

# POWELL BUTTE COMMUNITY CHARTER SCHOOL

## BOARD OF DIRECTOR'S MEETING

April 21, 2016

### REGULAR SESSION 7:00 PM – Library

Board Members Present: Steve Holliday                      Jeff Clay                      Patty McLean  
Sam Smith

Board Member Absent: Tom Burke, Excused Absence  
Chris Seber, Excused Absence  
Francis DeRoest, 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 7:02 PM.

#### **Flag Salute**

Chair McLean led the Pledge of Allegiance.

#### **Public Comment**

Meridith Foley provided an update on Board Member Tom Burke. She informed the board that the family is asking that visitors do not come to the hospital until further notice.

#### **Consent Agenda**

Items listed on consent agenda were distributed to Board Members in advance. It was moved by Clay; seconded by Holliday; motion carried (4,0) to approve the consent agenda.

- a. Minutes: Board Meeting, March 17, 2016
- b. Minutes: Work Session, March 31, 2016

#### **Financial Report**

A financial report was provided by Greg Munn (High Desert ESD) for the boards review. Administrator LaFrenz reported that a draft of the 2016-17 school budget is being made with Greg Munn, Administrator LaFrenz and Jenn O'Shea. Currently the team is building two budgets based on 80% and 95% State School Funds.

Chair McLean reported on a meeting with CCSD employee, Anna Logan, regarding the PBCCS proposal for additional pass through of State School Funds. The CCSD board will be meeting in May and will discuss PBCCS's proposal. A hearing for the charter renewal will most likely take place in the middle of May. CCSD board meeting is Monday, May 9 at 6:30 at the District Office in Prineville.

#### **Cafeteria Use Contract, Jeff Clay**

Board member Clay reviewed the Facility Use Agreement between PBCCS and FOPBS prepared by OSBA. Clay asked several clarifying questions regarding the division of duties between FOPBS staff and PBCCS staff. Administrator LaFrenz helped to answer the questions. The contract lists PBCCS's and FOPBS's responsibilities and then common agreements. Questions came up regarding the kitchen equipment, materials and which party is responsible for repairs.

***Action Item:***

- Administrator LaFrenz will coordinate that with the maintenance crew to have an inventory of kitchen equipment and supplies.
- Board members will review contract send edits to Board Member Clay.
- LaFrenz will present to FOPBS representatives.

**Enrollment Update, Maggie Townsend**

Ms. Townsend (PBCCS Administrative Assistant) reported that no families have informed the school that they are not coming back. Eight additional applications have come in since the closing of open enrollment. These applicants are added to the waiting list. Administrator LaFrenz suggested that the board should evaluate the number of students allowed in kindergarten, this would potentially allow PBCCS to enroll all the kindergarten students living in Powell Butte. Community member, Meridith Foley shared that it is important to keep the students best interest in mind when discussing class size. Item was tabled for the next meeting.

***Action Item:***

- Discuss increasing the class size cap on Kindergarten

**Administrator's Report**

Administrator LaFrenz reported that student led conferences were successful. A parent survey will be sent out to PBCCS families for input. LaFrenz is making technology a priority and fixing the system so that it works effectively for our needs. Bend Broadband issue has been resolved. PERS audit was successful, with help from the ESD. PBCCS needs irrigation pipe. CCSD has offered some. Building maintenance staff member, Howard will coordinate picking them up with a trailer. Modular classrooms may be available to us in the future. Howard will coordinate with CCSD to borrow an aerator. Howard will be hiring a weed service to take care of the back property. Window bids are open until May 10. Staffing update: Mrs. Piehl will be moving to a support position, Mrs. Wharton is moving to Kindergarten, Ms. Taie is moving to 2<sup>nd</sup> grade, 4<sup>th</sup> and 5<sup>th</sup> grade positions are open for the 2016-17 school year. Students are taking the Smarter Balanced Assessments. Overnight travel studies begin next week. Rancher's Forum is taking place, April 29. Elementary and middle school students are participating in the Crooked River Wetlands Groundbreaking ceremony on April 22. 8<sup>th</sup> grade graduation planning has began. LaFrenz has planned a meeting with FOPBS to plan strategically for next school year. Parent meeting needs for upcoming month: Talent Show, BBQ, future fundraising.

**Board Comments**

Board member Holliday would like to ensure that we come back to kindergarten class size cap at the next meeting and asked that it be on the agenda. Administrator LaFrenz inquired on how the board would like to handle Tom Burke's board position while he is dealing with a health issue. Clay voiced that he thinks it is important to fill the position for the remainder of his term, if he is not able to serve.

***Action Items:***

- LaFrenz will contact OSBA to get clarification on the process.
- Jeff will inquire about water rights and schedule.

**Adjourn**

The meeting was adjourned at 8:32 p.m.

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Jenn Berry-O'Shea, Board Executive Assistant

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Patty McLean, Board Chair