

Minutes of the Regular Meeting of the Board of Directors of Trillium Charter School

March 2019

Held: Thursday, March 14, 2019

Board Members Present: Kellie Shaw, Dawn Stanfield, Jamila Tai, Rita Ombaka, Joe Bryan

Board Members Absent:, Sade Garcia

Trillium Faculty Present: Patrice Mays, Karen Bennett

Call to Order: The meeting was called to order at 6:04

Approval of Minutes: **Kellie Shaw** moved to approve the minutes from the February board meeting, **Jae** seconded. Vote was unanimously approved.

Kellie Shaw moved to uninstall **Rita Ombaka** as board secretary and install **Joe Bryan** as board secretary. **Rita** seconded. Vote passed unanimously.

Kellie Shaw moved to install **Rita Ombaka** as board treasurer. **Dawn** seconded. Vote passed unanimously.

Financial Report:

Karen Bennett shared an updated, but still incomplete, spreadsheet detailing Trillium's financial situation. She pointed out some income that was not previously budgeted, and identified the source(s) of unaccounted for funds in the Trillium bank accounts.

Rita Ombaka identified a discrepancy in the spreadsheet. Karen Bennett assured us that the error was the result of the spreadsheet not being updated with the most recent information.

Karen Bennett- *"Since this sheet was done we have been contacted by Tara O'Neil (PPS Charter administration) notifying us of an additional \$113,000"* (not previously identified in our budget. Additionally there is \$39,000 that can be claimed from a M98 grant. These funds can be used to pay teachers and to settle Trillium's accounts.

Patrice Mays identified an additional debt to PERS in the amount of \$35,000. This was due to confusion regarding new hires who had already been vested with PERS benefits prior to employment at Trillium.

Karen Bennett- *“This budget allows for all employees to be paid out (in full) until the end of June.”*

Rita Ombaka offered to take on some of the labor necessary for creating a completed budget to be presented to PPS board of directors, the building bond holder and other stakeholders.

It will be necessary for **Patrice, Karen** and **Eduardo Gonzales** to continue drawing a salary through the summer, as we close the school. **Patrice** shared a projected budget for continuing to maintain the building while closing the school. **Rita Ombaka** moved to approve this cash flow until the end of the summer. **Jae Tai** seconded. Vote passed unanimously.

Kellie Shaw and **Rita Ombaka** will contact the bond holder to explain the current situation to him. **Rita Ombaka** asked for a completed budget to be sent to her Tara O’Neil ASAP, with Rita cc’ed for review.

Rita Ombaka- *“I want to be clear that this is a plan, and not a promise. Things will change. This (the updated budget) is not set concerning what will happen at Trillium.”*

Director’s Report:

Patrice Mays shared the results of the PPS successful schools survey- they were *“overwhelmingly positive”* with *“lots of participation from Trillium families.”*

Trillium received a school closure letter from the Oregon Department of Education (ODE), outlining timelines and specific processes to follow as the school closes.

Patrice shared these steps with the board.

PPS issued an overpayment of \$21,000 in August 2018, anticipating higher enrollment than were actually occurred. How and when these funds are repaid will be a board decision.

Trillium will receive \$113,000 in equity funds and other funding sources for the 2018-19 school year. This number is based on enrollment and staff salaries. This is in addition to the \$39,000 from M98 grant.

Trillium has until the end of June 2019 to claim this final payout.

Patrice notified the board of a change in the school calendar, extending spring break by two days (April 1 and 2) to allow teachers to attend a job fair. Students will return to school on April 3.

A Trillium staff member has offered to provide childcare on these additional closure days to families in need of care.

Patrice has decided to postpone a dine out fundraising opportunity, currently scheduled for March 18th, to a later date. This will allow more time to notify families of this fundraising opportunity.

Patrice recommended the board seek legal council as we close down the school. She suggested several possibilities- Paul Southwick, Lake Perriguet and Brett Mersereau... We could also seek a recommendation from our insurance company. **Patrice** has set

- Grading days
- Conferences
- Trillium in Bloom date
- Senior Project Night
- Senior Prom
- Senior Dinner
- A performance of Midsummer Nights Dream
- Preschool Graduation
- Middle School Graduation
- High School Graduation

There have been lots of requests for TAG (talented and gifted) testing among Trillium students as they seek placement at other schools. PPS has agreed to provide TAG testing for all Trillium students who request it. Communication concerning this should come from PPS to Trillium families soon.

Trillium still does not have access to MAP testing resources. These were promised by PPS many months ago.

The teacher's union was notified on March 4th that Trillium will be closing. No ongoing negotiations will be necessary. Trillium administration received a letter from an attorney

stating the teachers' rights to full payment for this school year, according to their individual contracts.

Trillium in Bloom will take place on March 27th at the Village Ballroom.

Patrice made a request for Trillium parents, Trillium teachers and other faculty and the Trillium board to extend one another grace as we move through this difficult transition.

"It takes a considerable amount of work to continue showing up each day and to continue working for the kids... We all need to have a little bit of grace to gather the community together as much as possible... to keep everyone as informed as possible. We are never gonna stop rumors from happening but we can plan mindfully, and carefully as we move forward."

Meeting Adjournment: The meeting was adjourned at 7:40 PM