

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF
TRILLIUM CHARTER SCHOOL**

December 2018

Held: Wednesday, December 13, 2018

Board Members Present: Kellie Shaw, Jae Tai (via Skype), Rita Ombaka (joined at 6:23PM), Joe Bryan, Dawn Stanfield

Board Members Absent: Sade Garcia, Alonzo Chadwick

Management Present: Patrice Mays, Mylen Shenker, Karen Bennett

Call to Order: The meeting was called to order at 6:15PM

Executive Director Enrollment/Marketing Update: Patrice Mays gave updates to the board as follows: Parents were invited to an open house to assist in boosting enrollment. There will also be canvassing parties where volunteers will drop off information about Trillium in waiting rooms, local offices, cafes etc. Patrice also talked about putting advertisements on the paper as well as utilizing online platforms like facebook. Additionally, Trillium will be reaching out to alumni for donations.

Approval of Minutes: Kellie Shaw moved to approve, and Joe Bryan seconded, the approval for the minutes from November 8, 2018. Vote was unanimously approved with the exception of Jae who abstained because she could not read the minutes.

Union Negotiations: Patrice updated the board that union negotiations are close to completion.

Financial/Budget Report: Mylen Shenker presented the most recent financial statements to the board. It was noted that Trillium still needs to send a revised budget to PPS that reflects enrollment numbers. Karen Bennett passed around a chart showing current enrollment numbers and the gap Trillium has to fill to get to maximum capacity.

Executive Directors Report: Patrice reported that Trillium is up to date on PPS reporting.. Patrice added that they are looking at interim assessments for January. MAPS, NAEP for 4th graders, ACT, SBAC and ELPA.

Patrice mentioned that management has decided to switch K/1 and 2/3 staffing to fill the long awaited vacancy and ensure that academics are prioritized. Additionally, Patrice mentioned that Trillium is getting into the practices of looking at enrollment numbers periodically. Patrice mentioned that staff will be working over winter break and will have professional development training on the framework of structuring lessons.

Management has created several committees to ensure Trilliums organization. Some of the committees mentioned were grounds, Safety, Executive/Data team and Culture and climate. Patrice mentioned a transition in the finance office and introduced Karen Bennett to the board who will be taking over the preparation of financial statements. Patrice mentioned a need to secure a CPA who will be able to review the accounting monthly.

Patrice reminded the board that the updates to the website are still ongoing with an anticipated reveal date of December 30th. She additionally mentioned that TFT will be changing how they operate in 2019 in terms of how they fundraise and who gets the proceeds. Patrice will be getting something in writing from them to solidify the relationship.

Board discussion: The board discussed the need to meet more frequently to support management with fundraising efforts. The board agreed to meet on Thursday, December 20th to brainstorm expectations on these meetings and explore partnerships with TFT, and parents.

Adjournment: Kellie Shaw moved to approve, and Joe Bryan seconded, the motion to adjourn the meeting. Vote was unanimously approved. The meeting was adjourned at 8:06 PM