

# **Twin Ridges Home Study Charter School**

## **Board of Directors**

### **Regular Meeting Agenda**

(530) 478-1815

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

**Date:** September 5th, 3:30 p.m.

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

#### **A. Call to Order by Vanessa Kulgoski, Board Chair, at 3:34 PM**

##### **1. Roll Call: Quorum of 4/5**

Board of Directors:

Vanessa Kulgoski, Chair, Parent - Present

Charles Antouri, Parent - Present

Amber Buchanan, Parent - Present

April Cretzman, Parent - Present

Michael Amico, Community Member - Absent

Advisors to the Board:

Jennifer Sheffo, Interim Director - Present

Holly Arellano, Business Technician - Present

Ian Pilcher, Secretary - Absent

##### **2. Guests Welcomed:**

Jules (Aviana's mother and baby), Maureen Davies (District Observer), Darlene Waddle (District Observer)

##### **3. Public Comment:**

Amber Buchanan read Letter from Ms. Marguerite regarding the relative of Genevieve Toles.

Rick Toles lost house and received severe burns. There is a GoFund me to assist the family.

#### **B. Approval of the August 1, 2019 Regular Meeting Minutes**

Move to approve: Amber Buchanan

Second: April Cretzman

Yes   4   No   0   Abstained        Approved   X  

#### **Approval of the June 27th, 2019 Emergency Meeting Minutes**

Move to approve: April Cretzman

Second: Amber Buchanan

Yes   4   No   0   Abstained        Approved   X

**Approval of the June 27th, August 6, 9, & 12th Special Meeting Minutes**

Move to Approve: Charles Antouri

Second: April Cretzman

Yes \_\_\_4\_\_\_ No \_\_\_0\_\_\_ Abstained \_\_\_\_\_ Approved \_\_\_X\_\_\_

**Does the Board approve September 5th, 2019 Regular Meeting Agenda?**

Move to approve: Amber Buchanan

Second: April Cretzman

Yes \_\_\_4\_\_\_ No \_\_\_0\_\_\_ Abstained \_\_\_\_\_ Approved \_\_\_X\_\_\_

**C. Program Sharing & Reports:**

1. 3:40 Director's Report Jennifer Sheffo

- Enrollment is at 153, there is room at the Truckee and Nevada City campuses. Couple of spots are available, Remy is calling parents who have submitted apps and giving tours. Other sites are full. Enrollment is good.

*Ask Vanessa Kulgoski: Is there a waiting list?*

Yes, there is some room in Enrichment except Scholars and Youngers.

*Ask Vanessa Kulgoski: Home study has openings?*

Teachers are maxed at 20 students. Nevada City and Truckee have a few openings spread across age groups. Opening are not linked to Enrichment. We can go up to 25 but we do not have interest to support, teachers are contract to have 20 students max in their caseload.

- Staffing: We have a new teacher (Nevada City) & temporary teacher (Wheatland). The new teacher Christina Verdone, will be at the Nevada City campus and Jessica Fowler is taking Jen's caseload temporarily at Wheatland.

Office Staff: Holly, Reme and Ian worked to define roles and job descriptions. Need resource materials coordination support. There is potential to hire a parent who is familiar with ordering, and processing.

*Ask Charles Antouri: Is parent wanting to do it?*

Yes. A parent is interested in the position.

Support from County: Recognition is given to the county for their support and Scott Lay has been extremely generous with his time and helpful. Maureen and Darlene reviewed adopted budget with Jennifer Sheffo and Holly Arellano. Jennifer Sheffo met with accounting auditor, discussed TRHS compliance.

Board Participation: Parents have expressed interest to join the board. Nicole Raglin needs to be approved as Board Secretary. Parent Marike, has an 8<sup>th</sup> grader and shown interest for long term support.

Jennifer Sheffo is working with the business manager at NCSA who is planning a training for legal compliance and Brown Act compliance in October with options

morning/ afternoon. Possibly Oct 4<sup>th</sup>? *[Action] April is also in contact with NCSA and will report back exact dates and details.* The training will probably not accommodate children.

Brown Act Summary. ( See handouts) There are new teleconferencing requirements for Brown Act compliance: Devices and coordinators must be present. Must be 2-way. Intended to increase transparency.

## 2. 4:51 Business Technician's Report

Warrants: Holly Arellano was advised by county July 1 print out through the end of August.

Adopted Budget: The adopted budget is through 2020. Monthly warrants should be reviewed. *[Action] Will approve July/August warrants at the next meeting* Regarding the adopted budget, Holly Arellano and Jennifer Sheffo are overseeing expenditures and are confident that we will stay on budget for supplies, etc.

Shelf Stable Breakfast: We obtained food permits for Truckee and NC. Wheatland is not an issue because they are in a different county that doesn't require permits. Jennifer Sheffo has a message to send with form for parents to opt in. Packaged & processed foods meet federal nutrition guidelines. We are now compliant. Program will be rolled out by next week's enrichment. JA Food service provides a 6 week supply. They check in at 4 weeks. 100 meals per week for Nevada City, 20 at Wheatland, 45 at Truckee. 960 for all sites. We had to use an out of state source, California suppliers would not ship in the quantities that we needed to purchase (Their minimum quantities were too high).

Ask April Cretzman: It is a possibility to work with other schools to order in bulk. We cannot offer fresh fruit or foods that need preparation because we do not have facilities that would pass an inspection for that use. We can only do shelf stable foods. It is a possibility that we can explore in the future, but other schools will have different needs than ours.

## 3. 4:02 Board Report

Staff meeting & parent committee meeting sharing

Parent Advisory Committee: Advised to not say advisory. Parent/Teacher Committee is a possibility or it was suggested to join the National PTA. A bank account is needed for fundraising. PTC/PTA would be helpful with insurance for events and fundraising.

*[Action] April Cretzman will check into PTA website.* 6 members are currently part of this yet to be named committee.

*Ask Jennifer Sheffo: Can we offer membership/committee information to other sites?*

Yes. Monthly potlucks, parent round tables, as well as parent led field trips, more events

and parent led workshops will be future plans.

April Cretzman went to Staff Meeting. There is a long period of team building at the beginning, but it was just a kick off exercise. Maybe observers can come in later. April reluctantly enjoyed it. How to streamline vendor and student supply requests were discussed. Online form choice (Done. Up on website) Cannot sign online. We are accepting email confirmation. Vendor list link on forms. Work sample protocol. Jennifer Sheffo has a slide presentation, teacher/parents/student roles. Common language. Contact with Forest Charter outlines from Peter were given to April Cretzman (Handout). Also mentioned NCSA training (See above). Reapplying for charter school petition, bill re: different sites and charters, it may behoove us to apply early for our charter. Darlene Waddle: The Bills are AB1505 & 1507 *[Action] Jennifer Sheffo will follow up with Scott Lay.*

Forrest Charter is working on a calendar of important target dates that they will share.

#### **D. Action Items**

1. Does the Board approve the resignation of Ian Pilcher, Board Secretary? (4:12 PM)  
Move to Approve: Amber Buchanan  
Second: Charles Antouri  
Yes     4     No     0     Abstained          Approved   X
2. Does the Board approve the removal of Michael Amico, Community Member from the Board of Directors? (4:14 PM)  
Move to Approve: April Cretzman  
Second: Charles Antouri  
Yes     4     No     0     Abstained          Approved   X
3. Does the Board approve Nicole Raglin as Board Secretary? (4:17 PM)  
Move to Approve: April Cretzman  
Second: Amber Buchanan  
Yes     4     No     0     Abstained          Approved   X

#### **E. Comments and concerns for future meetings?:**

Hiring committee: EdJoin ad is posted for 30 days. Members of the committee: Teacher Steve, Ali, Kim, Nicole, Charles and Lindsay. *[Action] At future meetings add an agenda item for hiring comm update, warrant approval. Facilitator, Amber Buchanan update facilitator. New board member approval. Dashboard scores*

Employee handbook, Patrick and Joy are helping to proof. There will be a big packet ready for next meeting.

Monday at 10-Noon Staff meeting. Amber will attend.

**Open Session Adjourned at** \_\_\_4:23\_\_\_

**Next Meeting Date:**

October 3rd, 3:30PM 2019 at 111 New Mohawk Rd., Nevada City, CA 95959

**Items requiring action prior to next meeting:**

*April is also in contact with NCSA and will report back exact dates and details.*

*Approve July/August warrants at the next meeting*

*April Cretzman will check into PTA website.*

*Jennifer Sheffo will follow up with Scott Lay.*

*At future meetings add an agenda item for hiring comm update, warrant approval.*

*Facilitator, Amber Buchanan update facilitator. New board member approval. Dashboard scores*

The 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

Posted: August 30, 2019

**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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