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MINUTES

TRCS Monthly Board Meeting

January 21st, 2015 - Rescheduled to Wednesday due to Monday's holiday

4:00pm - 6:00pm

Two Rivers Community School, Board Room

Call to order - 4:00pm

Attending: Jenifer Cramer, Manette Anderson, Rebecca Ruland, Adriana Hire, Rachel Connor, Melody Massih-Olszewski, Jamie Nims.

Executive Session called - Session starts at 4:05, ended at 4:24

Approve 12/15/14 minutes - Motion made by Jen to accept the 12/15/14 meeting minutes. Melody made a 2nd motion. All in favor, Motion passed.

New Business:

- 1) Director Evaluations- Board explained the process and how the results will be provided. A discussion on timing and sticking to an annual review only. **Manette will find out requirements and update Board Calendar.**
- 2) Introduction of Tom Taucher & Sal Lopez - potential Board nominees or new committee members

Tom Taucher looks forward to being involved as a parent, volunteer, and possible future committee member. At this time, we will withdraw his name from consideration for the Board.

Rachel will follow up with Sal to host a tour and meet & greet.

- 3) New Board Member Nomination - Abbey Jones

Motion made by Manette to accept the nomination of Abbey Jones to the TRCS Board of Directors.

Jen made a 2nd motion. All in favor, Motion passed.

Rachel and Manette will follow up with training and important Board Docs.

- 4) Changes made to the CCSP Grant and our obligations
 - a. Our SMART goals were made more rigorous and details added. We had to be more specific about what we are doing. Examples are on academic achievement measurements, professional development, list assessments. The Board needs to focus on the Technical Assistance (TA) Training for the Board. **Rachel will make sure Board meets TA requirements and all documentation will be provided.**

An important clarification, all teachers are “highly qualified” as they are required to be.

a) Compliance and preparation for the spring audit -

A Board member must be present and a two-week notification will be given to the team.

5) 2015-2016 Enrollment update -

Discussion took place on important dates, the process and perhaps changing waivers to give preference to Latino/low income. In March we will host a tour and meet the teacher day.

Informational webinar is happening Friday, Jan. 23rd., needs to be attended and then recommendation will be made to Board. A weighted lottery could award a “2” for latino. **Lottery policy will need a decision from the Board and will be made at next meeting.**

It was noted by teacher, Prof. Nims, that it is important to serve the public and have our school population represent that of the general public. Whatever actions that can be taken to do so, he is in support of.

Classroom count still needs to be determined, base it on budget and space, and availability of teacher aid. In general, from grade 2 and up, 23 students per class on average. Rebecca will report on staff needed - additions would most likely be full or half time aid and full time PE, 8th grade teacher.

Rebecca strongly believes that a preschool would be the best thing we could do to balance enrollment. It was recommended that we as a Board have a discussion on preschool soon.

6) Recertification process - Adriana

Discussion postponed.

7) 5-year Budget Process - Where we are and plan to be - Adriana

Discussion postponed.

8) Propose and accept a yearly school calendar that fulfills our obligations - Rebecca

Is the schedule working? **It was proposed that a question be added to school-wide survey to gauge temp of scheduling changes.** Academic achievement drives all decision here.

Old Business:

1) Review Board roles and discuss committee membership

Areas that need champions:

- i) Fundraising Committee - Could a parent group lead this committee for the time being? They report regularly to board. Allows Board to focus on facility strategic meeting. **Need a name for this committee.**
- ii) Charter School legislation monitor - Melody
- iii) Parent Accountability Committee - Melody
- iv) Outreach/Latino Outreach Committee headed into enrollment season - Rachel, Abbey,
- v) Finance Committee - The Board Recruitment and Training Committee is still actively recruiting members to join this committee.

- vi) Strategic Facilities Committee - Jen, and Melody is interested. We need to actively recruit for this committee.
- vii) Board Recruitment and Training Committee - Rachel and Manette

It was suggested that we draft a “call to action” to join all committees in next newsletter.
No one assigned to follow up.

2) Strategic planning -Full Strategic Plan vs. Strategic Facilities Committee - Jen

It was recommended from the League that we focus on a Strategic Facilities aspect and prioritize.

a) Facilities Feasibility Team -

Team will need to come together with lots of different people/stakeholders. Need to outline the fundamental questions/map out steps that need to be asked. How big do we want to be in terms of numbers? Is this the right facility, then we know what to ask for. **Committee will meet with Rebecca to be brought up to speed on several items.** March agenda could focus on this topic.

b) Programming Charrette - part of the process.

3) Board Development - We all agree to subscribe to important ListSers we, as a team, need to be reading regularly:

The League & the Friday Wire: The most important one to read each week -
subscribe here: <http://www.coloradoleague.org/?page=getinvolved>

CDE Charter School ListSers: 2nd most important one - subscribe here:
<http://www.cde.state.co.us/cdechart/joinlistserv.asp>

CDE - The Scoop: this one has less directly applicable info, yet it should be monitored for training and grant information - subscribe here:
<http://state.us5.list-manage.com/subscribe?u=bee6c43ae6102530cf98cadf9&id=ab7e1e5d57>

Rachel will compile and review CDE, CSI and Board calendar & identify upcoming events.

4) 2015 Colorado Charter School Conference, Feb. 26-27:

Abbey will be attending. It was agreed upon that **Breakout sessions will be review on your own and shared by email (see below for direct links).** In general, plan on attending sessions that are appropriate for the roles you play on committees.

Here you can find the session descriptions for Thursday:

<https://guidebook.com/guide/28797/schedule/#date/02-26-2015>.

And here is the one for Friday: <https://guidebook.com/guide/28797/schedule/#date/02-27-2015>.

Rachel will orchestrate lodging - 8 people total, 1 person wants own room, 7 would like to share.

a) Scholarships? - **Manette will follow up with Joni at League**

Standing Reports:

1) Monthly Budget Review

Meeting with with CSI representative was productive, next Thursday, Jan., 29th will be next meeting and Manette will attend. Board member always needs to be in attendance. **Finance report will be sent to Board prior to CSI meeting next week, with only "headlines" highlighted.**

2) Fundraising Committee Report -

Jen will recruit some parents to head up short term fundraising. Discussion on what the goal, money-wise, should be. \$5,000? The Club Rotario bus is coming! **We need to follow up with a dedication and thank you.**

3) Facilities or Site Development Committee

a) Update on Acoustics -

WE NEED WALLS for many reasons. We were given a quote for approx. \$10k for 2 walls. We need quotes on carpet. **Manette will follow up on carpet leads.**

4) Board Recruitment Report

5) Directors Report - N/A

a) work on a "hot topics" forum and not go through email

Other Board Business

No working meeting for Feb. 2nd, and it was decided to not have a Feb. Board meeting on the 16th due to the holiday and the important and time consuming committee work that needs to take place. The focus in Feb. will also be on attending the Charter School Conference and finishing the Charter Governing Board Training Modules. **Each Board Member has committed to finishing the Charter Governing Board Training Modules before the February Conference on Feb 26th.**

To complete the Charter Governing Board Training Modules follow this link:

<http://onlinelearning.enetcolorado.org/login/index.php> - Register as a new user. Once you log in, you'll see a link on the right side of the screen for "My Courses". Charter Governing Board Training Modules will be the only one listed. Have fun!

Adjournment: 6:15pm