

Northwest Youth Corps/Twin Rivers Charter School

Joint Advisory/Board Meeting Minutes

April 10<sup>th</sup>, 2024, 4:30 PM – 5:30 PM

**Present:** Helen Haberman, Jeff Orlandini, Jane Kammerzelt, Dennis Dover, Tony Phifer, Scott Halpert, Erik Matissek, Jay Breslow, Kristin Humphrey, Jeff Parker, Sara Gangaware, Amanda McCleary-Moore, Steve Dubiel

**Meeting began at 4:30 PM**

- Began the meeting by reviewing and approving December 2023 and February 2024 TRCS Advisory Board Meeting minutes, and the September joint TRCS/NYC meeting minutes.
- Amanda McCleary-Moore, representative from Moss Adams, presented the 2023 TRCS Audit. Amanda highlighted that the Audit report was clean with no major findings to report. While not unfamiliar with NYC/TRCS financials, Amanda represented a new-to-us audit team within Moss Adams. She mentioned, for next year, her desire for NYC to modify its raw data to reflect the formatting of the audit report. Discussions between Moss Adams, Elena, Keith Brown, and Jeff Parker will continue to review best practices and data formatting. Amanda also noted, drawing from her own experience serving on a charter school board, that donations/philanthropic work tends to be less effective funding than grant writing.
- The board then presented and voted on Liz Wigham's candidacy for the Twin Rivers Advisory Board. The board unanimously approved Liz's candidacy to join the Advisory Board. Tony Phifer motioned; Dennis Dover seconded the motion to approve Liz.
- Jeff Parker presented the 2024-2025 budget for Twin Rivers Charter School. Jeff highlighted an increase in revenue from enrollment and key grants, but also higher payroll expenses and vehicle fleet management costs. Jeff relayed that due to the great work accomplished by Elena and the finance team, the organization is on top of invoicing. This means that the Quarter 1 financial statements look low because revenue from 2023 is not being posted to Q1 of 2024. In addition, the presented budget only reflects grant funding that is already under way and does not account for any grants in process, or that we will apply for mid-year. Jay Breslow noted that TRCS teaching staff have all signed contracts for next year's school year with a 3.5% salary increase.
- Advisory Board members motioned for the budget to be recommended for full board approval. The Northwest Youth Corps board unanimously approved the budget.
- Jay Breslow and Kristin Humphrey mentioned the From the Roots event happening next week (April 19<sup>th</sup>- 20<sup>th</sup>) where students and faculty will spend 24 hours at Log Jam Park removing invasive weeds. Jay encouraged board members and friends of the organization to join them for dinner on the 19<sup>th</sup> from 5:30PM- 8:00 PM. Kristin also let Advisory Board members know the Quarter 3 expo was occurring after this board meeting.

**Meeting Concluded at 5:32PM**

**Minutes prepared by Sara Gangaware on behalf of;**

**Lee Taylor- Northwest Youth Corps Board Secretary**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Jane Kammerzelt- Northwest Youth Corps Board President**

\_\_\_\_\_ **Date:** \_\_\_\_\_