



**TVCS Board Meeting minutes**

**December 14, 2017**

**Working Session 6:00 pm**  
**Regular Session 7:00 pm**  
**Executive Session to follow**

**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	<b>X</b>	<b>Other/Staff Attendees:</b>	
<b>Rachael Smith (Vice-Chair)</b>	<b>X</b>	Lori Manning – Executive Director	<b>X</b>	Chris Yorgason	
<b>Jake Hays (Secretary)</b>	<b>X</b>	Pat Griffin – Vice Principal	<b>X</b>	Kim Black – Business Manager/Board Clerk	<b>X</b>
<b>Andrea Estes</b>		Robert Mason – IT/Testing Coordinator	<b>X</b>	Jennifer Owen-Tillotson - Enrollment/Marketing	<b>X</b>
<b>Brad Wright</b>	<b>X</b>	Lisa Thompson – Finance/HR Manager	<b>X</b>		
<b>Adrian Castaneda</b>	<b>X</b>	Donna Barrick – Service Provider	<b>X</b>		

**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>Working Session</b>		<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
6:15 pm	Board Training & Administrator Review Discussion	All	All	None
Working session was called to order with all board members present with the exception of Trustee Estes. Working session was adjourned at 7:00 pm.				
<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 Estes. Trustee Smith read the vision statement; Trustee Hays read the mission statement and all present recited the Pledge of Allegiance.				
7:05 pm	Consent Agenda – November Board Minutes November Payroll/AP WebReport	All	Review	Approve
Trustee smith made a motion to table the approval of the consent agenda until the next meeting, Trustee Castaneda seconded the motion and all were in favor.				
7:06 pm	PTO Report	Amber Earl	Informational	Review
Amber Earl discussed the success of the recent Barnes and Noble and that a \$761 gift card to Barnes and Noble had been earned and that the Farmstead had earned \$327 and the PTO was working on teacher's wish lists.				

### **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.

7:07 pm	Opportunity For Public Comment	TBD	Informational	TBD
Helen Fisher handed the board a letter for review.				
7:09 pm	Revised Charter Renewal Update	Tony Richard/ Lori Manning	Informational	Review
Lori manning indicated that the charter renewal application had been updated including the narrative and adding the academics for this year and was ready to be sent into the commission. Trustee Greenwood made a motion to amend the agenda that the charter renewal be approved rather than just reviewed and all were in favor. Tony Richard added that the new updates gave a clear idea of what was happening this year and presented a better outcome and Lori Manning indicated that every piece of allowable data was used. Trustee Smith made a motion to approve the revised charter renewal, Trustee Greenwood then thanked everybody for their hard work in getting the charter renewal ready for submittal and that he would like a receipt showing when the renewal was submitted to the state. Donna Barrick indicated that she would be doing that immediately upon approval and would provide that receipt. Trustee Wright than seconded the motion and all were in favor.				
7:15 pm	Academic Progress	Robert Mason	Informational	Review
Robert mason indicated that the EasyCBM testing had been done and teachers were using testing information to modify how they are teaching. He then went on to say that the interim ISAT results were not yet available.				
7:18 pm	Hurray for TVCS	Tony Richard	Informational	Review
Tony Richard indicated that the recent middle school dance had been a success and thanked Trustee Smith for providing the lights, the students had loved it and that TVCS was creating its own traditions. It was announced that long-time custodian, Mark Harger, was now the father of a little girl as of 4:00 pm this afternoon and the board sent him their best. Jennifer Owen-Tillotson and Lori manning discussed the Staff Holiday party planned				

for the following night and indicated that there had been 57 rsvp's so far. Tony Richard went on to say the canned food drive had been a big success and thanked the PTO and then thanked the Hedges for their donation of twelve cases of paper. He then added that he had completed all fall observations.				
7:21 pm	EasyCBM Assessment	Tony Richard/ Robert Mason/ Sarah Hensley	Informational	Review
It was decided to table this agenda item until the next meeting when results would be available.				
7:22 pm	Parent/Student Survey- Teacher Retention Survey	Sarah Hensley	Informational	Review
Tony Richard and Lori Manning discussed the upcoming teacher survey and that teachers were providing input regarding questions and it was to be sent out next week with results to be provided at the next meeting. Trustee Wright asked how the results would be scored and Lori Manning indicated that it would be divided by elementary and middle school grades. Trustee Smith asked who would be administrating the survey and Lori indicated it would come from Tony.				
7:28 pm	Lighthouse Website and Progress	Pat Griffin	Informational	Review
Pat Griffin discussed the Lighthouse progress and presented a slide show showing requirements, how Lighthouse action teams were being formed and laid out with Tony Richard overseeing academics, Charisse Coles was overseeing culture and Pat Griffin was overseeing leadership and that staff were being asked to sign up for one action team. Trustee Smith asked what status had been earned and Pat Griffin indicated that he wasn't sure at this time. He went on to say school wide WIGS were on the wall for all to see and being tracked for meaningful collaboration using the data. Open discussion followed.				
7:37 pm	Electives Update	Tony Richard	Informational	Review
Tony Richard and Helen Fisher discussed the recent electives meeting that had taken place two weeks prior and that approximately 25 had attended, that the electives were shifting to a student driven electives plan centering around leadership and that action teams was being formed focusing on electives leadership and community involvement. Trustee Greenwood asked about a timeline and Helen Fisher indicated that work was being done in creating documents and a resource directory. Tony Richard went on to say that there was a meeting tomorrow with planning for semester two and creating a calendar and timeline. Open discussion followed.				
7:49 pm	Fundraising Coordinator	Rachael Smith	Review	Approve
Trustee Smith discussed a new volunteer fundraising coordinator position and introduced Mandie Meiter as the candidate for this position. Mandie Meiter then discussed the upcoming auction and that she was in the process of reserving the Stonehouse as the venue for this fundraiser as well as plans to form a fundraising committee. Trustee Smith made a motion to approve Mandie Meiter as Fundraising Coordinator, Trustee Hays seconded the motion and all were in favor.				
7:54 pm	Enrollment and Lottery Update	Jennifer Owen- Tillotson	Informational	Review
Jennifer Owen-Tillotson discussed the lottery opening last week on December 7 <sup>th</sup> and would close in 90 days on March 8 <sup>th</sup> with the lottery taking place the following day, March 9 <sup>th</sup> with four open houses scheduled to take place every other Friday until the lottery took place. The open houses would have teacher questions and answer sessions, student tours and light refreshments. She went on to say that re-commits would be happening in February. Open discussion followed.				
7:58 pm	Lockdown and School Attendance Procedures	Tony Richard	Informational	Review
Tony Richard discussed the two lockdown drills and the fact both times the PA system had failed. The second time this had happened the administrators actually walked around alerting teachers. He went on to say the PA system was being worked on but may need replaced, the door window coverings were delayed but would be in place after the break and he had spoken with several police officers who thought the plan was sound. He then discussed the school attendance and excessive absences with Friday school being implemented for any student with five or more absences to make up for those absences. Open discussion followed.				
8:06 pm	Veritas Report	Lori Manning	Review	Acknowledge
Lori Manning presented the Veritas report and discussed the completion of the charter renewal application, HR files were almost completely done with only one or two items still to be turned in, the lottery was now open and additional financial policy regarding federal awards was written and ready for board review. Open discussion followed. Trustee Smith made a motion to acknowledge receipt of the Veritas Report, Trustee Wright seconded the motion and all were in favor.				
8:16 pm	Bic Policy	Lori Manning	Review	Approve

Lori Manning presented a revision of the BIC policy that was in keeping within SDE guidelines. After some discussion, it was decided that the last line should be removed. Trustee Hays made a motion to accept the BIC policy as amended, Trustee Castaneda seconded the motion, Trustee Greenwood then read the BIC policy with the last line removed and all were in favor.				
8:19 pm	Budget and Finance Policy Review	Lisa Thompson/ Lori Manning	Informational	Review
Lisa Thompson presented written policies and procedures regarding federal rewards for board review. Open discussion followed and it was determined that these policies and procedures be approved at the next monthly board meeting. Trustee Greenwood Lisa Thompson work with Trustee Wright and set a schedule at the next board meeting regarding budget to actual.				
8:24 pm	CAM Loan	Lori Manning	Review	Approve
Trustee Smith made a motion to amend the agenda to include the approval of the CAM loan and added that the loan approval had not been intentionally left off of the agenda, but had been a simple oversight. Trustee Castaneda seconded the motion and all were if favor. Lori Manning then explained the Cam loan was a GAP loan of \$250,000 that would be borrowed against the receivables at 10.5% to be paid off in two payments, a smaller one in February and a second larger payment to be made in May. Discussion followed including how this loan would impact the audit, bond and cash flow Lori Manning went on to say the E-Rate payment of \$47,000, if received, was help offset the cost of this loan as well as higher than anticipated Medicaid billing returns due to the CHIP program reimbursing with no match required. Trustee Castaneda made a motion to approve the CAM loan, Trustee Smith seconded the motion, roll call vote was taken and all board members present were in favor.				
8:29 pm	Marketing Update/Planned Events	Jake Hays Jennifer Owen- Tillotson	Informational	Review
It was decided there was no need to discuss marketing and planned events as it had already been addressed with the PTO report, fundraising and enrollment.				
<b>Executive Session</b>		<b>Presenter</b>	<b>Presentation</b>	<b>Issues Planned</b>
<p style="text-align: center;">Executive Session Board Meeting</p> <p>74-206. Executive sessions -- When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body. An executive session may be held:</p> <p>(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;</p>				
8:30 pm	74-206 (1)(b)	All	All	N/A
Trustee Smith 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 Estes. Executive session was adjourned at 10:20 pm.				

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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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**