

Trillium Charter School
Board of Directors
Meeting Minutes
12/09/2013

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 (via the phone)

Staff: Staff Members: Lisa Hawash, Kieran Connolly, Debra Lazzaretti

Guests: Johanna Norton

Jeff moved to approve November's meetings as submitted, Christian seconded. Motion passed unanimously.

Guest Comments: Johanna reported on TFT most recent meeting:

- Fundraising update
- Several grants were reviewed and awarded
- Axcelle, the Garden Coordinator, gave an update on the program and his need for volunteers
- A guest gave a presentation on Andeo Host Program
- Discussed the December's Arts and Crafts Spectacular

The estimate is that the event's gross will be about \$10,000. The chair of the Arts Committee would like to pass the torch, or have a co-chair for next year.

Strategic Planning Plan: Solidified that the meeting will be January 11 facilitated by Kevin McCann. Ideas to discuss are:

- Board Job Descriptions
- Board Outreach Plan (who we are looking for, and how to secure them)
- Exploring more the ideas of democracy and the board's role in fostering that atmosphere in the school
- Revisiting the existing the Strategic Plan
- Resolving how to get students into the school and how to support the process via applications
- Practice messaging
- John's preference would be to have only the board at the meeting
- Time for development to meet with Lisa
- John suggests scoring the items that we've proposed and see what is most important for the agenda
- Lisa suggested that the plan should be approved by the fiscal year (The development plan, the strategic plan and the budget are due July 1st)
- Get a handle on how we can outreach to the community to increase enrollment.
- John suggested adding talk about advocacy for charter schools to the Board retreat.

Planning session will be held: 11am-5pm. Place TBD

Finance Report: Finance Committee meets Friday before the board meeting at 8am in the school, though there may be an exception if the Finance Report is not ready before the board meeting.

Revenue was down \$1500 in state funding, driven by the number of students. Preschool was over budget, Aftercare was under budget. Overall, close to budget for the month of November.

Kieran explained that TCS will not be getting what other public schools for the Art Tax. Lisa suggested contacting Chip Shields to ask if he has an opinion on charter schools getting less funding than regular PPS schools. She announced a free advocacy training happening 12/10/13.

Megan asked how much does enrollment affect funding? TCS gets around 6K for each K-8th grader and 11K for high school, so enrollment affects funding a great deal. Our high school program needs an intentional plan and needs to be marketed to middle schoolers. Discussed how we can increase enrollment.

Discussed the documentary that featured Trillium on PBS.

Director's Report: See Attached.

Kieran talked about the new program that the middle school is creating. It will be 6/7/8 mixed grade that will study the core subjects together (math, social studies, language arts and science). Students who are strong leaders or self-starters may be attracted to this class.

Computer mobile lab might be a way to increase enrollment by freeing up the room.

Jennifer asked about immunization exclusion law that passed (Oregon SB 132). After an Internet search, it was found that the law goes into effect on March 1, 2014, so it will not alter any exclusions this year. In a related topic, PPS manually entered all the data into Synergy this year, so parents may get a notice that their child is due because of entry errors.

Development Report: Lisa has a goal to get 10 grants submitted by February 1. Those ten will be a random things. She has 30 to research. Grant funding is restricted and not sustainable and not a long term strategy, but it is a good place to start, as Trillium has never pursued grants aggressively and it can generate a quick sense of accomplishment. Lisa will meet with TFT and meet with new people. Start tours next January. She will plan the breakfast for May. She would like to be involved in increasing the Board capacity and broadening the experience people can bring in. She is going to work on messaging, (both electronic and paper <brochures>). She will research in getting into the January catalog of schools. She

is creating a list of foundations that do matching grants. Johanna asked about the fundraising committee is going to meet, and Lisa will look into that.

Action Items:

- ◆Board to review the current Strategic Plan, and have comments and suggestions sent to Kieran by January 1st.
- ◆Christian will look into using the Kennedy School for our Planning Retreat
- ◆Lisa will look into getting the Fundraising Committee restarted

Christian moved to adjourn meeting, Jeff seconded. Motion passed unanimously.

Report to the Board of Directors of Trillium Charter School
Executive Director Kieran Connolly
12.06.13

Financial Report

- **13-14 Budget** – This month’s report will be completed on Monday and we can discuss it further at our board meeting. I anticipate that our position will be similar to last month: Approximately \$30,000 in the black.
- **PERS** – We continue to pay down our PERS balance, which is now down to \$159,000.
- **Arts Tax** – The city and the District decided to change the way in which we were funded via the Arts Tax. They initially communicated that we would receive identical funding to other schools, the amount of a fully loaded PPS teacher, approximately \$100,000 per 500 K-5 students. Instead they have decided to fund us based on what we are able to pay teachers, which is approximately half that. We have asked for a meeting with David Wynde (PPS CFO) to discuss this change.

Staffing Operations update

- **K-1** – We were able to quickly refill the position of long term sub, the move has been successful.

Program Operations.

- **Democratic Education** – At our upcoming staff meeting we will be discussing the state of Democratic Education at Trillium. I asked all staff members to watch the two documentaries that I sent out to all of you as well. My hope is to use these documentaries to clearly identify what it means to be a Democratic School at Trillium. I am excited about the conversation, though it is a big one and will likely be ongoing. Eventually I would like to have this same conversation with students and parents as well.
- **Policy Work** – I apologize, I was under the impression that our membership to OSBA had already gone through, unfortunately they are still awaiting contact information from several board members. Once we have this we will be able to move forward. Following the formalizing of the membership they will draw us up a contract. From there we can proceed with scheduling a training.
- **Middle School Retreat** – The middle school retreat was very successful and went a long way towards defining our program more sharply. A few problems that have come up that we tackled included mixed age classrooms, students having access to an appropriate level of challenge and large class sizes due to 3 grades and 4 advisories. We have elected to create a separate track for students to opt into which will provide mixed age opportunities and, in essence, a fourth grade to balance out numbers. I can talk more specifically about this at the board meeting if there is interest.

- **Equity/ CARE** – We continue to move forward in our equity work. On Wednesday we had a meeting of all of the staff members that have attended CFEE thus far and discussed where we are and where we are going. We have a burgeoning sense of shared language and ideals around this and are beginning to be ready to take it to the larger school, adults and students. In two weeks I will attend further PPS equity work with Lyndsey Arnold and Ken Gadbow, we will then become a pilot school in PPS for equity work.

Portland Public Schools reporting update

- **Enrollment – Current Year:**

2013-14 Enrolled Thus Far:

K-1	42 (0)
2-3	60 (9)
4-5	64 (5)
6-8	88 (4)
9-12	83 (9)
Total:	337 (28)

Parent Communication

- **Social Media** - I have made a Twitter page for the school, @TrilliumCharter and have become an administrator of the Facebook page and will do so for our website as well. For the time being I will principally use both media to alert people of closures and to promote upcoming events. We will also be updating our website over the winter to better reflect our program's philosophies.
- **Democratic Education Discussion** – As mentioned above, I'd like to have a conversation soon about democratic education with parents.

Physical Plant/ Facility Needs

- **Soundproofing** – Over the Thanksgiving break we completed work soundproofing our front offices, my office and the after care/ music room.

Fundraising projects, partnership development, grants

- **Plan** – Since her hiring Lisa and I have been discussing the development plan. We are working on crafting a long term plan to sustainably support and grow the school. While we are also considering how to approach meeting our fundraising goal for this upcoming year, I am directing Lisa to put at least as much attention into the long term. The result may be that we fall short of our fundraising goal this year, making the \$30,000 we currently have in the black that much more important.

Volunteer engagement

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

Lunch Program

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

Information Technology .

- We have been actively working with Free Geek to increase the laptops we have available to students and staff members. We are considering creating a mobile computer lab of laptops for next year, this could also potentially free up classroom space. We are also considering revamping our wireless network to offer more sustainable and reliable support.