

POWELL BUTTE COMMUNITY CHARTER SCHOOL

BOARD OF DIRECTORS MEETING

October 21, 2021

REGULAR SESSION 6:00 PM

Board Members Present: Sonja Peterson, Kori Urell, Mandee Hamrick, Ben Wolfe, Tori Dennis, Robbie Piehl.

Board Members Absent: Steve Holliday

Administration/Staff Present: Jenn O'Shea, Naomi Piehl, Greta Secor, Meridith Foley

- I. Call to Order
Vice Chair Piehl called the meeting to order at 6:07 PM.
- II. Flag Salute
Vice Chair Piehl led the Pledge of Allegiance.
- III. Public Comment
No public comment.
- IV. Consent Agenda
Items listed on the consent agenda were distributed to the board members in advance. It was moved by Hamrick; seconded by Wolfe; motion carried (6,0) to approve the consent agenda.
 - A. Minutes - Board Meetings: September 16, 2021
 - B. Policy Adoption - IIBGA Electronic Communications System, IIBGA-AR Electronic Communications System
- V. Financial Report
 - A. Monthly report - Rochelle Friend, HDESD, reported that PBCCS received the ODE PEEK-8 Grant for PE teacher salary. It was \$30,000 more than budgeted and 80% more than last year. Summer program grant funds were all utilized, PBCCS will receive approximately \$34,000 in state funds. HDESD has been struggling with staff turnover and there are several changes to the staff working with PBCCS.
 - B. Audit update - Audit is being completed. There are no findings or recommendations.
 - C. Financial review - Piehl asked Friend the following questions:
 - Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security? Yes, it was just renewed two weeks ago.

- Are there any suspected cases of fraud that we need to be aware of? No
- Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge? Yes
- Are all cash and investment accounts reconciled to the general ledger? Yes

VI. Policy Reading

- A. Revision: BD/BDA Board Meetings
- B. Revision: BDDH Public Comment at Board Meetings

The board reviewed the OSBA recommended policy changes. Three minutes will be allotted for public comment and it will remain at the top of the agenda. Complaints about specific staff members should not be heard during public comment or discussed during a public meeting. Public comment rules will be added to the sign in sheet. Necessary changes to the policies will be made, and be in the November consent agenda for approval.

VII. Board Operations

- A. Public Comment & Questions/Answer
Per bylaws, the Board needs to be strategic about managing public comment and how the public participates in the meeting. Others participate in the meeting only with the approval of the board.
- B. Topics for Executive Sessions
The Board can use the tool of executive session for discussion on legal, employment or personnel issues. Executive session reasons per ORS are cited in the minutes, but notes are kept private.

Discussion: Can the board post and approve minutes before the next meeting?

VIII. Administrators Report

A. Facilities

Outside/community partners are currently allowed to use the PBCCS facility. Powell Butte Church is scheduled to use the facility for Lord's Acre. Volleyball practices are taking place in the gym after hours and wrestling on the weekend. PBCCS charges users a fee to cover operational costs. The modular classroom is still in progress. Fire and security systems is scheduled for next week, and concrete for the walkway will be poured later in the month. HVAC and ventilation project work is scheduled during Thanksgiving and Christmas Break.

Temporary water main fix is working. CCSD is working with contractors on a plan moving forward. Anticipating work will occur in the spring.

B. Academics & Place-Based Education

Students have been able to go on field trips. 3-5th grade visited Prineville Reservoir. K-2nd grade visited DD Ranch. Middle school is tentatively scheduled

for next week if transportation is confirmed. Bussing is the biggest challenge due to the shortage of drivers.

Teachers have collected benchmark data in reading and math, in order to establish individual goals and learning plans for students. This will be discussed with families at conferences in November.

PBCCS conducted a school culture survey. Plan to do it three times a year to get input from students. Examining the data to understand where problem areas are and students' perceptions. All students participated and many of the older students provided informative comments.

C. Human Resources & Volunteers

Struggling to fill open positions. Currently have two open EA positions, and are now working to fill the K-5 Specials positions. Some staff have been affected by COVID related issues. Getting substitutes is difficult when someone is out, which puts pressure on staff to cover the gaps.

PBCCS is in compliance with the vaccination mandate. 86% of staff are vaccinated and 14% have an exemption.

PBCCS is mustering through the volunteer process. There are new requirements including a background and misconduct check as well as a sexual misconduct online training. PBCCS is permitted to have essential volunteers.

Discussion: Urell - The essential volunteer language is very gray. Dennis - What type of volunteers do teachers need and want? What types of things can be done. O'Shea - teachers would like volunteers for special projects and events like field trips. The commitment for volunteers is much different than paid staff. Hoping to get the library up and running in the future and will need volunteers to help.

Request for the addition of a professional development change on December 3, 2021. Requires a calendar change. Hamrick made a motion to change the 2021-22 school calendar adding a professional development day on December 3, 2021; Peterson seconded. Motion passed (6,0).

D. Upcoming

CCSD board approved moving forward with a bond measure on the May ballot. Included in the bond will be sizable facility improvements for the Powell Butte campus, including a new education wing and increasing capacity. Meeting with CCSD to discuss next steps and what this means for PBCCS.

Discussion/Questions: Dennis - If PBCCS had a facility, could the school remain a charter? Would CCSD be willing to continue sponsoring PBCCS as a charter school?

Wolfe - What is the reason CCSD would not want to sponsor PBCCS after the bond measure passes? Could the PBCCS and CCSD boards come together and have a discussion about next steps?

IX. Board Comments

Hamrick - Thank you to all the staff for keeping students safe as COVID-19 case numbers are rising. It is so appreciated.

X. Adjourn

Regular meeting adjourned at 7:22 PM.



Sonja Peterson, Board Secretary



Robbie Piehl, Board Vice Chair