

Trillium Charter School
Board of Directors
Meeting Minutes
01/14/2013

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, Jeff Cavener, Jennifer Jardee-Borquist
Excused: Christian Nielsen, Brooks Cooper

Staff Members Present: Kieran Connolly, Sarah Cramer, Jess Brooks,

Guests: Johanna Norton

Jennifer moves to elect Emily as Board President, Jeff seconds. Motion passed unanimously. We will have our yearly elections on time.

Guest Comments:

Jess Brooks: The staff was given a financial report, and has a good number of questions. Her impression from that financial report that we will be out of debt except for the bond in 3-4 years. It was not made clear how that financial plan was going to be laid out. What are the things that are variables, and what are the things that are fixed? She is willing to help with research. She thinks there are ways to utilize the space in the school, and to start an entrepreneur club, so the high schoolers can make money. Emily thanked her for her comments and expressed the Board's desire to answer her questions as soon as possible.

Director's Report: See Attached

Legal Update: There is a hearing on 1/23 for Summary Judgement

Assistant Director's Job Description: Sarah will be running the private programs completely so she can experience running a complete program, and she will take all the test coordination off Kieran's plate.

Kieran will send us The Next Door's employee policy/procedure manual.

The Board Development Committee will need to have a meeting soon. Social

Venture Partners of Portland, may send us two board members. All Hands Raised is another organization that may provide us with resources. The Board needs to have specific jobs, and be held accountable for those jobs.

TFT Report they have joined the National PTA.

Financial Report: See Attached

Fundraising Report (via Emily Saxton):

We've raised \$16,214 in donations so far this year; projecting toward June and assuming that there's not a single new donor, we will be at \$29,456 by the end of the school year. Although there's no direct comparison to last year, the total income from monthly donations (Jan-June '12) was \$8,484.

Based on last year's Run for the Arts revenue (roughly \$4,500) and this year's Read-a-Thon (just over \$6,000), she's projecting \$5,000 in 2013 RFTA income.

Based on the last two year's auctions, with changes in circumstance from a few of the schools major donors (and the lack of panic) taken into account, she thinks a safe but reasonable goal for the May fundraiser is \$20,000. That will include some direct donations (60% or \$12,000) as well as some sales proceeds (\$8,000.)

That brings our safe fundraising total to \$55,000, just shy of the \$60,000 goal. The two big areas where she thinks we'll be able to close the gap is through recruiting more monthly donors and by increasing the profit margin on FLOTT.

Jeff moves to adjourn, Jennifer seconds. Passed unanimously.

Report to the Board of Directors of Trillium Charter School
Executive Director Kieran Connolly
1.15.13

Financial Report

- **Budget:** We continue to progress in a similar manner as previous months,
- slightly better than we anticipated when we first put our budget together. We continue to stress being conservative with these funds, and continue to anticipate a significant hike in our PERS obligations at the end of the fiscal year. Otherwise, we continue to make significant progress on our past PERS debt. We have implemented most of the recommendations of our auditors and have plans to implement other suggestions. Dave, Christian and I will be meeting with PPS budget analyst and Kristen Miles on Friday to go over our financials as per a new requirement of our contract. PPS has also requested that we submit a rough budget by February 1st, Dave has since begun work on this.

Staffing Operations update

- **High School** – Christina Aucutt is set to return from maternity leave at the end of January.
- **Counselor** – I am continuing to explore an internship relationship with either PSU or Lewis Clark and continue to look for an MSW that can provide free or cheap supervision for this purpose. In the meantime, however, I am in conversations with Morrison Child and Family Services to provide us with immediate help running groups for upper school students.

Portland Public Schools reporting update

- **Budget** – As mentioned above, we will be meeting with PPS budget representatives on Friday to discuss Trillium financials and have begun work on next year's budget, which we will submit by February 1st.
- **Academics and Enrollment** – The comprehensive report of Portland's High School was released to the press shortly before break. Trillium scored poorly in most graduation metrics. We believe that this is a hybrid of a very real concern about our students not graduating on time and poor accounting of students that have transferred to other schools or were foreign exchange students. We are working diligently on correcting the latter for next year's statistics, the former is a work in progress that we hope our new high school structure will help address.

- **Professional Development**

- **Middle School strategic plan** – The middle school strategic plan will take place on January 24th and 25th. As part of the middle school plan we will be looking at how to properly assess incoming 6th graders and how to get them up speed as well as how to prepare 8th graders with the academic and social skills they will need for high school. Furthermore, I hope to do exploration of Humane education as a framework for our middle school program with additional focus on community, social skill development and proficiency.
- **Strategic plan for High School** – The rollout to our students went very well, I will be addressing the plan in the state of the school address this week and in the follow up coffee klatch this Saturday.
- **Intermediate strategic plan** - We remain on track to meet for a strategic plan the first week of April. I hope to discuss constructivism in a more in depth with the team as well as addressing aspects of Trillium historically that may have faded from our program in recent years. I am looking forward to having a strong enough hold on the lower school programs to be able to better advocate for them and explain them to current, new and prospective parents and community members.
- **Primary Strategic Plan** – The primary team and I will meet for a strategic planning retreat in mid to late May.
- **Lower School realignment** – The lower school would like to realign their blends for the coming school year. I am going to meet with them this Friday to discuss it further and get more background as the reasoning. Their proposal is to realign the school so that there are two K-1 teachers, three 2-3 teachers and three 4-5 teachers. The primary arguments for this that I have heard thus far is that there is too great a gap both academically and socially between 3rd graders and 5th graders, and that this realignment would help kindergartners transition into their primary years. From what I have been told all lower school teachers are on board with this switch.
- **Enrollment** – We are 24 short of our capacity right now, which is a concerning number, 20 of those students are in our high school program. We are exploring ways to counteract this.
- **Parent Communication** I will be mailing my third state of the school address on Thursday with a focus on the new high school plan and school safety with updates on our budget processes. I will be holding the second coffee klatch event this Saturday morning at the school.

Physical Plant/ Facility Needs

- **Safety Measures** – In light of the shootings prior to break we had a number of safety conversations over the break and have decided on a number of different upgrades. We will be adding internal locks to all classroom doors, adding curtains to all classroom windows, locking the large front gate and the back door will stay closed.
- **Roof/ HVAC** – Debra is exploring expenses around having our HVAC system fixed, this will likely involve elaborate work this summer including having our roof lifted for a time to make repairs. Unfortunately the system was installed poorly when the building was first fitted for the school, we are likely to continue to see problems stemming from this for the foreseeable future.

Fundraising projects, partnership development

- **Sustainable Fundraising Model** – We have begun to form a group of interested staff, parents, and teachers to move forward with our implementation of this model. The first meeting of this group will take place in the next two weeks.

Volunteer engagement

- **Recess/ Lunch** - In an effort to free up lower school teachers for lunch time, Sarah Cramer, Debra, Emily Saxton and I have taken on lunch and recess duty for the time being. Sarah is working on recruiting volunteers in the meantime to help shore this up so that we can again be freed up to return to our normal administrative work.
- **FTLOTT** - Emily Saxton has been working with volunteers to create our For the Love of the Trillium Teachers event in February. The event is coming together very well and will replace the auction as the year's seminal social gathering. The primary event will be an opportunity for teachers and parents to tell stories of Trillium. Our most recent discussion involved whether or not to include a founders presence during the event taking into consideration that it will be in part a celebration of the first 10 years of Trillium.

Lunch Program

- There is nothing new to report at this time

Information Technology .

- **Information Storage** Blake and I met over the break and agreed to begin working on creating a single server on which data will be stored collectively. We will work on this incrementally during the school year and more extensively this coming summer.
- **Telephones** Our telephone system is up and running, we are in the process of working out the kinks.
- **Policy** – Blake and I agreed on the need to create a consistent technology

policy, in particular, we need to say that we will provide all staff members with a computer and that our technical support will be limited to those machines. Part of our current challenge is that we are trying to support too many different systems using too many different programs. Streamlining should help this process.

Other

- **Organization Membership** We have submitted payment to be members of the Oregon Nonprofit Association. I highly recommend exploring some of their workshops. We were denied membership with the Institute for Democratic Education in America, I can discuss this more at the board meeting.
- **Safety** – We have implemented a number of new safety measures in the wake of the December shootings. While a shooting such as that is extremely rare, we saw it as an opportunity to take a hard look at our safety measures and to make some improvements. Most of what we are recommending are measures that have been put into place in the past that were poorly enforced. These include having all visitors sign in at the front desk, we now have a sign out front and Sharon has been active in assuring that people get visitor's badges. With a few exceptions, this has been going very well. The back door will stay closed at all times during the day and will be used for exit only during pick up time. Sarah Cramer has been staffing the back door and having people go around, after some initial challenges, this is also quickly improving. We have decided to keep the large orange front gate closed and locked throughout the day, this is largely to keep people from wandering in off of Interstate which has historically been common. The smaller wooden door will remain unlocked at all times and will serve as the main entrance to the playground. We have also updated all of our lock in/ lock out drill plans and will have a drill in the near future. I have communicated all of this to teachers, parents and students, and it has been well received with a few exceptions. While all of these measures will help us be safer in the school I am confident that it won't significantly impact our school environment.

**Trillium Charter School
December 2012 Financial Report**

TO: Trillium Charter School
FROM: Dave Coffman
DATE: January 14, 2013
RE: December 2012 Financial Reports

Attached are the following reports:

Financial Statements December 2012

Balance Sheet as of the end of December, 2012
P & L YTD Summary Actual vs Budget July 2012 – December 2012
P & L YTD July 2012 – December 2012 Detail Actuals vs. Budget
Current Cash Position
Cash Flow Projection

Notes to the December Income Statement

Revenue Summary

December Revenue of \$179,728 is \$697 under budget for the month. Year-To-Date (YTD) Revenue of \$684,950 is \$20,228 over budget at this point in the year. These amounts contain about \$6,300 of Restricted Playground Contributions and if we exclude those we ended about \$1,200 under for December and are about \$14,000 over year-to-date.

The current month variance results from Preschool tuition coming in lower than budgeted while State Funding and Contributions are both over 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 could amount to \$15,000-\$20,000.

We were over in State Funding by \$1,500 in December. This is the result of budgeting State Revenue flat over the prior year and we're actually receiving a 2% increase. The State Per Pupil Funding rate fluctuates throughout the year so it is possible this will be decreased later in the year. Our enrollment is coming in slightly

under what we had budgeted, but this negative variance is more than offset by the increase in the State Funding rate.

We were over by about \$800 in Contributions, which is mainly the result of Restricted Playground Contributions received (about \$500). If we exclude those contributions, as we should since they are restricted and not budgeted, we were over budget for the month by about \$300.

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 \$3,000 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 December of \$126,444 is \$12,539 under budget for the month. Total YTD expenses of \$716,977 is \$59,718 under budget at this point in the year. The YTD amount contains expenditures from the Restricted Playground fund for exterior awnings. If we exclude those we ended about \$63,900 under year-to-date.

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

Instructional Expenses in December \$9,692 under budget, YTD \$31,690 under budget

- 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. Many new employees do not begin contributions until 2013, so we should see this positive variance continue until March 2013.

- 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 under for the month and YTD, which is the result of a timing issue. This should decrease as we move through the year and we will end the year within our planned budget.

Support Services Expenses in December \$3,188 under budget, YTD \$32,817 under budget

- December variance is due primarily to Employee Taxes & Benefits coming in under budget.
- Wages were slightly over budget due to Aftercare being open more than budgeted during break.
- The variance in the PERS line, both for December and YTD, results from budgeting PERS contributions for the entire year for a couple of newer employees who have yet to start making contributions.
- The variance in the Medical Insurance line is due to a lower number of employees enrolling for insurance than planned in the budget.

Other Activities in December \$341 over budget, YTD \$1,246 over budget

Capital Outlay in December \$0 over budget, YTD \$3,544 over budget

- The YTD variance is due to spending related to the Playground. We have received donations to be used for the Playground project, but neither the revenue nor the expense has been budgeted. Therefore, it makes it appear we are over budget in this category, but the expenditures are fully funded by Restricted Playground donations.

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

Net Income / (Loss) Summary Notes:

December Net Income of \$53,284 is \$11,842 better than our budget for the month. YTD Net Loss of \$32,027 is \$79,946 better than our budget at this point in the year. **Of this YTD variance, about \$2,000 is reserved for the Playground Project, so our true positive variance at this point in the year is about \$78,000.** 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 December, we had approximately \$295,000 in our checking account. This is up about \$20,000 from the previous month.

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.