

Trillium Charter School
Board of Directors
Meeting Minutes
04/08/2013

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: Emily Swensen, Jennifer Jardee-Borquist, Christian Nielsen, Jeffrey Cavener

Staff: Kieran Connolly, Sarah Cramer

Guests: Johanna Norton

Jeff moves to accept March minutes, Jennifer seconds, passes unanimously.

Johanna Norton gave a report on the TFT meeting: still looking for a treasurer and they are buying a copy of Quickbooks. A parent did a report for a school class she was taking and did a survey on volunteering: 60% of people surveyed think it's important, 30% don't know, 10% had no opinion. Reasons for not volunteering are; time, getting communication is ineffective and/or they don't read them, and they would respond better to one on one communication and having regularly scheduled events.

Reasons people volunteer are an intrinsic feeling they were making powerful impact or stroking their egos.

Emily met with James Hindes, past board president. He thinks we are doing ok, and he gave her information about on-boarding new board members, he thinks a priority is to fill the board. He agreed it Made sense to finish our policy work, and then start on the little things.

Director's Report: See Attached

Kieran is thinking of approaching PPS Board to see if we can start the year with more than our maximum of 365 allowed, for as we would lose kids, so as kids leave, we are not constantly trying to backfill the enrollment.

Question: Benson was looking at PPS policy to transfer not being available, does that affect charter schools?

Answer: No, it wouldn't.

Changed our insurance plan, we've been going with HealthNet and only 50% staff were enrolled, and most want 75%. Moved to Kaiser, because it's less expensive for the employees, and same amount to employer. Rambod did all the work on that, kudos to him.

Fundraising Report: \$8100 is restricted for the playground, which is no longer our primary goal. We want to do a lot a work, it's a philosophical change that we are fundraising for more general purposes now.

We are short of our goal, and what we need to raise is about \$30000 from our June event, and Emily has about \$15000 confirmed.

Policies: We all want to work on policies, Emily wants to recommend that we meet to map out what policies are board purview, what are administration etc. Jennifer suggested we go through our current policy manual and mark what is admin and what is board to get something started.

We discussed a revisioning plan, we could at least assess a concrete work plan so we can start a policy crafting before bringing on new members. If you are going to have these nice candidates, what types of jobs could the prospective board members do, although after much discussion we now believe that board building is the priority and policy crafting can take a back seat.

Emily Swensen knows an HR possible volunteer consultant who's an attorney at PDC. She will ask him what

procedures and policies are needed when there's staff, students, and board.

Jennifer moves to adjourn, Christian seconds, motion passes unanimously.

Report to the Board of Directors of Trillium Charter School
Executive Director Kieran Connolly
2.11.13

Financial Report

- **Budget:** We are beginning our budgeting process for the 2013-14 fiscal year this week. We anticipate having our budget complete by April 30th and ready to present to the board at the May board meeting. We plan to present it to the staff the following Wednesday. We have learned a significant amount from this past year, but continue to be starting from a place with little data due to the lack of historical data from previous budgets. We are planning on budgeting in \$20,000 for a Development Director and will initially plan on an additional \$50,000 for a second position, likely either a school social worker or service learning/ Learning Through Internship coordinator.
- As far as this year is concerned we continue to project as slightly below budget, our quarterly report outlines this in far more detail, but our current projection is for approximately \$80,000 under budget.
- We were concerned that we would have to supply bus passes for all our students due to PPS no longer providing this service, but in the last week the District opted to once again pay for them, it would have cost us around \$80,000 had we been responsible for this.

Staffing Operations update

- We are working on budgeting an additional position into next year utilizing money we have saved from this year and increased PPS funding. While we aren't yet sure we'll have the capacity for this position, we are considering two options provided we do. In anticipation of this I plan to draft position descriptions for the following two potential jobs and get staff input for what our greatest need is.
- **School Social Worker** – This position would serve as a resource for struggling students and families. They would be responsible for individual counseling, safety plans, process groups, family assistance and connections with wrap around services.
- **Service Learning Coordinator** – This position would serve two ends, as a service learning coordinator for K-8, teaching a daily class and building in larger school service projects and learning. As well as a Learning Through Internship Coordinator for our high school program.
- **AmeriCorps Garden Coordinator** – Emily Saxton and I applied for a grant for an AmeriCorps Garden Coordinator through the Confluence AmeriCorps program. We submitted the application on April 3rd, we will know by mid May whether or not we were awarded the position. We also applied for a scholarship for our portion of the funding responsibility, if we are awarded the position but not the scholarship it will cost the organization \$13,000.
- **Staff Evaluations** – We have reached time to begin the second step in our staff evaluation process, we will begin dispersing peer feedback forms by the end of April.
- **Bookkeeper** – Rambod Benham, our bookkeeper for the past year has moved on to a full time position. He will be done on Friday, April 5th. We will begin interviewing for his replacement early next week.

Program Operations.

- **High School Open House** – Our high school open house was well-attended and went really well. All teachers and I took turns detailing how our new high school program will work.

- **Lower School Strategic Planning**
 - We have set our teaching assignment for the 2013-14 school year, we do not anticipate losing any staff members between now and then. The tentative schedule for the strategic planning process is as follows:
 - Monday 4/15 8 AM-4 PM - Begin Lower School Strategic Planning process - Big Picture, what kinds of students do we want our program to produce? What do we need to them to learn while they are here? I'd like to use this day to develop a Lower School specific Mission statement that we can use to guide our future work. Discussion of role Constructivism, thematic teaching, Democratic Education, Mediation, Collaborative Problem Solving, Service Learning
 - Friday 4/26 10 AM- 3 PM - Continuation of philosophy-oriented discussion with additional emphasis on practical application, how and where the above fit into our school, moving to application and clear definition of programs, last day as an entire lower school.
 - Friday 5/10 10 AM - 3PM - 4-5 only Strategic planning, focus on Implementing philosophies practically within new 4-5 structure.
 - Friday 5/17 8 AM- 1 PM - 4-5 only Strategic planning, focusing on more concrete scheduling, planning and assessment.
 - Friday 5/24 10 AM- 3PM - 2-3 only Strategic planning, focus on implementing philosophies practically within new 2-3 structure.
 - Friday 6/7 10 AM - 3PM - 2-3 only Strategic planning, focusing on more concrete scheduling, planning and assessment.
 - Monday 6/17 8 AM- 4PM - K-1 Strategic planning, focusing on practical application, as well as scheduling, etc.
- **Discipline (including Suspension/Expulsion) policy** – Sarah Cramer completed the first draft of the Discipline Policy, we brought it to our staff meeting on Wednesday, April 3rd for input and received several constructive comments to reshape it. Those changes will be made and I will have a copy to distribute at our upcoming board meeting. As discussed, we will put the document on the website next week and Sarah will distribute a survey questionnaire to parents. I'd like to hold a follow up coffee klatch to discuss the document in the next month.

Portland Public Schools reporting update

- **Site visit** – Jenny Braden and Kristen Miles will be at the school on Monday April 8th for their annual site visit. The visit will include a brief tour of the school and discussion about the successes and challenges of the year. They will return in May to a staff meeting to speak with staff about how the year has progressed.
- **Enrollment** – Enrollment at this point is 349 – 14 short of capacity- the breakdown is as follows: Elementary 171, Middle School 89, High School 89. The high school is 3 short of capacity, the middle school is one over, and the elementary is 14 short.

Parent Communication

- **Coffee Klatches** – The coffee klatches continue to feel like successful forms of communication, though we need to work on establishing larger attendance at them and from different parent groups. We will likely send out another state of the school address soon to discuss our behavior policy and to discuss the lower school alignment, teacher assignments and student placements in more detail.
- **TFT Visioning Committee** – TFT has founded a visioning committee to discuss what the future of the organization might look like. Several parents are involved in this and Emily and I intend to be involved as well. It's an exciting opportunity to discuss how TFT can evolve in concert with Trillium's evolution.

Physical Plant/ Facility Needs

- We are in the process of prioritizing our needs for the coming school year and for our budgeting

process. In particular, we are trying to determine how/ when to budget for the roof work that needs to be done. We'd like to do it this summer, the expense will be just under \$10,000

Fundraising projects, partnership development

- **Point of Entry Event** – The fundraising committee continues to make progress on implementing our new fundraising model. Our primary focus right now is designing the Point of Entry Events, i.e. our tours. The tours will utilize an introduction from a board member or committed parent, a statement from our Visionary Leader, a tour from our Development Director, and stories from parents and students along the way. We hope to begin our tours towards the end of April.
- **Ask Event** – Our first Ask Event will take place the first week of June. The event will be a hybrid of the Sustainable fundraising model and our Auction. In successive years we will move completely to the Sustainable model
- **Runassaince** – The Runassaince fundraiser will take place on the morning of Friday April 19th at Jefferson High School.

Volunteer engagement

- **Recess/ Lunch** – Parent volunteers continue to be hit or miss for lunch duty, the primary coverage responsibility has fallen to myself, Sarah Cramer and Emily.
- **Foster Grandparents** – Sarah has been coordinating with a foster grandparent volunteer program to get two new regular literacy volunteers into the school. Our hope is that they might be able to help out with classroom reading, tutoring and recess/ lunch duties.

Lunch Program

- There is nothing new to report at this time

Information Technology .

- **Information Storage** Blake, Debra and I have worked to get a universally accessible server, which we're calling Freyja, up and running. At a staff meeting in late May we will discuss the myriad new technology forums we are moving towards including Freyja for all local documents, Synergy for student information storage including grades, gradebooks, and student incidents. We will phase out the use of Google Docs and Endgrade among other systems. This summer administrative and office staff will work to get as many documents as possible housed on the server and off of Google Docs, personal computers and paper copies in filing cabinets.
- **Telephones** Still working out a lot of kinks in our phone system, but we are making improvements

Other

- **Board Transition** – I have spoken to four potential board members about joining the board and would like to know what next steps we should take to consider them. They include John Lockhart, a professor of education at Pacific University and Equity trainer with the Center for Education Equity, Meghan Ferns, a graduate from PSU's Masters in Public Administration program and program administrator with Oregon Mentors, Maryliz Herron, a veteran teacher and former administrator with Terra Nova Big Picture High School and Kevin McCann, former chair of the Oregon School Boards Association.
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Trillium Charter School March 2013 Financial Report

TO: Trillium Charter School
FROM: Dave Coffman
DATE: April 8, 2013
RE: March 2013 Financial Reports

Attached are the following reports:

Financial Statements March 2013

Balance Sheet as of the end of March 2013

P & L YTD Summary Actual vs Budget July 2012 – March 2013
P & L YTD July 2012 – March 2013 Detail Actuals vs. Budget
Current Cash Position
Cash Flow Projection

Notes to the March Income Statement

Revenue Summary

March Revenue of \$211,416 is \$8,891 over budget for the month. Year-To-Date (YTD) Revenue of \$1,263,124 is \$19,971 over budget at this point in the year. These amounts contain about \$8,700 of Restricted Playground Contributions and if we exclude those, it doesn't change March but brings the YTD variance to about \$11,300 over budget.

The current month variance results from Contributions and State Funding coming in over budget while Preschool tuition came in under budget.

The Preschool variance is due to the fact that we had fewer students attending the longer, full-day schedules than we had anticipated. I anticipate that if the schedule mix of enrollment doesn't change, we will be under budget in Preschool tuition throughout the year. Over the course of the year, this shortfall will likely amount to \$15,000-\$20,000.

We were over in State Funding by \$8,900 in March. This is the result of budgeting State Revenue flat over the prior year and we're actually receiving a 2.5% increase, but is offset by a decrease in enrollment compared to last year at this point (4 students). Additionally, the State Per Pupil Funding rate was increased retroactively to the beginning of the year, resulting in an additional \$3,000 from prior months. The State Per Pupil Funding rate fluctuates throughout the year so it is possible the per pupil rate will be decreased later in the year. Our enrollment is coming in slightly under what we had budgeted, but year-to-date this negative variance is more than offset by the increase in the State Funding rate.

We were over by about \$800 in Contributions. This is not the result of anything specific, but is likely more of a reflection of the fact we built the budget without much in the way of historical data.

Our year-to-date variance results from the items noted above combined with the additional \$17,000 of one-time State funding received in August.

One interesting thing to watch will be the Contributions line item. We are about \$5,000 short year-to-date, not counting the Restricted Playground Contributions. If this trend were to continue through the remainder of the year, the shortfall could amount to between \$5,000-\$10,000.

Expense Summary

Total expenses for March of \$140,422 is \$2,356 under budget for the month. Total YTD expenses of \$1,130,816 is \$75,156 under budget at this point in the year.

The current month and year-to-date variances result from the following:
Instructional Expenses in March \$1,479 under budget, YTD \$47,921 under budget

**Trillium Charter School
March 2013 Financial Report**

- The monthly and YTD variances result primarily from savings in Wages & Benefits. We are over in Instructional Wages YTD due to a timing issue that will even out at the end of the year. Additionally we are under budget in both Medical Insurance and Retirement Contributions. We budgeted medical insurance for all new employees for the entire year, but enrollment in the insurance plan isn't as high as we'd anticipated. Retirement is under budget because it was also budgeted for the entire year for new employees. This savings has leveled off as our new employees have become eligible for PERS contributions as of March.
- Purchased Services is under budget YTD because we budgeted to pay for an Americorps position for 2012-13 but were not awarded a position.
- Supplies and Materials Expense is over for the month but under budget YTD, which are both the result of timing issues. I anticipate we will end the year within our total budget for this area.

Support Services Expenses in March \$1,482 under budget, YTD \$34,543 under budget

- March variance is due primarily to Wages coming in slightly over budget and Employee Taxes & Benefits and Purchased Services were both under budget.
- The variance in the PERS line YTD results from budgeting PERS contributions for the entire year for a couple of newer employees who didn't become eligible for contributions until March.
- The variance in the Medical Insurance line is due to a lower number of employees enrolling for insurance than planned in the budget.
- Purchased Services is under budget YTD due to under-spending in the areas of Audit/Accounting Services and Legal Services.
- Food Service expenses are on track YTD.
- Occupancy is coming in close to budget YTD, although there are some variances within the category. We've underspent in Utilities and Janitorial Supplies, but we've overspent in Maintenance Services and Security Systems. Overall, we're within our total occupancy budget.

Other Activities in March \$2,354 under budget, YTD \$4,264 over budget

- The variance for the month and YTD are due to adjustments relating to Bad Debt. The YTD Bad Debt total represents the clean-up of a number of old customer balances that had been carried over from previous years.

Capital Outlay in March \$0 under budget, YTD \$3,044 over budget

- The YTD variance is due to spending over what we had budgeted.

Debt Service in March \$0 over budget, YTD \$0 over budget

Net Income / (Loss) Summary Notes:

March Net Income of \$70,995 is \$11,248 better than our budget for the month. YTD Net Income of \$132,308 is \$95,127 better than our budget at this point in the year. **Of this YTD variance, about \$8,700 is reserved for the Playground Project, so our true positive variance at this point in the year is about \$86,400.** I anticipate we will have variances to our budget throughout the year since a lot of our budget for the year was created without much in the way of accurate historical data. The experience and familiarity we gain this year with our budget will allow us to be more accurate in creating budgets in future years.

Summary of Current Cash Position:

At the end of March, we had approximately \$337,000 in our checking account. This is up about \$17,000 from the previous month, which results from typical State Funding fluctuations.

As of this date, we are in a good position to make it through the school year without experiencing a significant cash crunch. Our State funding payments are coming in consistently and will allow us to maintain a steady cash balance through the remainder of the fiscal year.

As we look to the next fiscal year and the planned increases in PERS contributions, it appears that if we continue spending at our current level, we should be able to maintain a steady cash balance. This is something we'll need to keep an eye on and give consideration to when we begin work on the budget for next fiscal year.