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MINUTES
TRCS Monthly Board Meeting
May 15, 2017
5:30 pm - 7:30 pm
Two Rivers Community School, Board Room

Board Members In Attendance: Daryl Yarrow, John Gorman, Melody Massih, Abby Hollenbaugh, Paula Suarez, Diana Kaufman

Board Member Absent: Rachel Connor

Others In Attendance: Co-Directors: Adriana Hire, Rebecca Ruland; and Teachers: Joe Puglis and Ann Rockett Perrin

Public in Attendance: Cameron Williams

Board Meeting facilitated by Daryl Yarrow, President

Meeting called to order at 5:30 p.m.

Approve minutes from April 24, 2017 Monthly Meeting

Motion by John Gorman to approve the minutes from the 4/24/17 board meeting, seconded by Melody Massih.

Vote: Unanimous in Agreement (Diana Kaufman absent for this vote)

Motion Carried

Public comment

Review our policy for overnight trips – parents/student sleep accommodations for August meeting. June meeting is about budget.

New Business

1. Recruitment committee recommendations for anticipated Board openings and approval by Board – in preparation Board members should review Sections 4.3-4.5 of the Bylaws (attached). The committee recommends Cameron Williams, Ed Olszewski, Charis Caldwell and Brenda Kaiser to fill board vacancies. Also recommends Katie Nevarez to fill Diana Kaufman's open board position in January 2018.

Motion by John Gorman to approve board recruitment committee's recommendation to fill board vacancies with Cameron Williams, Brenda Kaiser, Ed Olszewski, Charis Caldwell.

Second by Paula Suarez

Vote: Unanimous approval

Motion carried

2. Non-board member volunteer to join Recruitment Committee for next school.
Melody Massih will continue to serve on recruitment committee as parent volunteer at the end of her board appointment.
3. Summer work session/retreat discussion – Need board training and work session in the Summer. Should revisit board committees per League recommendations (invite fundraising, outreach committee, wellness committee, and other committee leaders to attend board meetings and present report rather than have board members involved in committee.
4. New Board Member training discussion - Recommendation from CSI for board members to have financial training from Adriana to understand finance and what needs to add up. Also board should have training on important things to look at such as enrollment numbers, retention, clean audit, etc. Norms, policies and practices of the board should be shared with new board members, such as what board members need to avoid (micro-management, sympathy with complainant/admittance of wrongdoing), when to address issues/refer issues to co-directors. Board should read mission & vision at every meeting and understand Colorado open meeting laws, understand the grievance procedure and conflicts of interest. Additionally, board should understand basic info about our charter school (CSI authorization, per pupil funding, Bond, Tabor Act), where to look for board resources, understand executive sessions and how to run or participate in effective meetings.
5. Review Strategic Plan (process for 2017/2018 goal setting) – tabled from previous meeting. Will Report on strategic plan.
6. Annual Periodic Report to Secretary of State (see Business Director's report)
7. Review Directors' job descriptions – Directors will email original and revised job descriptions to Daryl for board's review.

Old Business

1. Board Policy Manual – Melody and Paula will remain on board policy committee after their board term. Daryl volunteers to be on committee as well. Clarification on policy versus procedure. Policy is written and needs approval by vote. Procedure is implementation of policy and can be easily changed based on real world situations.
2. Co-Director Evaluations
Rebecca will email goals. Diana to will create 2016-2017 co-director evaluation guideline and calendar.

Standing Reports

1. Teacher/Staff Report. Discussed end of year and moving.
2. Director Report- Education- *See attached. Rebecca is applying for a mental health grant. Goal is to have a half time social worker provide counseling and social services. Teacher hires have been concluded. Will be looking at multi-age groups effect on literacy and math.*
3. Director Report- Business- *See attached.*

Salary schedule –discussed teacher compensation to coincide with values of school, student growth and how teachers move kids in our mission. Possible creative compensation. Enrollment rolling in. K-1 is full. Confident we will get enrollment we need to meet our budget. Secretary of State reports are done for both building committee and school - compliant. Invited law enforcement officers to practice safety at our schools in summer. Food safety plan almost done. Will have salad bar. Kitchen director has been hired. Transportation director has been hired and will receive training. Discussed construction, moving and staff Mexico trip. New staff will receive chromebooks. Cash flow looks good. Saved money on purchase of bus – less than budgeted. Will need bus repairs in June. Adriana will meet with Pinnacol representatives to work on options (such as staff training) to reduce workers' compensation claims and insurance cost.

4. Board Recruitment & Training Report – see above.
5. Fundraising Committee Report – Made \$11,700.00 from spring fundraiser. Grandparent letter – received \$350.00 so far. Check out Trackitforward \$15/month fee to track volunteers
6. Outreach Committee Report – Meeting enrollment. Strategy is working. Will remove this from standing report in future.
7. Accountability Committee Report – None. Accountability committee meets four time per year.

Board Members' Comments:

Should reach out to our liability insurance company annually and ask them to present to board. Will calendar this for September.

Motion by John Gorman to adjourn

Second by Abby Hollenbaugh

Unanimous in favor

Motion Carried

Adjournment at 7:58pm

Next regular (monthly) Board meeting: June 26, 2017 at 5:30pm – Diana and Paula will be absent.