



TVCS Board Meeting Minutes

October 19, 2017

Working Session: 6:00 pm
Regular Session 7:00 pm
Executive Session 8:00 pm

**Location: 1747 Fairmeadow Dr,
Boise, Idaho 83704**

Present: (voting members in bold)				
Ben Greenwood (Chair)	X	Tony Richard-Administrator	X	Other/Staff Attendees:
Rachael Smith (Vice-Chair)		Lori Manning – Executive Director	X	Chris Yorgason
Jake Hays (Secretary)	X	Pat Griffin – Vice Principal	X	Kim Black – Board Clerk
Andrea Estes	X	Robert Mason – IT/Testing Coordinator	X	Jennifer Owen-Tillotson - Enrollment/Marketing
Brad Wright	X	Lisa Thompson – Business Manager	X	
Adrian Castaneda	X			

Our Vision

The Village Charter School community inspires students to cultivate their individual gifts and abilities, equipping them to discover meaningful value and purpose in the world.

Our Mission

Cultivating Critical Thinkers, Developing Strong Leaders

The Village Charter School provides a challenging, hands-on curriculum to cultivate students to be critical thinkers and confident leaders in a safe, supportive and loving environment. Our Village includes passionate, innovative and encouraging teachers, administrators, parents and community members all working together to support our students.

6:00 pm	Working Session	Presenter	Presentation	Issues/Planned Action
6:10 pm	Board Member Training	All	All	None
Working session was called to order with all board members present with the exception of Trustee Smith. Working session was adjourned at 6:55 pm.				
7:00 pm	Regular Session	Presenter	Presentation	Issues/Planned Action
7:02 pm	Call Meeting to Order, Roll Call and Pledge	Ben Greenwood	N/A	N/A

Trustee Greenwood called the meeting to order, roll call was taken and all board members were present with the exception of Trustee Smith. Trustee Castaneda read the vision statement; Trustee Wright read the mission statement and all presented recited the Pledge of Allegiance.				
7:06 pm	Consent Agenda - September Minutes Payroll/AP WebReport	All	Review	Approve
Trustee Hays made a motion to approve the consent agenda, Trustee Castaneda seconded the motion and all were in favor.				
7:09 pm	Board Office Elections	Ben Greenwood	N/A	Action
It was decided to table this agenda item to next month as not all board members were present.				
7:09 pm	PTO Report	Amber Earl	Review	Approve
Amber Earl discussed the upcoming Barnes & Noble night, the recent Farmstead event with a pie eating contest that had been enjoyed by all present and the success of the recent t-shirt drive with 242 items ordered. Trustee Greenwood thanked Amber Earl and the PTO for all their help with the ribbon cutting ceremony.				

Opportunity for Public Comment

Welcome to a meeting of the Board of Trustees for TVCS. All board meetings follow a published agenda and are presided over by The Chairman of the Board or a designee in the Chairman's absence. All Board meetings are held in compliance with the Idaho Open Meeting Law. Public comment on items before the Board is welcome and encouraged. The Board's purpose is to make decisions and policies congruent with the school's vision, mission and charter. The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The procedure for addressing the board is as follows:

- Patrons who wish to comment on agenda items may do so by signing the Public Comment Sheet provided by the Clerk of the Board.
- Please state your name, your relationship to the school and the item on the agenda you wish to address
- Comments are not limited to agenda items only
- Comments should be kept brief and may be limited to 3-5 minutes. The President or designee may interrupt or terminate an individual's statement if it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.
- Present only if your comment offers a new perspective or new information on an agenda item that has not been heard prior for that particular agenda item
- The rights of employees, students and others are protected by various laws and policies. At a public meeting of the Board of Trustees, no person shall orally initiate charges or complaints against students or individual employees of the school.

7:11 pm	Opportunity For Public Comment	TBD	Informational	TBD
No public comments.				
7:12 pm	2016-2017 Audit Findings	Bailey & Company	Review	Approve
Cassie A. Zattiero with Bailey & Co reported on the findings of the 2016-2017 fiscal year audit. She outlined some basic guidelines of what the audit encompassed and how it was handled by her company. She then indicated that there was some concern with internal controls regarding state department of education grant compliance with no evidence of written policies regarding federal awards, time and effort reporting for proper allocation of Title 1 and similar funds and the maintenance of employee files with some files lacking proper documentation. She went on to say that the fire suppression system would not be depreciated this year, the bond discount was less than face value and there would no building depreciation as it was considered construction in progress at the end of the fiscal year. She then indicated that the board could go over the letter of findings on their own. Open discussion briefly followed. Trustee Wright made a motion to accept the 2016-2017 audit findings, Trustee Hays seconded the motion, Trustee Greenwood indicated that there was a need to re-visit the letter and all were in favor. Tony Richard then thanked Cassie Zattiero for her flexibility and thoroughness.				
7:34 pm	Charter Renewal Update	Tony Richard	Informational	Review
Tony Richard discussed the recent Idaho Public Charter School Commission renewal tour and indicated that Kirsten Pochop had been joined by the former lead administrator of Anser Charter School, Suzanne Greg, and				

Dr. Pough from NNU. They had visited every classroom and met with all members of the business and administrative staff. Overall, he felt they seemed impressed with the school culture and engagement of the staff with students and gave indication renewal with conditions would be forthcoming. Chris Yorgason explained the process of the renewal and there would be a formal report issued by the commission on November 15 th with TVCS would have until December 15 th to respond regarding any concerns with the final recommendation issued January 15 th at which time the school could accept the recommendation as written or negotiate before accepting the conditions or request a hearing if no agreement could be reached.				
7:40 pm	Academic Progress	Robert Mason	Informational	Review
Robert Mason reported the IRI was done and looked good with 70% across hitting their benchmarks and 5th grade ISAT's were up with all assessments to all be completed by next week and he was running the data to go over with teachers. Tony Richard indicated this was a good snapshot of the critical areas that need work. Lori Manning indicated that Friday school was being implemented with Alexander Mackenzie providing one to three hours of tutoring and that the Chromebooks and Edmentum were pinpointing the areas where help was needed that BOY assessments to be completed asap so as to show progress from the beginning of the year. Trustee Greenwood asked that the data be presented in a different format that was easier to read with clear data. Open discussion followed.				
7:56 pm	Hurray for TVCS	Tony Richard	Informational	Review
Tony Richard indicated that the ribbon cutting ceremony had went well and that the governor had texted Sarah Hensley's husband indicating that he had enjoyed our venue, the lunch program had served as many as 66 children a day with the target being 100 and that a flag set was ordered with the flagpole to be illuminated. .				
7:57 pm	Admin Review	Andrea Estes	Informational	Review
Trustee Estes indicated that she had been working with Trustee Smith to get the content for the admin rubric for board review and hoped to have that ready the first of the year.				
8:00 pm	Lighthouse Website and Progress	Tony Richard	Informational	Review
Tony Richard presented a calendar of upcoming Lighthouse events including a November 14 th 7 Habits training for parents and he hoped to have upwards of 25 people there. He went on to say that he and Pat Griffin were working on WIG's with leadership, culture and academics being a good place to start. Open discussion followed.				
8:06 pm	Electives Update	Tony Richard	Informational	Review
Tony Richard presented on electives and with a module set up with the focus this time being on arts and acting and that the goal setting conferences had been shifted to the more traditional parent teacher conferences. He then went on to say that as students hit their goals they would dip their hand in paint for placement on the gym wall.				
8:08 pm	Enrollment Update	Jennifer Owen-Tillotson	Informational	Review
Jennifer Owen-Tillotson indicated that they were 441 students as of today with eight more, maybe nine set to start Monday and an additional fifteen possibilities she was working to get enrolled. The radio internet add campaign was a success with 13,921 clicks, 253 that actually went to our website and 22 applications turned in as a result of it. She also indicated that she had an upcoming trunk or treat event and the kids Discovery Expo coming up November 11 th . Lori Manning indicated that open enrollment would be closed on November 3 ^{rs} with the focus then shifting to next year's enrollment. Trustee Estes also indicated a need to focus on retention of current students. Open discussion followed.				
8:14 pm	ACHD Bond	Lori Manning	Review	Ratification
Trustee Greenwood indicated how important it was for the \$25,000 bond that was promised to ACHD be fulfilled within the next three to five days as it was necessary for the occupancy permit to go from temporary to permanent. Trustee Wright made a motion to ratify the amount of the ACHD bond, Trustee Castaneda seconded the motion and all were in favor.				
8:17 pm	Veritas Report	Lori Manning	Review	Approve
Lori Manning indicated that Veritas had been busy helping with the ribbon cutting ceremony, the audit and the commission tour as well as providing ongoing communication between the various parties involved in the bond. She went on to say that while it was important to keep enrollment numbers up to satisfy the requirements set forth by the bond, it was also vital to protect academics and maintain and track student's progress. She then went on to say that 7 pallets of carpeting for the gym were being delivered to the airport the following day and she and Tony were going to pick it up and get it to the school. Trustee Hays made a motion to accept the Veritas summary report, Trustee Hays seconded the motion and all were in favor. Trustee Greenwood did say he expected a full review of Gate next month.				

8:22 pm	Banking Update	Lori Manning/ Lisa Thompson	Review	Approve
Lori Manning indicated that a look at expenditures in relation to moving expenses indicated that \$103,000 had already been paid out for carpeting, wiring, and similar construction expenses from the general fund. Medicaid billing was just getting underway and no payments had been received as of yet. This had led to a bit of a cash flow crunch, but ACD would be willing to provide a \$50,000 line of credit of which \$25,000 would be used to cover the ACHD bond. Trustee Hays asked if that was enough to cover the immediate needs and would there be a need of another loan in the spring. Lori Manning indicated that the Medicaid billing would help and rather or not three mortgage payments or one were taken out in November would impact cash flow going forth. Trustee Hays made a motion to allow Lori Manning to pursue a line of credit with ACD for \$50,000, Trustee Castaneda seconded the motion and all were in favor.				
8:32 pm	Budget and Finance	Lisa Thompson/ Lori Manning	Informational	Review
Lisa Thompson indicated she had forwarded several financial documents to the board for review and that the budget would need to be adjusted in December. Trustee Greenwood indicated that he would like to be kept informed and would like to have the fiscal letter of concern removed as soon as possible. Open discussion followed.				
	Certificate of Occupancy Update	Ben Greenwood	Informational	Review
	Marketing Fall Activities	Jake Hays Jennifer Owen- Tillotson	Informational	Review
Trustee Greenwood indicated that both the certificate of occupancy and marketing had been covered and the meeting was adjourned.				
8:00 pm	Executive Session	Presenter	Presentation	Issues Planned
	74-206 (1)(b)	All	All	N/A
Trustee Hays made a motion that executive session be entered pursuant to code 74-206 (1)(b), Trustee Castaneda seconded the motion and all were in favor. Roll call was taken and all board members were present with the exception of Trustee Smith. Executive session was adjourned at ****				

Dated the _____ day of _____, 2017.

Board Chairman

Board of Directors Meeting convened and held pursuant to appropriately provided and received electronic Notice of Regular Board Meeting with posted agenda