



**TVCS Board Meeting Minutes**

**August 16, 2018**

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

**Location: 1747 N 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>	<b>X</b>	Pat Griffin – Vice Principal		Kim Black – Business Manager/Board Clerk	X
<b>Brad Wright (Treasurer)</b>	<b>X</b>	Robert Mason – IT/Testing Coordinator		Jennifer Owen-Tillotson - Enrollment/Marketing	X
<b>Andrea Estes</b>	<b>X</b>			Connie Barnett - Academics	X
<b>Adrian Castaneda</b>	<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>
6:00 pm	Training, Dashboard and Business Plan Document	All	All	None
Working session was called to order with all board members present. Working session was adjourned at 6:55 pm.				
<b>Regular Session</b>		<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
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. Trustee Greenwood read the vision statement and mission statement and all present recited the Pledge of Allegiance.				
7:03 pm	Consent Agenda – June Board Minutes	All	Review	Action

	June/July Payroll/AP WebReport June/July Bank Reconciliation			
Trustee Hays read a Statement from the board in regards to the death of Donna Barrick. Trustee Hays made a motion to approve the June board minutes, accounts payable, payroll web reports and bank reconciliation, Trustee Wright seconded the motion and all were in favor.				
7:06 pm	PTO Report	Amber Earl	Informational	Review
Amber Earl discussed the PTO calendar for the year. There were three new parents at the PTO meeting in August. Trustee Greenwood asked which PTO events were fundraisers. Details about the calendar and fundraising events need to be worked out to make sure we are not overloading the parents. Will resubmit calendar for approval next month.				

**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.

7:10 pm	Opportunity For Public Comment	TBD	Informational	TBD
No public comment.				
7:05 pm	Academic Testing-Final Results	Tony Richard & Robert Mason	Informational	Review
Tony Richard thanked Trustee Castaneda for helping with the June report of test scores. The school started a new program called Jumpstart. 30 Students attending for three hours a day for 10 days. The teachers involved in Jumpstart, Amanda Maliwauki, Sara Hensley and Ruth Affleck came and talked about the experience of teaching math concepts and ELA writing. Using the Easy CBM scores they were able to see growth with these students. Tony Richard mentioned this was the first time some of these students really felt success with their work. The school is looking to the future to continue this growth with possible Friday school and continuing the Jumpstart program next year.				
7:29 pm	Hurray for TVCS	Tony Richard	Informational	Review
Tony Richard said we have a full staff. Ms. Best was hired for 7-8 math and Mrs. Blackaller was hired for the 5-6 science teacher. Multi Age Classrooms are full, and are a huge success. We had the largest back to school night in schools history.				
7:32 pm	Enrollment	Jennifer Owen- Tillotson	Informational	Review
Jennifer Owen-Tillotson shared we were at 516 enrolled but we lost eleven. We are sitting at 505 students. Jennifer stated parents are walking in off the street to enroll their children. Our marketing events are helping with brand recognition. Weekly updates we requested by Trustee Greenwood. Jennifer said Stephanie and Amber have worked tirelessly over the last two weeks to get all students entered into Infinite Campus before school starts.				
7:37 pm	Marketing: Results from Summer Events	Jennifer Owen- Tillotson	Review	Action
Urban Air was a great success with over 500 people attending with our contract in place only having us pay for 300 students. The timing of the event was great to help with retention and to bring in more students. Urban Air said our families and school were great to work with. Future events happening were Summer Fun Days and Neighborhood Walk. Lori is excited that brand recognition and marketing will be supported with our new website and new communication system.				

7:43 pm	Veritas Report	Lori Manning	Review	Action
Lori Manning Thanked the board for their statement about Donna Barrick. Lori introduced Connie Barnett who is stepping in to help with the academic support. Connie has many years of experience as a teacher, principal and a board chair. Jake welcomed Connie. Lori continued letting the board know we are two weeks away from the audit. Staff had training on the handbook and were given a procedure manual. It was stated we are implementing systems to offer controls and procedure. Upgrade to the website and communication. Veritas is working with Apptegy to implement this communication system. We had 211 hits on the drop off and pick up procedure video and 700 hits on Facebook. The Veritas report was submitted with a typo and had the wrong date listed. Trustee Greenwood requested a report on the gate program next month. Trustee Smith acknowledged the receipt of the May Veritas report. Trustee Hays seconded the motion. Trustee Smith made motion to amend the Veritas report to say June/July, all were in favor.				
7:52 pm	Website Posting Compliance	All	Informational	Review
Chris Yorgason stated we need to have the teachers contracts, the budget, and the financials on the website. We need to archive the agendas and minutes for one year. Any documents supporting a payment need to be on the website for three to five years. Lori asked about the employee handbook and Chris said most do but it doesn't legally have to be. We also need to post performance certificate, Charter Commission Annual report, and the Continuous Improvement Plan. The agenda must be posted on the website. The agenda may be amended within 48 hours of the meeting with the approval of the amended agenda taking place at the meeting. Action may not be taken unless the agenda reads action. Special meetings must have 24 hour notice.				
8:08 pm	Amendment to the Agenda	All	Informational	Action
Trustee Castaneda motioned to amend the agenda. Trustee Wright seconded the motion. All were in favor.				
8:08 pm	Fundraising Report	Mandie Meiter	Informational	Review
Mandie presented the idea of doing a Holiday Bazar. A two day event renting out space to vendors with students doing a bake sale to help raise money for the school. Trustee Greenwood asked about other fundraising events. Additional proposed ideas were a spaghetti dinner or baked potato feed. Mandie mentioned too many events are burdensome to the parents. Trustee Greenwood asked for a formal proposal. Trustee Smith stated the board sent out the fundraising policy last January. Trustee Greenwood said to revisit at a later date.				
8:17 pm	2018-2019 Teacher Contracts	Lori Manning	Review	Action
Trustee Wright motioned to approve all new hire contracts. Trustee Hays seconded the motion, all were in favor.				
8:20 pm	2018-2019 Employee Handbook	Lori Manning	Review	Action
Lori Manning indicated that the changes to the employee handbook were highlighted in yellow for the board to find. Every change was noted even if it was a comma. Grievance procedure was discussed. Trustee Wright made motion to adopt the revisions to the employee handbook. Trustee Estes seconded the motion all were in favor.				
8:29 pm	2018-2019 Budget Amendment	Lori Manning	Review	Action
Lori Manning stated after review of the budget from the state, the school would be receiving additional funds. Those dollars were assigned to the appropriate fund line. Trustee Hays motioned to ratify the email communication regarding the amended budget. Trustee Castaneda seconded the motion. Discussion about amending the budget after the school year started to know the number of students enrolled. Trustee Greenwood mentioned it is unusual to amend the budget. Lori said doing it 3 times a year is appropriate. Chris stated there is a difference between the fiscal official budget and the working budget. Chris recommended waiting until November to amend the budget. Budget was approved with roll call.				

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**