



## ***Board of Trustees*** ***Board Meeting Notice and Agenda Minutes***

Notice is hereby given that the Treeside Charter School (TCS) Board of Trustees will hold a Board Meeting at Treeside Charter School 1724 S State Street, Provo, UT November 28, 2018 at 6:00. Projected duration: 90 minutes.

The public is welcome to attend all TCS Board Meetings. In compliance with the Americans with Disabilities Act, those needing special assistance or accommodations should contact the Board Chair or Secretary at robert.leckie@treesidecharter.org, giving at least one working day notice.

Agenda:

### **1. WELCOME & CALL TO ORDER**

Call to order at 6:01 PM November 28th, 2018 by April Clawson

#### **1.1. Opening Remarks**

No remarks given

#### **1.2. Pledge of Allegiance (in suitable environment)**

#### **1.3. Roll Call**

April Clawson, Jennifer Ammot, Matt Musil, BJ Taylor, Ben Johnson, Annie Johnston, Lindy Townsend, Todd Hepburn, Kristina Hone, Andy [], Brad Tew, Art Baker, Jessica Taylor, Robert Leckie, Victoria Christensen.

### **2. PUBLIC COMMENT**

No public comments

### **3. Acceptance of previous meeting minutes**

Matt M. motions to accept September minutes, Jennifer A. seconds; Matt M., Jennifer A. and April C. approve.

### **4. Reports**

#### **4.1. Director's Report**

Enrollment: We had a total of 466 as of the 18th of November. Since the beginning of school 23 students have left and 23 have joined. Most students have left because of family situations. All the new students that have joined have been word of mouth. Research needs to be done on how to track where people hear about Treeside.

Attendance: Fifth grade has the best attendance, and First grade has the worse. There is currently a 93% attendance rate and we want to be at 95%. There are various reasons for students being out.

Tardiness is also an issue in several grades.

Activities:

Penny Wars: Phenomenally successfully. The students raised more than \$2000 in pennies.

Parent Conferences: Went well, with several teachers reported 100% parent conferences.

Neon Dance Party: Was moved from the cafeteria to downstairs. Everybody enjoyed themselves.

Book Fair: Was well attended and each teacher earned more than \$100 of books for their classrooms.

Family Reading Night: This was very well attended. There was an author present. The PTG raised more than \$1500 from the silent auction.

Halloween:



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Day of the Dead:

Veterans Day Assembly: The sixth graders put on an excellent speaking and singing performance.

Thanksgiving day commemoration: The kids used the cafeteria to put on what a traditional meal would have been.

Upcoming Events:

Lego Mindstorm: The PTG was able to get robotics kits and starting in January there will be one or two after school sessions.

Cookies with Santa: This will be on a Saturday December 15th, and get pictures with Santa and is a fundraiser for the PTG and the student council will send candy grams.

Winter Performance: 17th of December and will be held in Timpview auditorium and will be a musical presentation from around the world.

Facilities:

HVAC: There are issues with no heat coming into the front offices and several offices downstairs. Temporary heaters have been put in place, and Triple-T has provided a list of needed maintenances. This has been an ongoing issue and the owner of the building has been notified.

Everything is under maintenance and are working towards a resolution.

Smell: There is a bad smell in the basement and some filters have been put in place to mitigate it, but it still needs to be fixed.

Parking: Some artificial grass, not intended for the school, is blocking some of the spaces for the school. There is also a shortage on the number of spaces that we are supposed to have. We are also having to share parking with the neighboring business.

Questions / Comments:

How can parents know more about the calendar of future events. Staff will make sure that the calendar is posted on the general site, and update it on facebook. These are also presented in the monthly newsletters that are sent out.

Pickup App is just about ready to be released to help speed up the end of day pickup process.

Outdoor learning laboratory is being started to get a greenhouse setup. Along with starting a farm to school grant.

#### **4.2. Financial Report**

Budget:

Our enrollment was lower than originally expected and have had to revise the budget. With the current changes the school should have a net income of \$800 for the year. This will be watched and updated as the year continues.

Audit:

Squire completed the audit for last fiscal year and have been submitted to the state. The financial certification needs to be completed and submitted. There were no material finding on the audit.

Questions / Comments:

We are good to make sure all payments to keep the school running and are working hard to increase the reserves.

#### **5. Consent Agenda**

##### **5.1. Policy Review**

In order to be in compliance to receive Title I funding the name of policy needs to be changed to



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“Parent and Family Engagement Policy” Also as part of Title I compliance an at risk definition should be included so that we can properly identify students.

#### **5.2. Teachers Evaluation Plan**

This needs to be part of our operating policy and that teachers are evaluated based on state standards and best practices on a regular basis.

#### **5.3. Management Letter and Response**

There were no material findings on the audit and this is not necessary.

#### **5.4. Climate Survey**

Charter solutions have a rudimentary report and when approached they suggest that we find a third party. The administration would like to have this twice a year to be able to better judge the progress of the school. This would also be used by the Board in the review of the executive staff.

#### **5.5. Early Literacy Plan**

The plan was updated to meet state requirements as they only wanted first through third grade in the plan.

Robert L. made a motion to approve the policy review with its two parts, that the Teacher Evaluation Plan be approved as presented, that the management letter and response is not necessary, that the Climate survey is tabled until further information and that the Early Literacy Plan is adopted as presented. Jennifer A. seconds and all board member approve.

#### **6. Discussion Items**

Next Meeting: We will be having a meeting next month as there will be items that need to be handled. There will be a presentation on a Gifted and Talented Program, and new Board position interviews. The next meeting will be December 19th, 2018 at 6:00 PM.

#### **7. Board Training**

Board Culture: It is important to make sure that we have good definitions in roles and outcomes so that we can make sure that the school can succeed. We also want to make sure that there are no conflict of interests. We want to make sure that we read the charter each year and use it to hold the administration accountable. These matrices of accountability are in the board policies and in contracts. We also want to make sure that we complete the requirements of law. Board members have separate roles from administration. The board wants to only handle the parts that we should and empower the administration where they should be. The board needs to make sure that they don't overstep or under step their bounds. Communication should be done via email where possible and to make sure that there are not internal board conversations as these are not public. Additional training will be done next month. A list of contact information will also be sent to the board.

#### **8. Closed session**

Robert L. motions to enter closed session at 7:05 PM. All member approve.

Jennifer A. motions to close the closed session at 8:19PM. All members approve.

April C. reopened the public session at 8:20PM.

Robert L motions to approve the closed session legal agreement as presented. Jennifer A, seconds and all member approve.



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**9. Adjourn**

Matt M. motions to adjourn at 8:21PM. All board member in favor.