

# POWELL BUTTE COMMUNITY CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING

March 17, 2022

WORK SESSION 5:30 PM

REGULAR SESSION TO FOLLOW

### MINUTES

Board Members Present: Mandy Hamrick, Robbie Piehl, Steve Holliday, Kori Urell, Sonja Peterson, Tori Dennis

Board Members Absent: None

Staff Present: Jenn O'Shea, Meridith Foley, Maggie Townsend

### WORK SESSION AGENDA

I. Call to Order

Chair Holliday called the meeting to order at 5:48 PM.

II. Flag Salute

Chair Holliday led the flag salute.

III. 2022-2023 Budget Planning

A. Budget Calendar

Review of budget calendar

B. Budget Assumptions (general board discussion)

Central Oregon districts moving to an average COLA increase of 4-6%.

CCSD pays into the PERS accounts, some regional districts do not. Rochelle

recommends putting more towards the insurance cap; better aligns with CCSD.

Education bonus was added last year. A couple of people took advantage of that.

Jenn poses general idea about creating more ways to motivate staff in continuing

education (the cost for teachers is prohibitive); Jenn clarified for the board how

continuing education for educators works: tuition credits & professional

development units.

Board discussed the general priority that every teacher's PDU needs be covered in house. Discussion around setting up a fund for teacher training

classes/certification "tuition reimbursement"; talk with CCSD about how to put

parameters around how to fund and at what levels

Rochelle: regional examples of tuition reimbursement:

- ESD: 75% up to \$9000 (\$30,000 cap)
- Culver: 50% of employee cost
- Rochelle will bring some mock up examples to the next meeting.

Budgetary update from Rochelle:

- ADMW decrease around the state, but PBCCS enrollment has stayed steady.
    - Amount per student estimated to go up
    - SIA funds projected to go up per student also
    - There are summer school funds again this year, with a 25% match for schools that have teachers to staff those programs
    - There will be some ESSER II money that needs to be spent by the end of next school year (June 2023) (approx \$75K)
  - Biggest expenditures:
    - Payroll
    - Considered 4-6% COLA for PBCCS
    - Eugene settled at 4% COLA at union bargaining today
    - Regional managers are budgeting around 5% COLA
    - Insurance cap increase of \$100 / month (\$1460) (in line with regional) (CCSD current year is \$1430; haven't bargained yet this year)
    - Continue education bonuses
    - PERS: no change next year due to middle of biennium
    - 8% of revenues are set aside for reserves
  - Questions:
    - How much is left in CCSD 811 funds?
      - Water line repairs will come from this fund over spring break
    - Continue to set 5% aside for reserves for operational needs? Add to that number?
      - Allocate as much as possible to be transparent
- C. Board Priorities  
Tuition reimbursement
- D. Discussion:
- Potential curriculum or other resources to align with CCSD to support student transitions?
  - Maintain staffing status quo
  - SIA funds: Prudent to potentially increase school counselor to 4 days/week ; increase Student Services budget to connect more with CCSD
  - Potential for after school enrichment
  - Per Rochelle: think about paying the 6% PERS pick up, like CCSD (Rochelle will bring these numbers next month)
  - Potential to re-establish the library (with limited staff maybe?)

## MEETING AGENDA

- I. Call to Order  
Chair Holliday called the meeting to order at 6:34 PM.
- II. Flag Salute  
Chair Holliday led the Pledge of Allegiance.

III. Public Comment  
No public comment.

IV. Consent Agenda

A. Minutes - Board Meeting: February 17, 2022 & Work Session: March 7, 2022

1. Corrections to notes: Robbie Piehl asked 2 questions of Rochelle at last month's meeting.
  - a) Motion to fix last month's minutes and agenda approved by Robbie Piehl; seconded by Mande Hamrick (5 votes in favor)

V. Financial Report (10 minutes) - Rochelle Friend

A. Monthly financial report

1. Projected \$80K left to spend before June 30
2. Operating in a surplus position for this school year
3. Discussions at the state level of raising the dollar amount for ADMw = good for PBCCS
4. Contingency for reserves: Rochelle recommends that you have 2ish months of expenditures sitting in reserves; therefore PBCCS is in a fine place to sit on the 5% reserve
5. Jenn & Rochelle will start meeting to plan the budget after spring break; Steve would like to join.

IV. Board Operations

A. Executive Session

- i. Steve reported that there was a lot of misinformation that was disseminated after the last board meeting.
- ii. Discussion:
  - a) Was anything inappropriately shared outside of executive session?
  - b) Was the informality of our small school community too loose?
  - c) Put the investigation into what happened into the hands of a 3rd party?
    - (1) Hopes to learn how information is being disseminated from the board
  - d) Board training
    - (1) Efforts to help all members be accountable to wearing their "board hats"
  - e) Work to get the proper information out to everyone, parents and teachers
- iii. Ultimately, the board takes responsibility for whatever miscommunications and/or mistakes were made and needs to work to repair the damage.

B. Staff Letter

- i. Steve shared a letter written in efforts to communicate with staff what

happened

- a) Work to repair what happened between the board and teachers
    - b) Board agrees to send the letter to teachers and staff immediately
  - ii. Investigation steps:
    - a) Steve will check with OSBA on how to move forward
- V. Policy Reading (10 minutes)
  - A. 2021 Legislative Updates
    - i. GBA - Equal Employment Opportunity (*revision*)
    - ii. GBEA - Workplace Harassment (*revision*)
    - iii. Motion to approve GBA & GBEA with additions: Robbie Piehl; seconded by Mande Hamrick (5 votes in favor). Motion passed 5,0

OSBA & PACE highly recommend that all the protected classes are listed to ensure that the school follows the appropriate employment practices, and protects the school from an employment lawsuit.
- VI. 22-23 School Calendar
  - A. Aligns closely with CCSD approved 22-23 calendar
  - B. Motion to approve: Mande Hamrick; seconded by Robbie Piehl. Motion passed 5, 0.
- VII. Student & Family Services Report (5 minutes) - Meridith Foley
  - A. Social Emotional Learning programming
    - i. Studying virtue of the month, which are celebrated at the end of each month and students are recognized for practicing the virtue
    - ii. During weekly SEL class, Mrs. Foley teaches a lesson on the specific virtue of the month.
    - iii. Weekly class focuses on handling hard emotions - worries, stress and anger, friendship skills, personal goal setting
  - B. Positive Behavior Interventions and Supports
    - i. Behavior tracking systems implemented to help communication with students and families.
    - ii. Weekly green slip drawings are motivating and supporting positive behavior.
    - iii. Reteaching BEST expectations after spring break, to support transiting back to school.
    - iv. Teachers are using the Caring School Community curriculum to support social emotional learning and provides targeted instruction.
  - C. State Testing
    - i. Mrs. Foley is the school testing coordinator.
    - ii. Completed test administrator training with 3rd-8th grade teachers.
    - iii. 3rd-8th grade students will take tests in Math and English Language Arts.
    - iv. 5th & 8th graders take an additional test in Science.

VIII. Administrators Report (5 minutes)

- A. ODE Update - Ready Schools, Safe Learners Guidelines
  - i. Updates went into effect on March 12th, 2022
  - ii. Face coverings are optional in schools and on busses
  - iii. Isolation protocols of hanged
  - iv. Contact tracing guidelines have changed
  - v. Diagnostic testing still allowed
  - vi. No protocols were changed at PBCCS
  - vii. PBCCS Resilience plan has been updated and submitted
  
- B. Enrollment Procedures Update
  - i. Approved by the CCSD board at the Monday, March 14, 2022 board meeting
  - ii. Old bus routes were used to establish updated boundary lines
  - iii. Updated boundaries will be applied to this year's enrollment process
  
- C. Facilities Update
  - i. Mod is finally finished and got the stamp of approval
    - a) 4th grade may or may not move in there
  - ii. Main water line to be fixed over spring break
    - a) Everything needs to be on schedule b/c water must be tested before kids come back to school
  - iii. HVAC work planned to be completed after spring break
  - iv. CCSD is on deck to use 8-11 funds to fix the fire & security alarm systems
  
- D. Upcoming
  - i. Conferences, April 6 & 7
  - ii. 8th Graders started high school transition planning process
    - a) Students get to visit various regional high schools to help support their forecasting HS choices
  - iii. Spring Field Studies: Cove Palisades, McKay Creek, Tumalo Creek

IX. Board Comments

- A. Kori: How can we be more active in getting the bond to pass? How are we getting the information out to parents and our community?
  - i. Jenn: PBCCS is happy to host an informational meeting here on campus
- B. Kori will hang sunshades when needed
- C. Robbie:
  - i. any movement on the open board position?
    - a) 1 came in; Maggie T forwarded it to Steve
  - ii. Meeting with CCSD was surprising
- D. Mandee:
  - i. Schedule in more work sessions to pursue nitty gritty details after the bond passes

- ii. Define priorities of the PBCCS board in order to be prepared for more discussions with CCSD
- iii. Bring Sonja's questions along with the next CCSD meetings

X. Adjourn @ 7:45 PM

**Next Meeting:  
Thursday, April 21 @ 6:00 PM**