

# POWELL BUTTE COMMUNITY CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING

August 17, 2023

6:00 PM - PBCCS Science Room

Meeting Link: <https://us06web.zoom.us/j/83288671675?pwd=RndTUDc2ZU1ZdHdkdHhLSXJEUhtUT09>

### **PUBLIC PARTICIPATION:**

The PBCCS Board invites involvement. All PBCCS Board monthly business meetings, with the exception of executive sessions, are open to the public and are conducted in public. PBCCS Board business meetings are designed to keep presentations and deliberations efficient and effective.

If you wish to speak, please sign in or submit a request via Zoom meeting chat. The Board Chair will call your name when it is your turn to speak under the "Public Comment" section of the meeting. Please keep comments to three minutes. A group with a common purpose should designate a spokesperson. The board will hear no complaints against any personnel in open session. If you have a complaint about a specific staff member, please contact the administrator or the board chair. If you wish to request that the board consider an agenda item, please contact the Board Chair or Board Administrative Assistant at least one week prior to the next Regular Board meeting.

### **BOARD TRAINING, 4:00 PM-5:50 PM**

OREGON SCHOOL BOARDS ASSOCIATION

Topic: "Roles and Responsibilities of School Board Members"

Presenter: Kristen Mills, OSBA

Present at the Board Training: Colton Waibel, Brie Rogers, Cassandra Giovanini, Kori Urell, Mandee Hamrik, Jessica Ritter, Susan Crawford, Kevin Milner, Meridith Foley, Allyson Hamlik (4:30 pm)

- 1) Kristen initiated introductions of all people present.
- 2) Kristen led discussion about the importance of positive board culture: collaborative, demonstrated to the community, working in respectful partnership with administrators. At the charter level, the board filters much between the community and the school.
- 3) Current successes: fresh voices (BR); no pandemic (KU); great staff, solid enrollment numbers, low turn-over, involved community (MH); 2nd year of parent group (SC) | Challenges: facilities (KU & MH).
- 4) Boards that believe that ALL students can learn have a greater positive impact on student outcomes. This belief, shared by all board members, brings good things for kids.
- 5) Evidence-Based Standards of Performance
  - a) Vision-directed planning: setting strategic priorities focused on student outcomes
  - b) Community engagement: ongoing, intense, different than typical public schools
  - c) Effective leadership: aligning authority and responsibility that allows building leaders to make decisions
  - d) Accountability: high expectations for student learning and ways to communicate outcomes
  - e) Using data for continuous improvement: using multiple points of data to measure student outcomes, growth, progress, achievement
  - f) Cultural responsiveness: reduce barriers for all kids, bring various perspectives to serve various populations of the school/community
  - g) Culture and climate: model a safe and positive learning environment, encouraging PD for all at

school and on the board

- h) Systems thinking: know the ins and outs of the *whole* school system; leveraging resources to improve student learning
  - i) Innovation and creativity: new ways of thinking to solve problems
  - j) Conduct, ethics, relationships with administrators: professionalism on the board
  - k) Budgeting and financial accountability: be good stewards of the money
- 6) Scenario related to board member post on social media. Take aways:
- a) Abuse of board member power
  - b) Follow policy KL when there is a complaint
  - c) Posting about school matters on social media is threatening to staff
  - d) Board members cannot act individually but must act as a whole
- 7) Scenario related to staff member/parent fearing retaliation. Take aways:
- a) Send this issue straight to HR (Kevin)
  - b) When you are hearing things out in the community, give your admin a heads up so the issue can be taken care of at the school level
- 8) Scenario related to board member being asked about executive session. Take aways:
- a) All discussions in executive training do not leave the board: confidential
  - b) Privacy and confidentiality around executive session is legally binding
  - c) NOTHING leaves the executive meeting: all notes are handed in and kept in a separate folder, meeting notes for ES are housed in a separate place from regular meeting notes
  - d) Phrase to use: "I am legally bound not to talk about what was discussed in the meeting."
  - e) Board is required to post "why" the ES meeting is happening. (There are 10 reasons boards can meet in ES.)
- 9) Scenario related to board involvement in hiring/firing. Take aways:
- a) The board has nothing to do with HR unless there is an appeal about a termination
  - b) Board does NOT have access to HR files
  - c) The board has hired Admin to hire staff
- 10) Scenario related to a disrespectful / contentious board meeting. Take aways:
- a) It is everyone's job to call Point of Order if necessary
  - b) Boards can have conflict/disagreement but not combat
- 11) Scenario related to individual classroom / teacher data. Take aways:
- a) Boards are privy to overall school performance and progress towards school goals
  - b) Boards should not be looking at data to evaluate teachers
- 12) Scenario related to overall school goals and strategic plans. Take aways:
- a) Strategic plans are definitely board work
- 13) Scenario related to a school closure. Take aways:
- a) Role of the board is to support the administration's decision
- 14) Scenario related to administrator evaluation. Take aways:
- a) Board should be clear with administration / process for evaluation early on (do not surprise your administrators)
  - b) Board should set clear process for evaluation
- 15) Is It Board Work?
- a) Visiting classrooms: board members may visit classrooms to get a sense of the school, but not to evaluate in any way
  - b) Hiring staff: board members should not be involved in hiring (boards are not involved in HR issues)
  - c) Establishing strategic priorities for the school: YES
- 16) Recommendation for Administrator Evaluation
- a) Establish common expectations between the board and administrator

- b) Tool from OSBA with standards and room for goals, also includes a self-assessment
- c) Quarterly check-ins on evaluation conversations built in throughout the year (candid conversation around goals and progress)

17) Board Self-Assessment

- a) 1 time per year
- b) 1-2 goals per year as a board

18) Board Operating Agreement

- a) Set standards / expectations for how the board functions

19) Board/Administrator Operating Agreement

- a) Samples from OSBA

20) Communication Protocols

- a) Take time to establish how Administration should communicate with the board

\*Kristen will send templates for #16-20

Board Members Present: Chair Mande Hamrick, Vice Chair Kori Urell, Dir. Jessica Ritter, Dir. Susan Crawford, Dir. Brie Rogers, Dir. Colton Waibel, Dir. Cassandra Giovanini

Staff: Kevin Milner, Meridith Foley, Allyson Hamlik (Board Assistant-online)

Public: Taryn Arnold

## BOARD MEETING AGENDA

I. Call to Order

Chair Mande Hamrick called the meeting to order at 6:00 pm

II. Flag Salute

A. Chair Mande Hamrick led the flag salute at 6:00 pm

III. Public Comment

Dir. Brie Rogers confirmed what the secretary's job was and if someone was taking notes...

IV. Consent Agenda

A. Meeting Minutes Approval: [07.20.23](#)

B. Staffing

- 1. Hiring, Jennifer Hayes, Educational Assistant

**Jessica Ritter made a motion to approve the consent agenda | Kori Urell seconded | All approved; motion passed 7,0**

V. Financial Report (Taryn Arnold)

Updates: Audit scheduled for week of October 16, 2023. Beginning and ending fund balance will be available next month.

September 3 - Oregon family paid leave effective. August 14th can submit claims for family leave. Susan asked about surplus. Taryn will have more information at next meeting.

VI. Board Committees

Define goals by October - 3 each committee.

- A. Policy - Mandee & Brie & Jessica
- B. Facilities- Kori & Colton & Jessica
- C. Employee Compensation and Retention (renamed to financial) Susan, Brie & Cassandra

**Dir Kori Urell made a motion to to approve the board committees & members that were created. | Jessica Ritter seconded the motion; All approved; motion passed 7,0.**

VII. Facilities

A. Building Update

We are in homestretch on sewage cleanup in basement from June. Painting almost done. Drywall completed. Purchased 10 storage shelving units to replace previous shelving and stuff will be returned that has been stored in counseling center. Mod 1 & 2 inspected. Windows no longer were sealing. Roof will be repaired with 811 funding. Siding needs replaced. Kindergarten will return to Mod 1 in September.

B. Safety Related Items (External and Internal)

Doors will be easy lock doors. Main building will lock down with one push by Maggie. Intercom & Lighting still waiting on. Still waiting on cameras - grant coming from CCSD and federal grant.

**Discussion about building/future of school/vision:**

If we go over 250 students we lose our rural school funding. Maggie said there are less than 10 Powell Butte kids on the wait list that can't currently get in to the school because of full classes. Some kindergarten students did not get in because of late applications.

VIII. Policy

A. Cybersecurity Background Information

Cybersecurity is an increasing issue in schools across the country. To help public charter schools establish

norms and procedures, OSBA is releasing a new optional policy.

- B. <https://www.the74million.org/article/schools-are-now-the-leading-target-for-cyber-gangs-as-ransom-payments-en-courage-attacks/>
1. EHB – Cybersecurity, – *First Read*
  2. EHB-AR – Cybersecurity - First Read

Rachel is going to present next week to staff about security of data. Kevin presented 2 policy options.

There are rules and responsibilities of ESD person and/or Kevin. User is staff. Designed to protect school. Costs to be determined.

Action has to be taken to protect ourselves and policy is outdated and needs to be updated.

Could invite Rachel to October meeting for any questions and possible guidance.

## IX. Administrator's Report

Kevin spoke about:

New technology to PBCCS (Example in Science room). Focus on basic skills and focus on water year and Place Based education. PD coming that focuses on ***rigor and challenge***. New data systems will be used from last year to see where kids are reading. IReady will help us see where kids are in math. MS Math teacher is going to collaborate with CCSD math teachers to improve academic achievement. 4 instructional tools will help teachers.

Meridith spoke about our place based theme of water this year.

How does water affect where we work, live and play?

How can we be good stewards of H2O?

Facilities: We know what we want to be; we need to be assertive to say what we need.

### **Important Dates:**

\*August Board Lunch for Staff: August 29 - 11:30-12:30

\*Supply Drop Off and Ice Cream Social August 31, 2023 4:30-6:30 pm

\*Parent Coffee Friday September 8, 2023 9:00 am

\*Parent Open House Friday September 28th, 6:00 pm - 7:00 pm

7:45 am new start time for school

## X. Board Comments

Dir. Brie Rogers asked a question about having price per room business sponsors for new technology?

### A. Board Outreach

Chair Mande Hamrick says we need to have a presence in the community. Dir Brie Rogers brought up Healy Foundation grant opportunity that donates \$50K. Deadline for LOI is September 10th, 2023. PC Energy Foundation 10-15K grant opportunity. (end of September deadline)

Dir Susan Crawford welcomed Cassandra & Jessica.

XI. Meeting adjourned at 7:20 pm by Chair Mande Hamrick

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Mande Juza-Hamrick- Board Chair

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Meridith Foley- Acting Secretary

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Allyson Hamlik- Board Secretary