



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.

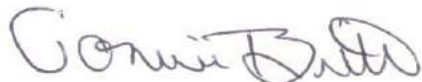
Agenda –V-Executive Director Report

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,



Connie Britt, Office Finance Manager

Board Secretary



Eva Patterson Heath



Communities
In Schools

Robeson County

Minutes

Board of Directors

Communities in Schools of Robeson County

Wednesday, August 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
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

Desiree Walker presented the May minutes to the board for approval. A motion was made and passed to approve the March 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. The CIS and CIS Academy budgets for the school year 2019-2020 were presented to the board for approval. A motion was made and passed to approve the budgets for the school year 2019-2020.

Agenda IV-CIS Academy Report

Billy Haggans reported out on CIS Academy. Current enrollment still stands at 120. We had 5 students who were accepted to attend the Early College program at RCC. We have hired Mrs. Myrna Strickland as the New Student Support specialist and Reading Tutor and a new Mrs. Phyllis Oxendine as the new EC Coordinator. This past summer we were able to purchase new computers for the teachers and new Chromebooks for our students. The EOG Results are as following:

Reading – 61/120 = 54.2%

Growth Status = Exceeded

Math – 57/120 = 47.5%

Growth Status = Exceeded

Science – (8th Grade) 32/40 = 80%

Overall Achievement = 154/280 = 55%

Overall Growth Status = Exceeded Performance Grade = C (unofficial)

Agenda –V-Executive Director Report

Dencie Lambdin reported out on the following items related to the Annual Plan:
Reaccreditation has been completed with all corrections made; upcoming staff development for Why Try on Sept. 11 and 12, Trauma training on Sept. 26/27. Both trainings include PSRC staff. Dencie will attend the CIS National Town Hall meeting in Chicago Sept. 18-20. Board training will be managed through the on-line portal for CIS Resources with completion set for the next board meeting. The meeting will be moved to Wednesday, Sept 25 since Dencie will be out of town the week before. The Prayer certification and the Audit contract were both presented to the board for approval, a motion was made to accept both and all were in favor and the motion passed.

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 8:48 am.

Recorded and Submitted,

Board Secretary

Connie Britt, Office Finance Manager

Eva Patterson Heath

| FINANCIAL REPORT | | | | | | |
|------------------|----------|-------------------------|-----------|-----------|------------|------------|
| AUGUST 2019 | | | | | | |
| ACCOUNT | INCOME | BUDGET | AUGUST | YTD | DIFFERENCE | |
| 1 | 4025 | CAMPAIGN | 70,000.00 | 0.00 | 25.00 | -69,975.00 |
| 2 | 4110 | GRANTS | 22,900.00 | 0.00 | 1,858.65 | -21,041.35 |
| 3 | 4140 | GLAXOSMITH KLINE.COL | 40,000.00 | 0.00 | 0.00 | -40,000.00 |
| 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 | 980.50 | 1,980.50 | -18,019.50 |
| 8 | 4161 | CIS MISCELLANEOUS | 25,000.00 | 0.00 | 7,597.85 | -17,402.15 |
| 9 | 4118 | JCPC ADMIN | 4,860.00 | 405.00 | 810.00 | -4,050.00 |
| 10 | 4162 | PSRC | 84,000.00 | 28,000.00 | 35,077.09 | -48,922.91 |
| 11 | 4166 | ACAD ADMIN | 74,000.00 | 15,000.00 | 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 |

| | ACCOUNT | INCOME | BUDGET | AUGUST | YTD | DIFFERENCE |
|----|----------|-------------------------|------------|-----------|-----------|-------------|
| 1 | 4025 | CAMPAIGN | 70,000.00 | 0.00 | 25.00 | -69,975.00 |
| 2 | 4110 | GRANTS | 22,900.00 | 0.00 | 1,858.65 | -21,041.35 |
| 3 | 4140 | GLAXOSMITH KLINE.COL | 40,000.00 | 0.00 | 0.00 | -40,000.00 |
| 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 | 980.50 | 1,980.50 | -18,019.50 |
| 8 | 4161 | CIS MISCELLANEOUS | 25,000.00 | 0.00 | 7,597.85 | -17,402.15 |
| 9 | 4118 | JCPC ADMIN | 4,860.00 | 405.00 | 810.00 | -4,050.00 |
| 10 | 4162 | PSRC | 84,000.00 | 28,000.00 | 35,077.09 | -48,922.91 |
| 11 | 4166 | ACAD ADMIN | 74,000.00 | 15,000.00 | 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 | 44,385.50 | 81,599.09 | -381,463.91 |

CIS OF ROBESON COUNTY
FINANCIAL REPORT
AUGUST 2019

| | ACCOUNT | EXPENSES | BUDGET | AUGUST | TO DATE | DIFFERENCE |
|----|-----------|---------------------|------------|-----------|-----------|------------|
| 1 | 5000 | PAYROLL EXPENSES | 323,481.00 | 24,172.88 | 45,116.24 | 278,364.76 |
| 2 | 5100 | BENEFITS | 31,067.00 | 2,164.69 | 3,918.21 | 27,148.79 |
| 3 | 5132 | RENT | 6,000.00 | 500.00 | 1,000.00 | 5,000.00 |
| 4 | 5562 | TELEPHONE | 4,200.00 | 375.16 | 746.78 | 3,453.22 |
| 5 | 6100 | CONTRACTED SERVICES | 40,000.00 | 3,333.34 | 6,666.68 | 33,333.32 |
| 6 | 6500 | POSTAGE | 465.00 | 110.00 | 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 | 229.88 | 324.97 | 2,075.03 |
| 10 | 7000 | STAFF DEVELOPMENT | 150.00 | 0.00 | 0.00 | 150.00 |
| 11 | 7100 | SUPPLIES | 7,000.00 | 228.08 | 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 | 916.50 | 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 | 0.00 | 64.03 | 9,935.97 |
| 16 | 8916 | GRASS ROOTS GRANT | 2,500.00 | 0.00 | 0.00 | 2,500.00 |
| 17 | 8917 | BAK PAK PALS | 19,000.00 | 0.00 | 752.29 | 18,247.71 |
| 18 | 6400 | GREAT LEAPS EXP | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| 19 | 9901 | UTILITIES | 2,500.00 | 273.25 | 509.52 | 1,990.48 |
| | | TOTAL | 463,063.00 | 32,303.78 | 60,448.53 | 402,614.47 |

CIS ACADEMY
FINANCIAL REPORT AUG 2019

| | INCOME | BUDGET | AUG | TO DATE | DIFFERENCE |
|----|-------------------------------------|--------------|-----------|------------|-------------|
| 1 | 1-029-BEHAVIORAL SPECIALIST | 29,106.00 | 0.00 | 0.00 | -29,106.00 |
| 2 | 1-036-STATE DPI | 866,207.00 | 53,524.00 | 134,554.00 | -731,653.00 |
| 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 | 0.00 | 0.00 | -43,508.00 |
| 8 | 3-060-EXCEPTIONAL CHILDREN | 24,822.00 | 0.00 | 0.00 | -24,822.00 |
| 9 | 3-103-IMPROVING TEACHER QUALITY | 7,495.00 | 0.00 | 0.00 | -7,495.00 |
| 10 | 3-115-STAFF DEVELOPMENT | 10,000.00 | 7,278.00 | 7,278.00 | -2,722.00 |
| 11 | 3-108-STUDENT SUPPORT & ACAD ENRICH | 24,390.00 | 0.00 | 0.00 | -24,390.00 |
| | TOTAL INCOME | 1,117,231.00 | 60,802.00 | 169,395.66 | -947,835.34 |
| | STATE EXPENSES | BUDGET | AUG | TO DATE | DIFFERENCE |
| 1 | SALARIES | 512,253.00 | 33,911.16 | 61,575.39 | 450,677.61 |
| 2 | TAXES | 39,191.00 | 2,551.67 | 4,625.63 | 34,565.37 |
| 3 | BENEFITS | 39,062.00 | 649.13 | 3,431.90 | 35,630.01 |
| 4 | WORKERS COMP/UMEMPLOMENT | 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 | 622.79 | 622.79 | 377.21 |
| 7 | MILEAGE | 250.00 | 0.00 | 87.49 | 162.51 |
| 8 | DUES/FEES | 1,000.00 | 0.00 | 150.00 | 850.00 |
| 9 | SUPPLIES | 29,500.00 | 1,598.30 | 3,101.48 | 26,398.52 |
| 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 | 2,232.65 | 3,327.01 | 25,778.99 |
| 13 | CONTRACTED EC | 6,500.00 | 0.00 | 0.00 | 6,500.00 |
| 14 | ADMINISTRATION FEE | 48,000.00 | 15,000.00 | 15,000.00 | 33,000.00 |
| 15 | TECH SUPPORT | 17,895.00 | 1,075.00 | 7,145.00 | 10,750.00 |
| 16 | POSTAGE | 250.00 | 165.00 | 241.00 | 9.00 |
| 17 | TELECOMMUNICATIONS | 750.00 | 0.00 | 0.00 | 750.00 |
| 18 | UTILITIES | 17,225.00 | 1,445.81 | 2,783.03 | 14,441.97 |
| 19 | TRANSPORTATION COST | 71,950.00 | 1,589.84 | 2,500.45 | 69,449.55 |
| 20 | PURCHASE VEHICLE | 5,625.00 | 0.00 | 5,625.00 | 0.00 |
| 21 | MISC CONTRACTS | 16,250.00 | 111.07 | 3,816.41 | 12,433.59 |
| 22 | CLEANING SUPPLIES | 7,500.00 | 792.59 | 792.59 | 6,707.41 |
| 23 | INSURANCES | 25,306.00 | 916.50 | 12,422.50 | 12,883.50 |
| 24 | AUDIT | 7,000.00 | 0.00 | 0.00 | 7,000.00 |
| 25 | ADVERTISING | 2,500.00 | 0.00 | 160.00 | 2,340.00 |
| | TOTAL STATE EXPENSES | 895,313.00 | 62,661.51 | 127,606.67 | 767,706.24 |

CIS ACADEMY
FINANCIAL REPORT AUG 2019

| LOCAL EXPENSES | | BUDGET | AUG | 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 | 51.30 | 51.30 | 2,348.70 |
| 5 | SUPPLIES | 5,693.00 | 200.00 | 200.00 | 5,493.00 |
| 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 | 0.00 | 0.00 | 2,500.00 |
| 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 | 0.00 | 35.25 | 44,382.75 |
| | TOTAL LOCAL EXPENSES | 109,638.00 | 251.30 | 286.55 | 109,351.45 |
| FEDERAL EXPENSES | | BUDGET | AUG | 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 | 4,676.45 | 38,831.55 |
| 2 | 3-060- IDEA EXCEPTIONAL CHILDREN | 24,822.00 | 4,100.95 | 4,100.95 | 20,721.05 |
| 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 | 3,368.00 | 3,368.00 | 21,022.00 |
| 5 | 3-115-STAFF DEC | 10,000.00 | 7,276.41 | 7,276.41 | 2,723.59 |
| | TOTAL FEDERAL EXPENSES | 112,280.00 | 17,883.50 | 19,421.81 | 92,858.19 |
| OVERALL TOTALS | | BUDGET | AUG | TO DATE | DIFFERENCE |
| 1 | STATE TOTALS | 895,313.00 | 62,661.51 | 127,606.67 | 767,706.33 |
| 2 | LOCAL EXPENSES | 109,638.00 | 251.30 | 286.55 | 109,351.45 |
| 3 | FEDERAL EXPENSES | 112,280.00 | 17,883.50 | 19,421.81 | 92,858.19 |
| | TOTAL EXPENSES | 1,117,231.00 | 80,796.31 | 147,315.03 | 969,915.97 |

CIS OF ROBESON COUNTY

BALANCE SHEET

Sept 15, 2019

\$ 14,509.79
4,024.08
3,692.00
3,333.34
25,559.21

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

\$36,074.48

at Lumbee Guaranty Bank - (CIS)

\$ 119,158.26
4,676.00
4,100.00
3,368.00
\$ 131,302.26

ACADEMY CASH ON HAND
Due from PRC - 050
Due from PRC - 060
Due from PRC - 108
AVAILABLE FOR ACADEMY OPERATIONS

\$75,362.07

at BB&T BANK (ACAD)

SEPTEMBER, 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**
 - Accreditation Complete!
 - CIS National Town Hall meeting Sept. 18-20 in Chicago
 - Resilient Children/Resilient Communities Active Planning Workshop was held Friday, Sept. 13. Partners include the Robeson County Partnership for Children, PSRC, Robeson County Department of Social Services and Robeson County Emergency Operations and United Way. 25 people participated in the half day event. Next meeting TBD
- **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**
 - NC Arts Council Grassroots Grant will allow CIS Academy to host a teaching artist who is a metal sculpture. \$2,520 for a week long residency.
 - Big Lots Foundation sent a \$1,000 check as part of a promotion on opening their new Lumberton location.

Deliver and sustain high quality student supports leading to positive impacts

- **Explore options for expansion within district**
 - ATT grant will be submitted on Thursday, Sept. 26. 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 grant is due on Tuesday, October 1. 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.
- **Increase implementation of evidence-based programming for students**
 - Why Try training with PSRC completed Sept. 11 and 12. Evidence based program for building socio/emotional skills
 - Trauma training Sept. 26 and 27 with PSRC to provide overview, examples, and identify students who may need trauma-informed care

CIS Board Meeting ⁹8/25/2019

1. Current Enrollment for 2019-2020 (120 students)
2. 7th Grade Immunization Requirements
3. 2019-2020 NC Charter School Performance Framework
4. Child Count Transfer System
5. 2018-2019 Dropout Data Collection
6. Indian Education Cultural Academy/Clubs
7. Hurricane Dorian Make-Up Days (Oct. 21st and Nov. 27th)
8. Thomas Center For Entrepreneurship (UNCP Incubator)
9. Say Something Anonymous Reporting System
10. Fort Caswell Field Trip (Oct 3rd)
11. Mental Health Initiative (Oct 8th @ Eastpointe Mental Health)
12. Benchmark Assessments (Oct 28th - Nov 6th)
13. Mr. Jef's Residency (Nov. 4th – 8th)
14. Updated Parent Involvement Policy