

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

January 2019

Held: Thursday, January 10, 2018

Board Members Present: Kellie Shaw (left at 6:50PM), Rita Ombaka, Joe Bryan, Dawn Stanfield (left at 7:15PM), Jae Tai (arrived at 6:27PM)

Board Members Absent: Sade Garcia, Alonzo Chadwick,

Management Present: Patrice Mays, Karen Bennett

Call to Order: The meeting was called to order at 6:09PM

Approval of Minutes: Kellie Shaw moved to approve, and Dawn Stanfield seconded, the approval for the minutes from December 13, 2018. Vote was unanimously approved.

Guest Comments: Don Derby offered his services to paint the Trillium walls. The board directed his query to the Executive Director who will follow up on this. Kevin Elliott, a Trillium alumnus (with friend Sonia, who is a Trillium parent) would like to help the school continue to be wonderful. Sonia mentioned that she was pleasantly surprised by Trillium and her kids are thriving in the school. Sonia offered her services and background on Business support and mentioned that she is connected with community organizations and is interesting in enhancing the Trillium experience. Sonia concluded by mentioning that Trillium has a negative online presence and that she would like to see a positive response to these messages.

Performance Framework: Kellie Shaw passed around Trillium's annual performance framework and report from Portland Public Schools and requested the board to review it. The district would like to see improvements in testing as well as how we operate. Patrice requested meeting with a board member to review the items before they are submitted to PPS.

Financial/Budget Report: Karen Bennett presented the board with a draft budget showing actual expenses through December and projected expenses broken out by month for the rest of the school year. Karen will be working to clean up the chart of accounts and records and will present a revised budget to the board as well as a balance sheet and Profit and Loss statement.

Executive Directors Report: Patrice reported that Trillium needs to submit the budget before the end of the month in order to report on the second quarter budget to actuals. Patrice shared the assessment administration window as follows: MAPS - Jan-Feb. NAEP for 4th graders - January 30, ACT 0 February 20, SBAC/Smarter Balanced - April and ELPA (English) - Mid March.

Patrice mentioned that communication will go out to families to talk about the importance of assessment for the school growth and to show that it is an opportunity to see where the students are.

The board was updated that the K/1 and 2/3 staffing switch is going well and that families seem to be overwhelmingly supportive and happy. The staff is positive about it as well.

Trillium's open house is happening on January 17th and management encouraged board attendance.

Trillium has been doing a lot of outreach and marketing through Facebook, Asian Reporter, Nextdoor, PDX Observer and the Oregonian. Management is waiting on KBOO response, pay per clicks and local community calendars. One of Trillium's student teacher is providing an assessment tool for efficiency of Trillium's outreach efforts.

Management would like a February follow-up on our state of the school address and will get a date on the calendar as well as the agenda. Patrice will send date to the board.

Patrice reminded the board that Trillium's second semester begins on January 23rd - Trillium will not be accepting new HS enrollments after February 19 so as to work efficiently with already enrolled students.

Patrice mentioned that Trillium now has a Youtube and Facebook page and is being co-run by students.

Patrice mentioned that union negotiations are going well. Negotiations are down to salary schedule, no strike clause and the handbook. Management is excited by the possibility that Trillium could be done with the first contract by the end of the school year.

in -development:

Patrice updated the board that the Department of Health will be visiting Trillium on January 15th to certify the school's kitchen . After certification, Trillium will be able to lease the kitchen.

Patrice mentioned that Trillium's Annual event/fundraiser is set for March 16th. Management encourages board attendance.

PCC will be at Trillium to read with our 2nd and 3rd graders on January 17th.

Summer rental and training - Trillium is working on a potential renting agreement for the whole summer. Patrice will update the board when this is finalized. Additionally, Trillium is working on a working relationship with Friends of Patton Park who also may be interested in renting out the space as well as making improvements on the school's playground.

Parent volunteer training will be on January 31st. This training will be geared to parents who want to volunteer in the classroom. Trillium will also let them know about other volunteer opportunities.

Adjournment: Rita Ombaka moved to approve, and Joe Bryan seconded, the motion to adjourn the meeting. Vote was unanimously approved. The meeting was adjourned at 7:27 PM