



**TVCS Board Meeting Minutes**

**November 15, 2018**

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

**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 - Lawyer x
<b>Jake Hays (Secretary)</b>	<b>X</b>	Pat Griffin – Vice Principal		Connie Barnett - Academics
<b>Brad Wright (Treasurer)</b>	<b>X</b>	Robert Mason – IT/Testing Coordinator		Jennifer Owen-Tillotson - Enrollment/Marketing
<b>Andrea Estes</b>	<b>X</b>			Amber Earl – Board Clerk 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	Remaining items for PCSC, October Planning Session Review	All	All	None
Working session was adjourned at 6:55 pm.				
<b>Regular Session</b>		<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>
7:00pm	Call Meeting to Order, Roll Call and Pledge	Ben Greenwood	N/A	N/A
Trustee Smith called the meeting to order, roll call was taken all were present. Trustee Castaneda read the vision statement and Trustee Estes read the mission statement and all present recited the Pledge of Allegiance.				
7:02 pm	October Board Minutes	All	Review	Action
Trustee Smith made a motion to approve the October board minutes. Trustee Estes seconded the motion. All were in favor.				
7:03 pm	October Payroll Report	All	Review	Action
Trustee Castaneda made a motion to approve the October Payroll Report. Trustee Wright seconded the motion. All were in favor.				

7:04 pm	October Web Report	All	Review	Action
Trustee Smith made a motion to approve the October Web Report. Trustee Castaneda seconded the motion. All were in favor.				
7:05 pm	October Bank Reconciliation	All	Review	Action
October Bank Reconciliations were still being finished by Bailey and Company. September's Bank Reconciliation was submitted to show corrections that were made and how the Bank reconciliations would look going forward. Trustee Wright made a motion to approve the Septembers Bank reconciliation. Trustee Castaneda seconded the motion. All were in favor.				
7:05 pm	PTO Report	Stephanie Owen-Tillotson	Informational	Review
No Report				

***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
A parent expressed concern for the fundraising activities that had been removed from the PTO calander. She stated the PTO worked hard last year and now things were taken away. Trustee Greenwood asked for specific events. Linder Farms/Farmstead, Coin Rivalry, Pancake Breakfast were mentioned.				
7:10 pm	1 <sup>st</sup> Quarter Financials, Budget and 2M Balance sheet	Lori Manning	Review	Action
Lori Manning stated we are working with Bailey and Company to get 2M corrected. Trustee Greenwood asked about the effect of carrying over previous fund information. Lori said it was bringing over the deficits so we don't have the actuals for the fiscal year. Trustee Greenwood asked how the cash flow was looking. Lori said it was tight and we would need to acquire the loan three weeks earlier. Trustee Greenwood said to prepare for the loan. Lori stated that the budget line items would need to be adjusted. Trustee Greenwood asked when this would need to happen. Lori stated January with the proposal of the changes being sent in December. Trustee Greenwood asked about finding a new auditor. Lori said she had two names but hasn't contacted them yet and would have one contracted by March.				
7:22 pm	990 – IRS	Lori Manning	Review	Action
7:23 pm	Marketing update – cost benefit analysis	Jennifer Owen-Tillotson	Informational	Review
Jennifer was not able to be there. Lori reported that word of mouth is still by far the best way to bring kids in. Trustee Greenwood asked about the cost benefit of the different events. Lori said the plan is to do a Kindergarten Roundup and focus on the apartments around the school. Trustee Estes asked about focusing on the neighborhoods and not just the apartments and to focus on a well done Choice School.				
7:32 pm	Marketing Plan for 2019 Lottery	Jennifer Owen-Tillotson	Information	Review
Lori Manning gave the report for Jennifer as she was not able to be there. It was requested that a calendar of				

events be put together.				
7:32 pm	Enrollment	Jennifer Owen-Tillotson	Informational	Review
Lori stated that currently have 496 students enrolled. Trustee Greenwood asked about closing enrollment. Lori suggested not closing enrollment and continue with open enrollment at this time. We have some grades still with availability.				
7:37 pm	2019 Lottery Schedule	Jenifer Owen-Tillotson	Review	Action
Trustee Greenwood asked about the legal obligation for the lottery. Chris said there is no legal obligation for the open houses only for the publications of the opening of the lottery. Trustee Greenwood asked to table the lottery schedule until December so the notice dates can be added to the schedule.				
7:40 pm	Fundraising Policy Adoption	Lori Manning/Rachael Smith	Review	Action
Lori commented that the policy was left in draft form so the board can see the changes that were made. Trustee Wright made a motion to accept the fundraising policy. Trustee Estes seconded the motion. Trustee Castaneda asked about wording regarding raffles. Trustee Wright suggested adding that we follow the State Lottery Commissions policy. All were in favor.				
7:46 pm	Fundraising Review	Lori Manning	Informational	Review
Lori let the Board know that donations that had been gathered from past fundraising events that were never used had been dropped off at the school that day. An inventory of the items was taken and a few items expire in the spring. Ideas for using those items would be brought to the board next month.				
7:47 pm	Academic Report – Testing Schedule	Tony Richard	Informational	Review
Mr. Richard talked about the I-Station being much more thorough. ISAT testing will start a week after we return from Spring Break. Students are taking keyboarding and the Multi Age Classrooms also have access to the electronics as well. Doctor Fisher is gathering all the data for the IRI testing and will have it next month.				
7:54 pm	Safety Program Follow Up	Tony Richard	Informational	Review
Mr. Richard said they have not assigned items top focus. Trustee Greenwood asked how this fits into being proactive in the Seven Habits. Mr. Richard suggested they could post the things that are being worked on so parents and patrons can get more involved. Trustee Greenwood asked about creating a program that would allow a way to report, a way to discuss and a way to make changes.				
8:03 pm	Covenant and Authorizer Deadline Review	Lori Manning	Informational	Review
Lori stated everything seems to be in line with what is required for the bond. Trustee Greenwood asked for all the calendars; Bond, Commission and State to be meshed into one document. Lori said she would have it for the next meeting.				
8:10 pm	Veritas Report (Operations)	Lori Manning	Review	Action
Lori reported that Connie Barnett has been on site helping get the GATE process going. The children will be identified by mid-December and accessed by mid-January. The program will start in the spring and with roll forward every year. It will be a pull out program during the week. Trustee Wright made a motion to accept the Veritas Report. Trustee Castaneda seconded the motion. All were in favor.				
7:32 pm	Start Time Update	Lori Manning	Informational	Review
Lori asked the Board their thoughts on moving forward with trying to get a single start time. Mr. Richard said he would look into the steps required to make this happen. Trustee Greenwood said he would be following up on where we are in the process.				
8:19 pm – Meeting Adjourned				

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**