

MINUTES
TRCS Monthly Board Meeting
November 17, 2014 - The 3rd Monday of each month
4:00pm - 6:00pm
Two Rivers Community School, Board Room

Mission

The Mission of Two Rivers Community School is to cultivate in every student:

- **Passion for learning** and high achievement through creating rigorous, interdisciplinary learning experiences on topics relevant to the students that culminate in original work aimed at engaging and positively impacting the community and the world.
- **Deep, supportive relationships** among staff, students, families, and the community through the small school setting, multi-age classes, a two-year teacher commitment and high parental involvement.
- **Respect** for and interest in human diversity through second language acquisition and cross-cultural studies that build a broader world perspective and essential collaboration skills to become leaders in our changing world.

Vision Statement

The Vision of Two Rivers Community School is to be an exemplary K-8 school founded upon the belief in Academic Rigor, Authentic Relationships, and Curricular Relevancy.

Meeting facilitated by: Melody Massih - Olszewski

Call to order - 4:15pm

Attending: Jen Cramer, Melody Massih, Sonya Hemmen, John Gorman, Abbey Jones, Rachel Connor

Story Time: anecdotes from from Directors, Staff, Teachers, Parents, Students, Board Members of our mission and vision being achieved.

Approve 11/3/14 minutes - Motion made by Rachel to accept the 11/3/14 minutes. Jen made a 2nd motion. All in favor. Motion passed.

Public comment: No Comments

New Business:

1) Accept Board resignations of Rick Blauvelt, Treasurer and Nancy Metrovich, Secretary. Motion made by John to accept the resignations of Rick and Nancy. Melody made a 2nd motion. All in favor. Motion passed.

2) Review Board roles and Nominate new Board Officers and discuss committee membership

a) Review Board roles

- i) President: Manette, June 30th, 2015
- ii) Vice President: Rachel, June 30th, 2017
- iii) Member: John, June 30th, 2017
- iv) Member: Jen, June 30th, 2016

v) Member: Melody, June 30th, 2016

In December, we will continue to discuss roles in terms of focus and committee membership.

In the meantime, the appointment of a Secretary is necessary. Motion made by Melody to appoint Rachel as acting secretary. Jen made a 2nd Motion. All in favor. Motion passed. Rachel will serve dual roles.

2) Directors Job Descriptions - Final description/ revised tasks presented for 2014-2015.

3) Directors Evaluations

A process was outlined together:

- establish a sub-committee to evaluate. Jen & Melody have volunteered to be on the committee and will work with Rebecca. Include individuals with human resources & law backgrounds, and have teachers included.
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- 7 standards the state uses to evaluate directors. The Board picks two topics/standards this first year. Sonya shared her suggestions,
- It is agreed upon that the process needs to be fair, and under the spirit of the law.
- Two templates offered as a suggestion. The templates need to be created based on these two templates. 360 view - including various stakeholders (student, parents, teachers). Rebecca and Sonya will create the tool that will be used by sub committee by Dec. 15th.
- We would like to do a survey essentially asking How are our HOSs doing? How has your experience at TRCS been? Would be factored into evaluation as at 15%. Committee will create and administer survey. (CSI or League has custom survey).
- Timing -evaluations done mid-year, Dec & end of year, May. Sub Committee needs to be nominated first.

Old Business:

1) Board Development

- a) Opportunities (video clips, community events, school events, people to present, readings)

Jen will send a TED talk on creativity. Rachel will provide resources received by Board at the summer training with all members at December meeting. Sonya shared a great document for all to read.

4) Nominate a Charter School legislation monitor -

Postpone this item until full 7 member meeting.

5) Follow up to Mineral Lease Grant & County Commissioners suggestions for drop off and pick up areas & John's report on rules and regulations for route buses.

Transportation manager, Dave @ Ross will attend the Dec. 15th meeting to give us more information. Response needed by Friday, but asked by extension. We are shopping and we are narrowing it down to a 14 passenger vehicle, non-yellow.

Update in Dec.

Standing Reports:

1) Budget Review -

a) Review & Approve

Review and clarification questions asked and addressed. Revisions made based on Nov. 3rd conversation, new information.

Motion made by John to fulfill the MOU between Directors and TRCS and to be paid in full immediately, Melody made a 2nd motion. All in favor! Motion passed. Signed MOUs will be furnished by Rachel.

Motion made by Jen to approve the revised 2014/2015 school year budget per the changes discussed. Melody made a 2nd motion. All in favor. Motion passed.

The following documents will be provided at each regularly scheduled meeting.

Budget vs. Actuals

% of total budget

Cash flow

b) Identify goals for soft funds

c) Finance Committee update - recruitment is taking place.

d) Updates on payroll services and the CPA - we have made a local hire

We are at a 19% debt to income ratio - which is high.

2) Fundraising Committee Report

a) Fundraiser Debrief - 11K raised. Thank you's will be handled by committee and sent out.

3) Facilities or Site Development Committee

Harry Teague, architect was spoken to and is willing to help, meeting on Thursday. Need to understand what the owner will allow.

4) Board Recruitment Report

Three potential candidates will be met with in early December. Thank you to Abbey Jones for joining us today to meet everyone and observe. The goal will be to have two new strong members in place by the end of the year.

5) Review CDE, CSI and Board calendar & identify upcoming events -

a) Plans for the 2015 Colorado Charter School Conference, Feb. 26-27: Costs, commitments - Commitments were made to attend and Rachel will organize.

6) Parent/Teacher Advisory and School Accountability Report & Report on Student Achievement - Regularly scheduled November report

Reports provided by Rebecca, math and reading. Good growth in Math. Reading stagnant. The focus is on specific strategies for specific kids. Focus on teacher's style and strength and work on weaker areas. Math curriculum is strong. Parent Acct. meeting report - students came, strong voices on student led conference. cross section of experiences. Request were made for more progress reports during the year. Safety reports given. Drop of area discussed along with County Commissioners suggestions for drop off and pick up areas. Maybe close the streets for 1 hr in AM and 1 hr PM. We need to work on compliance with both County and City, as they both did studies.

7) Directors Report - no items

Other Board Business: none

Adjournment - 6:03pm