



**Board of Trustees  
Annual Meeting Minutes  
July 25, 2019**

Public Meeting Workshop

Mr. Chris Yorgason went over open meeting law with the board.

Regular Meeting

Meeting was called to order by Chairman Greenwood at 7:03 pm.

Roll call was taken by the Clerk, Chairman Greenwood, Vice Chairwoman Smith, Trustees Wright, Estes, Castaneda were present. Trustee Hays was absent. Quorum was present.

Pledge of Allegiance was led by Chairman Greenwood.

There was no public input.

After much discussion about consent agenda the board moved to New Business.

Appoint Board Members

Trustee Wright moved to appoint Chairman Greenwood, Trustee Hays, and Trustee Castaneda to a two-year term and Trustee Estes for three-year, Vice Chair Smith seconded, all ayes, motion passed.

Oath of Office

Clerk read the Oath of Office and all board members present signed the oath and returned it to the clerk.

Sign Code of Ethics

All board members present signed the Code of Ethics and returned to the clerk.

Elect Chairman and Vice Chairman

Vice Chair Smith moved to appoint Mr. Greenwood as the Chair of The Village Charter School Governing Board, Trustee Wright seconded, all ayes, motion passed.

Chair Greenwood moved to appoint Mrs. Smith as Vice Chair of The Village Charter School Governing Board, Trustee Wright seconded, all ayes, motion passed.

Appointment of Board Clerk

Vice Chair Smith moved to appoint Candie Massey as the Board Clerk, seconded by Adrian, all ayes, motion passed.

Appointment of Treasurer (bank signers)

Vice Chair Smith moved to appoint Trustee Wright as Treasurer and Trustee Hays as Secretary, seconded by Trustee Castaneda, all ayes, motion passed.

Trustee Estes left the meeting at 7:20 due to prior commitment.

Consent Agenda

Board came back to the consent agenda, the board would like see only minutes, website reports, contracts, and payroll; personnel is to be left out. Vice Chair Smith motioned to approve the consent agenda, Trustee Wright seconded, all ayes, motion passed. Vice Chair Smith asked about the two payments to Charter Asset Management and if one of the two payments should have been Huntington Bank. Clerk verified that the May 30<sup>th</sup> entry should be Huntington Bank and will get with Bailey and Assoc who made the entry to have them correct the vendor and wording to state return funds to trustee.

Consider joining ISBA Policy Update Services

The Clerk will reach out to ISBA in regards to the contract for the policies.

Appointment of Treasurer (bank signers) con't

Vice Chair motions to approve Mr. Tony Richard, Chair Greenwood, and Vice Chair Smith as signers on both the Columbia Bank and Cap Ed bank accounts and Trustee Wright and Business Manager, Candie Massey view access to both Columbia Bank and Cap Ed bank accounts. Motion was seconded by Trustee Castaneda, all ayes, motion passed.

#### Approve Board Calendar

Motion to approve the Board calendar with changes was made by Trustee Wright and seconded by Trustee Castaneda, all ayes, motion passed. Chair Greenwood would like a list of topics that ISBA can provide for training that the Board can pick from.

#### Teacher Contracts

Motion to approve teacher contracts was made by Trustee Wright and seconded by Trustee Castaneda, all ayes, motion passed. Contracts will be signed at the end of the meeting.

Update on Board Bylaws – tabled.

Board Goals – tabled.

Alternative Authorizations – tabled.

#### Charter Administrator Report/Academic Update

Mr. Richard spoke about IRI scores and that the state is behind in giving us our scores and that we should have them by the 31<sup>st</sup> of July. Jumpstart was postponed because of the mold found under the building and we did not want to take the chance even though no mold intrusion is in the classroom. A jumpstart program will be available during the school year and on breaks in 1-week blocks. Zero-hour math is going to produce really good results and create a baseline. Richard will report every other month about the students receiving that additional support. Chairman Greenwood would also like to know about the teacher involvement.

#### Enrollment Update and Summer Marketing Events

Mr. Richard spoke about enrollment and the number given to board had at the point shifted down 26 students. Current enrollment is 494. Richard stated the reason Ms. Jennifer Owen-Tillotson was receiving from parents leaving is we are not offering transportation. Eagle Family Market and Kleiner family park day commenced on (?) and we did receive interest by no commitments. TVCS Urban Air night is happening on August 1 which is one of the biggest nights we get applicants. Chairman Greenwood would like to see numbers at each of these events. Vice Chair commented that last year Urban Air was free and this year there is a charge of \$7. Vice Chair Smith stated that the low enrollment was not the fault of Ms. Owen-Tillotson or the administration.

It was perceived by parents that at the end of last year we would not be open for the 2019-2020 school year based on information provided by the board. Families were looking for more information from the board about where we were after Veritas left. Vice Chair Smith stated a letter had been drafted.

Richard stated a newsletter was going out on Monday to all parents about the changes in the school including the cameras and new teachers. Richard spoke about the new construction of two large apartment complexes and that we are staying on top of that to seek for enrollment.

Discussion about ways to increase enrollment amongst the board and Mr. Richards.

#### Finance Report

Mr. Holcomb spoke about cash balances. We currently have \$257,000 left in \$800,000 we received at the end of June. This will bring us out of deficit. After July payroll we have about \$300,000 moving forward. Vice Chair Smith questioned how much we will have after last year expenses are paid. Holcomb stated we have a payroll similar to July that will need to be moved back into the 18-19 fiscal year. Holcomb spoke to Maneesh Jhunjunwala update on enrollments, turnover, other funding options and grants, and status with the commission. Update on a claim to be filed in regards to mismanagement of funds for the previous year. Chairman Greenwood asked how we handle that. Holcomb stated they are going to want to see our numbers after the audit. Mr. Yorgason asked when the audit would be performed. Holcomb's plans are for September. Yorgason stated it should be handled in executive session under litigation section. We would need to describe the loss to the school based on an errors and omission type in regards to negligence. Outside of everything, Holcomb stated things with the trustee have been moving along smoothly.

#### Teacher Liaison Report

Mr. Richards has created a schedule for teachers to attend the board meetings and PTO meetings so that we have teacher presence.

PTO Report/TVCS Families/Stakeholder Update

none

Facilities/Management

Mr. Richard spoke about room repairs being completed by August 8. The dry board is in. Monday, July 29<sup>th</sup> or Tuesday, July 30<sup>th</sup> the paint and carpet should be completed. Richard is not concerned about the rooms not being completed on time. Mold was found in several areas in the crawl space. Richard has sent a records request for the inspection of the building prior to our purchase. Another issue was when the pipe burst under the classroom some raw sewage was not completely removed it so it left moisture. Richard also pointed out that all the crawl spaces around the north and west wing has water that is going under the building during rain and melting snow. Insurance adjuster has come out and crawled the space and confirmed there is mold under the building. We may be able to spot treat.

Meeting adjourned 8:34 pm.

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