

Treasure Valley Classical Academy Board of Trustees

Treasure Valley Classical Academy
500 SW 3rd St., Fruitland, Idaho 83619

MINUTES

Date: June 18, 2020

Time: 7:00 p.m.

1. **Call to order** by President: Mr. Lasnick
2. **Roll call of Board** by Secretary: Mrs. Taylor, Mr. Lasnick, Mrs. Baine, Mrs. Nelson, Mrs. Frei, Mr. Evenden, Mr. Fugate (by ZOOM). All present. Quorum established.
Others attending: Mr. Lambert (Principal) (by ZOOM), Mr. Carignan (BLUUM) (by ZOOM), Dr. Condra (Assistant Principal) (by ZOOM), Charles Baines (Fruitland), Reegan Lasnick (Fruitland)
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. **Consent Agenda (Action Items)** Mr. Lasnick moved to accept the Consent Agenda. Mr. Evenden seconded. Discussion: Mrs. Baines asked to remove 6.1 and 6.2 to be discussed immediately after the consent agenda vote. Unanimous vote. Motion carried. Mrs. Baines moved to adopt the amended Consent Agenda with 6.3 (below). Mrs. Taylor seconded. No more discussion. Unanimous vote. Motion carried.
 - 6.3 Adopt special meeting minutes from 6.6.20 (adopted above)
 - 6.1. Adopt agenda for 6.18.20: Mrs. Baines moved to drop the Board Wiser 11.1. from the 6.18.20 agenda. Mrs. Nelson seconded. Discussion: There is Board training in the Board packet under the Budget Hearing Review 9 to train the Board for the Budget's 2nd reading. Unanimous vote. Mr. Lasnick moved to adopt amended agenda. Mrs. Frei seconded. Unanimous vote. Motion carried.
 - 6.2. Adopt regular meeting minutes from 5.21.20: Mrs. Baines moved to remove the words "Capital Gains" and replace it with the word "Capital". Mrs. Frei seconded. Discussion: Why? Gains refers to a tax bracket. Mrs. Taylor moved to adopt the amended 5.21.20 minutes. Mrs. Frei seconded. Unanimous vote. Motion carried.
7. **Community Comments**
 - 7.1. **Open Community Comments:** Parents and members of the community are invited to make comments to the Board during this section of the meeting. If you wish to address the Board, please sign up before the meeting. You may address the Board for up to two (2) minutes, and the time limit will be enforced. Comments should not reference individual personalities or other private matters. If you wish to discuss these, please refer to the Board's grievance policy. The Board and/or Administration will address written concerns in a timely manner.
8. **Reports:**
 - 8.1. **School leader report:** Here is an updated report of our current enrollment situation for next year by grade level (enrolled/waitlist): K (54/31), 1 (54/28), 2 (54/5), 3 (54/12), 4 (49/0), 5 (54/14), 6 (44/0), and 7 (51/0). At this time, we are projecting an enrollment of 414 with 90 on the wait list at various grade levels. No update to the dashboard since school is out for the summer and the May dashboard covered to the end of the school year. Appraisals for Phase 1 went well.

Dr. Condra, Mr. Lambert, Special Ed, and all other teachers are attending a Hillsdale training. TVCA received a good meal/nutrition review with no significant findings except an extremely minor error on free and reduced lunch applications. The error was promptly fixed by Mr. Baines.

- 8.2. **Finance Committee Mrs. Frei:** Committee completed the Internal Controls Audit Self-Assessment Questionnaire and forwarded it on to Mr. Carignan (BLUUM). The TVCA credit card limit needs to be added to the assessment.
- 8.3. **Development Committee Mr. Evenden:** No new business at this time.
- 8.4. **Governance Committee Mr. Fugate:** Committee sent out the "Year End Principal Review" by survey monkey on June 8th, 2020 and requested it be back by June 13th, 2020. 32 out of 46 surveys responded. It was suggested to use Google for surveys in the future.

9. **Unfinished Business: *Board reviewed "Board Finance Training" booklet before Budget Hearing.**

9.1 **TVCA Budget Hearing (2nd Reading): Mr. Lambert & Mr. Carignan (Action Item)**

Mr. Carignan presented the 2019/2020 amended TVCA Budget and the 2020/2021 amended TVCA Budget. Mr. Carignan double checked everything. When TVCA originally sent in the application to the PCSC there weren't any red flags. PCSC wanted to know what TVCA would do with a 10% less budget due to COVID-19. TVCA will stay on budget with the PPP loan. TVCA has a tight budget but stays on target. Student enrollment is on target. Does the budget reflect the real numbers for insurance benefits and bus storage for next year? Mr. Carignan stated that it does.

Mr. Carignan clarified budgets: one budget was built in excel as all charter schools use this format to submit to the state. The state has a specific form the charter schools must report with. The reason to present an amended budget is to match the federal requirements to the state requirements. Do we have a legal expense line item on the budget? It will be added. The budget published in the newspaper is a 4 year summary for the public.

Mrs. Frei moved to accept the current 2019/2020 Budget as amended and presented.

Mr. Evenden seconded. No more discussion. Unanimous vote. Motion carried.

Mrs. Baines moved to accept the 2020/2021 TVCA Budget 2nd reading as amended and presented (adding the \$2,000 legal fees item). Mrs. Frei seconded. No further discussion. Unanimous vote. Motion carried.

10. **New Business:**

- 10.1. Resolution for D.L Evans loan: Mrs. Nelson (Action Item) Mrs. Nelson moved to ratify Resolution #2 to ratify a \$500,000.00 loan through D.L. Evans Bank (not to exceed this amount).

Mrs. Baines seconded. Discussion: Why this amount? This amount was proven from a lot of data footwork by Mr. Carignan and Mr. Lambert but does not include the Phase 1 costs for HUMMEL. Unanimous vote. Motion carried.

- 10.2. Adopt expansion Phase 1 contract: Mrs. Nelson (Action Item) Mrs. Nelson moved to adopt the expansion Phase 1 contract with Anderson Construction. Mrs. Baines seconded.

Discussion: The lawyer for TVCA did have the opportunity to look over this contract. This form addresses everyone's needs involved.

Mr. Carignan stated that TVCA has a reporting requirement with Building Hope concerning loans. Building Hope needs to know a Plan B for additional students with projections if TVCA cannot attain the resources needed to build out all expansion phases.

Unanimous vote. Motion carried.

- 10.3. Lease agreement with AMI: Mr. Evenden (Action Item) No action taken at this time. Discussion: Mr. Evenden will engage AMI (presented as a letter of engagement) concerning a lease agreement with AMI in regards to the Hitchcock Building.
- 10.4. Capital Funds review: Mrs. Baines presented a Fundraising Plan and discussed various timelines and needs for this plan. A fundraising plan is required in a loan packet for possible lenders. Mrs. Baines presented the real need for a fund raising coach to help TVCA raise funds for expansion phases. Dates to meet with a fund raising coach are necessary to start the fundraising as soon as possible. Mrs. Baines stated that there is a list of willing volunteers to help with the fundraising campaign. Mrs. Baines stated a need for a contract with fund raising coach, Mrs. Collins.
- 10.5. Approve contract for Katherine Collins for Fundraising Campaign: Mrs. Baines (Action Item) Mrs. Baines moved to approve the contract for Katherine Collins for the Fundraising Campaign. Mrs. Nelson seconded. No more Discussion. Unanimous vote. Motion carried.
- 10.6. Executive Session pursuant to Idaho code 74-206 (c) Mrs. Frei moved to convene to Executive Session 74-206 (c). Mrs. Baines seconded. No discussion. Mr. Lasnick-yes, Mrs. Nelson-yes, Mrs. Baines-yes, Mrs. Frei-yes, Mr. Evenden-yes, Mr. Fugate-yes, Mrs. Taylor-yes. Unanimous vote. Motion carried.
- 10.7. Purchase parking lot from Fruitland School District: Mr. Lasnick (Action Item) Mrs. Frei moved to accept the purchase price for the parking lot from the Fruitland School District. Mrs. Nelson seconded. No more discussion. All opposed. Unanimous vote. Motion failed.
- 10.8. Executive Session pursuant to Idaho code 74-206 (b) Mrs. Baines moved to convene to Executive Session 74-206 (b). Mr. Evenden seconded. No discussion. Mr. Lasnick-yes, Mrs. Nelson-yes, Mrs. Baines-yes, Mrs. Frei-yes, Mr. Evenden-yes, Mr. Fugate-yes, Mrs. Taylor-yes. Unanimous vote. Motion carried.
- 10.9. Committee Chair assignments (Finance, Governance, Development, Fundraising): Mr. Lasnick appointed Committee Chairs and seconds for some Committees. Finance Chair is Mrs. Frei (as long as she remains Treasurer). Governance Chair is Mr. Fugate with Mrs. Taylor as a second. Development Chair is Mr. Lasnick with Mr. Evenden as a second. Fundraising Chair is Mrs. Nelson with Mrs. Baines as a second. Mrs. Baines is the Capital Fundraising Leader. Mr. Lasnick will meet with the Committee Chairs once a week to provide clear guidance and set goals. It was agreed that the entire Board will contribute financially (anonymously and no defined amount) to TVCA's fundraising campaign.
- 10.10. Conduct Board officer elections (Action Item) Mrs. Baines moved to keep Board officer positions as currently held. President: Mr. Lasnick, Vice President: Mrs. Nelson, Secretary: Mrs. Taylor, Treasurer: Mrs. Frei, Board member: Mrs. Baines, Board Member: Mr. Fugate, Board Member: Mr. Evenden. Mrs. Taylor seconded. No discussion. Unanimous vote. Motion carried.
11. **Board Development:**
 - 11.1. Board Wiser: Back-Ordered-Chinese-Lightbulbs: Mr. Fugate (voted removed from agenda under 6.1 and Board had training under 9 Board Finance Training above)
12. **Adjournment: Having completed the agenda the meeting is adjourned at 9:09 p.m.**

Mrs. Taylor, Secretary