

# POWELL BUTTE COMMUNITY CHARTER SCHOOL

## BOARD OF DIRECTOR'S MEETING

June 16, 2016

### REGULAR SESSION 7:00 PM – Library

Board Members Present: Steve Holliday                      Jeff Clay                      Patty McLean  
Tom Burke    Chris Seber                      Tom Burke

Board Member Absent: Francis DeRoest, Excused Absence  
Samantha Smith, Excused Absence

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

#### **Call to Order**

Chair McLean called the meeting to order at 7:05.

#### **Flag Salute**

Chair McLean led the Pledge of Allegiance.

#### **Public Comment**

No public comment.

#### **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.

Motion was made by Clay to approve hiring of Elaine Bahr, Thomas Ochoa and Tracy L'Etoile for 2016-17 school year, motions seconded by Seber, carried (4,0).

- a. Minutes: Board Meeting, May 19, 2016
- b. Approval to hire: Elaine Bahr, Thomas Ochoa, Tracy L'Etoile

#### **Finance Committee Report**

Holliday reported to the board the CCSD approved 83% SSF pass through funding for PBCCS at the June board meeting. In most recent meeting PBCCS and CCSD discussed the options of:

- Transportation - \$3,500 waive cost for afternoon bus route, routine maintenance, lease/rent from CCSD
- Print Shop Services – for up to \$4000 per year.
- Surplus equipment and supplies at no cost.
- Access to grant writer and services.
- Maintenance fund waiver for \$2,000 per month.

Items for future discussion:

- Enrollment cap increase
- IT services and support

### **Financial Report & 2016-17 Budget Review**

Greg Munn presented the proposed budget for the 2016-17 school year. Mr. Munn explained the 2016-17 budget meets the needs of the school and objectives the board has identified. Mr. Munn described the revenue, reserves, payroll/benefits, staffing, technology, and transportation aspects of the school budget. Mr. Clay inquired regarding best practices for contingency/reserve fund. Mr. Burke inquired about PERS expenses. Mr. Munn explained that few changes would be made now, but the rates will increase in the future.

Mr. Munn reviewed each fund: general fund, grant funds, student body and total of all funds. Mr. Munn explained that all the projections were calculated based on last years expenses. One-time expenditures will use \$178,000 of reserve funds. Ending fund balance will vary depending on the use of the contingency fund. Mr. Munn is confident in the budget. It is conservative.

Motion was made by Clay to approve the 2016-17 budget, seconded by Burke, motion carried (4,0).

Mr. Munn reviewed the Monthly Financial Report. Mr. Clay asked about the "true-up." That was paid from the State, through CCSD in May. The payment was \$6,500.

Mrs. McLean asked that Mr. Munn attend all future meetings to present the financial report.

### **PACE Joinder of Trust Agreement**

Document was sent out via email prior to meeting for board members review. Mr. Clay made a motion to adopt the PACE Joinder of Trust Agreement, Mr. Holiiday seconded, motion carried (4,0).

### **Review Enrollment Policy**

Mrs. LaFrenz explained that the board might need to reevaluate the enrollment policy if we increase our cap in the future per the new charter agreement with CCSD.

### **Administrator Report**

End of the year activities review:

- Elementary Track Day
- Ranching Celebration
- ONREP professional development day
- 8th Grade trip to Portland, graduation, Washington D.C. trip
- Talent Show

Dave Holmberg made his annual report to CCSD on Monday, June 11.

Dana Millin reported to the Crook County Court on the Ranching Storyline and made a request for 2016-17.

Gray Family Foundation Grant awarded PBCCS a grant for \$20,000 for place-based leadership. Friends of Powell Butte is anticipating a five-day a week lunch program for 2016-17. FOPBS is struggling to collect unpaid fees, and brainstorming ways to remedy the situation for next year. Brae Runnels is now on the FOPBS board.

Roofing project has started. It will be a 10-week project. This is a bond fund project. Gym heaters have been installed.

Mr. Palmer is working on the back property and pipe. The pumpkin patch was planted. PBCCS has two maintenance/custodial staff working this summer. Ms. Garrett is responsible for the inside. Mr. Palmer is responsible for the outside.

We are moving forward with our tech refresh through the E-rate program. Structured Communications will be completing the services.

Modular is available from CCSD. PBCCS will pay for moving expenses, permits, and set-up. Mr. Clay will work on permits.

Mrs. LaFrenz and Mrs. O'Shea are working on transitioning the administrator role and a summer work plan. Responsibilities are being delegated to staff, through extra duty contracts.

Mrs. LaFrenz will re-send the PBCCS school survey to families to increase responses. Mrs. LaFrenz reviewed the SBAC test scores for the board.

### **Board Comments**

Next meeting has been changed to ***July 14, 2016 at 7:00 pm.***

Two conferences are taking place for board development:

- League of Charter School Conference is August 17-19 in Troutdale.
- OSBA Summer Board Conference is on July 15-17 at the Riverhouse in Bend.

Charter renewal discussions will be taking place, the document will be sent out to board members for review.

### **Adjourn**

The meeting was adjourned at 9:34 pm.

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Jenn Berry-O'Shea, Board Executive Assistant

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Patty McLean, Board Chair

**NEXT REGULAR BOARD MEETING WILL BE: *JULY 14 @7:00 pm***