

POWELL BUTTE COMMUNITY CHARTER SCHOOL

BOARD OF DIRECTORS BOARD MEETING November 19, 2015

Regular Session 7:00 PM – Library

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

Board Member Absent: 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 7:03 pm.

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 Holliday; seconded by Burke; motion carried (6- 0) to approve the consent agenda.

- a. Minutes: Board Meeting, October 15, 2015
- b. Minutes: Work Session, November 5, 2015

High Desert ESD Contract for Financial Services

Greg Munn, High Desert ESD, Director of Business Services

- Addressed changes made to draft:
 - Section II: Begin duties immediately, 6 weeks to make transition, dates specified, transition to Infinite Visions.
 - Section III: Pro-rata basis for 7 months, billed quarterly for services
 - Appendix I: Specific duties assigned to HDESD and PBCCS

- Addressed questions from Board Members:
 - HDES D has been handling financial services since 2006.
 - Other accounts with HDES D: Sister School District, Redmond Proficiency School, Crook County School District, Spray School District
 - HDES D will draw on the grant funds via the state. HDES D will track grant-funding financials.

Administrator provided input from lawyer on contract specifics, including insurance, cost of services, software implementation. Administrator reported that Human Resources duties will be taken on by current PBCCS staff. Staffing will be adjusted to meet the needs of the school and create a sustainable system.

It was moved by Clay to accept HDES D contract; seconded by Burke; motion carried (6-0) to approve HDES D Contract for Financial Services.

Board Size Increase

It was moved by Burke; seconded by Morgan; motion carried (4-0) to keep the PBCCS School Board Size the same.

Administrator Evaluation Tool

Annual evaluation must be completed in accordance with ODE regulations. New ODE requirements must be implemented by 2016-17 school year. Administrator will email evaluation tool to board for review.

Administrator's Report

Informational Items:

Ruth Garrett is driving PBCCS bus for the afternoon bus route and field trips. Howard Palmer is currently going through bus training.

Goal setting conferences had 93% attendance.

K-3 hearing screening were conducting by CCSD early in the month.

Professional development opportunities for staff have included:

- Math curriculum development
- Data collection and analysis
- Middle School, Teachers-as- Naturalist 2-day workshop off campus
- COSA Leadership conference
- OSBA conference: Provided resources for school safety
- Teacher book clubs
- Upcoming: First Aid/CPR training in December

Gray Family Foundation awarded PBCCS a \$10,000 grant for outdoor field studies grades 5-8.

PEEK-8 Grant committee meeting in October, next meeting in January.

Kate Moses left PBCCS, in early November. Jackie, Jenn & Maggie taking on extra duties.

Audit team at PBCCS November 17 & 18.

Meeting with HDESD (Jackie, Maggie, Jenn) to discuss payroll and accounts payable procedures

Christmas Program & Holiday Bazaar – December 17th

CCSD agreed to provide support for Special Education. PBCCS Admin and CCSD are working to revamp the CARE/SPED process.

Upcoming grant opportunities: Facebook, Gray Family Foundation, ODE

Tech support: Looking for solutions for the elementary computer lab and ongoing tech maintenance and upkeep.

TAG program will begin meeting after school in January.

Action Items:

Local legislators discussion, January 20, 2016, HDESD @ 6:00 pm

160-day notice to CCSD is required for charter renewal. Items to discuss: Necessary modification to charter. Administrator will email copy of the charter to board members.

Evaluate budget for 2016.

Technical assistance grant through Ford Family Foundation. Administrator will ask for volunteer help.

Facilities group has met with Howard and Jerry Milstead to go over bond fund. Priorities need to be evaluated.

Schedule and attend CCSD board meeting, PBCCS presentation/update. Meetings are on the second Monday of the month.

Place-Based Education Report

Fieldwork highlights:

- 3rd grade study city resource tour– visited City Hall, Wetland, Recycling Center and landfill
- 7th grade visited Trout Creek to monitor restoration plants and plant additional riparian sedges
- 4th grade visited the Crooked River Wetland Park Site to study animal adaptations

Middle School teachers participated in a two-day place-based teacher training sponsored by the Gray Family Foundation and the Children's Forest of Central Oregon.

PBCCS received transportation funding grants through Oregon Forest Resource Institute and Children's Forest of Central Oregon, totaling \$1600.00.

PBE Coordinator has been attending monthly meeting with community partners including the City of Prineville, Crooked River Watershed Council, BLM, Forest Service, State Parks to coordinate fieldwork opportunities for PBCCS.

Adjust Account Signers

It was moved by Clay; seconded by Burke; motion carried (6-0) to motion Clay, second Burke motion carried (6-0) to remove Kate Moses and add Jennifer Berry-O'Shea as designated account signers on our bank account.

Board Comments

HDES D will need to have authorization to bank accounts. This can be taken care of at the next meeting.

Clay asked about charter reporting. Administrator reported the PBCCS is on track for the annual report.

Burke reported that lawyer contacted Bend Broadband. PBCCS account is now with another agency. Options need to be discussed as to how to proceed.

Scheduled board meeting for Wednesday, December 16 at 7:00 pm.

Chair McLean called board to executive session per OR 192.660 (2)(a)

Adjourn

There being no further business before the Board, the meeting was adjourned at 9:25 p.m.

Jenn Berry-O'Shea, Board Executive Assistant

Patty McLean, Board Chair