

# POWELL BUTTE COMMUNITY CHARTER SCHOOL

## BOARD OF DIRECTORS MEETING

March 21, 2024

5:00 PM- Budget Work Session, PBCCS Library

6:00 PM - PBCCS Library

### **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 Members Present: Chair Mandee Hamrick, Vice Chair Kori Urell (absent), Dir. Jessica Ritter, Dir. Susan Crawford, Dir. Brie Rogers, Dir. Colton Waibel, Dir. Cassandra Giovanini

Staff: Kevin Milner, Meridith Foley, Allyson Hamlik, Maggie Townsend, Greta Secor (online), Naomi Piehl (online)

Public: Taryn Arnold

### BOARD WORK SESSION, 5:00 PM

<https://us06web.zoom.us/j/86974445699?pwd=d8yUN2kqOCu0SabYSac3fd81x3tDOu.1>

#### I. Call to Order -

Chair Mandee Hamrick called the work session meeting to order at 5:00 pm

#### II. Flag Salute

Chair Mandee Hamrick led the flag salute at 5:00 pm

#### III. 2024-2025 PBCCS Budget Planning

##### A. Budget Assumptions

The budget should be grounded in the idea of the mission & vision.

5 Proposed funding goals/priorities:

Human Resources including compensation, benefits & incentives

Necessary Expenses

Facility Improvements  
Safety & Security  
Wants and Needs

The enrollment number is set at 210. 75-80 applications for the school year are normal. Right now we are sitting at 51 applications. We have a lighter number this year in MS applications. Week of April 1st, 2024 is the lottery for applications.

Expectations for next year are that K, 2nd, 4th, and 5th grades will be full.

The common school fund money that was announced in the news (Dir. Rogers mentioned) - is not passed through to charter schools according to Taryn. Taryn will follow up on this information.

A question was asked if we are getting the weighted amount of funds for SPED students in the pass-through. According to the 2021 document shared by Mrs. Townsend from Anna (CCSD), we are not receiving the funds. Discussion followed about communication regarding advocating for additional funds.

Expected expenses:

Mod Lease/Return \$32K/\$28K

COLA 4% & Employee Insurance contribution increase of \$50 (\$1,600/employee)

-includes 1.5% for unemployment - \$1,922,993.81

811 Replacement funds (\$4k/month)

Tech replacement \$35K

Renewals for business support \$110K

PACE Insurance \$15, 213

Other estimated General Fund Expenses (TBD 4/10/24)

Other Needs/Expenses (High Priority)

+1 additional Personal Day -\$5,000

Field Trip Stipend - \$5,120

Replacement costs for math curriculum:

Savvas \$31,000

IReady \$51,000

Additional laptops for subs: \$1,900

MS Math Consumables (EdGems) \$4,000

Taryn shared that there are 3 lines of reserve & contingency funds including 1) Facility Reserve Funds, 2) Contingency Funds, and 3) current year Contingency Funds. The projected beginning balance is \$800K and is subject to change.

The first 2 items would be required to go through a budgetary process while the current year's Contingency Funds cannot be touched. Currently, the numbers reflect \$150K for Facility Reserve Funds, \$166,564 for Contingency Funds, and \$164,235 for the current year's Contingency Funds.

- IV. Facility Update and Discussion
  - A. Modular Classrooms, One, Two and Six

MOD 1 Renovations

CCSD has scheduled to repair the roof on Mod 1 during Spring Break.

The approximate renovation costs of flooring, siding & other repairs is going to be approx. \$35K-\$40K. (over and above the roof costs) The current balance of 811 funds is \$35,865.61 to cover the additional renovations excluding the roof.

MOD 2 Renovations

\$50K (811 Funds or Reserve funds for 24/25 would cover these expenses)

MOD 6

KEEP or MOVE?

Discussion about whether to keep or move MOD 6.

KEEP - 25% increase - higher lease costs

Secure space for Kinder if construction not completed on time

Chair Mande Hamrick adjourned the meeting at 5:52 pm.

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

Staff: Kevin Milner, Meridith Foley, Allyson Hamlik, Maggie Townsend, Greta Secor, Naomi Piehl

Public: Taryn Arnold

BOARD MEETING AGENDA, 6:00 PM

<https://us06web.zoom.us/j/89011537012?pwd=AfXxcy4qvvWpHSBCMh8M2qmfR Sno1V.1>

- I. Call to Order -

Chair Mande Hamrick called the meeting to order at: 6:09 pm

- II. Flag Salute

Chair Mande Hamrick led the flag salute at 6:09 pm

- III. Public Comment: NONE

- IV. Consent Agenda
  - A. Meeting Minutes Approval: 2.15.24 Meeting Minutes
  - B. Meeting Minutes Approval: 3.7.24 Work Session Meeting Minutes
  - C. Policy Approval/Adoption
    - 1. BBD/BDA- Public Charter School Board Meetings
    - 2. BDC- Executive Sessions

**Dir. Susan Crawford moved to approve the consent agenda| Dir. Jessica Ritter seconded the motion; All approved, 6, 0. Motion approved.**

- V. Financial Report (Taryn Arnold)
  - A. Financial Update

**Dir Susan Crawford moved to adopt the proposed budget calendar and proposed budget assumptions including a COLA of 4% and an Insurance reimbursement increase of \$50|Dir. Colton Waibel seconded the motion. All approved, 6, 0. Motion approved.**

Financial Questions asked of Taryn Arnold:

Is the business office adequately staffed to allow for proper segregation of duties? YES

Have there been any changes to the accounting system or accounting policies that are significant? NO

- VI. 2024-2025 PBCCS Calendar - Draft 1

**Dir. Brie Rogers moved to approve the PBCCS 2023-2024 School Year Calendar draft|Dir. Susan Crawford seconded the motion. All approved 6, 0. Motion approved.**

- VII. Administrator's Report
  - A. [Key Educational Bills in the Short Session, 2024](#)
  - B. Monthly Update

Lock Stock & Barrel - Auctioneer is set; final preparations are being taken care of and the event should be spectacular.

Staffing projections are in development with a large majority wanting to return. Intent to return forms are in and all students are projected to return. Roof repair on Mod #1 is happening over Spring Break.

School Improvement Goals -

Reading improvement growth is happening. A reading consultant is coming in April to work with teachers in small & whole groups.

2 math programs are being piloted.

MS Math teacher is working on improvements and growth is happening

PBE

Multiple field trips are happening this spring.

The last PD day was very productive on 3/15/24.

Essential Question for this spring: What makes our waterways healthy? We are raising steelhead in the library and the middle school. The elementary team is moving forward with the Hydroscoouts storyline. Overnight field trips are planned.

MS will present GEO inquiry projects.

Friday June 7th - Culmination Day

Enrollment numbers were shared. The projected enrollment for the 2024-2025 School Year is 210 students. This is below our capacity.

Grade breakdown:

ELEMENTARY LEVEL

Kinder - 30 new students applied to attend,

1st grade- 0 new applications, OPEN

2nd grade, 5 new applications, WAIT LIST

3rd grade, 5 new applications, OPEN

4th grade, 1 new application, OPEN

5th grade, 5+ new applications, WAIT LIST

MIDDLE SCHOOL LEVEL:

WAIT LIST 6th Grade, 3 new applications, OPEN

7th Grade, OPEN

8th Grade, OPEN

C. Lottery

The lottery is being held the 1st week of April. Mrs. Townsend requested a board member on the 3rd of April at 8:30 am. Cassandra Giovanini will support Maggie in the lottery.

VIII. Board Comments

Dir. Crawford asked about 6th grade outdoor school. Mrs. Foley shared that it is scheduled for the 3rd week of April, but not yet confirmed.

Dir. Brie Rogers brought up *Financial Beginnings* which is an organization that can come and teach our 8th graders budgeting before they head off to HS.

Chair Mande Hamrick was asking for thoughts/ideas about topics to be talked about at the Lock Stock & Barrel.

IX. Chair Mandee Hamrick adjourned the meeting at 6:37 pm



Chair Mandee Juza Hamrick



Board Assistant Allyson Hamlik