

EVERGREEN BOARD OF DIRECTORS

Meeting

9/19/19 5:30 P.M.

Location: Marni's room

Present: Branch, Carter, Curtis, Cole, Anderson, Arnall, Burleson, King, Keeler, Showman, Mertz, Keen, Gunnell. DeVerges arrives 5:51pm.

Absent: Jimenez, Dionne, Carnevale.

Visitors: Susan Haldane, Bianca Gregg, Susan Thompson, Marin Leroy, Andy Slaverick.

Anderson called the meeting to order at 5:38pm. Anderson read the Evergreen mission and Carter read the board norms.

1. **Celebration of Success-** Rotary Club is looking to be more involved with on the ground volunteering at our school. We made it past the first 20 days of school.
2. **Program Update-** Marin gave the Environmental Education Program update: describing her role as the coordinator, what EE looks like in the classroom, and some of the projects the students are working on.
3. **Correspondences Received-** None
4. **Board-Staff Liaison Update-**
5. **Strategic Plan Dashboard-** Updates will be shared next month.
6. **Action Items-**
 - a. **Approve the August Minutes.** Arnall moved to approve the August minutes as amended. Curtis seconded. Straw poll: unanimously in favor. Voting members in favor: Arnall, Cole, Anderson, King, Burleson, Curtis, deVerges, Keeler. Mertz, Keen, Gunnell abstained. Motion carried.
 - b. **DeVerges moves to add the Investment Policy to the Agenda.** King seconded. Straw poll: unanimously in favor. Voting members in favor: unanimously in favor. Motion carried.
 - c. **DeVerges explained the changes in the Investment Policy. DeVerges moved we adopt revised IPS.** Curtis seconded. Straw poll: unanimously in favor. Voting members in favor: unanimously in favor. Motion carried.
 - d. **YTD Budget-** DeVerges reported the current YTD budget stating we still don't have numbers from Raleigh. Discussion ensued. **Approve July YTD budget.** Straw poll: unanimously in favor. Voting members: unanimously in favor. Motion carried.
 - e. **Approve new hires.** Mertz shared the new hires. **Mertz moved to approve new hires.** Arnall seconded. Straw poll: unanimously in favor. Voting members: unanimously in favor. Motion carried.
7. **Committee Reports-** no clarifying questions.
8. **Items for next month's agenda-**
 - a. Program update, YTD budget, new hires, Development update, Discussion item: background check for board members.
9. **Reflection-** 'Mertz works in an incredible place that allows her to take 2 weeks to see her new grand baby the first weeks of school. DeVerges sends a huge thank you for the Evergreen Fun Day.'

Meeting adjourned at 6:30pm.

Submitted by: Brittany Keeler

EVERGREEN BOARD OF DIRECTORS - BOARD PACKET

DATE: September 19, 2019 5:30 P.M.

Location: Marni's Classroom (Upper Middle School, top of outside ramp)

Mission: Evergreen Community Charter School is a learning community committed to the pursuit of excellence in the holistic education of mind, body, and spirit. We prepare students for successful lifelong learning, social responsibility, environmental stewardship, and service. We value the voice of every member of our community.

The Evergreen Board of Directors agrees to follow these Board Norms:

- *I proactively seek and consider diverse voices, ideas and perspectives.*
- *I seek first to understand, then to be understood.*
- *I take care of myself, others, and the environment.*
- *I embrace a mindset that promotes my own and others' learning.*
- *I address conflict directly, productively, and with compassion.*
- *I seek opportunities to show gratitude and celebrate with colleagues.*

[Conflict of Interest Policy Annual Statement](#)

[Board Member Pledge and Norms](#)

AGENDA:

- | | |
|--|--------|
| 1) Visitor Recognition | 1 min |
| 2) Celebrations of Success | 2 min |
| 3) Program Update - Environmental Education | 10 min |
| 4) Correspondences Received | 0 min |
| 5) Board-Staff Liaison Update | 1 min |
| 6) Presentation Items | |
| a) Strategic Plan Dashboard | 0 min |
| 7) Action Items | |
| a) Approve Minutes from last meeting - See attachment | 2 min |
| b) Approve YTD budget report - See attachment | 5 min |
| c) Approve new hires - See Director's Report New Hires | 5 min |
| 8) Discussion Items | |
| a) New/pending legislation | 5 min |
| 9) Committee Reports (Clarifying questions only, please) | |
| a) Finance | 2 min |
| b) Director | 2 min |
| c) Board Staff Liaison Report | 0 min |
| d) Development | 2 min |
| e) Nominating & Evaluating | 2 min |
| f) Facilities / Master Plan / Building | 2 min |
| g) Grievance | 0 min |
| h) School Improvement Team | 2 min |
| i) Executive | 2 min |
| j) Equity Leadership Team | 2 min |
| k) Legislative Committee | 2 min |
| 10) Closed Session | 0 min |
| 11) Items for next month's agenda | 5 min |
| 12) Reflection | 2 min |
| 13) Adjourn | |

CORRESPONDENCES RECEIVED:

COMMITTEE REPORTS

A) FINANCE COMMITTEE REPORT – September 11, 2019

Attendance: Dr. Susan Mertz, Mark deVerges, Andy Slosiarek CPA, Scott Kitt, Beth Rhatigan, and via phone Jérôme Bouillon. Guest: Erica Anderson.

Called to order: 8:33

- 1. 2018-2019 - Year-End review. Year end is projected to finish as a net positive for the year.** June Budget Report is not Final, as it is pending final revisions to Acadia. Acadia's auditor will then review. This will then be sent to our auditor for review. Our auditor, Darrell Keller, is aware of the timing but is on schedule to process and turn in by the Oct 31st deadline.
- 2. 2019-2020 – Year-to-Date Budget Report Review.** We are awaiting Average Daily Membership numbers. With the state legislative impasse, we are unaware of exact state funding or teacher salaries. We do know we have 1 vacancy in 7th grade, that will not be filled by the 20 first days of school, which will impact some state funding. **DeVerges motioned to approve the YTD Budget Report. Dr. Mertz seconded. Passed unanimously to bring as a motion to the Board.**
- 3. Electric bill audit** – Rhatigan is looking into.
- 4. Investment Policy next steps:** Draft tweaked. The [Investment Policy Statement](#) would benefit from having a more explicit line directing funds be held with US regulated assets. Discussion was positive and outlined we should bring the ISP back to the Board for review (and can share the [RFP](#)).

Next Finance Committee meeting – October 9th at 8:35am in Dr. Mertz's office.

Visitors welcome!

B) DIRECTOR'S REPORT – September 2019

1. Accountability

2. Safety

Say Something Anonymous Reporting System team is registered for training on Oct. 1st and 2nd.

3. Finance

Use of My Payments Plus seems to be greatly reducing the time demands on the business office staff. They and EverAfter Director James Wilson are also now better able to stay on top of any past due payments.

Business Manager Beth Rhatigan and I continue to record changes that will become necessary for the 2019-20 budget. Changes will be brought to Finance and Board after notification of our state and local allotments.

4. Development

5. External Policy/Legal/Political

6. School Policy

The Office of Charter Schools commended Evergreen on our our new lottery and admissions policy and will be using it as an exemplar for other charters.

OCS approved bylaw changes related to board membership and committee chairs.

7. Strategic Goals/ Operating Plan

All Committees and Individuals who are “stewards” of the [Operating Plan](#) key initiatives are strongly encouraged to continue to review and update their activities, measures of success, and target completion dates. These shall guide the work of the stewards.

Educational Excellence

See SIT report.

Diversity, Equity, and Inclusion

I spoke with the Coordinator of Field Placements at UNCA about our desire for recruiting, placing, and retaining black, indigenous, and people of color (BIPOC) on our faculty. She agreed to create connections between UNCA BIPOC students and our school. I also proposed a partnership grant for us to pursue from Walton Family Foundation to increase recruitment and retention efforts for BIPOC to western NC.

Lauren Stepp and I met with Justice Resource Center Director to explore partnership ideas. The most beneficial connections are for our school to notify our community about advocacy opportunities and of the services offered by the Center. There are not necessarily volunteer opportunities.

Financial Sustainability

See Development Committee report.

8. School Improvement

See SIT report.

9. Personnel

New Hires:

Rebekah Lehman, EverAfter Instructor. Rebekah is attending Appalachian State as a pre-med student in Environmental Science. Her work experience includes healthcare support, restaurant server/host, and working at Camp Rockmont and YMCA Blue Ridge Assembly.

Michelle Herndon, EverAfter Instructor. Michelle has a BA in English, Film Studies from Western Carolina University. Her experience includes work as a personal assistant, shipping/receiving manager, machine operator, and retail.

Erika McClung, EverAfter Instructor. Erika has a Masters of Science in Nursing from UNC - CH. She has worked as a Child and Adolescent Psychiatric Nurse at Eliada Home, and as a Clinical Staff Nurse at Florida Hospital Altamonte Springs. She is an RN, certified by American Heart Assn. for Basic Life Support, and certified in Non-violent Crisis Intervention.

Krista Slavik, EverAfter Instructor. Krista holds a BFA in Film and TV Production from Savannah College of Art and Design. She also has training in holistic herbalism, edible plant botany, and substitute teaching. She has worked as an acupuncture assistant, outdoor adventure guide, camp program director, on-line English teacher, and substitute teacher.

Kestra Anderson Watson, EverAfter Instructor. Kestra was enrolled at AB Tech last year and worked with our classroom teachers and EverAfter staff through the Federal Work Study Program. She also has experience as an assistant instructor at a reading and math center, camp counselor, and hostess/server.

Elizabeth Huesemann, Exceptional Children Associate Teacher. Liz earned her MSW from the University of Minnesota. Her vast experience in social work and program administration includes clinical positions at Howard Brown Health Center, Sunburst Child and Family Services. Her administrative work has been Executive Director of Children First Buncombe County, Deputy Director of YWCA of Asheville, and Executive Director of Irene Wortham Center.

We originally planned to eliminate this position based on student need; with new students, this position is again needed

Positions left to fill:

- Exceptional Children Teacher
- Custodian, part-time (previous custodian accepted full time position in her field of study)

10. External Work

College Partnerships

Other Partnerships

We are still waiting for the East Asheville Rec Club's next board meeting to discuss creating an alternate trail across their property that would keep our foot traffic in the woods and on our property for most of the walk.

C) BOARD-STAFF LIAISON REPORT –

D) DEVELOPMENT COMMITTEE REPORT – September 2019

2019-20 Evergreen Fund Goal - \$153,600; Budget Goal: \$123,600

Evergreen Fund YTD Gifts in Hand (*beginning 7/1/2019*): \$13,781

September 2018 - not tracked 9/2018

Evergreen Fund YTD Pledges (*beginning 7/1/2019*): \$17,033

September 2018 - \$5,605 (total giving)

Evergreen Fund # Households Given: 48 (15%)

Evergreen Fund Avg. Gift Size: \$350 (includes parents, staff, Board, and others)

Largest Gift 2018: \$10,000

Evergreen Fund # New Households Given: 2 (0%) included in overall numbers

Evergreen Fund Avg. Gift Size: \$275, included in overall numbers

Largest Gift 2018: \$2,500

Evergreen Fund % of Recurring Gifts: 56%

Donor Cultivation Activities:

# of Donor “Touches”	34, (includes emails, phone calls, invitations for tours, and meeting thank you cards)
# of “Asks”	7

Fundraising/Networking Events:

- Brainstorming Session on Corporate Giving w/ Adrian Vassallo, 8/21/19
- Brainstorming Session on Corporate Giving w/ Michael Whelchel, 9/4/19

Donor Cultivation/Development Office Activities :

- The pre-campaign “quiet” phase of the 2019-20 Evergreen Fund campaign launched in early September. Major donors from 2018-19 and new parents are being contacted to discuss the successes of last year’s campaign, goals for this year, and any feedback they may have. A focus this year will be on recurring gifts as a way to garner monthly gifts at levels that accumulate nicely towards the campaign goal and might be more manageable for donors’ budgets. The goal is to have the successful campaign wrapped up by December 31, 2019.
- Lauren S is planning and developing content for *The Crew*, Evergreen’s new quarterly e-magazine. The Crew will be distributed to approximately 1,500 Evergreen families and other community members in early October in an effort to establish rapport with potential donors. The magazine will feature student and alumni profiles as well as general updates.
- The New Parent Breakfast was held on August 26, and was well-received by those in attendance.
- The Development Office is working with Doug White to have a presence at the Asheville Van Life Rally, September 20 - 22. This event could be good networking for the school and specifically for Evergreen Adventures. Volunteer slots are available.
- The school will have a vendor table and presence at the 2019 Goombay Festival on Saturday, September 21. Volunteer slots are available.
- The school will be participating in United Way’s Days of Impact, by being a work site on October 11. A group from A-B Tech and one from Hubbell Commercial & Industrial, Inc are scheduled to be on site that day to help with a variety of Environmental Education tasks. Thank you to Kris Dionne for helping us get registered for this event.
- A “wish list” of budget relieving items has been created to use in conversations with local companies and corporations. Susan is starting conversations with businesses who have direct ties to Evergreen. Contact information and philanthropic focus is also being gathering on other companies in the region whose mission might align with Evergreen.
- Lauren is continuing to bolster alumni outreach efforts. Tentatively planning a “homecoming” in December as well as establishing an Alumni Association.
- Susan is also continuing work on grants requests - both writing and researching.

Board Member Opportunities:

- Make your personal donation, or sign up for a monthly recurring gift by September 30
- Meet with Susan H
- Share leads and invitations to local networking opportunities in the area (such as civic group meetings, Chamber functions, local events where applicable)

- Continue to share leads on prospective donors - personal and corporate/business
- Assist with donor cultivation as needed

Development Committee Updates:

- First meeting held on Tuesday, September 3rd. We have 3 new Committee members.
 - Parent Coffee Sessions to be scheduled. Goal to host 3 - 4 this school year. Will ask committee members to participate. Topics to be decided, open to any suggestions.
 - Linnea Keen to work with Bess Newton on kicking off Parent Ambassador program this fall.
 - Development Committee Meetings will be the first Tuesday of every month at 5:30 p.m. The meetings will rotate between on campus and off campus. Anyone is welcome to join.
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E) FACILITIES COMMITTEE REPORT – September 6th, 2019 from 8:45 AM to 10:00 AM

Meeting Participants: Chuck Krekelberg, Justin Arnall, Beth Rhatigan, Bob Oaks, Jason Anderson and Mike Keen, Marin Leroy (for part of the meeting)

Not in Attendance:

Discussion items:

No corrections were made to the previous Facilities Committee Report

The Facilities Committee did not meet in August because we did not feel an August meeting was necessary

Past/Current/Routine Business

- **Beth summarized the results from the survey recently completed by faculty and staff regarding size and instructional spaces as well as the locational relationships of these spaces as indicated by the Master Plan.**
- **We compared the survey results with the existing Master Plan and realized we need to revisit the room layout of the Master Plan.**
 - o **Chuck will print the existing master plan on 24' x 36' paper. Each space component of the Master Plan will also be printed to scale and cut out to be relocated on the 24' x 36' print, like puzzle pieces.**
 - o **This will allow the committee to move each element independently from one another and rework the positioning and sizes of the spaces while allowing opportunities to present themselves.**
- **The result of the design charette will be given to faculty and staff to study and critique. We anticipate there being at least 2-rounds of design and critique before landing of a final plan.**

Action Items

The next regularly-scheduled Facilities Committee Meeting is set for Friday October 4th at 8:45 AM.

Submitted by Justin Arnall

F) GRIEVANCE COMMITTEE REPORT –

No meeting.

G) SCHOOL IMPROVEMENT TEAM REPORT – SIT Retreat – August 1&2, 2019

Present: Susan Mertz, Cameron Brantley, Jen Watkins, Kathy Norris, Jeannie Curtis, Cathe Bradshaw, Sally Boerschig, Veronica Aberle, Toerin Kintner, Jeff Armstrong, Misty McDonough

Absent: Jill Dudley, Tony Mele, Marin Leroy, Naomi Lee,

1. We gathered for the annual SIT Retreat for two days. Agenda can be accessed [here](#).
2. After reviewing data and participating in reflection activities, the SIT retreat team decided that Evergreen will stick with our school improvement goals for the fifth and final year: increasing math proficiency, increasing reading growth, using standards based grading, increasing racial and cultural diversity among staff and students, continuing focus on Habits of Scholars.
3. We recognized that in math proficiency ECCS is making slow but continual growth. We are challenged by supporting AIG students in meeting reading growth targets.
4. We discussed changing how Habits of Scholars are assessed and included in progress reports K-8, but no decision was made (6-8 has done this for one year).
5. Diversity, equity, and inclusion was a theme throughout all aspects of reviewing data, brainstorming, and planning. The ELT curriculum subcommittee will be combining with SIT.
6. Rolling out MTSS was another theme throughout the retreat. Academic support and documentation needs will need to be addressed throughout the school year as we all better understand the implications of following MTSS guidelines.

Submitted by Jeannie Curtis

H) EXECUTIVE COMMITTEE REPORT - September 13, 2019

Present: Susan Mertz, Mark deVerges, Erica Anderson, Alicia Cole

DeVerges motioned and Anderson seconded to have the Background Check Committee to examine Background Checks for Board members.

Susan reported that drills are scheduled for the upcoming weeks. We are currently looking for an EC teacher and associate. Interviews are being scheduled. The new IEP software provided by the state is really complex, and has been a challenge. Everafter is fully staffed now.

We are still waiting on the state budget to be approved.

J) EQUITY LEADERSHIP TEAM REPORT – September 9, 2019

1. **Introductions**
2. **Explanation of ELT, subcommittees, and summary of last year's achievements**
3. **Review [Operating Plan 2018-2021](#)**
4. **Discussion of ELT and subcommittee goals for 19-20 school year**

- a. **Structural Barriers-** working to build infrastructure and programs so that Evergreen is accessible financially and otherwise. We are building a lunch program, food pantry, transportation (bus) system, and addressing other barriers
 - b. **Curriculum-** creation and strengthening of equitable and inclusive programs and studies. This subcommittee is being absorbed by School Improvement Team (SIT)
 - c. **Community Outreach-** building trust with + being of service to local communities, letting local communities of color know about the upcoming lottery change
- 5. Homework Diners (see below)**
6. Tricia-Carter Spurio volunteered to be ELT co-chair with Caitlin Campbell and Kathryn Burleson agreed to be ELT secretary
- 7. Dates of subcommittee meetings**
- a. Structural Barriers Subcommittee meets on the 1st Tuesday every other month at 4:30PM, beginning Tuesday, October 1, at 4:30PM
 - b. The Community Outreach Subcommittee meets on the 1st Thursday of every other month at 4:30PM, beginning on Thursday, October 3, at 4:30PM
 - c. The Curriculum Subcommittee will be absorbed by SIT, and those meeting dates are 8/21, 9/11, 10/9, 12/11, 1/22, 2/19, 3/11, 5/13 @ 3:45
- 8. Next full ELT meeting date: Monday, November 4, at 4PM and we will meet on the first Monday of every month at 4PM**

Homework Diners

Sarah Roth with United Way provided Lauren S with a list of possible dates when we can volunteer (below). They usually need about 8 to 10 people. Depending on the school the time is about 5 to 7 p.m. Asheville Middle is slightly earlier, starting around 4:30. There's no onboarding process specifically. United Way would send an agreement, we'd collect the sign ups for who is attending and fill out the sign up list. Then everyone would get an email a few days prior with instructions and position assignments. Then all instructions would be given when we arrive.

- Oct 15 at Enka Middle
- Oct 21 at Erwin Middle
- Oct 22 at Enka Middle
- Oct 22 at Asheville Middle
- Oct 29 at Enka Middle
- Nov 4 at Erwin Middle
- Nov 18 at Erwin Middle
- Nov 19 at Enka Middle

K) LEGISLATIVE COMMITTEE REPORT –

No meeting

L) NOMINATING & EVALUATING REPORT – 9/16/2019

Members present: Theresa Showman, Brittany Keeler.

Discussion topics:

- Goal: to continue to build a board that supports the Evergreen mission with a diverse group of people and has an equal ratio of parents, teachers, and community members.
 - Reviewed our current members and their expertise. We are still actively looking for members with a background in law and finance.
 - Reviewed our current members noting that 5 members terms would be ending in 2020.
 - Looked at resume from prospective committee member.
-