

POWELL BUTTE COMMUNITY CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

June 17, 2021

WORK SESSION 6:30 PM

Board Members Present: Jessica Ritter, Mandee Hamrick, Sonja Peterson, Ben Wolfe,
Late- Robbie Piehl, Tori Dennis

Board Members Absent: Steve Holliday

Staff Present: Maggie Townsend, Naomi Piehl

- I. Call to Order
Chair Ritter called the work session to order at 6:35 PM.
- II. Flag Salute
Chair Ritter led the board in the Pledge of Allegiance.
- III. Board Vacancy
 - A. Interview: Colton Waibel & John White

Work session was adjourned at 7:07 PM.

REGULAR SESSION 7:00 PM

Board Members Present: Jessica Ritter, Mandee Hamrick, Sonja Peterson, Ben Wolfe,
Robbie Piehl, Tori Dennis

Board Members Absent: Steve Holliday

Staff Present: Maggie Townsend, Naomi Piehl, Rochelle Friend, Greta Taie

Community Members: Kori Urell

- I. Call to Order & Roll Call
Chair Ritter called the meeting to order at 7:08 PM.
- II. Flag Salute
Chair Ritter led the board in the Pledge of Allegiance.
- III. Public Comment
None.
- IV. Consent Agenda
Items listed on the consent agenda were distributed to the board members in advance.
It was moved by Piehl, seconded by Hamrick; motion carried (5-0-1 abstain) to approve the consent agenda.
 - A. Approval to hire:

1. Nicole Bennett, School Counselor (0.6 FTE)
 2. Jasmine Nesbitt, Middle School Science (1.0 FTE)
- B. Minutes: Board Meeting - May 20, 2021
- V. Financial Report (10 minutes) - Rochelle Friend
 - A. General Fund- Received more state school funding than expected.
 - B. SIA- Projected higher for 2021-22 than expected. How funds are used may be included in the annual audit.
 - C. ESSER Funds, O'Shea reported:
 1. ESSER II- CCSD agreed to pass through. Spend ½ this fiscal, ½ for 2021-22 fiscal year. Submitting COVID related expenses to CCSD and they are reimbursing through ESSER II.
 2. ESSER III- \$400,000 allocated for PBCCS, but paid to CCSD. CCSD not required to pass through. Met with leadership at CCSD and funds will be used for benefitting PBCCS students and facilities- upgrade HVAC in the main building.
 - D. Piehl asked Friend two financial review questions:
 1. #1- Are the books balanced & reconciled? Friend- Yes
 2. #4- Have payroll reports been filed and have all payroll liabilities been paid timely? Friend- Yes
 - E. Grants: Summer Learning, Gray Family Foundation, Mihaylo Foundation
- VI. 2021-22 Board Operations (10 minutes)
 - A. Officer elections- It was moved by Wolfe, seconded by Piehl; motion carried (6-0) to approve the officer elections:
 - a. Chair- Holliday
 - b. Vice chair- Piehl
 - c. Secretary- Peterson
 - d. Treasurer- Dennis
 - A. Bank signatories - A motion was made by Piehl to approve Holliday and Dennis as bank signatories on the PBCCS First Interstate account. Motion was seconded by Wolfe. Motion carried (6-0).
 - B. Using email - Board members have been assigned a PBCCS email. Board email protocol information was provided to the board members.
- VII. ODE Update (10 minutes)
 - A. Public letter- Ritter authored a letter to Governor Brown, ODE, OHA on behalf of our school advocating for the students and staff of PBCCS.
 - B. RSSL- O'Shea reported that ODE will be releasing information on guidelines for the 21-22 school year at the end of June. We are expecting final guidance from ODE late July/early August.
- VIII. Administrator's Report (10 minutes)
 - A. Staffing:
 1. Approved hiring of Counselor and a Middle School Science teacher.
 2. K-5 Specials position is open until filled.
 3. Facilities- Building Engineer resigned. Hired a new Building Engineer through Mid Oregon Personnel Services.
 - B. Facilities:
 1. Working with CCSD and Pacific Power to get new modular buildings

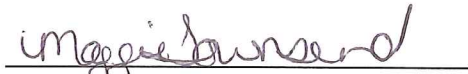
installed over the summer. Piehl- Can we use a generator instead of adding a new service? Kori Urell is willing to offer his expertise and services navigating requirements from Crook County and Pacific Power.

2. Moved focus to deep cleaning, repairs, groundskeeping.
- C. SIA budget and plan submitted to CCSD. Funding will be used for Counselor, SEL, and Educational Assistant.
- D. Summer Learning program begins June 29. Will run for 5 weeks. Two teachers and one Educational Assistant will staff each week. 32 students enrolled. Summer meals will be available Tuesday-Thursday.
- E. Thank you for administrator appreciation. Starting course work for COSA and working toward a doctorate in Educational Leadership.
- F. Hamrick asked for a kitchen update. O'Shea said it should be up and running for students in the fall. Equipment is ready and CCSD is working on staffing. We will plan on offering breakfast and lunch. Ritter suggested a gift to the CCSD employees who aided in the transition.
- G. Appointment of new board member: Ritter said all applicants seem well qualified. Urell has been present at many meetings and is current on board happenings. Hamrick agreed. A motion was made by Dennis to appoint Kori Urell to the open board position for a two year term beginning July 1, 2021. Motioned was seconded by Hamrick; motion carried (6-0) to elect Kori Urell to the PBCCS Board.

IX. Board Comments

- A. Wolfe- Credit to Mrs. O'Shea and the middle school team for a wonderful 8th grade graduation.
- B. Piehl- Thank you Jessica for energy and enthusiasm on the PBCCS Board.

Regular meeting was adjourned at 9:12PM.



Maggie Townsend, Substitute Board Executive Assistant



Steve Holliday, Board Chair