

POWELL BUTTE COMMUNITY CHARTER SCHOOL

BOARD OF DIRECTORS MEETING

August 15, 2024

4:00 PM - Board Training, PBCCS Library

6:00 PM - Regular Meeting, 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, Dir. Susan Crawford, Dir. Cassandra Giovanini (absent), Dir. Brie Rogers, Dir. Colton Waibel (absent)

Staff Present: Meredith Foley, Allyson Hamlik

Public Present: Kristen Miles

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

<https://us06web.zoom.us/j/4867445065?pwd=REpFNHlwa0pDWUV2aVFtQXcrTWZJQT09>

OREGON SCHOOL BOARDS ASSOCIATION

Topic: "Roles and Responsibilities of School Board Members"

Presenter: Kristen Mills, OSBA

Meeting started at 4:04 pm

Board Governance Essentials: The role of the board and the impact on student performance through the use of scenarios.

*Dir. Brie Rogers - 3rd year on the board; active in kids education K, 4th, & 6th, advocates for teachers and quality education, Willamette HS.

*Chair Mandee Hamrick - 5th year on board; McKenzie HS, wishes to participate in the community and be involved with her MS student attending PBCCS.

*Vice Chair Kori Urell - 4th year on board, CCHS, son in 8th grade.

*Dir. Susan Crawford - 3rd year, Colorado HS, 2 children 4th & 7th grader & wants to be involved.

*Meredith Foley - 12 years, 2 daughters 5th & 7th grader, many roles at PBCCS.

*Kristen Mills - OSBA - 8 years; prior director of 9 charter schools.

Why does the board matter?

Why does board culture matter?

Why does your relationship with your administrator matter?

Chaos makes chaos-don't want to have that; relationships matter to build community. Children matter & representation matters. Culture is important internally & externally - safe to participate, safe for opinions, and everyone can be heard & respected. It's ok to be on different sides of an issue. Rich discussions are important. Respectfully modeled behavior hopefully helps the board function in a healthy and positive way.

Sharing the workload is important (policies & budget for example)

Who are your students and how do you know?

Farm/rural community. Respectful children. Returning students.

Current Successes & Challenges

Successes - administrator, teachers, curriculum updates, Place-Based Education (PBE)

Challenges include facilities & funding, safety, parking

**Research shows that the single belief that ALL students can and will learn is important for a board to believe because it measurably improves outcomes.

Research shows that boards matter - boards impact student outcomes.

12 evidence-based standards of performance:

Not micromanaging and not rubber stamping everything

1. Vision-directed planning - a shared vision focused on student learning
2. Community engagement - all members of the community are stakeholders.
3. Effective leadership - establish focus, direction, and expectations that foster student learning.
4. Accountability - High expectations for the learning of every student and holds the school accountable for reaching those results. Policy & resources align with the strategic vision & goals.
5. Using data for continuous improvement - student & financial data. Multiple sources of data are needed. Monitor improvement & progress
6. Cultural responsiveness - All kids are accepted & respected. Apply diverse perspectives to policy and program approvals.
7. Culture & climate - All students can learn
8. Learning organization - Ensure that as an organization everyone is learning & reflecting.
9. Systems thinking - integrating the whole system. Think about problem-solving & benefits as part of a whole system. Leverage partnerships.
10. Innovation & creativity - how do we solve problems in new ways using new types of thinking?
11. Board member's conduct, ethics, and the relationship with the administrator - Knowing that your lane is governance.
12. Budgeting & Financial accountability - align your resources towards your strategic vision and goals. Being fiscally sound is important.

The board CAN impact the administrator's leadership. Transformational leadership is the style that most board members follow.

*Community Engagement

*Using data for continuous improvement

*Cultural responsiveness

Board's top strengths - skill sets are varied; life experiences/backgrounds are varied; respectful climate and discussions. Effective at decision-making. Interested in growing as a board.

Board's top areas of growth: More community engagement.

Scenario:

An upset staff member (also a parent) approaches you at the grocery store. Can you help them with a complaint about their child's teacher?

**Direct staff member to the administrator & the policy which the PBCCS board has approved.

Show empathy without agreement. Board members should say I can't pursue this individually.

The board acts as a whole. Always disclaim that you are not speaking on behalf of the board.

Scenario

A Board member posts on Facebook asking for input on a teacher's behavior. Emails other board members as well. Goes to the administrator as well and makes a threat to bring it up at the next board meeting.

PUBLIC MEETINGS LAW

Communication outside meetings

Email, text, social media

Public Records

If you as a quorum (or more) are discussing something outside of published board meetings & agendas, that can violate public meetings law. You can be fined for this. Public comment is not required during board meetings, and should not be hateful or inflammatory. PBCCS public comment during board meetings is not meant to be a discussion - it's meant to be listened to.

Scenario

The board held an executive session meeting last week dealing with a student. This week a community member approached you and asked a specific question about something that was discussed.

**Do not confirm or deny any information or personal information.

Executive sessions

Cyber security threats or to protect board members

Scenario

A board member receives several phone calls about the dismissal of a well-liked staff member.

There is an appeal process policy.

Scenario

A board member is approached by a community member after a board meeting. The community member asks to see the director’s contract.

It’s a matter of public record. Can be requested.

Scenario

The board is discussing the director evaluation process in February.

Don’t change the process in the middle of the year.

Meeting requirements

Post agendas - 24 hours in advance

When to vote? When not to vote?

Turnaround of meeting minutes - 30 days

Board self-assessment is recommended every 1-2 years. Set goals based on assessment. Have communication protocols and operating agreements.

Training adjourned at 5:50

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

Staff Present: Meredith Foley, Shelli Peters (online), Greta Secor (online), Allyson Hamlik

Public Present: Taryn Arnold (online)

BOARD MEETING AGENDA, 6:10 PM

<https://us06web.zoom.us/j/4867445065?pwd=REpFNHlw0pDWUV2aVFtQXcrTWZJQT09>

I. Call to Order

A. Chair Mande Hamrick called the meeting to order at 6:04 pm

II. Flag Salute

A. Chair Mande Hamrick led the flag salute at 6:04 pm

III. Public Comment

None

IV. Consent Agenda

- A. Meeting Minutes Approval: [07.18.24](#)
- B. Staffing
 - 1. Resignation: Lindsey Choate, Educational Assistant
- C. Policies
 - 1. GCDA/GDDA- Criminal Record Checks and Fingerprinting (from July)
 - 2. CCG- Evaluation of Administrators (from June's consent agenda)
 - 3. EBCA- Safety Threats (from June's consent agenda)
 - 4. JGAB- Use of Restraint or Seclusion (from June's consent agenda)
 - 5. JGAB-AR- Use of Restraint or Seclusion (from June's consent agenda)
 - 6. GBNAB/JHFE- Reporting Suspected Abuse of a Child (from June's consent agenda)
 - 7. GBNAB/JHFE- AR - Reporting Suspected Abuse of a Child (from June's consent agenda)
 - 8. KBA-AR- Public Records Request (from June's consent agenda)
 - 9. JHCC - Communicable Diseases- DELETE (from June's consent agenda)
 - 10. JHCC-AR - Communicable Diseases- DELETE (from June's consent agenda)
- D. Approval of Emergency Meeting Minutes, 8/15/24, Banking

Vice Chair Kori Urell made a motion to approve the consent agenda |Chair Mande Hamrick seconded the Motion. Motion carried; All approved 4,0

V. Financial Report (Taryn Arnold)

- A. Financial Update

The ESD hired a new CFO

An audit is scheduled for 9/17/24

\$11,800 more added to the budget in the Student Investment Account

Financial questions asked by Vice Chair Kori Urell

- 1) Are the books balanced and reconciled? YES
- 2) Are all cash and investment accounts reconciled to the general ledger? YES

VI. Policies: Chair Mande Hamrick will make a priority list of policies. Dir. Brie Rogers will make comparisons to previous policies and Crook County. The Office Manager will post to the website after approval.

- A. EBBB- Injury or Illness Reports -New/Required

The administrator will direct the office manager who maintains records of injuries and illness. Written reports will be submitted within 1 school day by involved staff.

- B. EBC- Emergency Plan & First Aid -New/Highly Recommended

PBCCS shall have at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled.

C. EBCB- Emergency Procedure Drills & Instruction -New/Highly Recommended

Remove “tsunami” wording

D. JBA-GBN- Sexual Harassment -New/Conditionally Required

Switch wording from principal to administrator.

Complaints of sexual harassment should be made to:
mfoley@powellbuttecharterschoo.org

E. JGA- Corporal Punishment -Just needed an adoption date / Optional

F. JHCCF- Pediculosis (Head Lice) -New / Optional

Dir. Mande will clean up all policies, and ready them to move to next month’s consent agenda.

VII. Facilities Update

Mod 1 - John was painting the interior today. New subflooring is down and flooring is supposed to go down Monday 8/19/24. Exterior painting and staining should be done before 9/3/24. Exterior areas should all be cleaned up before school starts. Decking is beautiful. All floors are to be done by this Friday. Ramps have been updated with grit paint for safety. Supposed to have a keyless entry before the 1st day of school. Updated security camera system up and running.

Vice Chair Kori Urell asked what the cost was of Mod 1 and Administrator Foley said she would report costs at the next meeting. Discussion followed about strategic plans and priorities for future needs including Mod 2 repairs. There was also discussion regarding pass-through money and funds required to complete repairs on Mod #2. Dir. Brie Rogers shared from the CCSD board meeting a list of really big needs for the entire district.

VIII. Board Membership

G. Election of Officers

1. Chair; Vice Chair; Treasurer, Secretary

Proposed Board Chair Mande Hamrick

Proposed Vice Chair Kori

Treasurer Cassandra

Secretary Brie

Kori Urell made a motion to approve the election of officers | Dir Brie seconded the motion. Motion carried; All approved 4,0

H. Board Member Application Process

1. [Interview Questions](#)
2. Schedule for the September board meeting? Or October? - October Meeting for board member applicants

IX. Administrator's Report

August Inservice Focuses

- a) Staff Connections
 - b) PBE Land Year (Greta Secor, PBE Coordinator)
 - c) Math & ELA curriculum deep dives (data-driven)
 - d) Stewardship / School Pride - How do we clean up ALL THE THINGS, use our campus for deeper learning & community connection
 - e) New student database: Synergy/ParentVue (CCSD)
 - i) Parent Square for mass communication (CCSD) -update
 - f) Business: Safe Schools, OEBC Insurance, American Fidelity, First Aid /CPR
- 2) Welcome Day
- a) Thursday, August 29
 - b) Families come between 10:00-6:00
 - c) Pay school fees, order Hawks gear, drop off school supplies, meet the teachers
- 3) Transportation
- a) Bus Routes, Aug 27th
 - b) Safe Rider Cards, K & 1
- 4) Nutrition Services
- a) All students eat free!
- 5) Kindergarten Readiness, funded by the Early Literacy Grant
- a) 3 Wednesdays in August
- 6) Staff Welcome Breakfast
- a) Tuesday, August 27th @ 8:00 - Please come!

X. Board Comments

No comments.

XI. Adjournment of Meeting

Dir. Mande Jua Hamrick adjourned the meeting at 7:48 pm