



TVCS Board Meeting Minutes

February 15, 2018

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

Location: 1747 N 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	X
Jake Hays (Secretary)		Pat Griffin – Vice Principal	X	Kim Black – Business Manager/Board Clerk	X
Brad Wright (Treasurer)	X	Robert Mason – IT/Testing Coordinator	X	Jennifer Owen-Tillotson - Enrollment/Marketing	X
Andrea Estes	X	Lisa Thompson – Finance/HR 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.

Working Session		Presenter	Presentation	Issues/Planned Action
6:06 pm	Board Training	All	All	None
Working session was called to order with all board members present with the exception of Trustee Hays. Working session was adjourned at 6:57 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 Hays. Trustee Greenwood read the vision statement and mission statement and all present recited the Pledge of Allegiance.				

7:03 pm	Consent Agenda – January Minutes/ Payroll/AP WebReport	All	Review	Approve
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Trustee Smith made a motion to approve the January board minutes, accounts payable and payroll web reports, Trustee Castaneda seconded the motion. Trustee Wright then asked about the 9% rule in regards to the Veritas payments and if reconciliation would be provided regarding that manner. It was indicated that would be done. All were in favor.

7:06 pm	PTO Report & Calendar Update	Amber Earl	Review	Approve
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Amber Earl discussed getting the money for the playground moved to the appropriate account, purchasing letters for the reader board with the order for punctuation to follow and the upcoming spring break read-a-thon. She then asked of the board would approve moving the date of the restaurant fund raiser to May 1st. Trustee

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.

7:06 pm	Opportunity For Public Comment	TBD	Informational	TBD
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Parent Robert Barney addressed the board in regards to communication and expressed frustration with the different means of communications with email, Facebook, both official and unofficial sites and Dojo all being utilized. He asked that parent communication be streamlined into one format. The board thanked him for his input and indicated they would take that into consideration.

7:12 pm	Charter Renewal Update/PCSC Annual Report	Tony Richard/ Lori Manning	Informational	Review
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Lori Manning indicated that all looked good for the charter renewal and it was now just a matter of waiting for the official response that should be coming in March and that would be followed up on at the next meeting.

7:13 pm	Academic Progress EasyCBM Assessment	Robert Mason	Informational	Review
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Robert Mason presented a graph showing students overall average score and performance distribution by assessment for this school year. He indicated that there was significant growth in math. Tony Richard discussed the green on the graph showed significant growth which was good to see and that this was showing progress since the beginning of the school year. Trustee Smith indicated she would like to see this data presented in a bar graph form. Trustee Estes asked if the teachers saw this data and it was indicated that they did. Trustee Greenwood said he liked that it was showing real time progress and he appreciated that aspect of it. Open discussion followed.

7:19 pm	Hurray for TVCS	Tony Richard	Informational	Review
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Tony Richard discussed the recent middle school dance, friendship week the second week of electives and the open house all of which had gone very well. He went on to say that 9 students had participated in the Invent Idaho completion with Helen Fisher’s oversight and that has gone very well. Open discussion followed.

7:22 pm	Parent/Student/ Teacher/Retention Survey Results	Lori Manning	Informational	Review
Lori Manning presented the results of the very recent Parent survey and indicated that while the information was good, raw data was still being compiled. Open discussion followed regarding the best format for delivery of future surveys, the best way to present the survey and how to word the answer choices for the best results.				
7:34 pm	Lighthouse/Electives Action Team Update	Tony Richard	Informational	Review
Tony Richard indicated that we now had a very robust electives program. The middle school students electives program was being called Explore and was student driven, the 4 thru 6 th grade electives were being referred to as Experience and was student and teacher driven with the 1 and 2 grade program being held every other week, being called Discover and teacher driven. He thanked Pat Griffin, Robert mason and Jennifer Owen for all their help with the program. Open discussion followed.				
7:38 pm	2018-2019 Start Time Update	Tony Richard	Informational	Review
Tony Richard indicated that he and Jennifer Owen-Tillotson had been looking at the West Ada and Boise School District's 2018-2019 calendars in preparation of creating the TVCS 2018-2019 calendars. The two districts had different start dates, spring break and end dates so it would be difficult to align the TVCS calendar with the two districts. Open discussion followed and Trustee Greenwood asked for the proposed calendar for TCVS 2018-2019 calendar to be presented at the next board meeting.				
7:41 pm	Fundraising Committee	Mandie Meiter	Informational	Review
Mandie Meiter indicated that a Spring Fling theme had been selected for the upcoming dinner auction and that she and eight parent volunteers were working on donations and promoting the event. Open discussion followed including the possibility of having childcare provided the night of the dinner auction as a fundraiser with middle school students supervised by adult volunteers as one way to provide that service.				
7:44 pm	Facilities Warranty Update	Tony Richard	Informational	Review
Tony Richard discussed a recent phone meeting that included himself, Ben Greenwood, Lori Manning, Donna Barrack, Mike Wood, Stan Cole, Jennifer Owen-Tillotson and the Morleys regarding the facility warranty and needed repairs. He indicated that issues that needing addressed had been gone over item by item with a lot of discussion regarding scope of work and who was responsible for which items. Open discussion followed.				
7:48 pm	7 Habits Update	Tony Richard	Informational	Review
Tony Richard discussed Lighthouse progress which was now at 69% complete due to Pat Griffin's hard work and that during a recent visit with John Flockstra, Mr. Flockstra indicated that it might be a good idea to shoot for next spring for completion rather than this fall so as not to put unnecessary pressure on the action teams. Trustee Smith pointed out that it had already taken seven years when the whole process was originally thought to be completed in three years and she would still like to see this completed this fall. Open discussion followed.				
7:53 pm	Enrollment and Lottery Update By Grade/ADA Report	Jennifer Owen- Tillotson	Informational	Review
Jennifer Owen-Tillotson presented the lottery application results and discussed the current ADA. She had received 230 lottery applications, re-commit forms were going out Monday and the ADA was at 96.41%.				
7:55 pm	Open Enrollment Dates	Lori Manning	Review	Approve
It was decided to table this motion.				
7:55 pm	Veritas Report	Lori Manning	Review	Accept
Lori Manning presented the Monthly Veritas report. She indicated that she and Ben Greenwood had been working with Tortoise regarding the needed paperwork to comply with the bond covenants. She went on to say that she was working on change to academics and doing a lot of work for budgeting purposes and the upcoming budget hearing and she was confident that the 15-days cash on hand would be in place at the end of the school year when needed. Open discussion followed. Trustee Smith made a motion that the Veritas report be accepted, Trustee Castaneda seconded the motion and all were in favor.				
7:59 pm	Financial (Edgar) Policy & Procedures Formatting and Numbering System	Lisa Thompson	Review	Approve

It was decided to table this motion to the next meeting.				
8:01 pm	Budget and Finance Update/Budget to Actual Schedule	Lisa Thompson	Informational	Review
Lisa Thompson presented handouts related to the budget and how it relates to enrollment numbers, ADA, support units and how support units are calculated based on grade. She then went on to discuss the revisions need to the 2017-2018 budget due to the enrollment numbers and moving expenses. It was decided to have the budget hearing for that revision at the March meeting as discussed earlier.				
8:08 pm	Marketing Update	Jake Hays Jennifer Owen-Tillotson	Informational	Review
Jennifer Owen-Tillotson discussed the open house scheduled for the following day, an doughnuts and coffee event scheduled for Saturday at the apartment complex directly across from the campus and the Kids Festival the following weekend and she had three events planned for march. Lori Manning than brought up that ESP had just offered to send out a lottery promotion postcard to approximately 2300 residents within a half-mile radius of the school campus for the cost of postage only which was a great deal and benefit to the school. Open discussion followed.				
Executive Session		Presenter	Presentation	Issues Planned
Executive Session Board Meeting				
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:				
(j) To consider labor contract matters authorized under section 67-2345A [74-206A](1)(a) and (b), Idaho Code.				
8:11 pm	74-206(j)	All	All	N/A
Trustee Wright made a motion that executive session be entered pursuant to code 74-206 (j), 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 Hays. Executive session was adjourned at 9:18 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