



**TVCS Board Meeting Minutes**

**August 24, 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>		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	
		Lisa Thompson – Business Manager	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.*

<b>Time</b>	<b>Working Session</b>	<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
6:05 pm	Grand Opening	All	All	None
<p>Working session was opened and all board members were present with the exception of Jake Hays. Round table discussion followed regarding the school opening in the new location, related traffic issues, problems with the new building, electives, upcoming ribbon cutting ceremony, school oversight and maintaining a good balance between the school culture and business requirements. This discussion included dealing with some residential neighbors who were still unhappy with the increased traffic and that Mr. Richard had checked with the police department regarding local traffic laws to avoid issues in the future. All indicated that they would like to see the split start times done away with as soon as possible and that might help with the traffic concerns as it would limit the timeframe of increased traffic in the area. The ribbon cutting ceremony is scheduled for October 12<sup>th</sup> and discussion regarding that included having student ambassador's conducts tours, having 5-10 minute presentations on the seven habits and the possibility of setting up booths to showcase the lunch program, YMCA sports and similar school programs. Discussion about the electives program and how that should be ran including having the 6<sup>th</sup> thru 8<sup>th</sup> graders having set electives to include STEM, Spanish, PE ad music while the</p>				

younger students would continue to have the electives set up as previous years and rather that would align with the school charter. A need for the board to have access to an administrator calendar with all administrators schedules, meetings, conferences, board meeting and other important dates related to charter renewal and state reporting was brought up and discussed as a priority. The last item discussed was new board candidates, deadlines for applications and upcoming interviews.

<b>Time</b>	<b>Regular Session</b>	<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
7:03 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 Hays. Trustee Greenwood read the vision statement; Trustee Smith read the mission statement and all presented recited the Pledge of Allegiance.				
7:05 pm	Consent Agenda June/July Board Minutes June/July Payroll/AP WebReport	All	Review	Approve
Trustee Smith made a motion to approve the consent agenda as amended. Trustee Estes seconded the motion and all were in favor.				
7:06 pm	Academic Assessments	Robert Mason Lori Manning	Interim ISAT & Edmentum	Review
Lori Manning joined the meeting via telephone. She then discussed the Edmentum program which she described as similar to the iReady program but with improvements. It would provide testing and data regarding students state standard level that teachers could use to immediately determine what a area a student needs additional help in and allow tracking of growth from year to year. She also indicated that the 1 <sup>st</sup> thru 5 <sup>th</sup> grade portion of this program was being offered at no cost so the school would only have to pay for the 6 <sup>th</sup> thru 8 <sup>th</sup> grade portion. Trustee Smith asked about teacher training and Mrs. Manning indicated that would be provided in two weeks during a Friday staff meeting.				
7:15 pm	PTO Report	Amber Earl	Informational	Review
Amber Earl presented the PTO calendar for the year and asked that the board approve both it and the moving of the regularly scheduled monthly PTO meeting from the first Monday of the month to the first Thursday of the month. The board indicated that they would have to have the calendar submitted prior to next month's board meeting for board review and approval at Septembers board meeting or the board could review it and approve it with ratification at next month's meeting.				

### **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.

7:20 pm	Opportunity For Public Comment	TBD	Informational	TBD
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<p>Robert Barney, student parent, addressed the board regarding concerns he had with the controlled chaos and lack of organization during the open house night and that construction was not completed at the new location entirely when school started. He questioned how that had happened. Trustee Greenwood addressed how much it had taken over the last three years to get to the point where the school had a new location and that there were numerous delays in getting things done and on time regarding permits both with the city and the highway department and construction delays. He indicated the best way for parents to help with these types of issues was to come to board meetings and be a part of the process and he thanked Mr. Barney for doing so. Mr. Richards went on to say that the effort that went into getting the school ready for the open house was astronomical considering we had only been able to move into the new location a few weeks prior to the open house.</p>				
7:27 pm	Hurray for TVCS	Jennifer Owen-Tillotson	Informational	Review
<p>Trustee Smith indicated that the enrollment item was being removed from the agenda as enrollment coordinator Jennifer Owen-Tillotson was not available but she would like to do Hurray for TVCS by thanking all the volunteers, staff and community members who had stepped up and made the new location a reality and how grateful the board was to the families that had stood behind the school never wavering in their support. This sentiment was echoed by all board members and staff present.</p>				
7:31 pm	Lighthouse Progress	Tony Richard	Informational	Review
<p>Tony Richard indicated that he was very excited about how things were going and that TVCS was in line to be the first charter school in Idaho to get their Lighthouse designation. Prior to school starting, he had provided Lighthouse training for all new staff while John Flockstra had done training for all teachers and it had went really well. Additional staff training would occur in the fall/early winter with John Flockstra and the Lighthouse team was very active. Trustee Greenwood asked about progress on the Lighthouse web reporting and Mr. Richard indicated he would provide access to the Lighthouse webpage to the board so they could follow the progress directly.</p>				
7:37 pm	Traffic Progress	Pat Griffin	Informational	Review
<p>Pat Griffin indicated that traffic was flowing rather smoothly and that we had the full support of all the neighboring businesses behind us to access the outside alley. Overall, morning drop off was moving at a steady pace with no back up on to Fairview this morning. There was a little more difficulty seen in the afternoon pickup with an average wait time of six minutes for pick up but everybody was working hard to be good neighbors. Trustee Smith indicated that it would be a good idea to have a TVCS staff and/or parent at the next few ACHD/City of Boise meetings to be a voice for TVCS and keep aware of potential problems.</p>				
7:43 pm	Employee Handbook	Lori Manning	Review	Approve
<p>Lori Manning presented the revised employee handbook for review and updating. Trustee Greenwood indicated that he would like to approve the handbook pending further review. Trustee Estes made a motion to approve the revised handbook pending review and final approval to be made in September, Trustee Smith seconded the motion and all were in favor.</p>				
7:45 pm	Student Handbook Religious Disclaimer	Lori Manning	Review	Approve
<p>Lori Manning presented a religious disclaimer revision to the student handbook that stated reasonable accommodations would be made to student policies for religious beliefs when requested. The question of if this applied to only the dress code was brought up and Chris Yorgason indicated that he actually liked the wording of the new policy as it didn't specify it applied only to the dress code and could encompass other requests to change student policies for religious purposes that might not involve the dress code. Trustee Smith made a motion that the religious disclaimer to the student handbook be approved, Trustee Estes seconded the motion and further discussion indicated the board would like verification of where the religious disclaimer was to be placed within the handbook and that this would be done at the September meeting. All were in favor of approving the religious disclaimer.</p>				
7:51 pm	Veritas Report	Lori Manning	Review	Approve
<p>Lori Manning indicated that the Veritas team had been busy finalizing the contract with the new food vendor, preparing the employee handbook and planning training for employees regarding the handbook policies, preparing for the upcoming audit, fielding weekly calls from Tortise and acquiring school furniture. She went on to say that she was working on bringing in revenue with the hire or direct one-on-one aids rather than going through an outside agency and the team was working on strategic planning regarding recruitment and marketing while handling and keeping to a minimum any upheaval the school might experience as it went through the</p>				

many changes as it settled into the new location and school year. Trustee Greenwood indicated that he would like to see a global calendar in place that would be one place for all to go to keep up to date with all school events, board meetings, staff schedules and generally any dates that were important to the school. All agreed this was a good idea and should be implemented as soon as possible. Trustee Smith indicated that she would like to see more information regarding the Seven Habits get out to parents and Trustee Estes indicated that she would like oversight of the official Facebook page to be handled by the business office directly. Trustee Smith questioned why the financial reports were not presented and Mrs. Manning indicated that would be reported under the Budget/Audit update by Lisa Thompson.				
8:00 pm	Employee Bonus	Lori Manning	Review	Approve
Lori Manning asked that the school board authorize a bonus to Tony Richard in the amount of \$4,000. She went on to say that he had worked tirelessly getting the new location up and running and had always done so with a good attitude. Trustee Smith made a motion to approve Mr. Richard's bonus, Trustee Estes seconded the motion and all were in favor. The board then thanked Mr. Richard for all his hard work.				
8:03 pm	Approval of New Hires	Tony Richard	Review	Approve
Tony Richard indicated that he had finished hiring all certified staff. Trustee Greenwood asked if the contracts were ready for the board's signature. Mr. Richard indicated that that was still in process. Chris Yorgason indicated that it would be acceptable to approve the hire of the certified staff with contract signing to follow later. Trustee Estes made a motion to approve the certified hires for the 2017-2018 school year, Trustee Smith seconded the motion. Roll call vote was taken and all were in favor.				
8:08 pm	Budget/Audit Update	Lisa Thompson/ Lori Manning	Informational	Review
Lisa Thompson indicated that the business office was running a bit behind with the lack of internet services for the first two weeks of August at the new location and the unpacking of boxes. She indicated that she had been focusing on employee paperwork while Kim Black had been focusing on student paperwork. She went on to say she was also preparing for the upcoming audit scheduled for September 5 <sup>th</sup> . Trustee Smith asked about monthly budget to actual and cash flow reports. Lori Manning indicated that would start in September. Trustee Greenwood asked that the board being presented with those items as soon as the reports were completed.				
8:05 pm	Marketing Fall Activities	Jake Hays/Jennifer Tillotson	Informational	Review
Neither Jake Hays nor Jennifer Owen-Tillotson were present and the decision was made to remove Marketing Fall Activities from the agenda.				
8:05 pm	Building Update TCO/CO	Ben Greenwood	Informational	Review
Trustee Greenwood indicated that the TCO for the new location had been approved on August 17 <sup>th</sup> and would be in effect until November of this year. Open discussion followed regarding the flag pole arriving soon, painting of crosswalks and when final paving of the parking lot would be done.				
8:16	Meeting was adjourned.			

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.**