

**Northwest Youth Corps
Twin Rivers Charter School Advisory Board
Meeting Minutes
June 20, 2023
4:30-5:30pm**

Present: Dennis Dover, Helen Haberman, Jane Kammerzelt, Jeff Orlandini, Tony Phifer
Also Present: Jeff Parker, Jay Breslow

1. **Meeting Called to Order** at 4:30 by Jeff Orlandini
2. May 2023 **meeting minutes** were reviewed and unanimously approved after a motion by Tony and seconded by Dennis.
3. **Public Comment:** There was no comment as no members of the public were present.
4. **Principal's Report:**
 - a. Accreditation: A report by Cognia, an accreditation firm, was done. TRCS was given a score of 289 out of 300. This included 30 standards of academic disciplines that were reviewed. This will not need to be done again for 6 more years.
 - b. End of year data report: to be forwarded when Jay can complete compiling all the data. He said he would send it to the Board when complete.
 - c. Graduation report: Seven seniors were graduated on June 9th and five 8th graders attended their completion ceremony on June 8th.
 - d. 2023-2024 Faculty: 6 current faculty are returning, and Jay reviewed the personnel changes in various departments, The biggest change will be that Jay is phasing out next year with Kristin Humphrey phasing in as the administrator/principal. This is a structured transition in which Jay outlined the timeline. There will be 4 AmeriCorps members hired to round out staffing.
 - e. Lottery/waitlist process: On June 6th, the lottery process was held and it went well. Jay sent out acceptance packets to the successful applicants and is expecting them back soon with the required signatures from the families.
 - f. Enrollment projection: The school enrollment is complete at 64 students with a waiting list.

5. Director Report:

- a. Finance: The 2 financial statements, summary and detail, were reviewed, as well as the breakdown of grant revenue. By the time the grant money is drawn down into our account, it will more than offset the deficit shown on the statement. The 2023-2024 budget will be higher than the current year due to the increase in enrollment.
- b. Leadership transition: Kristin will start the new year part time and grow into full time as she learns more of the administrative duties. Jay will start full time and over the year cut back to part time as Kristin assumes more duties.

6. Advisory Board Member recruitment:

- a. There was discussion about candidates with students in the school. It was decided to have the advisory board review the current application and see if any changes need to be made before we announce opportunities to participate in board service. Jane asked for the advisory board to be made more aware of opportunities to engage in school family activities so we can get to know parents better for potential board engagement.

Meeting adjourned 5:29 pm

Respectfully Submitted by:

Jane Kammerzelt, Secretary Jane Kammerzelt May 9, 2023

Jeff Orlandini, President Jeff Orlandini Date 9/18/2023
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