



# Twin Ridges Home Study Charter School

## Board of Directors

### Regular Meeting Minutes

(530) 478-1815

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

**Date:** December 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 3:33 pm

##### 1. Roll Call: Quorum of 5 (3/5 required to reach quorum)

###### Board of Directors:

Vanessa Kulgoski, Chair, Parent	Present
Charles Antouri, Parent	Present @ 3:36 pm
Amber Buchanan, Parent	Present
April Cretzman, Parent	Present
Marieke Furnee, Parent	Present

###### Advisors to the Board:

Jennifer Sheffo, Interim Director	Absent
Holly Arellano, Business Technician	Present
Nicole Raglin, Secretary	Present

##### 2. Guests Welcomed:

Xylem Larla Dey, Karly Groneck, Jennifer Wynn, Maureen Davies, and Steve Hillis

##### 3. Public Comment:

Jennifer Wynn: Here to observe, turned in an application for board Consideration.

(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.)

**B. Does the Board Approve the Consent Agenda?**

- **Adoption of the December 5, 2019 Meeting Agenda**
- **Approve of the November 7, 2019 Meeting Minutes**
- **Approve of Board Report - Financials - Warrants (11/01/19 to 12/01/19)**

Move to Approve: April Cretzman    Second: Amber Buchanan

Yes 5                      No 0                      Abstained 0                      Approved

**D. Action Items**

1. Does the Board approve of the contract for Jennifer Dearduff for the position of Director of Twin Ridges Home Study Charter School for the term of December 2, 2019 to June 30, 2020?

Marieke Furnee: Wishes we could pay more, but would like it to be recorded that she is appreciative that Jennifer Dearduff is willing to be here.

Move to Approve: Marieke Furnee                      Second: April Cretzman

Yes 5                      No 0                      Abstained 0                      Approved

2. Does the Board approve of adding Jennifer Dearduff and Steve Hillis as authorized approvers for accounts payable?

April Cretzman: Are we taking people off?

Karly Groneck: Twin Ridges is dictated by policy that two have to approve each payment. There can only be two approvers active. Board Chair can always be a second signor.

Move to Approve: April Cretzman                      Second: Amber Buchanan

Yes 5                      No 0                      Abstained 0                      Approved

3. Does the Board approve of adding Jennifer Dearduff as an authorized signer on the Revolving Account and Clearing account, held at Tri Counties Bank?

Vanessa, Holly and April are still signors, Jennifer Dearduff is an addition.

Move to Approve: Amber Buchanan                      Second: Marieke Furnee

Yes 5                      No 0                      Abstained 0                      Approved

4. Does the Board re-approve the Business Technician step increase from Step 7 to Step 8 retroactively to the initial date of hire, July 8, 2019?

Holly: It was unclear to the county that it was a Step 7 to Step 8 and needed to know it was retroactive and per Patrick it is standard that it is retroactive.

Move to Approve: April Cretzman                      Second: Amber Buchanan

Yes 5                      No 0                      Abstained 0                      Approved

**E. Program Sharing & Reports:**

1. Director's Report

● **Welcome director**

Jennifer Dearduff: So proud of the staff and everyone wears 10 hats happily. Site visit in January from the county and SARC Report.

Marieke Furnee: Do you have enough support?

Jennifer D.: Yes. I feel supported by the staff and county.

2. Parent Group Report

April Cretzman: Took a step back because of family health issues.

We

had one parent led trip. Working towards Bookfair here. The benefit of using school funds allows people to buy more materials. The school gets half back to use towards library.

Holly Arellano: We may need to discuss further. Speak to county.

Karly Groneck: Any purchase requires prior approval. Student budget tracking is also an issue. It would take a through execution on how it gets done. Audit guidelines. The company procedures would need to be researched to make sure it will work with ours.

April C.: Usborne is the company.

Karly G.: Pre-planning is needed.

April C.: Potluck. A lot of people came.

April C.: We will skip events. We will resume in January with a bug hotel. Cleaned the greenhouse to start some native plants.

3. Board Report

- **SARC Discussion**

Jennifer Dearduff: School Accountability Report Card. Looked at Pauline's old version. It is about the school. The goals. Enrollment. Curriculum. Credentialed teachers. The buildings are in good repair. It does go into student achievement. It is due in February. I sent in my email and hopefully I will receive the template.

Maureen: It goes to board for approval.

April Cretzman: It will need to be approved in January, it is due February 1.

Jennifer D.: After it is approved, then we take the glaring things and create goals.

Jennifer D.: Two "N" Jenn is the name Steve gave me.

\*\*Holly will check on Dashboard update with Jennifer Sheffo. Nicole will follow-up with Brenda and getting up on the website. (Resolved. Per Marieke, The Dashboard is on the website.).

- **Enrichment location Nevada City**

April Cretzman: Next meeting we should for a committee of parents, teachers, and a board member (s).

\*\*Added to next meeting's agenda

- **Conferencing equipment**

Nicole Raglin: Equipment is needed for Brown Act compliance. We will Skype/Zoom/Conference in other locations. We will need to purchase equipment which would be in the \$200 range for the Nevada City location only in order to accommodate many people speaking at once. It would be impossible to pick up all directors with one mic.

\*\*Nicole R. will send link to Holly A. and she will purchase the speaker/mic device.

- Bylaws - Designated Directors And Terms

Nicole Raglin: There was a Bylaws conflict of interest change due to pending legislation. It does not appear that the change was voted on. We will need to revert to old change if we can find the vote, however if it was not voted on, the previous version of the Bylaws is the valid

version.

(Per county representatives present, Maureen Davies and Karly Groneck, if there was no vote, the modified version was never enacted and therefore null.)

\*\*Amber, Vanessa, and April will check emails.

Nicole Raglin will ask Sammy White at county if she has a bylaws change from us from the last year.

**F. Comments and concerns for future meetings?**

- **Form a committee for site for enrichment.**
- **SARC approval**
- **Jennifer Wynn board application**
- **Form a site search committee**

**Open Session Adjourned at 4:14 pm**

Move to Approve: April Cretzman	Second: Amber Buchanan		
Yes 5	No 0	Abstained 0	Approved

**Next Meeting Date:**

January 9, 2019, 3:30 pm at 111 New Mohawk Rd., Nevada City, CA 95959

Note: The first Thursday in January falls under Winter Break.

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

**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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{G.C. §54953.2, §54954.2(a) (1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)}.