

## MEETING MINUTES OF THE BOARD OF TRUSTEES

April 9, 2013 6:30-8:00 PM

Community Campus Room 211

- I. Call to Order and Welcome In attendance: Ben Rogers, Mary Gervase and Travis Scott. Minutes are presented by Mary Gervase.
- II. Verse  
The meaning of one's life, to live in accordance with nature and spirit, not to lose oneself in the external hurry of life, to avoid everything that brings restlessness and haste into one's life. To do nothing rash, yet not to be inwardly idle. To see in life the means for working for higher development and to act accordingly.- Rudolph Steiner
- III. Any Additions, Corrections, Modifications or Substitutions to the Current Agenda
- IV. Action Agenda
  - a. Approval of minutes from March 12, 2013 meeting. (Did not approve. **Will approve at next meeting.**)
- V. Information Agenda
  - a. Director updates:
    - Petition-third revision sent to Michelle Clement Taylor and she hopes to have it back to us next week.
    - Dale Bates-Asked Dale to not do any more work on the Program Plan at this time. Concerned about the amount of time it has taken, the value of the documents he has provided to us.
    - Board presentation (finances) Ben agreed to be the "spokesperson for questions about the budget at our board presentations. We discussed Mike Schlatter's expressed

interest in working with the charter on finances and fundraising. Ben will approach him to join the Finance Committee. Also discussed possibly Don Keller, Mike Chatterton.

-Presentation for public. Had not heard back from Dr. Barber but on the way home from our board meeting I had an email from him saying we are scheduled to present at the April 25<sup>th</sup> Board work session. Confirmed that both Michelle Clement Taylor and Don Keller will plan to attend.

-Letters to the Editor campaign-Hallie Kelly Board discussed having all letters reviewed by the Board prior to submission to the paper. Mary will discuss with Hallie.

-Site update: Still looking at possible future sites including Blaine Manor, Randy Flood and University Lands, Copper Ranch. As of today, there is still a possibility to lease property on Buttercup through Kirk LLC. We will investigate.

Present: Very nervous about finding suitable property to lease to expand the existing TMS campus for next school year. So far, nothing has materialized: Forest Service, Botanical Garden, River Street, , Old Head Start, Schlatters. Paul Kenny and Matt Bogue have been contacted to assist us with locating rental property for next year.

-Website-Svea and Mary are working on it now.

-Staffing for next year and impact on future years-discussed an interview committee to begin screening prospective employees once we are authorized.

-Professional development grants-good chance we will receive funding for this from a private donor.

-Charter schools legislation-As of this AM, Michelle Clement Taylor confirmed that we could approach BSU as an authorizer.

I have cc'd the board on an email sent to Dr. Bill Parrett and Dr. Roger Quarles.

-Sample authorizer questions –these were distributed to the board to prepare us for what we might be asked at our presentation.

-CCSS Common Core State Standards and sample curriculum- The Alliance-all should have received this email. We will need to assemble a curriculum committee once we receive our authorization to be sure we have a curriculum in place when the school opens.

-Fund raising idea-Storytelling Event. We all agreed this could be a unique and long term fundraising effort. Will re-address with a fundraising committee when established.

- b. Committees: HR, Fundraising, Facilities/Site portable buildings, furniture, etc), Website, finance, curriculum. We agreed we needed to start forming committees and have a board member chair each committee. This is also an excellent way to magnify the buzz by adding more people to the communication equation. Ben was going to approach Kristin Ritzau about serving on the Site committee. We talked about inviting Don Keller to serve on the Finance committee in preparation for serving on the SMS Board in the future. For starters Travis offered to be on the Site Committee. Ben would head up the Finance Committee. Thanks you two!
- c. Communication with TMS staff and the public. We need to be very careful who and how we communicate over the next year and a half. Please be sure if you are approached by anyone with TMS concerns, you encourage them to be brought to Mary. Any charter concerns need to be brought to the Board. It is too easy for our casual comments to be misconstrued by TMS staff members, etc. when so

much is happening so quickly and without thorough communication opportunities.

- d. Set next six month meeting schedule. We discussed continuing to meet on Tuesdays but we may change the week. Ben will check with Tener and Phoebe about their yoga commitments on Tuesday nights. **Please let me know if there are any Tuesday nights you are not available.**

## VI. Adjournment of April Board Meeting 8:30 PM.

### Questions to consider for our Board Presentation:

#### Readiness Self –Assessment

##### Early Considerations

Have we considered all existing avenues for education reform provided by local district and stat law?

Have we discussed our mission with our district, school staff, administrators, community, and parents?

Have we established working relationships with administrators and board members in our local school district?

Have we thoroughly researched and do we understand Idaho’s charter school laws and rules?

Have we explored all avenues by which to avoid the two most common pitfalls faced by new charter schools: inadequate financial resources and inability to provide fully compliant special education services?

##### Governance and Finances

Have we established a structure for our charter school board and filled all positions with qualified individuals?

Have we ensured our charter school board has abundant access to financial and legal expertise as applied to public schools?

Have we adopted internal financial and accounting controls?

Have we prepared a reasonable, through budget that includes a list of any assumptions made regarding our revenue and expenditures?

Have we obtained quotes for property, liability, and workers compensation insurance?

Have developed a plan for board elections and board succession?

Have we developed a policy manual for the oversight of the school?

##### Staffing

Have we defined our charter school’s organization structure, including clear lines of authority and responsibility?

Have we determined the number of teachers we will need and developed positions descriptions for teachers and other staff members?

Have we defined the expertise and qualifications our staff must possess?

Have we developed a plan for staffing our special education program?

Have we planned for on-going teacher training, especially if our proposed mission centers on innovative curriculum or teaching methods?

##### Curriculum and Instruction

Have we planned a curriculum consistent with our proposed mission?

Have we budgeted for all of the required curriculum materials?

Have we mapped out an education program that includes specific, measurable goals for student achievement?

Have we developed a comprehensive special education program that complies with all applicable state and federal laws?

Have we defined our strategy for measuring and reporting student progress, and for administering all state-mandated assessments?

## Operations

Have we developed a detailed, financially feasible plan for student transportation, including transportation for special needs students?

Have we developed a detailed, financially feasible plan for our nutrition program?

## Facilities

Have we located a temporary and/or permanent site for our charter school?

Have we obtained detailed cost estimates for all possible site preparation and remodeling necessary for our charter school?

Have we considered all improvements necessary for compliance with the Americans with Disabilities Act?

Have we researched all relevant zoning laws and ordinances?

## Petition Format

Have we included all elements of a petition required by Idaho Code Section 33-5205 in our petition?

If we are submitting our petition to the Public Charter School Commission, have we assembled our petition in the format required by IDAPA 08.03.01 Section 401?

Have we reviewed our petition to ensure it is free of errors and assembled in a manner that will be easy to read and review?

## Sample Authorizer Questions

Petitioners and authorizers need to establish a good working relationship. While the petitioners have been working on their petition for months, this may be the first time the authorizers have seen the petition. Because of this, the questions asked by the authorizer may seem tedious. It is important for the petitioners to answer questions as thoroughly as possible and with respect to the members of the authorizing chartering entity.

Below are sample questions authorizers may ask during the initial presentation or the review process.

- Please provide a brief biography of yourself and the board.
- Describe the expertise on the board as it relates to governing a charter school. For instance: does the board have an accountant, business owner, attorney, teachers (retired or not), someone with real estate experience, someone with experience working with government entities, etc?
- Why do you want to open a charter school?
- Describe the mission and vision of the charter school.
- What were the results of the Sufficiency Review from the State Department of Education?
- What changes did you make to the petition based on the Sufficiency Review?
- Is there consensus between the board and our staff about the content of the petition? Please explain any outstanding issues – if any.
- Discuss the curriculum you plan on using.
- Will it be purchased or developed by the team?
- If it is purchased, what is the name of the company?

Describe your experience with this curriculum.

- Tell us more about the curriculum and how it will be delivered.
- What are other schools/districts that are using the same curriculum?
- What data is available about the success of the curriculum? Can you supply that data to this group?
- Describe the school facility plan.
- Where will the charter school be located?
- Do you have a permanent facility or will you be leasing?
- If it is not a permanent facility what are the long term plans for a facility?
- How have you accounted for remodeling and/or improvements in the budget?
- Has the land or building been donated? If so, are there any requirements or restrictions associated with it?
- Describe the transportation plans for the students.

- What plans do you have related to special education students that require transportation?
  - Describe the food service plans for the students.
  - Will you be providing lunch for any of them?
  - What, if any, preferences will you be using for enrolling students? Do the preferences meet the requirements set out in Idaho Code?
  - Describe the plans for Special Education students.
  - Do you have a separate classroom for those students?
  - Describe any plans you have for contracting services such as financial, transportation, lunch, special education, counseling, or building maintenance.
  - Have you contacted the entities with whom you plan to contract?
  - What is the teacher to student ratio?
  - When will you be hiring the administrator and teachers?
  - What other charter schools in the attendance area/district?
  - How will you differentiate yourself from schools of the same grade levels?
  - How many students do you expect in the first year?
  - What adjustments can you make in the budget if you don't meet the expected enrollment?
  - What is the enrollment capacity?
  - What grades will you start with?
  - What are the plans for the long-term growth of the school – including the addition of grades?
  - Review the budget for us.
  - Why do you feel it is realistic?
  - What assumption you have used in the budget?
- For example, have materials or services been donated, what grant money have you included?
- What other charter school budgets have you reviewed? Do those schools have similar student populations and programs as the school?
  - What extra curricular activities will you provide?
  - Describe the working relationship with our staff (the authorizer).
  - Describe the working relationship with the local school district.
  - Have you read and do you understand the laws and rules governing charter schools in Idaho?