



**TVCS Board Meeting Minutes**

**September 21, 2017**

**Working Session: 6:00 pm**  
**Regular Session 7:00 pm**

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

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

<b>6:00 pm</b>	<b>Working Session</b>	<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
6:05 pm	Discussion with Board Appointees	All	All	None
<p>Trustee Smith opened the working session with Trustee Hays present. Trustee's Estes and Greenwood joined at 6:10pm. Trustee Smith discussed the board candidate appointees, what positions need to be filled and the terms that were involved as well as the need to do a little more research in regards to a possible conflict of interest regarding one candidate that had recently been brought to the attention of the board that would delay the candidate's nomination. The candidates were invited to introduce themselves and share some background information. The current board members then did the same and open roundtable discussion followed including some of the struggles the school had gone thru to get to a point where purchasing the new building was a reality, the upcoming charter renewal, yearly audits, fundraising and donations. The working session was closed at 7:05 pm.</p>				
<b>7:00 pm</b>	<b>Regular Session</b>	<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>

7:07 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. All present recited the pledge of allegiance. Trustee Greenwood then read the vision statement followed by Trustee Hays reading the mission statement.				
7:10 pm	Appointment of New Trustees	Rachael Smith	N/A	Action
Trustee Smith nominated Brad Wright for board position 1, a three year term to expire in June of 2020. Trustee Hays seconded the nomination and all were in favor. Trustee Hays nominated Rachael Smith for board position 2, a three year term to expire in June of 2020, Trustee Estes seconded the motion and all were in favor. Trustee Smith nominated Adrian Castaneda for board position 5 set to expire in June of 2018 which had been vacated with Trustee Byrns early resignation, Trustee Hays seconded the motion and all were in favor.				
7:15 pm	Swearing in of New Trustees	Ben Greenwood	N/A	Action
New Trustee's Castaneda and Wright along with returning Trustee Smith were sworn in by Kim Black, board clerk.				
7:22 pm	Consent Agenda - August Board Minutes August Payroll/AP WebReport	All	Review	Approve
Trustee Estes made a motion to approve the consent agenda, Trustee Smith seconded the motion and all were in favor.				
7:25 pm	Renewal Tour Update	Tony Richard	Informational	Review
Tony Richard, Lori Manning and Donna Barrick all shared they felt the visit of the Idaho Public School charter Commission earlier that day had gone quite well. The commission members had met with administrators, business personnel and toured the classrooms and facilities. The commission asked for no additional paperwork or forms to clarify anything after their visit. Given the fact that the renewal paperwork along with an additional 25 pages of supplemental paperwork and data had been turned into the commission office five months early, was thought to be a positive sign and overall, all concerned were pleased with how things went.				
7:33 pm	PTO Report and Calendar	Amber Earl	Review	Approve
PTO President Amber Earl indicated that the most recent PTO meeting had a good turnout with 23 people in attendance which is the largest number she had seen at a PTO meeting. She also said the Moms and Muffins event had gone very well and she was actively seeking more volunteers for lunch help with Life's Kitchen. She then asked if there was any plans to implement any kind of carpooling system for parent's to utilize as people had been asking. The board indicated that it was a liability issue but they wouldn't mind seeing a program being implemented if that could be addressed and handled properly. Jennifer Owen-Tillotson indicated that she had looked into a program that would handle the carpooling separately from the school and take on the liability issue directly. It was suggested that program be presented to the PTO to see if it was something they would like to pursue further. Trustee Smith made a motion to approve the PTO calendar for the 2017-2018 school year, Trustee Estes seconded the motion and all were in favor.				

## ***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.

7:40 pm	Opportunity For Public Comment	TBD	Informational	TBD
Steve Lynch, sixth grade teacher, indicated that he was there on behalf of the teachers to express some concerns they were having which included not having access to operational procedure manuals, no approved student handbook and a lack of a grading system. The board did let him know that operational procedures were in place as well as a student handbook. Robert Barney, parent, then addressed the board and indicated he was concerned about safety procedures at the new school and if anything was being implemented and if injuries were being tracked. Mr. Richard did indicate that safety procedures were in place as well as being looked at as how best to do that at the new building and injuries were being tracked.				
7:47 pm	Master Calendar	Donna Barrick	Informational	Review
Donna Barrick presented a Master Calendar that encompassed the school calendar, board meetings and events, PTO and school events, state and commission reporting deadlines as well as administrative schedules. She had set this up to work in layers with parents being able to access what pertained to them, teachers could access what pertained to them and the the board and administrators would have access to the entire calendar as well as having admin editing rights.				
7:55 pm	Hurray for TVCS	Tony Richard	Informational	Review
Tony Richard indicated the MOSS trip had been a great success and he wanted to thank Pat griffin, Steve Lynch and Helen Fisher for all their hard work. He then congratulated Kay Tillotson as she had been successful in acquiring a grant for a 3-D printer and was now working on a grant to purchase drones. He also thanked Jake Hays and Pat Griffin for all their hard work dealing with the pickup and drop off traffic, and Sonia with JcPenny's for all their recent donations. He then indicated that Robert Mason was implementing an IT help desk, Officer Daigle would be providing help with emergency training and he was working with Dusty Earl, Winco and the fire captain to finalize using the back side of the Winco parking lot as a meeting place for student evacuations. He then reported that Life's Kitchen had 46 kids eating lunch by day four of their service.				
8:02 pm	Student Handbook	Lori Manning	Informational	Review
Lori Manning indicated that the current student handbook did need some editing including removal of the parent supply/field trip donation as well as a list of content edits. Trustee Smith also indicated that the school needed to be able to independently decide to close for inclement weather and similar emergencies without having to follow Boise and West Ada's decision to stay open as previously indicated in the student handbook. Trustee Smith made a motion to approve the student handbooks edits as discussed, Trustee Wright seconded the motion and all were in favor.				
8:08 pm	Lighthouse Website and Progress	Tony Richard	Informational	Review
Tony Richard indicated that progress was being made in the Lighthouse progress. Trustee Greenwood asked about the next Lighthouse event and Mr. Richard indicated that would be the wildly important goals and that Lise Hansen, Steve Lynch and Pat Griffin were working on the assembly and that there was a PBIS event as well. The board indicated that they would like a board log-on for lighthouse.				
8:11 pm	Gifted and Talented/Electives/New Programs	Tony Richard	Informational	Review
Tony Richard indicated that Helen Fisher was working on a program that would be called Bright and Motivated. This would involve students who may not qualify for Gate services but incorporate students who were showing motivation and promise based on testing results as well teacher and parent recommendations. It would and have 5 to 8 students per middle school grade and involve the Pathfinder journal.				
8:14 pm	Enrollment Update	Jennifer Owen-Tillotson	Informational	Review
Jennifer Owen-Tillotson reported we currently had 441 students enrolled which is over 120+students from enrollment at the same time last year. She went on to present about an add that would be running on a local radio station in concurrence with a spot on their website to promote additional enrollment.				
8:22 pm	Employee Handbook	Lori Manning	Review	Approve
Lori Manning presented the new employee handbook and indicated that it was the same employee handbook that had been presented last board meeting for review. Trustee Smith made a motion to approve the employee handbook with the edits requested; Trustee Estes asked that the edits be brought to the employee's attention. Trustee Estes seconded the motion and all were in favor.				

8:24 pm	Epicenter and Technology Updates	Robert Mason	Informational	Review
Robert Mason indicated that student Chromebooks would be live after fall break and he was working on desktops for use with ORIGO math. Lori Manning then indicated that she would like to implement Epicenter as it documents paperwork and forms that would otherwise get lost and it had been already purchased for us by Hunter Morley, but the school needed to get access and user rights. Open discussion followed.				
8:28 pm	Veritas Report	Lori Manning	Review	Approve
Lori Manning discussed that Veritas had been working on strategic planning and that while the enrollment had come in under the target of 480, the budget had been set at 432 students and we had until November 1 <sup>st</sup> to bring up those enrollment numbers. She also indicated that while payroll had increased by 19% the dismissal of contracted companies had resulted in a 40% savings and that she also gotten the current copier contract reduced by \$330 per month and was still working on ending the Stability contract. Trustee Greenwood made a motion to accept the Veritas report, Trustee Hays seconded the motion. Trustee Greenwood then went on to say he and the board really appreciated all the Lori Manning and Veritas were doing for the school. All were in favor.				
8:36 pm	Finance Update	Lisa Thompson/ Lori Manning	Informational	Review
Lisa Thompson and Lori Manning discussed the June preliminary for the fiscal year and that the auditors are requiring \$210,000 be removed from the budget due to varied wording throughout our bond documents under different section. The auditor might not include the revenue on paper for the audit, even though the school had deposited the revenue in the bank and the cash amount on hand at the end of the year was approximately \$60,000. If the final audited amount removed \$210,000 revenue it would show a \$140,000 deficit, even though the cash on hand at the end of the year was \$60,000. Lori Manning then discussed that operations and finance were being addressed with the commission and Trustee Greenwood asked about having the fiscal letter of concern removed with the Commission. Open discussion followed.				
8:44 pm	Marketing Fall Activities	Jake Hays/Jennifer Owen-Tillotson	Informational	Review
Trustee Hays indicated that most of the fall marketing had been addressed earlier when Jennifer Owen-Tillotson discussed the upcoming radio and internet campaign. He did say that he wanted to have messages going out from the board directly on a regular basis. The meeting was adjourned at 8:50 pm.				

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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**Board Chairman**

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