



Minutes

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

Members Present

*Janet Blue	*Morgan Jones	*Patrick Strickland
*Linda Branch	Herman Locklear	Angela Sumner
Denise Fann	Oryan Lowry	*Joe Terranova
*Eva Patterson Heath	*Herbert Lowry, Jr.	Charles Townsend
Amanda Hunt	*James Mitchell	*Dr. Desiree Walker
*Beth Hunt	Bill Smith	

Staff Present

Dencie Lambdin-Executive Director	Connie Britt – Office Finance Manger
Billy Haggans – Principal	Sonya Bullard – Special Project Coordinator

Agenda Item I- Call to order and Invocation

Desiree Walker, called the meeting to order and open session at 7:36 am then she read the CIS mission statement. A motion to accept the Agenda was made and passed.

Agenda II- Minutes

Eva Patterson-Heath presented the August minutes to the board for approval. A motion was made and passed to approve the September minutes.

Agenda III-Finance

James Mitchell, presented the CIS Balance sheet to the board for approval. A motion was made and passed to approve the CIS Balance sheet. The CIS Financial Report for September was presented to the board, motions and approval followed. The CIS Academy Financial Reports for September was presented to the board, motions and approval followed.

Agenda IV-CIS Academy Report

Billy Haggans reported out on CIS Academy. The enrollment stands at 120 on the 20 day Average Daily Membership headcount. Our attendance rate is 95%, we are starting to see a little more absent due to flu season. The Fort Caswell Trip was successful. The student curriculum included marine exploration, fishing and kayaking. The Parent Advisory meeting will be October 22, 2019. The Title I Parent meeting was held on October 10. At this time the Academy's Parent Engagement Policy was shared with parents. Lumbee Tribal Administrators met with Mr. Billy and Mrs. Lambdin on Oct. 14 to receive an overview of the school's Title I application and receive information on the programs and grants being offered to students and families through the Tribe. As a result of this meeting, the school staff returned to the Tribal Offices for a workshop on the same programs and grants in order to be able to better share this information with parents. Title I monitoring desktop review will take place on December 5th.

The 2019-2020 School Improvement Plan was presented to the board for approval. A motion was made and passed to accept the 2019-2020 School Improvement Plan. This plan can be found on Indistar/NCStar link.

Mr. Jef will be doing a residency at the CIS Academy on November 4 – 8.
A residency with Bob Doster, artist welder, will take place in February.

Agenda V – Resource Development Plan

Beth Hunt gave the report on the Resource Development Committee. She discussed several Focus areas for our board members to be concentrating on:

- Friend Acquisition – 20 new contacts, 5 new supporters.
- Donor engagement – increase average donor amount by 10%.
- Donor Retention - 75% (to remain from last year).
- Grant Development- 20% increase.

We discussed a theme for the year of “Share Our Story,” as a focus for social media. She asked that all members work hard this year to achieve these goals. The next meeting is scheduled for November 12.

Agenda –VI-Executive Director Report

Dencie Lambdin reported out on the following items related to the Annual Plan:

- Fall ED/Board member Retreat will be November 5-7 in Asheboro and Eva Patterson Heath will represent our board.
- Resilient Children/Resilient Communities Action Planning Workshop will be held on Oct. 22 with the following partners attending: Robeson County Partnership for children, PSRC, Robeson County Department of Social Services and Robeson County Emergency Operations and United Way.
- Funding from Lumberton City Council for BakPak Pals in the amount of \$2000 and AT&T grant award in the amount of \$48,000 for a graduation coach at Red Springs High School were announced
- The Mattie C. Stewart Foundation Choice Bus will visit Lumberton Junior High and Magnolia on Nov. 19-20. This is sponsored through CISNC with help from corporate state partner State Farm.

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 8:25 am.

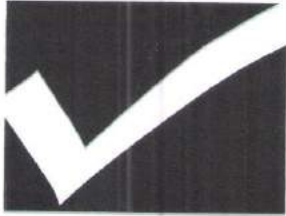
Recorded and Submitted,

Board Secretary



Connie Britt, Office Finance Manager

Eva Patterson Heath



CIS BOARD MEETING

10/16/2019

7:30 AM

TWO HAWK EMPLOYMENT

118 W. 5TH 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 at life.

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

CALL TO ORDER	D. WALKER	5
APPROVAL OF MINUTES	E. PATTERSON- HEATH	5
FINANCE COMMITTEE	J. MITCHELL	10
CIS ACADEMY	B. HAGGANS	10
RESOURCE DEVELOPMENT	B. HUNT	10
EXECUTIVE DIRECTOR	D. LAMBDIN	10
ADJOURMENT	D. WALKER	5

Other Information



Minutes

Board of Directors
Communities in Schools of Robeson County
Wednesday, September 25, 2019

Members Present

*Janet Blue	Morgan Jones	Patrick Strickland
*Linda Branch	Herman Locklear	*Angela Sumner
Denise Fann	Oryan Lowry	*Joe Terranova
*Eva Patterson Heath	*Herbert Lowry, Jr.	*Charles Townsend
Amanda Hunt	*James Mitchell	*Dr. Desiree Walker
*Beth Hunt	Bill Smith	

Staff Present

Dencie Lambdin-Executive Director
Billy Haggans – Principal

Connie Britt – Office Finance Manger

Agenda Item I- Call to order and Invocation

Desiree Walker, 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

Eva Patterson-Heath presented the August minutes to the board for approval. A motion was made and passed to approve the August minutes.

Agenda III-Finance

James Mitchell, presented the CIS Balance sheet to the board for approval. A motion was made and passed to approve the CIS Balance sheet. The CIS Financial Report for August was presented to the board, motions and approval followed. The CIS Academy Financial Reports for August was presented to the board, motions and approval followed.

Agenda IV-CIS Academy Report

Billy Haggans reported out on CIS Academy. Current enrollment stands at 120. The make- up days for Hurricane Dorian will be Oct 21st and Nov 27th. The trip to Fort Caswell on October 3rd, 2019, will have a science focus with instructors from the center. Mr. Jef will be doing a residency at the CIS Academy on November 4th – November 8th. Further reporting included: all 7th grade immunizations have been given, the EC Child Count Transfer paperwork has been sent to DPI, and Benchmark assessments will take place Oct. 28th – Nov. 6th using the new Chrome Books. Mr. Billy presented the updated Parent Involvement Policy to the board for approval. The suggestion was made to see if we could find a translator so that we would have a Spanish version as well. A motion was made and passed to accept the updated Parent Involvement Policy.

Agenda –V-Executive Director Report

Dencie Lambdin reported out on the following items related to the Annual Plan:

TQS Accreditation has been finalized, funding for the NC Arts Council Grassroots Grant has been approved to allow for a week long residency with a metal sculptor at the Academy, Big Lots Foundation sent a \$1,000 donation as part of their promotion on opening their new Lumberton location. Two grants are in the process of being submitted: CIS National AT&T grant for a high school graduation coach (Red Springs High) and the NCDPI Extended Learning and Integrated Student Supports (W. H. Knuckles, Carrol Middle and Lumberton Jr. High.) Both have been written with the help of CISNC. The evidence based Why Try training with Public Schools of Robeson County was held Sept. 11 and 12. Trauma training with PSRC will be held on Sept. 26 and 27. This training will help staff identify student who may need trauma-informed care and it also provided school wide strategies for dealing with our school populations given the stress the two recent hurricanes has caused. Dencie attended the CIS National Town Hall meeting on September 18 – 20th in Chicago.

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 8:58 am.

Recorded and Submitted,

Board Secretary

Connie Britt, Office Finance Manager

Eva Patterson Heath

CIS OF ROBESON COUNTY

BALANCE SHEET

Sept. 30, 2019

\$ 22,841.18
5,365.44
3,333.34
31,539.96

CIS CASH ON HAND
Due from CIS Expansion Grant
Due from Glaxo-Smith Kline
AVAILABLE FOR CIS OPERATIONS

\$36,074.48

at Lumbee Guaranty Bank - (CIS)

\$ 62,413.09
22,500.00
3,124.00
2,820.00
_\$ 90,857.09

ACADEMY CASH ON HAND
Due from PRC - 036
Due from PRC - 050
Due from PRC - 060
AVAILABLE FOR ACADEMY OPERATIONS

\$75,362.07

at BB&T BANK (ACAD)

CIS OF ROBESON COUNTY
FINANCIAL REPORT
SEPT 2019

	ACCOUNT	INCOME	BUDGET	SEPT	YTD	DIFFERENCE
1	4025	CAMPAIGN	70,000.00	500.00	525.00	-69,475.00
2	4110	GRANTS	22,900.00	0.00	1,858.65	-21,041.35
3	4140	GLAXOSMITH KLINE.COL	40,000.00	6,666.68	6,666.68	-33,333.32
4	4155	ROBESON COUNTY	4,000.00	0.00	0.00	-4,000.00
5	4157	UNITED WAY	77,000.00	0.00	19,250.00	-57,750.00
6	4161-401	UNITED WAY OF CAROLINAS	15,000.00	0.00	0.00	-15,000.00
7	4169	BAK PAK PALS	20,000.00	5,425.00	7,405.50	-12,594.50
8	4161	CIS MISCELLANEOUS	25,000.00	9,301.60	16,899.45	-8,100.55
9	4118	JCPC ADMIN	4,860.00	405.00	1,620.00	-3,240.00
10	4162	PSRC	84,000.00	0.00	35,077.09	-48,922.91
11	4166	ACAD ADMIN	74,000.00	0.00	15,000.00	-59,000.00
12	4186	PNC GRANT	2,820.00	0.00	0.00	-2,820.00
13	4999	LUMBEE GUARANTY BANK	23,483.00	0.00	0.00	-23,483.00
		TOTAL INCOME	463,063.00	22,298.28	104,302.37	-358,760.63

CIS OF ROBESON COUNTY
FINANCIAL REPORT
SEPT 2019

ACCOUNT	EXPENSES	BUDGET	SEPT	TO DATE	DIFFERENCE
1 5000	PAYROLL EXPENSES	323,481.00	26,070.90	71,187.14	252,293.86
2 5100	BENEFITS	31,067.00	2,164.69	6,082.90	24,984.10
3 5132	RENT	6,000.00	500.00	1,500.00	4,500.00
4 5562	TELEPHONE	4,200.00	637.90	1,384.68	2,815.32
5 6100	CONTRACTED SERVICES	40,000.00	3,333.34	10,000.02	29,999.98
6 6500	POSTAGE	465.00	0.00	110.00	355.00
7 6650	EQUIPMENT MAIN	300.00	0.00	0.00	300.00
8 6700/6800	PUBLICATION/DUES	500.00	0.00	0.00	500.00
9 6915	MILEAGE	2,400.00	0.00	324.97	2,075.03
10 7000	STAFF DEVELOPMENT	150.00	0.00	0.00	150.00
11 7100	SUPPLIES	7,000.00	0.00	323.31	6,676.69
12 7300	PROFESSIONAL FEES	2,500.00	0.00	0.00	2,500.00
13 7400	COMPANY INSURANCES	4,000.00	0.00	916.50	3,083.50
14 8800	FUND RAISING EXPENS	6,000.00	0.00	0.00	6,000.00
15 8901	MISCELLANEOUS	10,000.00	1,236.59	1,300.62	8,699.38
16 8916	GRASS ROOTS GRANT	2,500.00	0.00	0.00	2,500.00
17 8917	BAK PAK PALS	19,000.00	1,281.93	2,034.22	16,965.78
18 6400	GREAT LEAPS EXP	1,000.00	0.00	0.00	1,000.00
19 9901	UTILITIES	2,500.00	257.76	767.28	1,732.72
	TOTAL	463,063.00	35,483.11	95,931.64	367,131.36

CIS ACADEMY
FINANCIAL REPORT SEPT 2019

		INCOME		BUDGET		SEPT	TO DATE	DIFFERENCE
1	1-029-BEHAVIORAL SPECIALIST			29,106.00		0.00	0.00	-29,106.00
2	1-036-STATE DPI			876,183.00		40,350.00	174,904.00	-701,279.00
3	2-036-LOCAL MISCELLANEOUS			9,250.00		0.00	0.00	-9,250.00
4	2-036-LUNCH REIMBURSEMENT-LOCAL			35,250.00		0.00	1,092.46	-34,157.54
5	2-036-PSRC			65,138.00		0.00	26,471.20	-38,666.80
6	3-017-CTE PROGRAM			2,065.00		0.00	0.00	-2,065.00
7	3-050-TITLE ONE			43,508.00		4,676.00	4,676.00	-38,832.00
8	3-060-EXCEPTIONAL CHILDREN			24,822.00		4,100.00	4,100.00	-20,722.00
9	3-103-IMPROVING TEACHER QUALITY			7,495.00		0.00	0.00	-7,495.00
10	3-108-STUDENT SUPPORT & ACAD ENRICH			24,390.00		2,824.54	2,824.54	-21,565.46
11	3-115-STAFF DEVELOPMENT			10,000.00		7,278.00	7,278.00	-2,722.00
12	3-118-SPECIAL NEEDS			872.00		0.00	0.00	-872.00
	TOTAL INCOME			1,128,079.00		59,228.54	221,346.20	-906,687.80
		STATE EXPENSES		BUDGET		SEPT	TO DATE	DIFFERENCE
1	SALARIES			512,253.00		40,095.00	101,670.41	410,582.59
2	TAXES			39,191.00		3,024.88	7,650.58	31,540.42
3	BENEFITS			39,062.00		2,911.06	6,342.96	32,719.04
4	WORKERS COMP/UNEMPLOYMENT			2,200.00		0.00	0.00	2,200.00
5	WORKSHOPS			2,500.00		0.00	199.00	2,301.00
6	PRINTING & BINDING			1,000.00		0.00	622.79	377.21
7	MILEAGE			250.00		0.00	87.49	162.51
8	DUES/FEES			1,000.00		205.00	355.00	645.00
9	SUPPLIES			29,500.00		2,637.71	5,739.19	23,760.81
10	FURNITURE PURCHASE			2,500.00		0.00	0.00	2,500.00
11	EQUIPMENT PURCHASE			10,000.00		0.00	0.00	10,000.00
12	BEHAVIOR SPECIALIST (029)			29,106.00		2,232.67	5,559.68	23,546.32
13	CONTRACTED EC			6,500.00		410.50	410.50	6,089.50
14	ADMINISTRATION FEE			48,000.00		0.00	15,000.00	33,000.00
15	TECH SUPPORT			17,895.00		1,075.00	8,220.00	9,675.00
16	POSTAGE			250.00		0.00	241.00	9.00
17	TELECOMMUNICATIONS			750.00		0.00	0.00	750.00
18	UTILITIES			17,225.00		1,479.05	4,262.08	12,962.92
19	TRANSPORTATION COST			71,950.00		4,609.21	12,487.63	59,462.37
20	PURCHASE VEHICLE			5,625.00		0.00	5,625.00	0.00
21	MISC CONTRACTS			26,226.00		302.67	4,119.08	22,106.92
22	CLEANING SUPPLIES			7,500.00		0.00	792.59	6,707.41
23	INSURANCES			25,306.00		0.00	12,422.50	12,883.50
24	AUDIT			7,000.00		0.00	0.00	7,000.00
25	ADVERTISING			2,500.00		48.00	208.00	2,292.00
	TOTAL STATE EXPENSES			905,289.00		59,030.75	192,015.48	713,273.52

CIS ACADEMY
FINANCIAL REPORT SEPT 2019

LOCAL EXPENSES		BUDGET	SEPT	TO DATE	DIFFERENCE
1	SALARIES	18,000.00	0.00	0.00	18,000.00
2	TAXES	1,377.00	0.00	0.00	1,377.00
3	WORKSHOP EXPENSES	800.00	0.00	0.00	800.00
4	MILEAGE	2,400.00	0.00	51.30	2,348.70
5	SUPPLIES	5,693.00	268.57	1,284.10	4,408.90
6	EQUIPMENT PURCHASE	500.00	0.00	0.00	500.00
7	ADMINISTRATION FEE	26,000.00	0.00	0.00	26,000.00
8	MISC CONTRACTS	2,500.00	100.00	100.00	2,400.00
9	TELEPHONE	500.00	0.00	0.00	500.00
10	POSTAGE	250.00	0.00	0.00	250.00
12	BUILDING RENT	7,200.00	0.00	0.00	7,200.00
13	CONTRACTED FOOD /FOOD PURCHASE	44,418.00	1,225.45	1,260.70	43,157.30
	TOTAL LOCAL EXPENSES	109,638.00	1,594.02	2,696.10	106,941.90
FEDERAL EXPENSES		BUDGET	SEPT	TO DATE	DIFFERENCE
1	3-017-CTE PROGRAM	2,065.00	0.00	0.00	2,065.00
1	3-050- TITLE ONE EXPENSES	43,508.00	3,138.14	7,814.59	35,693.41
2	3-060- IDEA EXCEPTIONAL CHILDREN	24,822.00	2,819.40	6,920.35	17,901.65
3	3-103 - IMPROVING TEACHING QUALITY	7,495.00	0.00	0.00	7,495.00
4	3-108-STUDENT SUPPORT & ACAD	24,390.00	3,360.00	6,728.00	17,662.00
5	3-115-STAFF DEC	10,000.00	1,940.06	9,216.47	783.53
6	3-118-SPECIAL NEEDS	872.00	172.48	872.48	-0.48
	TOTAL FEDERAL EXPENSES	113,152.00	11,430.08	31,551.89	81,600.11
OVERALL TOTALS		BUDGET	SEPT	TO DATE	DIFFERENCE
1	STATE TOTALS	905,289.00	59,030.75	92,015.48	713,273.52
2	LOCAL EXPENSES	109,638.00	1,594.02	2,696.10	106,941.90
3	FEDERAL EXPENSES	113,152.00	11,430.08	31,551.89	81,600.11
	TOTAL EXPENSES	1,128,079.00	72,054.85	126,263.47	901,815.53

OCTOBER, 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**
 - Fall ED/Board member Retreat November 5-7. Eva Patterson Heath will join me in Asheboro on Nov. 6/7
- Resilient Children/Resilient Communities Action Planning Workshop follow up will be held on Tuesday, October 22 from 9-10:30 at the county EOC facility. The Partners include the Robeson County Partnership for Children, PSRC, Robeson County Department of Social Services and Robeson County Emergency Operations and United Way.
- **Diversity and strengthen Board of Directors**
 - Board member training through CIS University
 - Establish a Marketing/Branding committee

Ensure organizational sustainability

- **Generate funding to sustain operations and support future growth**
 - Lumberton City Councilmen/women and the Mayor have given BakPak Pals \$250 from each of their discretionary funds for a total of \$2,250.
 - Junior League of Cumberland County CAP grant for \$3,000 has been submitted. Angela Sumner saw this posted and alerted me to the opportunity.

Deliver and sustain high quality student supports leading to positive impacts

- **Explore options for expansion within district**
 - ATT grant award was announced on Oct. 11 and CIS of Robeson is a winner! One of 21 awarded across the nation! The scope of this grant is to fund a Graduation Coach at Red Springs High School where the cohort graduation rate falls below 85%. The Coach will work in conjunction with our current Student Support Specialist to target 11th and 12th graders who may be at risk of dropping out.
 - NC Department of Public Instruction Extended Learning and Integrated Student Supports (ELISS) grant was submitted on Oct. 11. Working with W. H. Knuckles, Carroll Middle and Lumberton Junior, we hope to add Student Support Specialists at each school as well as after school programming. This is a two year grant with monies appropriated by our NC State Legislators. Each school has pledged a \$15,000 cash match for CIS.
- **Increase implementation of evidence-based programming for students**
 - The Mattie C. Stewart Foundation Choice Bus will visit at Lumberton Junior on Tuesday, Nov. 19 and Magnolia on Wednesday, Nov. 20. The visit is sponsored through CIS of North Carolina along with corporate state partner State Farm. Please thank your local State Farm agents for their participation in this special opportunity.

Communities in School of Robeson County
2019-2020 Resource Development Plan

Overall Fundraising Goal: Increase fundraising income by 10% compared to 2018

FOCUS AREAS	OBSTACLES	TARGETS
Friend Acquisition =20 new contacts, 5 new supporters <ol style="list-style-type: none"> 1. Outreach meetings with contacts identified by Board and RDC 2. Build out a friends program that invites current donors to leverage their networks to help us reach new donor audiences 3. Identify 3 new potential grant partners 	<ol style="list-style-type: none"> 1. Time 2. Lack of board engagement 3. Staffing 	<ol style="list-style-type: none"> 1. Acquire 10 new contacts & have conversations 2. Increase social media presence 3. Increase annual event attendance
Donor Engagement 10% <ol style="list-style-type: none"> 1. Increase storytelling as donor development 2. Identify 2 parents or former parents to share their story 3. Launch 2x donor thank/engagement events 	<ol style="list-style-type: none"> 1. Small staff; no time to train staff 2. Lack of parent engagement 3. Limited funding sources 	<ol style="list-style-type: none"> 1. Increase the avg giving per donor by 10% 2. Recruit 3 new donors through storytelling campaign 3. Secure one donor upgrade
Donor Retention 75% (Goal will remain from last year) <ol style="list-style-type: none"> 1. Move to proactive donor retention programs (i.e. biannual reports) 2. Produce a monthly newsletter for donors (focused on impact; not an ask) 3. Launch annual donor survey 	<ol style="list-style-type: none"> 1. Staffing and communications resources 2. Limited donor engagement 	<ol style="list-style-type: none"> 1. Retain 70% of 2018 donors 2. Increase board level donor follow-up to 1 week
Grants Development 20% Increase <ol style="list-style-type: none"> 1. Identify key grant funders 2. Distribute grants letter of interest for general and targeted funding 3. Provide letters of support and engage as partner on local grants 	<ol style="list-style-type: none"> 1. No staff grant writer/resources 2. Grant program staffing 3. Need to narrow focus 	<ol style="list-style-type: none"> 1. Identify one new grants partners 2. Manage current grant programs 3. Prioritize funding focus based on need and capacity

CIS Board Meeting 10/16/2019

1. Current Enrollment for 2019-2020 (120 students)
2. Current Attendance Rate (95%)
3. 2019-2020 NC Charter School Performance Framework
4. Indian Education Cultural Academy/Clubs
5. Say Something Anonymous Reporting System
6. Fort Caswell Field Trip (Oct 3rd)
7. Mental Health Initiative (Oct 8th @ Eastpointe Mental Health)
8. Title I Meeting/Parent Night
9. Parent Advisory Meeting (Oct 22nd)
10. Benchmark Assessment #1 (Oct 28th - Nov 6th)
11. Mr. Jef's Residency (Nov. 4th – 8th)
12. Title I Monitoring Review (Nov 29th & Dec 5th)
13. Welder Residency (Bob Doster)
14. 2019-2020 School Improvement Plan (Indistar/NCStar)