



# Twin Ridges Home Study Charter School Board of Directors

## Regular Meeting Agenda Minutes

(530) 478-1815

[www.trhs.us](http://www.trhs.us)

**Date:** October 4, 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 9:23**
- 2. **Roll Call: Quorum: 6 of 4**

Board of Directors:

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

Advisors to the Board:

Pauline Takhar, Director (in training)	present
Kelley Soper, Interim Director	present
Michelle Peterson, Business Manager	present
Sarah Gordon, Secretary	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.) none

#### 5. Approval of the September 6, 2018 Regular Meeting Minutes

Move to Approve

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved  \_\_\_\_\_

#### 6. Does the Board approve the October 4, 2018 Agenda?

Move to Approve

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved  \_\_\_\_\_

#### 7. Program Sharing & Reports:

##### Director's Report

- New Director: Pauline Takhar
  - Welcome pauline to TRHS
- Enrollment: 160, plus 5 enrolling second semester
  - a few new current applications trickling in
- 111 New Mohawk Site Facilities Update
  - Charles contacted Lock Richards. NCSA site is off the table, too many compliance issues. We have given notice. Various factors to consider as we look for alternative site. Charles will look into USDA loans for schools. Everyone will keep ears and eyes peeled for potential sites. We currently have 3500 sq ft at new Mohawk and 1000 sq ft at 104 new Mohawk. Too small. Need 5-6000 sq ft. Charles and vanessa are an ad hoc committee to investigate other ideas and options.
  - Resource Coordinator Job Description
  - brief discussion of the edits of description

##### Business Report

- September 2018 Expenditures
  - clarifications to questions
- Audit Updates
  - still waiting for results from SB740 from County
- Adoption of FCMAT (Fiscal Crisis & Management Assistance Team) Charter School Accounting and Best Practices Manual

Board can vote to do something other than what is advised in FCMAT. It is the standard best practices used by other schools. Scott lay and Michelle recommend we approve.

- Budget Updates
  - waiting for unaudited actuals from the county. 1st Interim Budget will be ready to be approved by the Board at the Nov meeting.
  - continue conservative spending.

**8. Action Items:**

Does the Board approve the Resource Coordinator Job Description?

Move to Approve: Vanessa 2nd: April  
Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved   x  

Does the Board approve the Resolution # 1819-102 to place Pauline Takhar on the CalCard account?

Move to Approve: April 2nd: Vanessa  
Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved   x  

Does the Board approve the Resolution # 1819-103 to place Pauline Takhar on the Tri-Counties Bank account?

Move to Approve: Charles 2nd Joy  
Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved   x  

Does the Board approve the August 2018 Expenditures?

Move to Approve: April 2nd: Charles  
Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved   x  

Does the Board approve the adoption of FCMAT (Fiscal Crisis & Management Assistance Team) Charter School Accounting and Best Practices Manual?

Move to Approve: April 2nd Charles  
Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved   x  

**9. Future Agenda Items:**

- a. Mileage Policy
- b. Job descriptions: Records Specialist/Registrar, Technology Coordinator
- c. Funding/budget training
  - i. Budget revenues and priority of allocations (ie: Salaries, Student allowance, Reserves)

- d. Bylaws - yearly update/approval
- e. Employee Handbook - yearly update/approval
- f. Student & Parent Handbook - yearly update/approval
- g. Teacher Discipline Policy
- h. NEXT BOARD MEETING WILL BEGIN AT 9:30
- i. Approve Trina’s resignation

**10. Open Session Adjourned at \_10:08\_\_\_\_\_**

Move to Approve: Trina 2nd: Joy

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Approved   x  \_\_\_\_\_

**11. Next Meeting Date:**

November 1, 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: September 28, 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](http://www.trhs.us). For more information please call [530-478-1815](tel:530-478-1815)

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