



Twin Ridges Home Study Charter School

Board of Directors

Regular Meeting Minutes

(530) 478-1815

www.trhs.us

Date: June 13, 2018 at 9am

Meeting Place: 111 New Mohawk Road, Nevada City, CA 95959

1. **Call to Order by Brenda Royer, Board Chair, at 9:10**
2. **Roll Call:** Quorum: X Yes ___ No

Board of Directors:

Brenda Royer, Chair, Grandparent *Present*
 Drew Prakash, Vice Chair, Parent *Present*
 Trina Hunner, Teacher *Present*
 Joy Beresky, Teacher *Present*
 Charles Antouri, Parent *Present*
 Duane Crowder, Parent *Present by Teleconference*
 Vanessa Kulgoski, Parent *Present*

Non-Voting Members:

Kelley Soper, Interim Director *Present*
 Michelle Peterson, Business Manager *Present*

3. **Guests Welcomed Sarah Gordon**
4. **Public Comment:**

(Recognition of members of the audience wishing to address an agenda item may do so at this time or at the time the agenda item is heard. After being recognized by the Board chair, please identify yourself. Members of the public may at this time make brief comments regarding items not on the agenda, although no action may be taken.)

Sarah is willing to be the non-voting secretary for the board. Knows the Brown Act very well. Would like to see an evaluation process standardized so that communication is professional and that all are given an opportunity to improve especially before disciplinary action.

5. **Approval of the June 4, 2018 Special Meeting Minutes**

Move to Approve *Drew*

Yes 7 No _____ Abstained _____ Approved *Unanimous*

6. **Program Sharing & Reports:**

- a. Director's Report

- i. Letter of Concern from Larry Meek

Met with Jeff Rice and talked our Lawyers who indicated that we should respond to the letter with what we have done and what we are planning to do to address their concerns (see attached letter).

- ii. Facilities

We have outgrown our site and need to start looking for new facilities. There are specific laws and regulations as to where we can locate. We need to give 12 month notice to the current landlord. Need commercial realtor to help find a suitable site. Recommend creating a Facilities Committee.

- iii. Curriculum review of *All About Spelling*

Parents have requested a spelling program. We already use All About Reading and it is popular. This is a companion piece. Trina has materials for review.

- iv. Updated Teacher At-Will Employment Agreement

District, Lawyers, and Director/Teachers have made suggestions for changes which have been made. Reached agreement with Darlene at the District for what duties are covered under contract, and which additional duties will get a stipend.

- v. Board make-up of Interested vs Non-Interested persons

State MAY make it so that NO interested persons may be on the board. Some of the other local charters have already done so.

- b. Business Manager's Report

- i. May Expenses

Board feels that they should have more training on the budget and understanding budget reports. The first report presented appears to be for all the charter schools, not just ours. Michelle runs another report with different filters and we get a report specific to TRHS

- c. Board Chair Report

- i. 18/19 Board Meeting Dates

We will move our regular meetings to the first Thursday of the month, except for August and January. (See attached)

- ii. Board Self-Evaluation

Brenda passed out forms, will be due at Special Meeting 6/21

- iii. Comments and/or Concerns on Board Welcome Packet Materials

- d. Hiring Committee

- i. Director Position Status

Kelley has withdrawn from consideration. Interviews will continue .

7. Action Items:

Does the Board approve the letter to Larry Meek addressing the Letter of Concern? *Approved with revisions, welcome packet, withdrawing material revision request; Drew to be responsible for the letter.*

Move to Approve *Drew*

Yes 7 No _____ Abstained _____ Approved *Unanimous*

Does the Board approve *creating a facilities committee and* giving our 12 month notice for the current lease at 111 New Mohawk Road? *Give notice on August 1, 2018.*

Move to Approve *Drew*

Yes 7 No _____ Abstained _____ Approved *Unanimous*

Does the Board approve obtaining a Realtor/*Commercial Property Manager who knows the education code regarding location* to help us find a new site?

Move to Approve *Charles*

Yes 7 No _____ Abstained _____ Approved *Unanimous*

Charles must leave for work.

Does the Board approve the May Expenditures?

Move to Approve *Drew*

Yes 6 No _____ Abstained _____ Approved *Unanimous*

Does the Board approve the addition of *All About Spelling* to the board approved curriculum?

Move to Approve *Vanessa*

Yes 6 No _____ Abstained _____ Approved *Unanimous*

Does the Board approve the amended teacher employment agreements?

Move to Approve *Drew*

Yes 4 No _____ Abstained *Trina, Joy* Approved *Yes*

Does the Board approve the Educational Allowance document?

Move to Approve *Vanessa*

Yes 6 No _____ Abstained _____ Approved *Unanimous*

Does the Board approve the Religious Curriculum Policy?

Move to Approve *Drew*

Yes 6 No _____ Abstained _____ Approved *Unanimous*

Does the Board approve the proposed dates for 18/19 Board Meeting Dates?

Move to Approve *Drew*

Yes 6 No _____ Abstained _____ Approved *Unanimous*

8. Future Agenda Items:

- a. Mileage Policy
- b. Job Descriptions: Resource Coordinator, Records Specialist, Teaching Stipend
- c. New Teacher Probationary Period
- d. Policy for handling issues with teachers/staff
- e. Enrichment enrollment policy
- f. Funding/Budget training for the board

9. Open Session Adjourned at 11:12

Move to Approve **Drew**

Yes 6 No _____ Abstained _____ Approved **Unanimous**

10. Closed Session Begins at 11:18

- a. Public Employee Performance Evaluation - All At-Will Employees
- b. Public Employee Discipline/Dismissal/Release

Adjourns at 12:12

11. Return to Open Session at 12:12**12. Closed Session Report: *Kelley and Brenda exited the room at 11:48***

- a. *It was resolved that the deadline for contracts be extended for one week.*
- b. *The board would like to see lawyer's letter re: at-will employees and justifications for not renewing a contract*
- c. *Drew asked for clarification of who was responsible for staffing and personnel, the Board or the School Director?*

13. Meeting Adjourned at 12:13

Move to Approve **Drew**

Yes 5 No _____ Abstained _____ Approved **Unanimous**

14. Next Meeting Date: *Special Meeting 6/21*

TBD at 111 New Mohawk Rd., Nevada City, CA 95959

This agenda was posted at least 72 hours in advance of the meeting at:

111 New Mohawk Road, Nevada City, California 95959,

Posted: 6/10/18

Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at 111 New Mohawk Road Nevada City, CA 95959 or www.trhs.us. For more information please call [530-478-1815](tel:530-478-1815)

Notice: In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact TRHS at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. {G.C. §54953.2, §54954.2(a) (1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)}.