

# Treasure Valley Classical Academy Board of Trustees

## Special Board Training Meeting

Treasure Valley Classical Academy  
500 SW 3<sup>rd</sup> St., Fruitland, Idaho 83619

### MINUTES

Date: June 6, 2020

Time: 8:00 a.m.

1. Call to order by President: Mr. Lasnick at 8:06 a.m.
2. Roll call of Board by Secretary: Mrs. Taylor, Mrs. Frei, Mrs. Nelson, Mr. Fugate, Mr. Evenden, Mrs. Baines, Mr. Lasnick. All present. Quorum established.  
Others attending: Mr. Lambert (Principal), Kathie Collins (Self-employed consultant, Ontario, OR)
3. Pledge of Allegiance
4. **School Pledge:** I will learn the true, I will do the good, I will love the beautiful
5. **Mission:** The mission of Treasure Valley Classical Academy is to train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility.
6. Adopt the 6.6.20 agenda (action item) Mrs. Baines moved to adopt the 6.6.20 agenda. Mrs. Nelson seconded. No discussion. Unanimous vote. Motion carried.

\*Mrs. Nelson moved to suspend the rules to move item 7.2 to 7.1. and 7.1 to 7.2 on the agenda so the Year End Principal Review could be discussed before Mr. Lambert (Principal) arrived to present his report. Mrs. Taylor seconded. No discussion. Unanimous vote. Motion carried.

#### 7. **Agenda:**

**7.1 School Leader's Report:** Mr. Lambert presented a letter from HUMMEL Architects concerning Addition Phase 1 for TVCA improvements. After 7 bids the low bidder is Anderson Construction Company of Idaho, LLC. The next steps are to negotiate an AIA Lump Sum Contract Agreement reflecting bid results.

Mr. Lambert also presented the current earnestly needed expansion/improvements for the TVCA facility and the funds necessary to make it happen. Mr. Lambert presented the costs and timeline to the Board for a must have capital campaign to achieve the necessary funds. TVCA needs 2.4M for the next 5 years growth. He recommended that TVCA reapply for the grants TVCA is currently using when each grant's time frame is up for TVCA's growth needs.

Mr. Lambert also presented a Plan B with modulars used for expansion so that we could have students in classrooms while construction is being done.

**7.2 2020 Year End Principal Review (action item)** No action needed. Mr. Fugate will build this in "Survey Monkey" and send it out to the TVCA teachers with a one week deadline response time frame. The Board will discuss this survey at the June Board meeting.  
The Board updated the Mid-Year Principal report with a Year-End Principal report in mind. The Board evaluated Mr. Lambert on this report. The Survey Monkey will be an artifact for the year-end report.

\*Mrs. Frei moved to suspend the rules to move item 7.7 to 7.3 and 7.3 to 7.7 so Mr. Lambert could present this item right after his first item presented. Mrs. Nelson seconded. No discussion. Unanimous vote. Motion carried.

**7.3 TVCA Strategic Oversight:** Mr. Fugate stated our immediate goals as shown on the TVCA Strategic Plan draft that our Board worked out with Mr. Dillon during a Board training. 1. Set goals: We need to keep our goals, both long and short term, working and using the best course of action to meet the goals while monitoring through metrics. 2. Identify key assumptions. 3. Determine the best course of action. 4. Monitor progress through metrics. Mr. Fugate also presented the Strategic Oversight Calendar to be certain we are keeping on top of the important monthly tasks as a Board. Mrs. Taylor will let Mr. Lasnick know which need to be on the monthly agendas.

Mr. Lasnick will go over the Board Committees to flatten the communication protocol with the Board. He will speak with each Board member to complete a good fit for Committees. This structure will help with Board management also. We must focus on K-12 and its needed facilities as current needs.

Mr. Fugate is creating a list for needed, possible, Board members with needed talents of executive and financial skills. Board members will reach out for possible interviews with potential Board members along with networking possibilities.

\*Mrs. Nelson moved to suspend the rules to move item 7.6 to 7.4 and 7.4 to 7.6 on the agenda so Mrs. Collins (a guest) could present herself and not have to wait till later on the agenda. Mrs. Frei seconded. No discussion. Unanimous vote. Motion carried.

**7.4 Non-profit filing with Secretary of State (action item)** No action needed at this time. Mrs. Taylor will contact Mr. Yorgason to complete this filing and have it done by Monday, June 8<sup>th</sup>.

**7.5 Capital Campaign, Mr. Gaskill (action item)** Mrs. Baines moved that we send him a letter of denial for his services. Mrs. Frei seconded. No discussion as having been discussed at a previous Board meeting when Mr. Gaskill presented for the Board. Unanimous vote. Motion carried.

Mrs. Baines presented the information she needs immediately to add to the packet to present to possible lenders.

Assignments were given to Board members and others for needed documentation. Assigned documentation needs to be uploaded to the Finance/Capital Campaign folder on the Board Drive by noon on Monday, June 8<sup>th</sup>.

**7.6 Invited Guest: Mrs. Collins, Capital Campaign.** Mrs. Baines introduced Mrs. Collins and her skill set with grant writing, capital campaigning, to possibly coach/train the Board on how to raise funds for a capital campaign drive for TVCA's growth. Mrs. Collins provided her resume, experience, and cost which needs to be presented on a proposal bid to the Board. Mrs. Collins explained that the Board needs to be passionate about obtaining needed TVCA funds and that timing is important when asking for contributions. Contributors like to see that the Board, community, etc. have skin in the game. Mrs. Baines will contact Mrs. Collins for her proposal bid, with a Wednesday deadline, as given a go ahead by the Board.

Mrs. Baines also presented a capital campaign Fundraising Plan as a plan to attain the needed funds for TVCA's Phase 1 plan flowing into Phase 2 and Phase 3's needs with stated deadline dates and fund

attainment goals. She also stated several levels that can be implemented to contact and include the community in the capital campaign.

**7.7 Anderson Construction Phase 1 bid (action item)**

Mrs. Frei moved that the Board sign the “Notice to Proceed” for Anderson Construction Phase 1 bid. Mrs. Nelson seconded.

Discussion: Mr. Lambert presented the Anderson Construction bid for school expansion. He has contacted all involved.

Due to the compact time schedule, it is recommended that the TVCA Board sign a “Notice to Proceed” letter for Anderson Construction Company of Idaho, LLC so they can begin ordering equipment that has a long lead time prior to the finalizing of the contract. This allows the time to complete needed items before school begins in the fall.

Unanimous vote. Motion carried.

**8. Adjournment: Having completed the agenda the meeting is adjourned at 12.56 p.m.**

**Julie Taylor, Secretary**