



Twin Ridges Home Study Charter School Board of Directors

Minutes

August 9, 2018

(530) 478-1815

www.trhs.us

Date: August 9, 2018 at 9:00 am

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

This meeting is being conducted by teleconference at the following location: 2698 B Street, Al Dhafra Air Base, United Arab Emirates. Duane Crowder will be participating from the teleconference location. The teleconference location is open to the public and any member of the public has an opportunity to address the Board from the teleconference location in the same manner as if that person attended the regular meeting location. Government Code § 54953(b)(1)

1. **Call to Order by Brenda Royer, Board Chair, at ___9:24_____**
2. **Roll Call: Quorum: ___4___ of 4**

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 (via teleconference), present
 Vanessa Kulgoski, Parent , present

Non-Voting Members:

Kelley Soper, Director , present
 Michelle Peterson, Business Manager , present

3. **Guests Welcomed: none**
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.)

NO public comment

5. Does the Board approve the June 21, 2018 Special Meeting Minutes?

Move to Approve Drew

Yes ___4___ No _____ Abstained __3___ Approved __X___

Trins, Drew and vanessa abstain since they were absent from the meeting.

6. Does the Board approve the August 9, 2018 agenda?

Motion to amend agenda to reflect Sarah Gordon, Secretary attending meeting

Move to Approve by Drew As amended

Yes ___7___ No _____ Abstained _____ Approved ___x___

7. Program Sharing & Reports:

Director's Report - Kelley Soper

- Enrollment
 - Currently 179, our cap is 180 based on the number of teachers. Still waiting for families to complete registration. We get applications daily and are creating a waitlist. Ali is the registrar and is keeping track of all student forms.
- Enrichment at sites
 - All sites have 4 one hour classes. Nevada City classes are Wednesday and Thursday and now have 5 age groups.
 - Truckee classes are Friday
 - Wheatland classes are Thursday
- Cross Country Team
 - Bill Bratton, Wren's dad is starting a cross country team through the County Athletic league for 4-8th graders.
- Staffing Report
 - Kelley continues as interim director. We have advertised the position again. Theresa Grogan has been hired as the

“temporary” teacher to take Kelley’s caseload. Lindsay Hildebrandt has been hired at Truckee

- 111 New Mohawk Site
 - Kelley will be giving our landlord Val notice today for leaving 111 New Mohawk. Scott lay recommended a realtor who has school site experience. We are exploring all options including the McCourtney road site. NJUHSD manages that site and we will continue conversations. Suggested that an ad hoc committee be formed. Sarah will initiate. The 104 New Mohawk lease will run out at the end of the school year 2018/19
- Letter of Concern from Larry Meek
 - Jen attended the NCOE Board meeting and took notes (attached) The concerns were addressed and we continue to maintain our good working relationship with everyone at the County.
- Grand Jury Report
 - The NCOE response is included in the meeting packet. Kelley is working on a response from the school.
- Teacher Discipline Policy
 - Teachers have requested the implementation of a formal procedure/policy. NCSA and Forest have policies in place that we can use as a starting place. Sarah will work with staff to bring a draft to the board.
- CAASPP results
 - Overall our math scores are the weakest. We are addressing math with parent workshops and Tuesday Tutoring and Edgenuity which is an online tutoring program.
- Conflict of Interest Policy - yearly update/approval
 - brenda will be stepping down as Chair.

- Health & Safety Plan - yearly update/approval
- Employee Handbook - yearly update/approval
- Student & Parent Handbook - yearly update/approval
- Truancy Policy
 - We lose funding when we are unable to claim attendance due to parents not completing attendance logs. We are initiating a truancy policy that is the Ed.Code policy. It will entail sending a letter and informing parents of their status and monitoring that over the course of time . If necessary a SARB process will be initiated. We will work with parents to prevent the full SARB process whenever possible. Chronically missing scheduled meetings is part of the attendance requirement. Kelley will draft a policy for approval.
- Board Training
 - The Board will be having Brown Act & Conflict of Interest Training and Finance Training in the fall. Dates to be determined

Business Report - Michelle Peterson

Expenditures

- June 2018 Expenditures
 - included in packet
- July 2018 Expenditures
 - included in packet
- 2017-18 Education Protection Account Actuals
 - This is a government fund for specific spending based on a tax increase. Details are in the packet.
- Budget Training Update
 - to be determined and scheduled

Board Chair Report

- Director Position Status

- one applicant offered the position and she declined. Job was reposted Aug 1-close Aug 31
- Board Chair Position - Conflict of Interest
 - Brenda will step down as Chair and will remain on the board.

8. Action Items:

Does the Board approve the 2018-19 Board Officers?

o Chair, Drew Prakash

o Vice-Chair , Duane Crowder

o Secretary, Sarah Gordon

Move to Approve Joy moves to approve

Yes ___7___ No _____ Abstained _____ Approved X_____

Does the Board approve the June 2018 Expenditures?

Move to Approve Vanessa Moves to approve

Yes ___7___ No _____ Abstained _____ Approved X_____

Does the Board approve the July 2018 Expenditures?

Move to Approve Trina moves to approve

Yes ___7___ No _____ Abstained _____ Approved X_____

Does the Board approve the hiring of Lindsay Hildebrant and Theresa Grogan?

Move to Approve Charles moves to approve

Yes ___7___ No _____ Abstained _____ Approved X_____

Does the Board approve moving Violet Groom to step 7 on the Classified Salary Schedule?

Move to Approve Joy moves to approve

Yes ___7___ No _____ Abstained _____ Approved X_____

9. Future Agenda Items:

- a. Mileage Policy
- b. Annual updates: Conflict of Interest Policy, Health & Safety Plan, Employee Handbook, Student & Parent Handbook
- c. Job descriptions: Resource Coordinator, Records Specialist, Teaching Stipend
- d. New facilities for main site

- e. Funding/budget training
- f. Board training
- g. Non-Interested Persons Board

10. Open Session Adjourned at __10:43 am____

Move to Approve Drew moves to approve

Yes __7__ No _____ Abstained _____ Approved __X__

11. Next Meeting Date:

September 6, 2018 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

712 Olive Street, Wheatland, CA 95692

10046 Church Street, Truckee, CA 96161

2698 B Street, Al Dhafra Air Base, United Arab Emirates

Posted: August 3, 2018

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)

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Respectfully Submitted,

Sarah Gordon

Secretary