

Trillium Charter School
Board of Directors
Meeting Minutes
11/18/2013

Note: Board meeting minutes are approved at the following month's meeting. Posting of minutes is done prior to the approval of the meeting minutes and is considered in DRAFT form until after the next month's meeting.

Board Members Present: Jeffrey Cavener, Christian Nielsen, Jennifer Jardee-Borquist, Meghan Ferns, John Lockhart

Staff Members: Lisa Hawash, newly hired Development Director, Kieran Connolly.

Christian Nielsen moved to approve October minutes, Jeff seconded. Motion passed unanimously.

Kieran introduced Lisa Hawash, Development Director. She gave some history on her background working with Sisters of the Road Cafe.

Meghan discussed scheduling the OSBA training in December and strategic planning on a Saturday in January.

What information do we want to glean from this training?

- Job descriptions for Board positions
- The relationship between admin and board members
- What does the board do for the fundraising?
- What committees should we have?
- Board's role in financial oversight.
- What recruitment strategies for board members look like?
- What should a charter school board look like?

Christian mentioned that Alison Burnette who is on the board of the Village School, would be willing to come and talk about policy with us.

Finance Report: See attached

Christian, Jeff and Dave Coffman met as the Finance Committee. They will be meeting the 2nd Friday of the month. Dave and MacDonald Jacobs, our auditors, are working on our 9-90, the informational tax form for non-profits.

Director's Report: See attached.

Highlights include:

- Center for Educational Equity and Courageous Conversations.
- Cross grade level teams, and the teachers are working on aligning their curriculum with the standards.

Meghan will look into germane training at the Nonprofit Association of Oregon for board members to attend.

December 18th is the Staff holiday party, board members are welcome.

Jennifer moves to adjourn, Jeff seconds, passed unanimously.

Report to the Board of Directors of Trillium Charter School
Executive Director Kieran Connolly
11.18.13

Financial Report

- **13-14 Budget** – We are in good shape to begin the year, we have an approximately \$30,000 positive variance (combination of expenses and income). This is due primarily to the lack of a Development Director to this point in the year as well as changes to staffing that have required lower salary and delayed PERS contributions. We have \$275,000 in the bank which is a \$60k improvement over this time last year. Much of this (\$35k) will be spent down as the year goes on in the manner we discussed for building improvements and curriculum investments.
- **PERS** – We continue to pay down our PERS balance, which is now down to \$171,000.

Staffing Operations update

- **Development Director** – We have finally hired a Development Director, Lisa Hawash. The process took longer than I'd hoped it would take due to other activities taking up time at the beginning of the year, but I feel we are very fortunate to have made the hire that we did, we had a very impressive list of candidates. Lisa comes to us from Sisters of the Road where she was the Development Director for 8 years, she also teaches part time at PSU in the school of social work.
- **K-1** – Our long term sub for Jenny Pederson, Coley Wallin, has been offered a full time job at another school. We are in the process of trying to find another sub to fill in for the next four weeks until Jenny returns from maternity leave.

Program Operations.

- **Move to Proficiency** – The Oregon House of Representatives has required that all schools begin to move towards a proficiency-oriented model of assessment this year. We are working on doing so in a deep and meaningful way. Our lower school has already been doing this though we plan to have discussions about how to do so more deeply. Our upper school is working it in as speak. All in all, I believe we are ahead of the curve in our implementation. Proficiency grading is designed to convey more information than historical grading practices as well as to remove behavior (good or bad) from a grade. Report cards in the future will list learning targets and whether or not a student is Beginning, Developing, Proficient, Exceeding or has not demonstrated knowledge of the content. Students will be given multiple opportunities to express this knowledge.
 - **Grading Consortium** – Along these lines, I have been asked to be a part of the PPS Grading Consortium to discuss the future of proficiency

education in the District. My hope is to use Trillium as a pilot in this work for the district and for other schools throughout the state.

- **Policy Work** – We have become members of OSBA. I plan to follow up with them prior to the board meeting to see what our next step needs to be. I also plan to work throughout December and January to try to begin to implement changes to our staff, student and parent handbooks based on feedback received during our staff retreat.
- **Middle School Retreat** – Our middle school program will be holding a two day retreat this week to talk about the future of our middle school program. The retreat will function in a similar fashion to the work that happened last year, however due to significant turnover at the middle school level I would like to revisit it.
- **Equity/ CARE** – I attended an Equity training with Meg Ferns two weeks ago through PPS. Afterwards I agreed to take part in a further training with two teachers which will allow us to be a pilot school for the Courageous Conversation work that is happening in the District. The training is in the beginning of December, afterwards the District will support us in observing classes and giving equity feedback.

Portland Public Schools reporting update

- **Enrollment – Current Year:** I will send a follow up email with current numbers to discuss at the meeting.

2013-14 Enrolled Thus Far:

K-1	42 (0)
2-3	61 (8)
4-5	64 (5)
6-8	88 (4)
9-12	85 (7)
Total:	340 (25)

- **Accountability Plan** – I submitted our annual accountability plan and annual report to the district last week. I discussed our financial success, our organizational work, our state report card findings and equity work at length.
- **Annual Report** – See above
- **Early Leavers Report** – I will submit this today, we are continuing to work on cleaning up past bad data to improve our graduation rates. Unfortunately this work may still take several years to bear out.

Parent Communication

- **Information Session** – I would like to schedule a parent information session to talk more about the Common Core and Proficiency. Currently I am considering different options to get a wider range of parents to attend. I may consider both a morning and evening session soon.

Physical Plant/ Facility Needs

- **Playground** – We still plan to do some significant upgrades to our playground in the coming year. I have spoken with teachers about ideas and plan to do the same with parents and students over the winter. Some ideas that have been discussed include:
 - Climbing Dome
 - Planter boxes
 - Storage for balls and wood
 - Chalk boards on fence
 - Stage area
 - Tether ball
 - Painted area for sports (football, soccer, et al)
 - 3-sided lean to

Fundraising projects, partnership development, grants

- **Plan** – We finally have hired a Development Director. Lisa and I sat down on Friday to go over the background of the organization, what we discussed last year and what we might design for this year. Currently she is researching some grants and will review the Benevon model over the next two weeks while she is out of town. By the end of the calendar year I anticipate having a concrete plan for this year, shortly there after we will begin to craft a long-term fundraising strategy.
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Volunteer engagement

- **Nothing new to report at this time**

Lunch Program

- **Nothing new to report at this time.**

Information Technology .

- **Synergy** – We are getting closer to having our kinks worked out with Synergy.

**Trillium Charter School
October 2013 Financial Report**

TO: Trillium Charter School
FROM: Dave Coffman
DATE: November 8, 2013
RE: October 2013 Financial Reports

Attached are the following reports:

Financial Statements October 2013

Balance Sheet as of the end of October 2013
P & L YTD Summary Actual vs Budget July 2013 – October 2013
P & L YTD July 2013 – October 2013 Detail Actuals vs. Budget
Current Cash Position
Cash Flow Projection

Notes to the October Income Statement

Revenue Summary

October Revenue of \$230,261 is \$2,090 over budget for the month. Year-To-Date (YTD) Revenue of \$264,982 is \$8,171 over budget at this point in the year.

The current month variance results from the receipt of restricted funds reimbursing us for Art-related expenditures. Additionally, Childcare is coming in over budget and Lunch Revenue is higher than expected due to folks paying for lunches in advance. The YTD variance results from the same items noted previously and the receipt of about \$2,400 in reimbursements of prior year expenditures from TFT, which have been recognized as donations in the current year.

Outside of the TFT donation, Fundraising income is coming in under budget so far this year, about \$1,500 YTD. We'll continue to monitor this line item closely as we move through the year.

We received our first State Funding payment of the school year and we're in line with our budget at this point in the year.

Expense Summary ■

Total expenses for October of \$150,547 is \$963 under budget for the month. Total YTD expenses of \$437,449 is \$22,590 under budget at this point in the year.

The current month and year-to-date variances result from the following:

Instructional Expenses in October \$5,108 over budget, YTD \$10,388 under budget

- The monthly variance in Employee-related expenses results from PERS contributions coming in under budget due to the requirement for new PERS

members to serve a 6-month waiting period, offset by Medical Insurance coming in higher than anticipated due to the catch-up of premiums for new employees. The YTD variance is the result of the issues noted for October combined with PERS coming in higher than budgeted in previous months due to interest charged to us by PERS on our outstanding balance.

- Purchased Services is over budget in October and YTD due to timing issues. This should come in line as the year progresses.
- Supplies and Materials Expense is over budget for the month and under budget for the year due to timing issues. For this school year, I budgeted all of the team supply budgets in September so that we'll easily be able to see how much of the annual budget is remaining as we go through the year.

Trillium Charter School October 2013 Financial Report

Support Services Expenses in October \$5,783 under budget, YTD \$11,536 under budget

- October and YTD variance is due primarily to Wages, PERS and Supplies & Materials coming in under budget while Food Service is over budget.
- The variance in the Wage line results from there being one open position (Development), offset by additional IT work done at the beginning of the school year. PERS is under budget due to the waiting period required of new PERS enrollees.
- Purchased Services is under budget in October due to a timing issue pertaining to the annual audit. We're under budget YTD in Audit & Accounting Services due to saving over \$2,000 on the cost of our audit. This positive variance is offset by Licenses, Dues & Fees coming in over budget, partially due to OSBA enrollment and partially due to timing issues.
- Supplies & Materials is under budget for October and YTD due to the timing of spending. This should even out as we go through the year.
- Food Service expenses are over budget for October and YTD in both Food cost and Repairs. We're looking into the cause of the Food cost overage. Repairs are simply higher than we anticipated at this point in the year and we're hopeful this will even out as we go through the year.
- Occupancy is on track for October and YTD.

Other Activities in October \$588 under budget, YTD \$683 under budget

Capital Outlay in October \$300 over budget, YTD \$17 over budget

- The October variance is due to the unbudgeted, but approved, spending of prior year surplus funds. The approved surplus spending was not included in the budget, so we should end the year above budget in this category.

Debt Service in October \$0 under budget, YTD \$0 under budget

Net Income / (Loss) Summary Notes:

October Net Income of \$79,715 is \$3,054 better than our budget for the month. YTD Net Loss of \$172,467 is \$30,761 better than our budget for the year. **Of this YTD variance, about \$10,400 pertains to the Playground Project and about \$4,600 pertains to the approved spending of 2012-13 surplus, so our true positive variance at this point in the year is about \$24,900.**

Summary of Current Cash Position:

At the end of October we had approximately \$250,000 in our checking account and \$25,000 in our money market account. This is up about \$17,000 from the previous month, which is expected at this point in the year.

As we look out into the fiscal year it appears that if we continue spending at our current level, we should be able to maintain a relatively steady cash balance.