4 days of instructional time. This includes taking a day of Thanksgiving and Christmas holidays and two bad weather days later in the winter. Additionally benchmark assessments have been delayed because of the storm. This testing has been rescheduled for December. Mr. Haggans presented the Beginning Teacher Support Program Plan 2018-2019 to the board for approval. The motion to accept was made and approval followed.

Agenda – V -Resource Development

Beth Hunt then gave a report on Resource Development. The Committee has met twice and is moving forward with securing a speaker and a home for the event. All committee documents have now been placed on Google Drive for review. We are still in the planning stage as far as guest, entertainment etc. Board members are encouraged to work on a 30 second video for upload on the Facebook page.

Agenda –V-Executive Director Report

Dencie Lambdin reported out on the CIS Annual Plan in the area of delivering and sustaining high quality student support. Funding from the School Safety grant will allow CIS to provide a two day training around the evidence based Girls Circle and Boys Counsel that includes 10 staff from PSRC. This will be implemented in small group work with our Student Support Specialists and PSRC School Success Advocates. CIS has received the Louise Burovitch Community Foundation grant in the amount of \$45,673.00 to continue programming around Why Try?

Agenda –VIII – Board Chair Remarks/Adjournment

Following her presentation, Dencie was asked to leave the room to discuss a supplement. Lori Dove asked the board to approve a Supplement for the ED to be distributed in December. The motion was made, seconded and approved.

As there was no further business, the Chair then asked for a motion to adjourn. The motion carried, the meeting was adjourned at 8:45 am.

Recorded and Submitted,

Board Secretary

Connie Britt, Office Finance Manager

Eva Patterson Heath

CIS OF ROBESON COUNTY

BALANCE SHEET

January 7, 2019

\$ 53,034.35
3786.00
56,820.35

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

\$35,733.64

at Lumbee Guaranty Bank - (CIS)

\$ 123,909.99
13,250.00
2,077.29
\$ 139,237.28

ACADEMY CASH ON HAND
DUE FROM PRC 036
Due from PRC 060
AVAILABLE FOR ACADEMY OPERATIONS

\$75,274.15

at BB&T BANK (ACAD)

[illegible]

CIS OF ROBESON COUNTY
FINANCIAL REPORT
DEC 2018

	ACCOUNT	EXPENSES	BUDGET	DEC	TO DATE	DIFFERENCE
1	5000	PAYROLL EXPENSES	311,473.00	26,937.40	142,305.15	169,167.85
2	5100	BENEFITS	34,205.00	3,845.98	11,826.33	22,378.67
3	5132	RENT	6,000.00	500.00	3,000.00	3,000.00
4	5562	TELEPHONE	4,700.00	110.01	1,935.23	2,764.77
5	6500	POSTAGE	303.00	100.00	200.00	103.00
6	6650	EQUIPMENT EXPENSES	150.00	0.00	198.31	-48.31
7	6700/6800	PUBLICATION/DUES	500.00	0.00	350.00	150.00
8	6915	MILEAGE	3,500.00	112.38	901.20	2,598.80
9	7000	STAFF DEVELOPMENT	1,575.00	378.00	1,497.00	78.00
10	7100	SUPPLIES	10,500.00	388.86	1,743.76	8,756.24
11	7300	PROFESSIONAL FEES	2,900.00	2,500.00	2,500.00	400.00
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	7,100.00	3,707.50	4,363.99	2,736.01
15	8916	GRASS ROOTS GRANT	2,500.00	0.00	0.00	2,500.00
16	8917	BAK PAK PALS	19,285.00	1,597.58	2,486.95	16,798.05
17	6400	GREAT LEAPS EXP	2,500.00	95.19	384.75	2,115.25
18	9901	UTILITIES	2,800.00	53.38	1,188.61	1,611.39
19		STUDENT IN CRISIS EXPENSI	6,250.00	0.00	0.00	6,250.00
		TOTAL	427,251.00	40,326.28	175,779.78	251,471.22

CIS ACADEMY
FINANCIAL REPORT
DECEMBER-2018

		LOCAL EXPENSES	BUDGET	DEC	TO DATE	DIFFERENCE
1	SALARIES		20,250.00	0.00	6,520.00	13,730.00
2	TAXES		1,550.00	0.00	498.77	1,051.23
3	WORKSHOP EXPENSES		1,500.00	0.00	156.75	1,343.25
4	MILEAGE		1,000.00	559.74	1,694.54	-694.54
5	SUPPLIES		6,500.00	800.00	1,600.00	4,900.00
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	6,720.00	-2,220.00
9	TELEPHONE		800.00	50.00	100.00	700.00
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	4,674.09	12,619.76	28,349.24
	TOTAL LOCAL EXPENSES		110,569.00	6,083.83	29,981.82	80,587.18
		FEDERAL EXPENSES	BUDGET	DEC	TO DATE	DIFFERENCE
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	608.58	5,012.29	21,855.71
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	0.00	5,610.00	14,390.00
	TOTAL FEDERAL EXPENSES		70,694.00	608.58	10,622.29	60,071.71
		OVERALL TOTALS	BUDGET	DEC	TO DATE	DIFFERENCE
1	STATE TOTALS		885,283.00	58,358.97	402,574.19	482,708.81
2	LOCAL EXPENSES		110,569.00	6,083.83	29,981.82	80,587.18
3	FEDERAL EXPENSES		70,694.00	608.58	10,622.29	60,071.71
	TOTAL EXPENSES		1,066,546.00	65,051.38	443,178.30	623,367.70

CIS ACADEMY
FINANCIAL REPORT
DECEMBER-2018

		LOCAL EXPENSES		BUDGET	DEC	TO DATE	DIFFERENCE
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January, 2019

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**
 - NC Community Foundation/Louise Burovitch Endowment received in the amount of \$45, 673 to sustain and enhance Why Try, resiliency building research tested program
 - Foundation of the Carolinas provided \$10,000 for a Holiday Party hosted for students and families still living in the motels following Hurricane Florence. 60 students and families had a holiday meal. Parents shopped for \$100 worth of toys for each of their children while the kids enjoyed the DJ, photo booth, and crafts. The City of Lumberton partnered with us to provide the Bill Sapp Center and transportation
 - CIS has worked with local school counselors to identify 35 families for Kiwanis of Robeson who received hurricane funding for fresh, frozen and canned food. This give away will take place at Robeson County Church and Community Center on Saturday, Jan 19.
- **Deliver and sustain high quality student support leading to positive impacts**
 - NCDPI Students in Crisis grant provided evidence based curriculum and training for Girls Circle and Boys Council. Staff is in the process of identifying students who will participate this semester
 - Shana Tucker, songwriter and cellist, is visiting the Academy this week through the NC Grassroots Grant. This grant came to us through the Robeson County Arts Council
 - Robeson County Health Dept., partnering with CIS, will provide an evidence based program called Making Proud Choices (pregnancy prevention) at Purnell Swett High. CIS will coordinate this 8 lesson program through the Ninth Grade Academy.
- **Establish written agreements with key partners**
 - School Needs Assessments and Support Plans are complete.

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

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

CIS Board Meeting 1/16/2019

1. Current Enrollment (120 students) 95%
2. Gym
3. Robeson Health Care Corporation
4. Thomas Center For Entrepreneurship (UNCP Incubator)
5. Benchmark Assessments –
6. Ms. Shana Tucker (Artist) - Grass Roots -
7. MTSS Meeting (Jan. 15th @ RCC)
8. 2019-2020 ADM Phase I (January 15th - 25th) –
9. 2019 Charter School Performance Framework Submission Dates
 - January 31st
 - February 28th
 - March 31st
 - April 30th
10. NAEP (February 14th)
11. Office of Civil Right Data Collection (2017-2018 School Year)
12. Janet Nance –
13. EC Monitoring Review (May 2019) –
14. Summer School (June 2019)