



TVCS Board Meeting Minutes

April 18, 2019

Regular Session: 6:00 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 - Lawyer	X
Jake Hays (Secretary)	X	Pat Griffin – Vice Principal	X	Jennifer Owen-Tillotson - Enrollment/Marketing	X
Brad Wright (Treasurer)		Robert Mason – IT			
Andrea Estes	X	Helen Fisher – Testing Coordinator			
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.

Regular Session		Presenter	Presentation	Issues/Planned Action
6:08 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 Trustee Wright was absent. Trustee Smith made a motion to amend the agenda Trustee Castaneda seconded all in favor; motion passed no discussion was had. All present recited the Pledge of Allegiance.				
6:13 pm	March 22 Meeting Minutes	All	Review	Action
Trustee Castaneda made a motion to ratify approval of the March 22 nd board minutes. Trustee Estes seconded the motion. All were in favor. Meeting minutes for the February 21 st meeting were tabled.				
6:14 pm	April 3 Special Meeting Minutes	All	Review	Action
Trustee Smith made a motion to ratify approval of the April 3 rd special meeting board minutes. Trustee Hayes seconded the motion. All were in favor.				
6:15 pm	Update on Board work with past due invoices	Rachael	Informational	Review
Trustees Smith, Estes, and Castaneda are worked together to get a list of all outstanding invoices. Trustee Smith said that she was working with vendors to get new due dates and make sure all vendors were being taken care of.				

6:20 pm	Feb & March Payroll & Website Report	All	Review	Action
Trustee Smith made a motion to approve the February and March payroll and website report. Trustee Hayes seconded the motion. No discussion. All were in favor.				
6:21 pm	Feb & March Bank Reconciliation	All	Review	Action
Trustee Smith made a motion to approve the February and March bank reconciliation. Trustee Castaneda seconded the motion. Trustee Smith had questions on register and outstanding checks, no other discussion was had. All were in favor.				
6:23 pm	Enrollment & Lottery Update	Jennifer Owen-Tillotson	Informational	Review
Jennifer said that we had 481 current enrollment. Lottery was completed on 4/11/19 with 267 applications in grades K-8. Offers have been sent out to all lottery participants that received a spot. Current waitlists in all grades but a few.				
6:25 pm	PTO Report	Stephenie Owen-Tillotson	Informational	Review
No PTO members were present. Discussion was had about the carnival and the boards participation this year.				
6:25 pm	Academic and Testing Update	Tony Richard	Informational	Review
Tony stated that testing is ahead of schedule. Testing coordinator and staff feel the students are more focused this year and taking the test seriously. Tony feels they are more confident in taking the test and is hoping for great results.				
6:30 pm	Staff Meeting Update	Adrian/ Jake	Informational	Review
Trustee Hayes stated he felt that the biggest take away from staff meeting was the board needed better communication with the staff. Trustee Castaneda said he felt it was important to continue building a relationship between the board and staff.				
6:30 pm	Teacher Representative Action Item	Rachael	Informational	Review
Trustee Hayes states that this item would be informational and not an action item. Chris stated that per Idaho Statutes a member of the board cannot be anyone who has a contract for services with the school. Chris then gave ideas in regards to ways to create a teacher liaison position that would help improve teacher and board relations. Trustee Smith suggested encouraging a staff election for position. Trustee Greenwood stated that a policy would need to be created to back up any action on this topic. Trustee Greenwood then requested a section be added to the board agenda for teacher feedback, topic was then tabled until the May meeting.				
6:50 pm	School Calendar for 2019/2020	Jennifer Owen-Tillotson	Review	Action
The calendar was presented to the board for the 2019/2020 school year. Trustee Smith made a motion to accept the calendar Trustee Castaneda seconded the motion. Discussion was held in regards to changing the 2 week spring break in the future; Trustee Smith stated that the breaks are in the charter and would require changes to the charter. No other discussion was held. A roll call vote was held all were in favor.				

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.

6:52 pm	Opportunity For Public Comment	TBD	Informational	TBD
Trustee Castaneda read the opening statement for public comment. Letty Fenner TVCS Spanish Teacher presented information on her trip with EC tours to Panama during summer of 2019, she also presented that in 2020 a small group of students will be going to Spain. Ms. Fenner submitted PO requests to access funds that had been turned in from fundraising for the trip. Meg Roe TVCS Art Teacher and parent presented a proposal to put a Gemtex Hut on the corner of Fairview and Fairmeadow in order to fundraise for Spain trip. Trustee Smith asked what the contract process would be with Gemtex. Trustee Hayes and Greenwood requested more information on contract and terms for fundraising and then tabled the item until more information could be gathered.				
7:05 pm	Business Manager Update	Rachael	Informational	Review
Trustee Smith said that she has received 20+ applications and a few showed real promise. She stated that they were planning on closing the application window soon and would start filtering through applications and doing interviews.				
7:06 pm	Commission Meetings Update	Rachael	Informational	Review
Trustee Smith and Castaneda met with the PCSC on April 5 th . Items that were covered during that meeting included current financials, plans to disengage with Veritas Inc., plans for use of MAST and Bailey and Company services. Mast report was submitted to the PCSC. Trainings were set up with the Commission for multiple positions in the coming months. Trustee Smith attended the public meeting with the PCSC during that meeting she was asked about enrollment, lottery, how the Board is working with current families, and finances for the 19/20 school year.				
7:10 pm	Update on ACD Loan	Rachael	Informational	Review
Trustee Smith stated the load had been funded on April 8 th .				
7:10 pm	MAST Agreement Action Item	All	Review	Action
Trustee Smith introduced Adam Holcomb of MAST. Trustee Smith stated that negotiations were still happening for the MAST agreement and the contract had been sent to Chris Yorgason for legal review. No action was taken.				
7:12 pm	MAST Report Overview by Adam Holcomb. Update on the status of the bond indenture amendments	All	Information	Review
Letter from Tortoise stating that they would defer payments starting in May of 2019 with full payment being due June 2020. Actual indentures need to be amended. For Bond indenture MAST is working with Tortoise, Huntington national Bank, and Chris Yorganson to finalize amendments within the required 45 day window. Chris stated that the changes are concise and should not be a difficult change. Required funds have been paid to cover legal fees for bond changes. MAST report review was presented by Adam Holcomb. Scope of review was financial overview analysis. MAST reviewed historical audits, cash flow, financial policies, and other pertinent documents. MAST met with TVCS Board of Trustees, PCSC, Idaho Department of Education, TVCS Administration, TVCS Staff, and Tortoise. Results included changes were needed in business office structure, better cash flow management, board fed false information on cash flow and budget to actuals. Adam stated that the report found that with changes and better oversight school will be financially stable by 2020/2021 school year at which point the bond will be refinanced.				
7:28 pm	Ratification of MAST Report	All	Review	Action
Trustee Hayes made a motion to ratify approval of the MAST report Trustee Castaneda seconded. Discussion was held. Motion Passed				
7:34 pm	Bank Account and Signer Update	All	Review	Action
Trustee Smith stated that due to all the changes in the business office the current bank account with Columbia bank needed to be closed and a new one opened up. Trustee Smith made a motion to close the current account with Columbia bank and open a new account at the same location. Signers for the new account will include Trustee Ben Greenwood, Trustee Rachael Smith and Principal Anthony (Tony) Richard. View only permissions for the new account will include Adam Holcomb, Trustee Brad Wright, and Cassie Zattierro. Trustee Hayes seconded the motion. Discussion was held, Trustee Castaneda was concerned about ACH draws and automatic deposits on currently on old account, Chris Yorgason stated it would be important to give the state several weeks of notice of the account change to avoid problems with payments. Roll call vote was held all present were in favor. Motion passed.				
7:45 pm	Board Recruitment	All	Informational	Review
Trustee Smith explained how Board recruitment worked. She stated that a notice would be sent out to stakeholders with information about openings and how to apply, a nominating committee will be created. Trustee Smith stated she would like to add 3 more board members this year. Chris Yorganson stated that a change would need to be made to the bylaws to go from a 7 to 9 max.				

7:46 pm	Board Training Overview	Rachael	Informational	Review
Trustee Smith discussed an opportunity to have training with ISBA to be paid for by state funds designated for Board training. Training would focus on governing by policy and academic improvement.				
7:46 pm	Action Item ISBA Contract	Rachael	Review	Action
ISBA Contract tabled until May Meeting				
7:47 pm	Ratification of Veritas Separation Agreement	All	Review	Action
Trustee Smith made a motion to ratify the approval of the Veritas separation agreement with the agreed upon changes. Trustee Castaneda seconded the motion. Discussion was held. All in favor. Motion Passed				
7:50 pm	State of the School Address	Ben Greenwood	Informational	Review
State of the School tabled until the May meeting.				
7:50 pm	Meeting Adjourned			

Dated the ____ day of _____, 2019.

Board Chairman

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