

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

**October 2018**

**Held:** Wednesday, October 10, 2018

**Board Members Present:** Kellie Shaw, Jae Tai, Rita Ombaka, Alonzo Chadwick, Sade Garcia

**Board Members Absent:** Joe Bryan

**Management Present:** Patrice Mays

**Call to Order:** The meeting was called to order at 5:38PM

**Approval of Minutes:** Amendments of minutes – The motion was to remove Paul Kholer and Michael Koopman as check signers. Kellie Shaw moved to approve, and Jae Tai seconded, the approval for the minutes from September 12, 2018 with amendments. Vote was unanimously approved.

**Guest Comments:** Jeff VanBiskle; High School English teacher read an email stating that Middle School teachers are calling to attention the issue of bullying and want some kind of support around this issue. There is speculation that some students have left the school because of this issue. There was discussion around restorative models for the school.

**Assurance of School Leader Eval Template:** Kellie Shaw gave an overview of the necessity of an Executive Director report and evaluation. Tara O’Neil mentioned that the district looks at it and that the school leader held accountable to it. Shaw has reached out to several organizations for a tool for the Executive Director evaluation. Board made a commitment to have this ready by the next board meeting.

**State of the School Town Hall w/Dr. Lake:** Dr Lake will be coming out on the 16<sup>th</sup> to facilitate a two-hour town hall. He met with Patrice Mays to discuss the content. The board is positive and excited about the outcome.

**Student Representatives at Board meetings:** The middle school has picked their board representative who was unfortunately out of town for the current meeting. The high school will be figuring out their process to pick their board representative. These two students will hopefully be at the next board meetings.

**Board Meeting Time/Date:** Board meeting time: Kellie Shaw proposed moving board meeting times to 6:00pm either Wednesday or Thursday so as to accommodate board members travel time after work. Kellie Shaw moved to approve, and Rita Ombaka seconded, the motion to move board meetings to 6:00pm from 5:30pm. Vote was unanimously approved.

Additionally, Kellie Shaw moved to approve, and Jae Tai seconded, the motion to move board meetings to the second Thursday of the month. Vote was unanimously approved.

There was discussion around uploading board meeting minutes to the website and the possibility of hiring a position to do this.

**OR Report Card Redesign Data Review:** Tara O’Neil passed a sample/template report card from the Oregon Department of Education. O’Neil highlighted that the board has the responsibility of the school’s organization performance, financial performance and academic performance. O’Neil added that High Schools are being reported differently but that Trillium is being reported as a high School. This report is critical because it is designed by community and parents to look at. O’Neil then gave an in-depth overview of the report and what indicators are graded for each school

**Auditors Report:** Karin Wandtke, from McDonald Jacobs, gave an overview of the communication letter, and financial statements. McDonald Jacobs found that Trillium is in compliance with reporting standard to Charter Schools and that the audit result was positive as well.

**Financial /Budget Report:** Sade Garcia presented the monthly financial statements to the board. Garcia also reported that she met with Trillium’s accountant and Executive Director and worked on cutting the budget to match current enrollment revenue and cash flow. While the cut was significant, Trillium’s budget for the year still has gaps and Board, alongside management, will have to strategize around adopting new revenue streams to close the budget gap.

Patrice Mays mentioned some new revenue ideas such as revamping the lunch program, weaving in parent involvement through parent date nights, renting out the building space and tapping into the business around Trillium. Tara O’Neil suggested marketing at the Reconnection Center at PPS.

The board will add a line item for the outstanding revenue gap as a placeholder to balance the budget as a fundraising plan is implemented.

**Executive Director Report:** Patrice Mays updated the board that PERS is paid in full effective September 13th, 2018. Mays added that the TFT loan issue and balance was resolved and that it was agreed that TFT will no longer provide seed money to Trillium staff.

Mays mentioned that the hiring for the Head of School position was successfully filled and introduced Jamie Melchert to the board. Melchert gave a brief introduction and background.

Mays added that Trillium now has two vacancies with Human Resources and K/1 and updated the board that Trillium received certificates of insurance.

*New Business:*

**PPS Reporting:** Patrice Mays highlighted that Trillium is behind in PPS reporting. An updated budget is needed as well a revised improvement plan. The board gave the go ahead to submit a draft budget to PPS until the budget is approval at the next meeting.

**Staff professional development:** Mays updated the board that Trillium has shifted conversation to tie to the improvement plan from PPS. Some of the subjects included but are not limited to Professional learning community, Assessments, and classroom management. Mays mention that she is looking at an interim assessment to track current data on MAP, Reading and Math.

**Revenue/Fundraising:** Mays presented an overview of a preliminary draft of fundraising opportunities that if executed successfully would generate around \$263,000.

Mays notified the board that Trillium would hold a two day retreat for staff and invited the board to attend. Additionally, Mays mentioned that she would be attending a district meeting with Tara and Jenny.

**Adjournment:** Kellie Shaw moved to approve, and Alonzo Chadwick seconded, the motion to adjourn the meeting. Vote was unanimously approved. The meeting was adjourned at 8:16 PM