



## TVCS Board Meeting Minutes

January 18, 2018

Working Session 6:00 pm

Regular Session 7:00 pm

Location: 1747 N Fairmeadow Dr, Boise, Idaho 83704

<b>Present:</b> (voting members in bold)					
<b>Ben Greenwood (Chair)</b>	<b>X</b>	Tony Richard-Administrator	X	<b>Other/Staff Attendees:</b>	
<b>Rachael Smith (Vice-Chair)</b>		Lori Manning – Executive Director Participated Via Phone	X	Chris Yorgason	X
<b>Jake Hays (Secretary)</b>	<b>X</b>	Lisa Thompson – Finance/HR Manager	X	Kim Black – Business Manager/Board Clerk	X
<b>Andrea Estes</b>	<b>X</b>	Robert Mason – IT/Testing Coordinator	X	Jennifer Owen-Tillotson - Enrollment/Marketing	X
<b>Brad Wright (Treasurer)</b>	<b>X</b>				
<b>Adrian Castaneda</b>	<b>X</b>				
<p style="text-align: center;"><b>Our Vision</b></p> <p style="text-align: center;"><i>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.</i></p> <p style="text-align: center;"><b>Our Mission</b></p> <p style="text-align: center;">Cultivating Critical Thinkers, Developing Strong Leaders</p> <p style="text-align: center;"><i>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.</i></p>					

<b>Working Session</b>		<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
<b>6:00 pm</b>	<b>Board Training &amp; Action items</b>	<b>All</b>	<b>All</b>	<b>None</b>
Working session was called to order with all board members present with the exception of Trustee Smith. Working session was adjourned at 6:55 pm.				
<b>Regular Session</b>		<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
<b>7:00 pm</b>	<b>Call Meeting to Order, Roll Call and Pledge</b>	<b>Ben Greenwood</b>	<b>N/A</b>	<b>N/A</b>
Trustee Greenwood called the meeting to order, roll call was taken and all board members were present with the exception of Trustee Smith. Trustee Hays read the vision statement; Trustee Greenwood read the mission				

statement and all present recited the Pledge of Allegiance.				
<b>7:02 pm</b>	<b>Consent Agenda – Nov/Dec Board Minutes Nov/Dec Payroll/AP WebReport</b>	<b>All</b>	<b>Review</b>	<b>Approve</b>
Trustee Hays made a motion to approve the November and December board minutes, accounts payable and payroll web reports with the December minutes edited to include the executive session ending at 10:20 pm, Trustee Wright seconded the motion and all were in favor.				
<b>7:04 pm</b>	<b>PTO Report &amp; Calendar Update</b>	<b>Amber Earl</b>	<b>Review</b>	<b>Approve</b>
Amber Earl discussed the recent PTO meeting where the members voted to spend \$600 on signs and poles for the reader board and that 173 people had attended the winter breakfast raising over \$500. She then asked if the board would approve moving the restaurant food night event from April 12 <sup>th</sup> to march 12 <sup>th</sup> to avoid a conflict with the new scheduled date for the auction dinner. Trustee Wright made a motion to approve the march 12 <sup>th</sup> date for the event, Trustee Estes seconded the motion. Trustee Hays then asked if the new date didn't conflict with any other already scheduled events. Open discussion of scheduled events indicating there were no conflicts with the new date and the board then voted all in favor of the new date.				

### ***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.

<b>7:08 pm</b>	<b>Opportunity For Public Comment</b>	<b>TBD</b>	<b>Informational</b>	<b>TBD</b>
No public comments.				
<b>7:08 pm</b>	<b>Charter Renewal Update</b>	<b>Tony Richard/ Lori Manning</b>	<b>Informational</b>	<b>Review</b>
Tony Richard indicted that the charter renewal had been offered with only two conditions regarding student testing in ELA and math proficiency and the renewal with the conditions could be accepted by February 9 <sup>th</sup> or negotiations regarding the conditions and a possible request for a hearing would need to be done prior to that date. Open discussion followed regarding the acceptance of the renewal with the conditions followed. Trustee Estes then made a motion to accept the renewal with the recommendations of the charter commission, Trustee Wright seconded the motion. Trustee Greenwood then read the two conditions. The first condition stipulates that 59% of the K thru 8 <sup>th</sup> grade students would achieve math proficiency on the ISAT within 3 years or by 10 <sup>th</sup> grade, whichever comes first and the second condition stipulates the K thru 8 <sup>th</sup> grade ELA ISAT proficiency rate meet or exceed the state average. The board then thanked Lori Manning and Tony Richard for all their hard work regarding the renewal application. All were in favor of accepting the renewal with the recommendations of the charter commission.				
<b>7:15 pm</b>	<b>Academic Progress</b>	<b>Robert Mason</b>	<b>Informational</b>	<b>Review</b>
Robert Mason stated that the 5 <sup>th</sup> grade testing has started this week and anticipated testing would be finished by next week. Tony Richard indicated that he felt testing was going much smoother as staff was actively supporting Mr. Mason. Mr. mason went on to say that he felt the students had made dramatic growth with the introduction of the Chromebooks this year. Trustee Hays asked if it was possible to move to a 1:1 student to Chromebook				

ration. Lori Manning indicated that yes, that a continual move to a 1:1 ration was part of the plan with the middle schoolers and fifth grade achieving that first, possibly even next year with the youngers to follow later.				
<b>7:19 pm</b>	<b>Hurray for TVCS</b>	<b>Tony Richard</b>	<b>Informational</b>	<b>Review</b>
Tony Richard indicated that considerable work was being done by the student leadership action teams, all teachers were using Planbook which was making it easy for administrators to see what was going on in each class and Edmentum training was starting next week with Mr. Mason and Ms. Tillotson set to help with that training. Mr. Richard and Ms. Manning indicated that both the Edmentum and Plato programs were very effective and advanced courses in English, Spanish, Biology, etc... could be taken thru these programs. Trustee Greenwood indicated that it was necessary to make sure we didn't lose any populations of students and Mr. Richard indicated policy was being put in place to address that. Open discussion followed.				
<b>7:25 pm</b>	<b>EasyCBM Assessment</b>	<b>Tony Richard/ Robert Mason/ Sarah Hensley</b>	<b>Informational</b>	<b>Review</b>
Tony Richard introduced fifth grade teacher, Sara Hensley, who went on to discuss the success she had in her classroom using the EasyCBM Assessments and how it was being implemented. She indicated that 15-minute testing in math and ELA was being done twice a week which gave a clear benchmark for the students and charting was being done to show the student's success based on groups defined by colors so students were not aware of their testing level but were clearly able to see their progress. She stated her students had been doing great using this system. Mr. Richard added that first grade teacher, Amanda Maliwauki, felt that the EasyCBM testing was even more rigorous than the IRI testing. Open discussion followed.				
<b>7:33 pm</b>	<b>Parent/Student Survey Teacher Retention Survey</b>	<b>Lori Manning</b>	<b>Informational</b>	<b>Review</b>
Lori Manning indicated that the Parent/Student survey had been mailed out to 378 parent emails. Of those, 170 had been opened while 208 had not and so far 78 responses had been received. She went on to say that Donna Barrick had re-sent the survey out today and that she was hopeful more parents would respond over the weekend. Trustee Hays suggested asking the students to "help" their parents with the survey in an effort to get a bigger response. Lori Manning went on to say that the teacher survey was going out direct to teachers. Trustee Greenwood indicated that a follow up with survey results would be needed at the next meeting.				
<b>7:35 pm</b>	<b>Lighthouse/Electives Action Team Update</b>	<b>Tony Richard</b>	<b>Informational</b>	<b>Review</b>
Tony Richard indicated that Pat Griffin and Helen Fisher were creating a schematic for the electives program with three tiers. 1 <sup>st</sup> and 2 <sup>nd</sup> grade would have a coordinator, 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> would be handled by teachers and grades 6 <sup>th</sup> thru 8 <sup>th</sup> would be student lead and generated. Nichole Stull would still consult but would be relinquishing the coordinator position. Trustee Estes asked that a review of the purchasing policy be reviewed to avoid undue stress in regards to electives supplies and reimbursements. Mr. Richard indicated that Lori Manning, Lisa Thompson and Kim Black were utilizing a PO system to prevent overspending and unnecessary purchases while Ms. Manning indicated that she was hopeful we could stockpile the necessary supplies ahead of time with the proper planning. Trustee Estes asked that attention be paid to the already existing procedure regarding that matter. Tony Richard went on to say that he was very appreciative of Nichole Stull and the board also thanked Nichole Stull for all her hard work and dedication.				
<b>7:41 pm</b>	<b>2018-2019 Start Time Update</b>	<b>Tony Richard</b>	<b>Informational</b>	<b>Review</b>
Tony Richard indicated that he had just gotten word that Marie Calendars was closing as of January 26 <sup>th</sup> and this may present a new set of challenges regarding drop up and pick up that could impact the move to one start-time for the school. If the new owners/tenants would not allow the current pass-thru the resulting traffic pattern would most likely slow traffic down and create some back up onto Fairmeadow as well as the fact the asphalt was starting to breakdown from the heavier traffic and needed expensive repairs. Mr. Richard went on to indicate that he would like to see about a possible contractual agreement with the new owner/ tenant regarding continued use and the needed repairs. Trustee Greenwood indicated that all existing easements need to be identified prior to approaching the owner/tenant. Open discussion followed.				
<b>7:46 pm</b>	<b>Fundraising Committee</b>	<b>Mandie Meiter</b>	<b>Review</b>	<b>Approve</b>
Fundraising Coordinator Mandie Meiter asked that the board approve the date of the auction dinner to April 21 <sup>st</sup> as that was when she was able to reserve the venue. She went on to say that a fundraising committee was being formed that consisted of four members as well as herself and that she preparing to send out a parent email asking them to save the auction dinner date, donate, volunteer and/or join the committee. Trustee Castaneda made a motion to approve moving the auction dinner to April 21 <sup>st</sup> , Trustee Estes seconded the motion and all were in favor.				
<b>7:49 pm</b>	<b>Intercom/Lockdown Update</b>	<b>Tony Richard</b>	<b>Informational</b>	<b>Review</b>

<p>Tony Richard stated the intercom was now working after a technician had replaced the handset. Trustee Greenwood asked who had paid for the replacement and Mr. Richard indicated that it was under warranty and had been replaced at no cost to us. Mr. Richard went on to say that he had been speaking with Stan Cole of Cole Architectures regarding the needed building repairs and Stan Cole had indicated that there was a one-year warranty that covered the building in its entirety that was in effect from the time the building was turned over to the school for occupancy and that all repairs should be the responsibility of the contractors. Open discussion followed and it was decided that follow up of this matter needed to be addressed at the next meeting and going forward.</p>				
<b>7:52 pm</b>	<b>7 Habits Update</b>	<b>Tony Richard</b>	<b>Informational</b>	<b>Review</b>
<p>Tony Richard stated that Charisse Coles had sent all board members a link allowing them access to the Lighthouse website. He went on to say that Pat Griffin had been busy collecting evidence of our Lighthouse progress and placing it on the website and that the progress was about 59% completed and anticipated to be 75% complete within a month and hopefully completed entirely by the fall of 2018. Open discussion followed.</p>				
<b>7:54 pm</b>	<b>Enrollment and Lottery Update By Grade ADA Report</b>	<b>Jennifer Owen-Tillotson</b>	<b>Informational</b>	<b>Review</b>
<p>Jennifer Owen-Tillotson presented the current ADA report from Infinite campus that indicated the school was now at 20% ethnicity rate and the overall ADA was at 97.08%, that since school started 461 students had been enrolled, 45 had since withdrawn for various reasons and current enrollment was at 416. She then went on to discuss current lottery applications were totaling 125 since it opened a month ago and that re-commits were being held off to just before the lottery date. Open discussion followed.</p>				
<b>8:02 pm</b>	<b>Open Enrollment Dates</b>	<b>Lori Manning</b>	<b>Review</b>	<b>Approve</b>
<p>It was decided to table this motion to the next monthly meeting.</p>				
<b>8:04 pm</b>	<b>Veritas Report</b>	<b>Lori Manning</b>	<b>Review</b>	<b>Accept</b>
<p>Lori Manning discussed the Cam loan, payroll and taxes being completed and getting all the necessary information to Gary with Tortas with talks regarding that matter to start the following week. She went on to say that cash projection estimates were being followed very effectively, updated cash analysis' were positive, the needed cash on hand would be in place by the end of May and Lisa Thompson had been working hard on getting all the correct coding in place in anticipation of the budget to actual. Trustee Wright made a motion to acknowledge receipt of the January Veritas board summary, Trustee Hays seconded the motion and all were in favor.</p>				
<b>8:08 pm</b>	<b>Financial (Edgar) Policy &amp; Procedures</b>	<b>Lisa Thompson</b>	<b>Review</b>	<b>Approve</b>
<p>Lisa Thompson presented additional policies and procedure for federal grants as well as an explanation of how policy and procedures work from the Boise School District for consideration. She indicated that a format and numbering system need to be adopted as to how the policies and procedures should be laid out in regards to heading, titles, cross referencing legal references, etc... before the policies were adopted. She went on to say that there were several options with some more standardized than others. Trustee Greenwood asked if what was presented should be considered a second draft and Ms. Thompson indicated that it was. Trustee Greenwood thanked her for her hard work and the decision was made to table this motion to the next meeting.</p>				
<b>8:15 pm</b>	<b>Budget and Finance Update Budget to Actual Schedule</b>	<b>Lisa Thompson</b>	<b>Informational</b>	<b>Review</b>
<p>Lisa Thompson indicated that the budget hearing should be set for March with the board workshop taking place in February. Trustee Greenwood asked if Trustee Wright could meet with Ms. Thompson and Lori Manning to discuss the budget and Ms. Thompson indicated that would not be a problem. She then addressed the PTO balance reflected in the most recent budget. She stated that while the playground had been paid in full and the PTO had agreed to pay half of it, the PTO minutes indicating that the PTO had agreed to do this had not been located and she couldn't make the necessary adjustment until those minutes were located. She had discussed this with Lori Manning and Amber Earl and Ms. Earl was attempting to locate the needed PTO minutes. She then went on to say that the PTO fell under the umbrella of the school board and that it was not necessary to maintain a separate bank account for the PTO. Open discussion followed.</p>				
<b>8:21 pm</b>	<b>Marketing Update/ Planned Events/Open Houses Radio Add Results</b>	<b>Jake Hays Jennifer Owen-Tillotson</b>	<b>Informational</b>	<b>Review</b>
<p>Jennifer Owen-Tillotson presented the results of the radio add campaign. The campaign had consisted of fifteen one minute adds played on the radio and an add placed on the radios website. Within ten minutes of an add</p>				

playing on the radio, 57,160 people had clicked on the school's add on the website and clicked thru to the schools actual website and has resulted in 13 kids enrolling at TVCS. Ms. Owen-Tillotson then went on to say that the open house held on January 12<sup>th</sup> had consisted of 18 families with 22 children and that three more open houses were scheduled between now and the lottery. She then went on to say that she had enrollment events lined up at Jumptime, the Fairview Crossing and Westview apartment complexes as well as one at the Foothills Church for foster and adoptive families and she had been talking to the athletic director from Rolling Hills Charter School about their sports program and possibly implementing something similar at TVCS. Open discussion followed. .

<b>8:34 pm</b>	<b>Meeting was adjourned.</b>
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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**