



BOARD OF TRUSTEES

Regular Meeting Minutes

6:00 PM, Wednesday, March 20, 2019
Music Room, Treeside Charter School
1724 S State Street, Provo, UT 84606

Agenda & Minutes

Welcome & Call to Order

1. Opening Remarks

April Clawson opened the meeting at 6:03 PM on March 20th, 2019.

2. Pledge of Allegiance (in suitable environment)

Performed

3. Roll Call

Robert Leckie, BJ Taylor, Jennifer Ammot, Kristina Hone, Randall Robertson

Public Comment

Adrian Duffany talked about her son and his time at the school.

Reports

1. Director Presentations. (~30 minutes)

- Teacher Evaluation: should all be completed before the end of May.
- Activities: There has been lots of hands on learning. Yoga presentation.
- Enrolment: Staying stead at 450 students. There have been 70 students that have come in and out of the school during the year so far. Projected numbers are to be higher next year and 91% of the current students have said that they will be returning. There will be an increase in the amount of money that we will receive per student in the following year because of the state amount changing the federal amount changing.
- Attendance: We are at 91%.
- Status update: TCS is protecting the 501 status and changed the locks on the building and installed cameras to prevent unauthorized access.
- Staff: Making sure that we have taught the staff about outside people coming into the school
- Activities: Dr Seuss week. Book fair had more than \$7,000 in sales. TCS gets to keep about 1/2 of that amount to spend on books for the school. This says a lot about the parents in that they want their kids to be reading. BYU Living Legends came by and did a performance.
- TCS is also still dealing with the changes from HWire and Charter Solutions being let go. We have contracted with Red Apple to help us with the changes. TCS also hired a new Art teacher who is well qualified. Dr. Johnson presented at the Waldorf conference in California. The Waldorf Alliance in interested in helping to get the school to better implement the Waldorf process and getting the teachers trained. Comcast stopped by and told us the amount of money that we would be receiving would be less than anticipated. We are looking for other donors to help us get some of the projects completed. Volunteer forms for



Comcast Cares are due March 31st. We also have a bunch of other things going on like state testing, skate night, spanish presentation, comcast cares, jog-a-thon and teacher appreciation week. Sixth grade graduation will be 16 and 18th of may.

a. Report on Annual site review for the Federal Nutrition Program.

The state audited our program. They were able to do the audit in one day instead of two because of how prepared we were. We were given a report of what we have done well. They like that we give lots of time, that there is student participation and students helping each other. There are some corrective actions that we need to take, but none of them fiscal. These include better notification letters, notification about summer lunches, notification for free and reduced lunches, separate prices for adult meals. There is also some training that they will providing to our staff. We want parents to know that they can apply for any of the food programs during the year. We are working on payment plans for families that are very behind on payments. We can get additional funds even if they would not qualify for food plans. Next year we want to ask everyone to fill out the paperwork as it could be a benefit to us. TCS lunch services tries to make this the best part of the day behind recesses.

b. Report on the Provo Water Inspection.

There is a report that includes several items that need to be corrected. Within 30 days all the issues will be resolved

c. Report on the Title 1 School Improvement Plan.

This is a federal program that gives us money for students that are underserved and/or at risk. We have a committee that has come up with the plan. This school improvement plan as been put together to address these needs. This report included a description. A needs assessment was completed as part of this process including testing scores. We have seen a good improvement since last year. We have also implemented DIAD reading. A summary of the goals include to raise the literacy rate to 67%, math to 49%, science to 47% english language arts to 57%. This year we are also implementing the behavior aspects. We have also put together the costs to implement these costs. There is also a staff development schedule included in the implementation plan. Dr. Johnson will be reporting back to the board on the progress throughout the year.

d. Dual immersion survey and program starting in the first grade.

A survey was sent out to the entire school and 165 parents responded. The majority of people that responded would want their child to learn spanish via immersion. TCS believes that this is evidence that we should go forward with the program. The state rep came and visited the school and told us that we would receive the state grant for starting a dual immersion program. The program would be implemented by having one teacher teach spanish all day and another in english and then the classes would switch mid day. What is learned in one language would also be reinforced in the other language. There was a brief discussion about how many students we would need and what needs to take



place for next steps. We will be having a parents meeting next.

e. 2019-2020 Proposed TCS Calendar.

Teachers have put together a calendar for the next school year. They started by trying to align it with the Provo City school district break. There are some changes and additional time off. There was a discussion about what all the various changes are and how they differ with Provo District. This calendar was put together by a teacher committee. A mistake was found and this item will be tabled until the changes can be made.

f. Report on TSI (Targets Support and Improvement) Designation.

We don't have any history because we just stated, but we were targeted because of our test scores. From the growth that we have experienced this year we don't expect this to be a problem going forward, but because there is nothing to compare to then we look worse.

g. State Growth Goal.

This is included in the report on TSI

2. Financial Update. (~10 minutes)

Red apple presented a new report format. After some additional research we have moved from 99k in the hole to 3.5k in the past month. The FCC funds that are being revoked were marked in as received, but the forecast was set to zero meaning that the current forecast takes into account that we will have to give that money back. There was a mistake found about the tax handling on the 401k and Roth. They are determining what the impact would be and then a course of action will be put in place. An org chart was also produced to help with payroll and to make it easier to understand. Red Apple went through all of the old documents and re-created the entire dataset because Charter Solutions denied them access to the previous accounting system.

3. Business Manager Update. (~10 minutes)

Still looking at the new applicants for the business manager position. There still needs to be a discussion on what kind of person we want to hire. Would this be a position that would be full time, part time. The staff has been very pleased moving over to Red Apple because of how well they are doing. The staff believes that a full time business manager may be redundant. There is so many new process that Red Apple have implemented that we have more visibility into the process and data that it is much easier and faster than before. There were also many other items that Red Apple has fixed in this endeavour of recreating the entire financials.

4. Presentation by the Parent Guild. (~5 minutes)

The parent guild wanted to present a list of the activities that they have helped with this year. This includes but is not limited to: Neon dance party, reading night, thanksgiving feast, cookies with santa, skate night, student drawing contest, dash into reading, valentines day art supplies, library and reading area, UVU track people to race with the kids, meals, teacher appreciation week, box lunches for conferences, box tops, ice cream parties, lego robotics program, decorations, winter concert performance. 10k was



raised from just the pictures. A brief presentation was then made on the costs of the various programs. We also want to have some additional communication

5. Additional nutrition options. (~5 minutes)

Already covered in the Report Nutrition

6. PTO Policy. (~5 minutes)

The policy was presented. It is changed so that there will be a total of 10 days and any that is left at the end of the school year will be bought out. A discussion was then had that we do need to revisit all the other policies that we have in place to make sure they are up to date.

7. Fundraising items. (~10 minutes)

A discussion about how we want to move forward with getting the PTG and other groups to have full approval. We want to have a place to include this going forward.

8. Review of Lindy Townsend's contract and deliverables. (~10 minutes)

Went over her offer letter and contract. TCS was very lucky to get someone with the skill set that she has. She has been invaluable to the school in the completion of her objectives. Each of her deliverables is well in hand and she makes sure to follow up with Dr. Johnson to make sure that she is completing this.

9. Scheduling of Budget and School Land Trust Meetings Planning Meetings.

We have the Title I improvement plan that we can use. There will be additional money made available and we want to use the school land trust funds this year for technology and curriculum. These funds will be increasing over the next several years.

Consent Agenda

1. Previous meeting minutes.

Moved to next meeting

Action Agenda

1. Business Manager Position.

This update was already provided

2. School Land Trust Evaluation and Plan

The Land Trust committee needs to meet and then we can approve the plan.

3. Proposed 2019-2020 Title 1 School Improvement Plan

A discussion about how important it is to get everyone to fill out the food program table, because then we can get everyone in place in that it will

4. Proposed 2019-2020 TCS Calendar.

There were some issues that were previously discussed and this will need to be

reworked and resubmitted to the board.

- 5. Dual immersion Grant Acceptance.**
No action necessary at this time.
- 6. Revisions to the nutrition options.**
No action necessary at this time.
- 7. Fundraising options.**
No action necessary at this time.
- 8. PTO Policy Changes.**
The discussion happened above.
- 9. Board requirement: 53G-11-402 and R277-481-3**
This item was tabled.

The following motions were made:

- Robert Leckie motions that we accept the Title I improvement plan with a spell check as presented, seconded by BJ T., all in favor.
- Robert Leckie motions that we accept the PTO policy as presented with a spell check, seconded by BJ T., all in favor.

Board Training

- 1. Discussion on duties and responsibilities of the Board of Trustees. (~10 minutes)**
Discussion about documents. We need to have a document committee formed. We will be reviewing all the policies and putting them in all a wiki so that all the changes are tracked.

Closed Meeting

Robert leckie motions to close the meeting, all in favor by roll call.
Meeting reopened at 12:09AM March 21st,

Adjourn

Randall R. motions that we adjourn the meeting, Robert L. seconds, and all in favor.

Public Comment

Public Comment is time for the public to give input directly to the TCS Board of Trustees. The Board may engage in discussion to clarify any points raised but in general this is not a forum for extended discussion. Individual (or group, represented by a single individual) comments are limited to 2 minutes. Individuals wishing to make a longer presentation to the board may request placement on a future agenda by contacting the board Secretary or Chair. Administrative or operational items, those regarding the day-to-day operation of the school, may be referred to



the school director. Individuals who have previously met with the school director and still have concerns should feel free to participate in the public comment portion of the meeting.

Notice of Compliance with the Americans with Disabilities Act (ADA)

In compliance with the ADA, individuals needing special accommodations (including auxiliary communicative aides and services) during this meeting are invited to notify the Treeside Charter School Board of trustees at 1724 S State Street, Provo, 84601, or email robert.leckie@treesidecharter.org at least three working days prior to the meeting. The meeting room at the School is fully accessible via the parking lot.

Notice of Telephonic Communications

One or more Council members may participate by telephone or Internet communication in this meeting. Telephone or Internet communications will be amplified as needed so all Council members and others attending the meeting will be able to hear the person(s) participating electronically as well as those participating in person. The meeting will be conducted using the same procedures applicable to regular Municipal Council meetings.

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