



TVCS Board Meeting Minutes

November 16, 2017

Meeting Opens at 6:00 pm
Working Session
Regular Session
Executive Session

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)	X	Lori Manning – Executive Director	X	Chris Yorgason	
Jake Hays (Secretary)	X	Pat Griffin – Vice Principal	X	Kim Black – Business Manager/Board Clerk	X
Andrea Estes	X	Robert Mason – IT/Testing Coordinator	X	Jennifer Owen-Tillotson - Enrollment/Marketing	X
Brad Wright	X	Lisa Thompson – Finance/HR Manager			
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.

Working Session		Presenter	Presentation	Issues/Planned Action
6:05 pm	Board Training & Administrator Review Discussion	All	All	None
Working session was called to order and all board members were present with the exception of Adrian Castaneda who joined at 6:30 pm. Working session was adjourned at 6:55 pm.				
Regular Session		Presenter	Presentation	Issues/Planned

				Action
7:01 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 Wright read the vision statement followed by Trustee Greenwood reading the mission statement.				
7:03pm	Consent Agenda – September Board Minutes September Payroll/AP WebReport	All	Review	Approve
Trustee Smith made a motion to approve the October board minutes and payroll web report, Trustee Hays seconded the motion and all were in favor.				
7:04 pm	Board Office Elections	Ben Greenwood	N/A	Action
Trustee Smith nominated Trustee Greenwood for the board chair position, Trustee Hays seconded the motion, roll call vote was taken and all were in favor. Trustee Greenwood nominated Trustee Smith for the vice-chair position, Trustee Hays seconded the motion, roll call vote was taken and all were in favor. Trustee Smith nominated Trustee Wright for treasurer, Trustee Hays seconded the motion, roll call vote was taken and all were in favor. Trustee Greenwood nominated Trustee Hays for secretary, Trustee Estes seconded the motion, roll call vote was taken and all were in favor.				
7:09 pm	PTO Report	Amber Earl	Review	Approve
Amber Earl was not able to be present but Lori Manning had spoken with her and indicated that there had been a large turn-out for the recent Barnes and Noble night and that the PTO was currently working on the teacher wish lists, the winter breakfast set for January 13 th and the auction and dinner set for March 10 th . She went on to say that the parents were commenting on the lack of lockers for the middle school students. Open discussion followed.				

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.

7:13 pm	Opportunity For Public Comment	TBD	Informational	TBD
Helen Fisher, STEM teacher, presented a survey she had done regarding students who had attended MOSS at the start of the school year. She went on to say that the response was by and large strong in the positive. Trustee's Greenwood and Smith thanked her for her work and trustee Hays said how much he loved the program.				
7:20 pm	Charter Renewal Update	Tony Richard	Informational	Review
Trustee Greenwood indicated this was a call to action. The charter renewal application was due December 15 th and there were several items that needed addressed. The academic portion was incomplete which Mr. Richard said was a result of the seventh grade teacher last year failing to turn in her portion and it had brought the				

overall score down. Mr. Richard went on to say that he and Robert mason had a meeting scheduled next week with Kristen Pochop to discuss what could be done to rectify the situation. Further discussion followed including an immediate need to outline what needed to be done between now and December 15 th to assure the deadline was met and it was as complete as possible.				
7:28 pm	Academic Progress	Robert Mason	Informational	Review
Robert Mason presented a graph outlining student testing results that he felt this was a better format showing a solid baseline for the beginning of the year. Trustee Greenwood indicated he did like the new format as it was easier to get read the results at a glance. Tony Richard went on to say that Donna Barrick had taken the test data and created histograms that would show where the deficits were the most prevalent. Trustee Smith commented that there was a need to make sure the monthly data aligned with the performance certificate and that Mr. Richard needed to highlight what was action was being taken to address those deficits within the charter renewal application and that he needed to provide very specific actions that were to be addressed within the classroom. Trustee Hays commented that this was a great start. Open discussion followed.				
7:40pm	Hurray for TVCS	Tony Richard	Informational	Review
Mr. Richard indicated that while the recent Title1 parents night had not been well attended the Barnes & Noble night had been an overwhelming success, the Veterans Assembly had gone very well and additional half hour of afterschool support was being provided for middle schoolers and the Pat Griffin				
7:42 pm	GATE Update	Tony Richard	Informational	Review
Mr. Richard indicated that the Bright and Motivated program was off to a good start. Penny Sites was providing support to the fourth and fifth graders while Helen fisher was providing support to the sixth thru eighth graders as well as providing additional tutoring during lunch. Open discussion followed.				
7:43 pm	Lighthouse Website and Progress	Tony Richard	Informational	Review
Mr. Richard indicated that he, Tony Richard and Sarah Hensley were working on coordinating training, schoolwide WIGs, forming action teams and those leadership notebooks were being utilized within the classrooms. Trustee Greenwood asked about the progress that was being made in keeping the LIM website updated with the band of progress, providing a board log-in to the LIM website and that next meeting he would like to see the LIM website progress presented on the overhead projector. Open discussion followed.				
7:48 pm	Electives Update	Tony Richard	Informational	Review
Mr. Richard indicated that the electives program continued to vex people and that is was difficult to get people to step up and volunteer to help with the program. Trustee Greenwood indicated that was more of an 80/20 situation in regards to communicating the need to parents in an effective and timely manner. Mr. Richard indicated that he was meeting with Nichole Stull to discuss the situation and how to address the issue. Open discussion followed regarding the need to ask for volunteers more than a week or two in advance of electives starting, a lack of organization, the need to have a committee rather than one person running the electives program, having one parent from each grade level volunteer as an electives coordinator for that grade and having a board work session to discuss electives organization and communication strategies.				
8:02 pm	Enrollment Update	Jennifer Owen-Tillotson	Informational	Review
Jennifer Owen-Tillotson reported that as of the November 3 ISEE reporting deadline, 441 students were enrolled in the school and that open enrollment was now closed for the rest of the 2017-2018 year. She then went on to say that the focus was now the lottery for 2018-2019, a kindergarten round-up was being planned and now that some help was being provided in the front office, she hoped to get out and do some fifth grade visits to recruit middle schoolers. Open discussion followed including doubling the seventh and eighth graders and implementing an exit survey to determine what parents concerns were as they withdrew. Jennifer Owen-Tillotson indicated that she had been discussing this with parents and the primary concerns were lack of bussing, school lunches and lack of sports.				
8:06 pm	Internal Communication Committee	All	Informational	Review
Trustee Greenwood that while no formal plan or committee had been formed to address internal communication at this point, ongoing discussion regarding this matter would continue. Open discussion followed including informal discussions with staff by Tony Richard and Pat Griffin as well as a staff survey to determine what they felt was lacking and how best to correct the issue.				
8:07 pm	Retroactive Approval of Provisional Hire	Tony Richard	Review	Approve
Trustee Wright made a motion to discuss the provisional hires for the 2017-2018 school year retroactive to their date of hire, Trustee Hays seconded the motion and all were in favor.				

8:11 pm	Veritas Report	Lori Manning	Review	Approve
Lori Manning indicated that the Veritas team had been working to correct the deficits in the HR files as noted by the audit and necessary for state compliance and that the school HR files were now in 96% compliance. She then went on to say that the needed adjustments had been done to bring the budget projections in line with having 15 days cash on hand of \$113,000 as needed after having spent \$107,000 in additional moving expenses since July 1, 2017. She then indicated that the school app was up and running for android systems with the Apple app soon to follow. This app allows parents to email teachers with a tap on the screen, lunch menu and the main calendars were also accessible thru the app and weather, events and emails could show up as a notification. Trustee Wright made a motion to accept the Veritas summary, Trustee Castaneda seconded the motion and all were in favor.				
8:25 pm	Banking and Address Update	Kim Black	Review	Approve
Kim Black indicated what steps were necessary to have an authorized signer, providing an authorization to share information and an online business user as well as what each of those steps allowed in regards to the banking and pointed out that Columbia Bank only required meeting minutes for the addition of an authorized signer who would have full access to the bank with the right to sign checks and make changes to the account while the authorization to share information and online user only required the signature of a one authorized signer to be implemented. Trustee Greenwood indicated that any changes to the bank account including the addition of an online user or a person being granted authorization to share information require board approval. Trustee Smith then made a motion that Kim Black be granted authorization to share information and that Brad Wright, Lisa Thompson and Lori Manning be granted online user access, Trustee Hays seconded the motion and all were in favor.				
8:31 pm	Budget and Finance	Lisa Thompson/ Lori Manning	Informational	Review
Lori Manning briefly discussed the board budget paperwork asking that page one of five be removed as it has some corrections needed and then went on to say that the bank reconciliation had been completed and payroll was had increased by approximately \$12,000 but this was offset by not using outside agencies for paraprofessionals.				
8:33 pm	Certificate of Occupancy Update	Ben Greenwood	Informational	Review
Trustee Greenwood indicated that the certificate of occupancy had been completed. Open discussion followed regarding the installation of gym floor carpeting, Trustee Smith indicated a parent who installed flooring professionally had said they could install the carpet for \$1200 and that would include all labor and supplies needed and the best time to do this was over the break in December. Trustee Greenwood asked to have that quote in writing.				
8:35 pm	Marketing Update/Radio Leads Planned Events	Jake Hays Jennifer Owen- Tillotson	Informational	Review
Jennifer Owen-Tillotson discussed the recent radio campaign had resulted in 54,000 hits on the radios websites with 3% of those actually clicking to the school's website and that 12 students had filled out applications both for this year and kindergarten next year. The meeting was then adjourned at 8:37 pm.				
Executive Session		Presenter	Presentation	Issues Planned
<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> <p>(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;</p>				
8:37 pm	74-206 (1)(b)(e)	All	All	N/A
Trustee Smith made a motion to enter into executive session, Trustee Wright seconded the motion and all were in favor. Roll call was taken and all board members were present. The executive session was adjourned at 9:36 pm.				

Dated the _____ day of _____, 2018.

Board Chairman

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