

Twin Ridges Home Study Charter School

Board of Directors

Regular Meeting Minutes

(530) 478-1815 www.trhs.us

Date: September 6, 2018 at 9:00am 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 Drew Prakash, Board Chair, at _____9:03_____

2. Roll Call: Quorum: _____7_____ of 4

Board of Directors:

Drew Prakash, Chair, Parent	present
Duane Crowder, Co-Chair, Parent (via teleconference)	present
Trina Hunner, Teacher	present
Joy Beresky, Teacher	present
Brenda Royer, Grandparent	present
Charles Antouri, Parent	present
Vanessa Kulgoski, Parent	present

Advisors to the Board:

Kelley Soper, Director	present
Michelle Peterson, Business Manager	present
Sarah Gordon, Secretary	present

3. Guests Welcomed: Scott Lay-Superintendent, Nevada County Schools, April Cretzman-parent

4. Public Comment: None

(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.)

5. Approval of the August 9, 2018 Regular Meeting Minutes

Move to Approve Brenda

Yes 7 No _____ Abstained _____ Approved x

6. Does the Board approve the September 6, 2018 Agenda?

Move to Approve Trina with amendment to reflect Drew Prakash listed as chair to call meeting to order

Yes 7 No _____ Abstained _____ Approved x

7. Program Sharing & Reports:

Director's Report

- Enrollment: 159, plus 5 enrolling second semester

We have some potential students to enroll for current semester at New MOhawk site. Truckee and Wheatland have spaces.

- 111 New Mohawk Site Facilities Update

kelley called val our current landlord to discuss our current status. One option would be to move students to a new space and keep 111 New Mohawk for our offices. Or move the entire school to a new location. Charles will reach out to Suzy and Lock Richards, local realtors who are familiar with specific needs of schools. We have talked to NJUHSD regarding the space available on McCourtney Road. The Superintendent of Schools office is looking for space for Early Childhood program and is considering the space on McCourtney Road. If the current program at Deer Creek School relocated that space might become available.

- Grand Jury Report

Kelley sent a letter of response based on Scott Lay's response from NCSOS (included in packet). Our financial documents, the past 3 years of audited reports, will be made available on our website

- Truancy Policy

Updated using the format that Forest Charter uses, with adapted version specific to our needs. (included in packet)

- Health & Safety Plan updates

Kelley updated contact information, no substantive changes (included in packet)

Business Report

- August 2018 Expenditures

Included in packet

Whenever cash is received at school for T shirts, etc, a receipt must be given and bill denominations noted.

- Audit Updates

- Adoption of FCMAT (Fiscal Crisis & Management Assistance

Team) Charter School Accounting and Best Practices Manual

This explains how to work through the SB740 and similar situations. Hard copy or digital will be made available to Board by Michelle.

- Budget

Our budget is tight due to 85% limited funding. We budget conservatively and need to be cutting back unnecessary expenses as much as possible. We have put a soft freeze on curriculum purchases while we wait for budget information from the county for the current year. We incurred a lot of unforeseen costs last year : legal fees and staffing costs. We are cutting back on some of the more expensive field trips and we will be fundraising more. For example, the Cross Country team is raising money for their uniforms.

Each site has a discretionary budget for field trips based on the number of students at each site. Board will review Policies for spending allocations.

Time to remind parents of the “painless” ways to fundraise: e script when they buy groceries at SPD, Briarpatch vouchers and Amazon Smile.

Budget Reports including revenue sources and explicit spending categories are presented to the Board in October, Nov, Feb and April.

Our reserve funds are very small. We are required to keep 5% of funds in reserve, 3% for SELPA and then the Board recommends a minimum % reserve. Board will review reserve %.

Transparency of the” State of the school,” including financial health, to the public and our parents is a priority this year.

Board Chair Report

- Board of Directors Application: April Cretzman

- Non-interested persons board Trina presented a comparison of Board composition at other Charter schools. The recommendation is that teachers not be members of the board but serve in an advisory capacity. Monthly teachers report could be a valuable component to add to the agenda. It is also highly recommended that no one on the board have any financial

interest-employee of the school. There could be a new law regarding the Board composition for Charters by July 1.

8. Action Items:

Nomination for TRHS Board of Directors: April Cretzman - Parent

Move to Approve Brenda

Yes _____ No _____ Abstained _____ Approved _____

Does the Board approve the nomination of April Cretzman to the Board of Directors?

Move to Approve Brenda

Yes ___ 7 ___ No _____ Abstained _____ Approved ___ x _____

April Cretzman joins the Board and is a voting member

Does the Board approve the August 2018 Expenditures?

Move to Approve vanessa

Yes ___ 8 ___ No _____ Abstained _____ Approved ___ x _____

Does the Board approve the letter in response to the Grand Jury Report?

Move to Approve

Yes _____ 8_ No _____ Abstained _____ Approved _____ x_

Does the Board approve the Stipend payscale?

Move to Approve Brenda

Yes ___ 6 ___ No _____ Abstained ___ 2 ___ Approved ___ x ___

Trina and Joy abstain

Does the Board approve the Resource Coordinator Job Description?

Move to Approve tabled at this time

Yes _____ No _____ Abstained _____ Approved _____

Does the Board approve the updated Site Coordinator Job Description?

Move to Approve Brenda amended to Duties rather than Description

Yes ___ 8 ___ No _____ Abstained _____ Approved ___ x ___

Does the Board approve the Truancy Policy and three warning letters?

Move to Approve Charles

Yes ___ 8 ___ No _____ Abstained _____ Approved ___ x ___

Does the Board approve the updated Health & Safety Plan?

Move to Approve vanessa

Yes ___ 8 ___ No _____ Abstained _____ Approved ___ x ___

9. Future Agenda Items:

- a. Mileage Policy
- b. Job descriptions: Records Specialist/Registrar
- c. Funding/budget training
- d. Non-Interested Persons Board
- e. Bylaws - yearly update/approval
- f. Conflict of Interest Policy - yearly update/approval
- g. Employee Handbook - yearly update/approval
- h. Student & Parent Handbook - yearly update/approval
- i. Teacher Discipline Policy

10. Open Session Adjourned at _____ 10:17 __

Move to Approve Charles

Yes ___ 8 ___ No _____ Abstained _____ Approved _____ x ___

11. Closed Session Begins at __ 10:18 _____

- a. Public Employee Appointment (§ 54957)
- i. Title: Executive Director

Adjourns at __ 10:44 _____

12. Return to Open Session at 10:44

Closed Session Report:

Board agreed to offer Director position to Pauline Lopez Takhar at step 7. A response has been requested by Wednesday, 9/12/18 from Pauline.

Yes ___ 6 ___ No _____ Abstained ___ 2 ___ Approved _____

Trina and Joy abstain

Meeting adjourned at 10:48

13. Next Meeting Date:

October 4, at 9:30 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 31, 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

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)}.

Respectfully submitted Sarah Gordon, Secretary