

Trillium Charter School
Board of Directors
Meeting Minutes
06/10/2013

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.

Guests: Johanna Norton,

Board Members: Emily Swensen, Christian Nielsen, Jeff Cavener, Jennifer Jardee-Borquist, Meghan Ferns, John Lockhart,

Staff: Kieran Connolly, Debra Lazarretti, Emily Saxton, Sarah Cramer, Dave Coffman

Jennifer Jardee-Borquist & Christian Nielsen moves to approve the amended May 2013 minutes. Motion passes unanimously.

May Meeting: TFT officer elections in June. Voted to professional dev. fund to roll over year to year, to allow to save up for conferences that go into the following fiscal year.

Jennifer moves to approve membership of Meghan Ferns and John Lockhart to the Trillium Board, Christian seconds. Motion passes unanimously.

Front Office Report:

Lottery is complete, and we have a few open spots. Kieran will see if we can back fill, so after attrition, we will be at capacity at 365.

Enrollment 167(K-5) 88(6-8) 333(9-12)

The online portion Kieran's review is up and running. There are three different surveys: staff, parent/community and high school.

Trillium should have a community wide evaluation.

Financial Report: Garden position: it would bring back a position is sorely needed. If we approve it, then we are approving a deficit budget, though Dave Coffman reviewed the budget found the money by changing the percentages of PERS, unemployment taxes, sub wages, and office supplies can rebalance the budget.

Is there any value to having a balanced budget or having a deficit? There are some surface level benefits. Operationally is not going to make a difference to us. When applying for grants it might require an explanation.

Emily entertains a motion to approve the amended balanced budget. Jeff moves, Christian seconds. Passes unanimously.

Fundraising: Trillium in Bloom was a new fundraising approach. The fundraising approach was really crisis driven. The event raised the \$32,000 and met it's goal. There were 15 new monthly donors, and a few changes to current monthly donors. Emily Saxton will get us specific numbers for next month.

Donations vs Activity Fees: Activity has become operations fees, and we cannot force the community to pay, but we can choose not to allow those who have not paid to be unable to participate in the activities the funds pay for.

Jennifer moves to adjourn, Christian seconds. Passes unanimously.

Report to the Board of Directors of Trillium Charter School
Executive Director Kieran Connolly
6.10.13

Financial Report

- **Budget:** We hope to have our budget for the upcoming school year ratified at the June board meeting. Dave Coffman can be made available to answer questions if needed, but please notify us in advance if you require him to be at the meeting.
- **Current Budget Position** – As the fiscal year begins to wind down we find ourselves approximately \$25,000 (\$12,000 of this is restricted to playground improvements) above our budgeted income and \$85,000 below our budgeted expenses.
- **PERS** – We continue to pay down our PERS balance, which is now down to \$195,000. We continue to foresee an additional expense in the coming year as all public organizations do, due to the unfunded liability, it will be between \$20,000 and \$50,000 depending upon pending legislation
- **Arts Tax** – The Arts Tax continues to be debated and contested at the city level. The City of Portland has guaranteed \$2 million of the \$6 million originally allocated to Portland Public Schools as part of the tax. We have budgeted for 1/3 of the maximum amount we could be awarded accordingly (i.e. the amount we are guaranteed) which is approximately \$12,000.

Staffing Operations update

- **AmeriCorps Garden Coordinator** – We were awarded an AmeriCorps grant through the Confluence Stewardship AmeriCorps program. The position will begin in the fall, I will be the supervisor of the position. We're excited about this opportunity to both reinvigorate our garden program as well as to establish a connection with another strong community organization. The Garden Coordinator will both create programming for lower school and middle school students as well as work with high school interns to create a long term sustainable plan for the garden program and space.
- **Staff Evaluations** – I have begun evaluations with staff members for the first time at the school. I have received peer and self-evaluations from most staff members, compiled them into summative evaluations and scheduled meetings with the staff members. Overall they are going well, though, as mentioned there are some things I would like to change for the future. One particularly strong aspect of the evaluations has been revisiting collaborative goals set in the fall and checking in on their progress, I'd very much like to keep this part of the evaluations. Otherwise, I plan to do some research this summer into how to make them more effective. Some ideas I have are creating Critical Friends groups across the different age groupings to serve as professional development committees, these would then make natural peer evaluators, at least one, and ideally several, would have the opportunity for observing their peers to influence their evaluations. I would also like to rewrite the areas evaluated; I am considering measuring teachers on Constructivist classroom practices, Assessment practices, Collaborative Problem Solving/ Mediation/ Classroom Management skills, etc. This year has been valuable to get evaluations up and running, next year I think we will be able to fine-tune them quite a bit. I plan to evaluate all teachers by June 18th; I will evaluate all other employees over the summer.
- **Engagement Letters** – Engagement letters have been distributed to all advisors to get commitments for next year, they are coming back in slowly. Informally it seems that all teachers are planning on returning next year, as a whole everyone

seems more optimistic about next year.

- **Staff Meetings** – Staff meetings this year have been haphazard at best and contentious at worst. I plan to work with my administrative team this summer to reform what staff meetings will look like in the coming year.
- **Bookkeeper** – We hired a bookkeeper this month, Marcella Marsh, she seems like a great fit for our school, she began two weeks ago and is working with Dave to get up to speed.

Program Operations.

- **Lower School Strategic Planning** – We completed the Lower School Strategic Planning process last week, they all went very well, I feel far clearer about what we are doing next year and in a stronger point to both advocate for and challenge our teachers and programs.
- **High School Plan** – We are simultaneously completing this school year while ramping up for next year at the high school level, including preparing our internship program, our cohorts, our move to proficiency grading and our new graduation portfolio. I will likely work to bring high school teachers over the summer and use money allocated in our budget for professional development to pay them for some of this time.
- **Discipline (including Suspension/Expulsion) policy** – Sarah Cramer and I plan to continue to work on the policy this summer, refining and improving it.
- **Constitution** – I plan to work on drafting a strategy for reinvigorating the constitution over the summer, and to work with students in the fall to reform it.
- **Arts** – I plan to meet with Grace Hwang (art) and Heidi Nelms (music) to discuss how the Arts Tax will be manifested in the school. The money can only be spent on a licensed arts teacher to instruction at the K-5 level. This restricts us in a number of ways, currently neither Grace nor Heidi is a licensed teacher (both are on the charter registry), though we believe Grace can secure her license by the beginning of the next school year. Provided that happens we can use that money to expand the services she offers to the lower school, we can also move around some of the money we currently pay her to invest in a bit more music for the lower school.

Portland Public Schools reporting update

Enrollment – Current Year:

K-5	167
6-8	88
9-12	78
Total:	333

2013-14 Enrolled Thus Far:

K-5	171
6-8	90
9-12	88
Total:	349

Parent Communication

- **Coffee Klatches** – We have completed our coffee klatches for the year, our final event will be our fundraising breakfast this Friday morning. I plan to send out a final State of the School Address after the school year has concluded to reflect on the year, and talk about what to expect next year.
- **TFT Visioning Committee** – TFT continues to redevelop their organization since joining forces with the Oregon PTA earlier this year.

Physical Plant/ Facility Needs

- We have prioritized our greatest needs and budgeted accordingly next year, please see the separate budget document for more information. Of particular note will be work done this summer to repair leaks in our HVAC system as well as work on our playground.
- **Playground** – Emily has been working with a consultant on natural playgrounds for most of the past two months and has been gathering input from both staff and students along the way. We anticipate significant work on the playground this summer, tearing up the asphalt on the west side of the playground and replacing it with a natural play area.

Fundraising projects, partnership development

- **Point of Entry Event** – We will work on refining the Point of Entry events this summer and begin them in the fall. We plan to incorporate the feedback given at the last board meeting, particularly having students lead the tours and be far more present than they were in our draft tour, as part of our reworking.
- **Ask Event** – We have our ask event/ fundraising breakfast (Trillium in Bloom) this coming Friday, June 7th, at 8:30 AM at the Overlook House in North Portland.
- **Service Learning Grant** – Emily recently completed a grant for \$13,000 for help with our high school program. We are hoping to use the grant for a combination of planning time for our high school staff to research, design and roll out proficiency credits, internships, service learning and graduation portfolios. Additionally, we would like to use some of the money to explore bringing in temporary help to get our internship program up and running.
- **AmeriCorps Grant** – As mentioned above, we were awarded an AmeriCorps grant for a Garden Coordinator. We will recruit over the summer, the position will begin in the fall with training and will begin work in earnest at the school in October. We are excited to have been awarded this grant and hope it is the beginning of a more fruitful partnership with AmeriCorps than has existed in the past.

Volunteer engagement

- **Liaisons** – I hope to work with TFT over the summer to redefine the classroom liaison position and recruit more successfully so that it can be fulfilling for the liaison and helpful for the classroom teachers.

Lunch Program

- There is nothing new to report at this time

Information Technology

- **Information Storage** - I plan to work with Blake and others over the summer to move to a consistent information storage system that we will roll out in August and expect all teachers to begin using
- **Synergy** – All administrative and office staff will be attending training in getting up to speed in our new Student Information System Synergy this summer (to replace eSIS). Miranda Cryns is the teacher lead for our move to the new system.
- **Computers** - Both Trillium and TFT have invested mildly in upgrading some computers for the coming year.