

POWELL BUTTE COMMUNITY CHARTER SCHOOL

BOARD OF DIRECTOR'S MEETING March 17, 2016

REGULAR SESSION 7:00 PM – Library

Board Members Present: Tom Burke Jeff Clay Patty McLean
Francis DeRoest Chris Seber

Board Member Absent: Steve Holliday, Excused Absence

Administration/Staff Present: Jackie LaFrenz, Administrator
Jenn Berry-O'Shea, Place-Based Education Coordinator
Maggie Townsend, Administrative Assistant

Call to Order

Chair McLean called the meeting to order at 7:03 PM.

Flag Salute

Chair McLean led the Pledge of Allegiance.

Public Comment

Shannon Lester presented a report from the Lock, Stock and Barrel Benefit dinner. \$35,120.93 was presented to PBCCS in February. Mrs. Lester is no longer a part of Friends of Powell Butte School, and would like the roll of FOPBS to change because of the lack of respect and communication. Mrs. Lester expressed that if relationships had been better, and clear goals were established by the board than the benefit dinner could have earned more.

Brie Murray, Powell Butte Community Pre-School, expressed concern regarding kindergarten enrollment and the procedures. Mrs. Murray is concerned that Powell Butte residence with kindergarten students should have preference and priority to be enrolled in PBCCS. Board member Seber inquired about enrollment for 2016-17 in the pre-school, in planning for future years at PBCCS.

Tammy Verduco expressed importance of the PBCCS in the community and that Powell Butte residence should take priority in enrollment.

Kathy Eby, also expressed need for PBCCS to be for Powell Butte residence.

Consent Agenda

Items listed on consent agenda were distributed to Board Members in advance.

It was moved by Clay; seconded by Burke; motion carried (6,0) to approve the consent agenda.

- a. Minutes: Board Meeting, February 18, 2016
- b. Minutes: Work Session, March 1, 2016

Financial Report

Greg Munn presented the board with a Monthly Financial Report. He reviewed changes in projected revenue. Mr. Munn projected that the PBCCS budget will end up even at the end of the fiscal year. Exercise-a-thon and Lock, Stock and Barrel fundraiser revenue has been added to the accounts. The ESD has found and corrected PERS reporting errors. The ESD has created electronic time sheets to reduce time and errors. Additional electronic forms have been created to streamline processes. Mr. Munn addressed new sick leave requirements from the State, the ESD is working to understand and address the new requirements. Bills are being paid twice a month, mostly electronically. The budget is in process and will be ready for proposal for next months meeting.

Friends of Powell Butte School Report

Angie Conner presented a year to date summary of finances of FOPBS. Volunteer hours and donations have assisted in making the program affordable for PBCCS families. The lunch program is transitioning to getting food delivered, which will increase overall costs. Leslie Riley addressed the reserve account, which would assist in hiring another person to help in the kitchen. CORS events and donations have been used to build the reserve account. Mrs. LaFrenz inquired about how sustainable the program is. Mrs. Riley, explained that grants, volunteers and donations make the program sustainable. Mr. Seber asked about the possibility of a price raise. Mrs. Riley responded that they believed the numbers would drop if they choose to raise prices. Mr. Seber asked how vulnerable the lunch program currently is. Mrs. Riley believes that it is very vulnerable, and needs the support of fundraisers, grants, donations, and volunteers. FOPBS has considered purchasing an electronic system to help managing the student fund balances and increase communication with families. Mrs. LaFrenz asked if FOPBS is able project how much money the lunch program needs to operate in the future, so that we can be transparent to the families and community. Mrs. Riley believes the lunch program in total needs approximately \$52,000 a year to operate with two employees. Fundraising would need to earn approximately \$20,000 to \$30,000 each year. Mrs. LaFrenz asked, if FOPBS wants to continue to run the lunch program? Mrs. Riley said that if communication increased, she would be interested in continuing to run the lunch program. Mrs. Conner would like the program to continue.

Enrollment Update

Maggie Townsend reported on enrollment. Sixteen spots were available for the 2016-17 school year. Students were enrolled following the state policy. There are 29 students that are currently on the waiting list. Mrs. LaFrenz explained that the kindergarten class is capped at 20 students, however we currently only sixteen spots available. She explained that there is always movement in the enrollment numbers and spots typically come available as the new school year approaches. Mr. Burke explained that state law mandated the process. Mrs. Townsend shared that there is always movement in enrollment and that we typically are able to accommodate all the families that are interested in attending PBCCS.

PBCCS Water Rights Discussion

PBCCS has water rights that we are currently not using. We must water the 2.3 acres, and use the water rights, so that we do not loose it. Water comes on March 28. Mr. Burke explained that we have currently lost the opportunity to lease the land, so we must green the space. The school needs to purchase additional pipe to accommodate the needs. Ted Lyster offered some additional ideas for watering needs, such as a K-line.

Action Items: Facilities committee must meet to decide how to use the space and what equipment is needed.

Administrator's Report

Mrs. LaFrenz reported that Ranching Storyline has kicked off. Area high schools have visited for 8th grade transition. Conferences, Smarter Balanced testing and school survey will be coming up in April. Staff has attended multiple professional development opportunities. Strategic planning is occurring for the 2016-17 school year, this will drive the budget. PBCCS is in need of a substitute custodian for the Spring. Mrs. LaFrenz has been in communication with Anna Logan at Crook County School District regarding the charter renewal process. Technology issues have come to the forefront, the system is being assessed and

updated. The back property is getting cleaned up and prepared for spring. Roof work from the bonds fund will begin immediately after the school year ends. A community meeting was facilitated by Mr. Seber to discuss FOPBS, and PAC and needs of the school. Mrs. LaFrenz discussed the charter renewal and possibility of negotiating with CCSD. Board members are interested in discussing this further. Mrs. LaFrenz asked if the board would like to invite the CCSD board members. The PBCCS board will schedule a work session with the CCSD board members.

Action Items:

- Discuss charter agreement and if PBCCS has items to negotiate with CCSD. Work session is needed. Work session scheduled on Thursday, March 31 from 5:30-7:00.
- Complete review questions for staff survey

Place-Based Education Report

Mrs. O'Shea reported that the Ranching Storyline has kicked off. Teachers and students are engaged in learning about ranching in Central Oregon. There has been a huge response from families and community members who are interested in participating. We have a full calendar of guest speakers and field trips. Two teacher trainings have taken place to assist teachers in facilitating the Ranching Storyline. We have one training tomorrow and another optional training in April.

Board Comments

Mr. DeRoest reported that windows are on the plan for school improvements because the cost of the roof was less than anticipated.

Adjourn

The meeting was adjourned at 8:22 p.m.

Jenn Berry-O'Shea, Board Executive Assistant

Patty McLean, Board Chair