

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

September 2018

Held: Wednesday, September 12, 2018

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

Board Members Absent: Sade Garcia

Management Present: Patrice Mays, Mylen Shenker

Call to Order: The meeting was called to order at 5:30PM

Approval of Minutes: Amendments of minutes – The date of meeting should be corrected to 8/8/18. Christina Parsley is Board Member Advisor. The motion was to remove Paul Kholer and Michael Coopman as check signers. Kellie Shaw moved to approve, and Jae Tai seconded, the approval for the minutes from August 8, 2018 with amendments. Vote was unanimously approved.

Guest Comments: David Lukowski made an inquiry on where the Board Meeting Minutes can be found. Patrice Mays confirmed that minutes are available on the website

Board Recruitment: Joseph “Joe” Bryan gave a brief introduction about himself. Kellie moved , and Rita Ombaka seconded to add Joseph Bryan as a board member. Vote was unanimously approved.

Teacher commentary: Farrah Anderson, Trillium’s Middle School Social Studies and Drama teacher and Union President gave a brief introduction on their background. Highlighting that the Union and Management have a shared vision for building Trillium’s capacity such as eliminating grey areas, teacher retention and promoting the idea of democratic learning by example. There was brief discussion on the introduction of the Middle School student council and its representation to the board.

2018-2019 MOU and working Agreement: Rita Ombaka gave a brief overview of the document that describes the working agreement between the board and the Executive Director. There was discussion around the dual role of board members who are also Trillium Charter School Parents.

Equity Training: Jae Tai spoke on the importance of equity informed education and brought forward the opportunity to bring in Dr. Johnny Lake, a renowned facilitator to Trillium.

Head of School Description: Patrice Mays updated the board that because of budgetary concerns, Trillium will be merging the Head of School positions. Mays added that the job

description is being developed and that Human Resources has interviewed a very qualified candidate.

Executive Director Report:

PERS: Patrice Mays updated the board on PERS. Trillium received a memo mandating that the PERS balance be paid in full. Mays requested the board to find a way to make this successful and sustainable. Mylen added that Trillium's plan is to pay of the balance within a couple weeks.

Audit: Mays reminded the board that the auditors will be present at the next board meeting to give their audit findings.

TFT: Mays noted that there is a \$39 discrepancy on a loan made to Trillium from FT where \$150 was loaned but only \$111 got repaid.

Hiring: Mays updated the board that the Head of School was the last position Trillium hires after which the school will be fully staffed. There still concerns around Math but Human Resources is working on this

Budget Cuts: Mays notified the board that Trillium will need to do budget amendments to meet low enrollment numbers

Insurance: Mays updated the board that Trillium now has insurance although the premiums are a little bit higher. Mays gave the board a heads up that board members may need to sign documents related to this.

New Business:

Board Civil Rights training: Kellie Shaw and Jae Tai will be attending

Staff training: Mays updated the board that staff has been going through trainings for professional development. Mays hopes to have training on classroom management with a former teacher who offers this training.

Parent BBQ: Mays requested board representation at this event organized by two parents happening on September 22nd. Weather permitting, it will be held at Arbor Lodge Park otherwise it will be at Trillium.

PPS Reporting: Mays mentioned that she will send out a list of reports requested by PPS which includes but is not limited to a copy of signed audit report, and Trillium's transportation plan.

In Development:

Advertising and Marketing Plan: Mays updated the board that a staff member has designed t-shirts. Additionally, there is someone working on updating the school's website. Trillium will also be advertising in PDX Parent. Mays also mentioned that there is a student working

on a youtube channel for Trillium to promote marketing as well. Mays mentioned committees comprising parent and staff and that she is working on structure and accountability.

6:38PM - Kellie Shaw left the meeting

Financial Report: Mylen gave an overview of the latest financial reports. Trillium's current cash position is \$890,517. \$450,000 of this is the bond reserve which is not available for general operation. Rita Ombaka requested for PERS to be on its own line item to allow for the board to track it more diligently. Rita Ombaka moved and Jae Tai seconded to approve August financial reports. Vote was approved unanimously.

Adjournment: The meeting was adjourned at 6:54 PM