



Tomorrow River Community Charter School Board Meeting  
 Monday, December 17, 2012, 6:30 pm  
 Tomorrow River School District Office  
 357 North Main Street, Amherst, WI 54406

## MINUTES

	Present?		Present?
Anne Abbott	X	Laurie Low	X
Diana Bohman	X	Shannon Korger	X
Tina Giombetti	X		
Other Attendees: Chamomile Nusz, Mike Toelle, Lori Barian			

1. Call to order - Gathering verse, Laurie  
 The regular meeting of the Tomorrow River Community Charter School Board was called to order at 6:40 pm at the Tomorrow River School District Office in Amherst by Chair Laurie Low. Board Members in attendance were: Laurie Low, Shannon Korger, Anne Abbott, Diana Bohman and Tina Giombetti (via Skype)
2. Business
  - a. December 3<sup>rd</sup> Meeting Minutes
    - i. Define policy for excused/unexcused absences before we record that in the minutes.
    - ii. Add recusal from Laurie Low from the Job Description Task force due to her interest in applying for the position that was being drafted.
    - iii. Add notes to Motions regarding Approval.
    - iv. Add note regarding what account the Treasurer's Report is for.
    - v. Motion to approve minutes, SK, 2<sup>nd</sup> AA. Minutes approved.
  - b. Next Meeting January 7<sup>th</sup> at 6:30 in the District Office.
  - c. Treasurer's Report – no balance change since the last meeting
  - d. Site Report
    - i. Scott Johnson met with the MAC Foundation, meeting went well, he asked for an increase in funding because of an increase in quote. They have verbally authorized a \$200,000 grant amount, which was the original grant amount.
    - ii. Meeting with Jeremy Solin revealed additional funding through the university being available, but they would prefer it is not toward building.
    - iii. Fundraising to additional monies for building must begin now with uncertainty regarding how much money needs to be raised at this time. This money would offset Lease/Rent costs with CWES.
    - iv. Next Steps: Continue working on the Memorandum of Understanding (MOU)/Lease/Site Agreement, begin fundraising and grants.
    - v. Chamomile and Laurie will be meeting with Nerissa Nelson on Thursday to start discussions regarding starting to search for grants.
  - e. Jobs Task Force
    - i. Vacancy Notice was created by Lori, Chamomile, Mike and LeAnn.
    - ii. Hiring Group will consist of the same group as above and Anne Abbott, if her schedule permits
    - iii. Posting closes on December 21, Interviews begins the first week of January, recommendations to board regarding the hiring would go to the TRCCS board at the January 7<sup>th</sup> meeting, TRCCS Approval goes to TRSD Board meeting on January 14<sup>th</sup>.
  - f. Conflict of Interest Policy
    - i. Second Reading of the Conflict of Interest Policy – SK, 2<sup>nd</sup> TG. Motion carried.
  - g. Coordinator Reports

- i. Chamomile and Lori wanted to know if there was a specific format that the board would like them to follow when providing us with their monthly report
      - ii. Suggestion was to provide a summary report with bullets that use the same format between both.
    - h. WISN Contract
      - i. Contract has not been sent to us as of the start of this meeting
      - ii. Final version is done, but it is being reviewed by Sarah Hackett
      - iii. Approval of contract cannot occur until the January meeting.
- 3. Governance
  - a. School Structure
    - i. Discussion was held regarding a principal's involvement in hiring. Agreement that there was some re-wording required for the hiring process. Reviewed the preliminary structure, which will be included in the Charter Contract, to be discussed and come to agreement with the district through the negotiation process.
    - ii. Anne recommended establishing a hiring process that is agreed upon between the district and the charter school to help define the autonomy of the charter school within the confines of the district's requirements.
    - iii. Laurie suggested combining the Principal and Lead Teacher roles, which Mike confirmed is a possibility. It may not be able to be done immediately, but it could evolve into this role.
    - iv. Operations Director – some of the responsibilities defined are the role of the principal. Consider renaming to Development Director or some variation of such as that's generally the type of position that does recruiting. Some duties may also go to the Board Secretary. Chamomile noted that this person's salary can be paid by grant funds since they're not teaching.
    - v. Create a task force to hash out details regarding the school structure composed of Chamomile, Lori and Laurie and determine the final structure that will be included in the charter contract.
  - b. New Board Members
    - i. Discussion regarding a perceived conflict of interest when a District Board member joins the Governance board and whether we feel that Diana will be a voting member or not. An Amendment to the Bylaws to include the Acting Principal and a District School Board Representative on our board as non-voting members will be drafted and presented at the Jan 7<sup>th</sup> meeting.
    - ii. Other interested Board Members will be asked to attend a meeting and we will present them with an outline of the board expectations. They will be asked to commit to fulfilling the responsibilities and they would respond with a letter of interest and a commitment to be part of the board. Chamomile will send the information out to potential board members if anyone forwards their contact information to her.
  - c. Committees
    - i. Chamomile noted that as currently written in the bylaws, the Executive Committee will include the entire board. Since the purpose of the Executive Board is to assemble as a smaller committee, suggested an amendment to change the membership to exclude the secretary and committee chairs.
    - ii. Discussed limiting participation of board members in a single committee only, since our board is limited. Reviewed the current committee participation and no changes were made to the chairs.
    - iii. Chamomile will be sending out a newsletter next week and will include a call out for volunteers for upcoming events (Winter Festival and Valentine's Day Fundraiser) as well as people interested in lending their skill sets to our Board or committees with information regarding who to contact.
- 4. Review Items
  - a. Tour Dates

Chamomile will be setting up a school tour of Prairie Hill in Viroqua and Badger Rock in Madison on February 1. Interested attendees included Chamomile, Laurie, Tina and Shannon.

- b. Reporting Session on December 5<sup>th</sup> and 6<sup>th</sup>  
Mike and Chamomile attended the event and heard from a number of charter schools in various states of implementation. Mike noted that starting in next year's grant cycle, charter schools smaller than 40 students will not be eligible for grant funds.
  - c. Authorizer Workshop on December 13<sup>th</sup>  
Chamomile, Mike and Diana attended the session led by Barry Golden (WISN). It reviewed what should be included in the charter and gave authorizers a good understanding of how to truly give their charter schools the autonomy that DPI wants to see.
  - d. WI Green Schools Network  
Chamomile provided information regarding upcoming events through the Green Schools network, including the national conference in FL and the WI conference, which is for teachers only. No plans were made to attend either conference at this time.
  - e. WISN Conference in Appleton  
Our WISN contract included money to send additional attendees to the conference (March 13-14, with a pre-conference session focusing on Public Waldorf Education led by Lori Barian on March 12). Chamomile, Laurie and Shannon would like to attend the whole conference; Tina is interested in attending the pre-conference session. Chamomile will start registering attendees.
  - f. Board Retreat  
We will hold off on scheduling this retreat until after the Curriculum Coordinator is hired and we have more board members join the board. We will review this at the end of February to see what schedules of our members look like and plan accordingly.
5. Events
- a. Valentine's Day Fundraiser
    - i. Chamomile and Tina will be touring Central Waters on December 19 to get an idea of how much room we will have.
    - ii. Need to find somewhere to get the tables and start to solicit for donations of food/ingredients.
6. Meeting adjourned at 9:47 pm.

#### Action Items

1. Revisit the Hiring Procedures that were previously adopted because they are currently unfinished.
2. Draft the following amendments to the Bylaws for approval at the Jan 7<sup>th</sup> meeting (Chamomile).
  - a. Add non-voting member seats to the Board for the Acting Principal and District School Board Representative.
  - b. Change the Executive Committee members to exclude the secretary and committee chairs.
3. Draft the procedures for joining the board (Laurie).