

POWELL BUTTE COMMUNITY CHARTER SCHOOL

BOARD OF DIRECTOR'S MEETING February 18, 2016

REGULAR SESSION 7:00 PM – Library

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

Board Member Absent: Patty McLean, Excused Absence
Steve Holliday, Excused Absence

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

Call to Order

Vice Chair Clay called the meeting to order at 7:05 PM.

Flag Salute

Vice Chair Clay 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 DeRoest; seconded by Burke; motion carried (4,0) to approve the consent agenda.

- a. Minutes: Board Meeting, January 21, 2016
- b. Minutes: Work Session, February 2, 2016

Friends of Powell Butte School Report

Leslie Riley reported on FOPBS plans for the Spring. Principal LaFrenz read an email sent to the board from Shannon Lester, regarding the future of the Lock, Stock and Barrel Benefit Dinner.

Financial Report

Greg Munn, from High Desert ESD presented a monthly financial report. Reports are set up for easy tracking and monitoring. Bond and maintenance funds were discussed, managed by Crook County School District, are to be spent on improvements to the campus.

Mr. Munn reviewed the budget calendar with the board. Board member Seber, inquired about making wage decisions for staff. Board members discussed increase in PERS rates and the impact on the budget over time. Vice Chair Clay inquired about the pass through process from CCSD.

Action Items:

- Schedule work session to review strategic plan
- Schedule work session for budget training
 - March 1 @ 5:45 - Budget Webinar & Training

PBCCS Credit Card

Principal LaFrenz explained PBCCS is applying for a credit card through Bank of the Cascades. Burke made a motion to approve the acquisition of two credit cards (in the name of Jackie LaFrenz and Jennifer Berry-O'Shea) with a \$10,000 limit from Bank of the Cascades. Seber seconded the motion. Motion passed (4-0).

Cafeteria Use Agreement

Vice Chair Clay reported on his work with OSBA to develop an agreement for cafeteria use with FOPBS. Board member Seber, expressed the need for more discussion to evaluate the lunch program and how it is operated. Discussion was had as to if PBCCS was able to take on the operation of the lunch program. An inquiry was made regarding federal funding to assist with the lunch program.

Action Items:

- Further discussion of operation and management of school lunch program.
- Inquire about federal funding to assist with lunch.
- To send to OSBA:
 - Minutes for last month board meeting
 - Days of use and time of use

Board Member Selection

DeRoest summarized the board member selection process.

It was moved by Seber; seconded by Burke; to nominate Samantha Smith to fill the board vacancy. The votes were as follows:

Seber – yes

Burke – yes

DeRoest – yes

Holliday – yes

McLean - yes

Policy Update: Enrollment

Principal LaFrenz summarized the policy update. Members reviewed and discussed the policy updates. Burke made a motion to approve Enrollment Policy IHB-AR, seconded by DeRoest. Motion passes (4-0)

Action Item:

- Post policy on website

ODE Waiver for Staff Children

Principal LaFrenz explained process to accept staff children to PBCCS.

Burke made a motion to approve 5% of enrollment priority be given to PBCCS staff children, Seber seconded motion. Motion passed (4-0).

Administrator's Report

Open enrollment period is February 15-March 15. Re-enrollment for current students is 95%.

Charter renewal is in process. CCSD has several employees and board member that will be reviewing the charter. PBCCS will present at a public hearing, date to be set by CCSD. PBCCS will be purchasing new technology to support state testing. Exercise-a-thon raised \$12,500 on February 12. PBCCS was in 100% compliance for medical immunizations. Staff professional development upcoming: first aid training, state test training, data team meetings. Local high schools are visiting for presentations for the 8th grade students. Howard Palmer is now certified to drive bus. LaFrenz made recommendation to contract with OSBA for legal representation.

Board Comments

Seber voiced interest in working with FOPBS to collaborate.

Vice Chair Clay inquired about the Bend Broadband contract. Burke reported that it is resolved.

Board discussion was had regarding the value of FOPBS and the management of the lunch program.

Principal LaFrenz reported that the new security system is up and working. It would be wise to have a local contact for the system. LaFrenz will add Clay and Burke to the contact list.

DeRoest reported on a meeting with Professional Heating and Cooling on installing programmable thermostats.

Adjourn

The meeting was adjourned at 9:18 p.m.

Jenn Berry-O'Shea, Board Executive Assistant

Patty McLean, Board Chair