



Eddyville Charter School
Board of Directors
P.O. Box 68
Eddyville, OR 97343
Phone: 541.875.2942

March 21, 2019
Board Packet - Regular Session
AGENDA

- 1) **Meeting Called to Order**
- 2) **Past Meeting Minutes: February 21, 2019** Pg. 2-3
- 3) **Agenda Adjustments**
- 4) **Informational Items**
 - a) Financial Report: Jackie Olsen Pg.
- 5) **Interested Party Comments**

During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.
- 6) **Communication**
 - a) Administration Report- Stacy Knudson Pg. 4
 - b) Athletic Director Report: Garrett Thompson Pg. 5
- 7) **Action Items**
 - a) Policy Updates
 - i) DJ: Public Charter School Purchasing Pg. 6
 - b) COLA and Step Approval (Budget Pending)

Next Meeting: April 18, 2018 at 6:30pm



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Board of Directors
P.O. Box 68
1 Eddyville School Rd.
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February 21, 2018
Board Meeting- Regular Session: 6:30pm
MEETING NOTES

Board Members in Attendance: Larry Cook, Ryan Gassner, John Lancaster, Abe Silvonen, Rebecca Phillips-Sutton

Administration in Attendance: Stacy Knudson

Board Members Absent: Stephanie Mekemson and Lisa Rorie

ESD Financial Manager: Jackie Olsen

Minutes prepared by: Board Clerk: Dani Ulstad

1) Meeting Called to Order at 6:30pm by Ryan Gassner

2) Past Meeting Minutes: January 17, 2019

- a) Larry Cook moved to approve the passing of the January meeting minutes. Rebecca-Phillips Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

3) Agenda Adjustments

- a) New Business: First Reading Policy DJ: Spending Limit/ Remove from Action Items
- b) Removing Heater purchase from Action Items and move to Information.
 - i) Larry Cook moved to approve the agenda adjustments. Rebecca Phillips-Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

4) Informational Items

- a) Financial Report: Jackie Olsen (Board packet)
- b) Heater Purchase in Room 7
 - i) The heater was approved in a majority email vote from the December agenda packet.

5) Interested Party Comments

During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.

- a) Lenny McKenzie: middle school english/economics/government teacher presented a project from Economics class that enabled students the opportunity to connect classroom knowledge with life after high school.
- b) Bob Pearson: discussed three action items this month. First, the car (RX7 Mazda) owned by the school currently in the orchard, the possibility of reinstating the junior camping trip and the upcoming opportunity to partner with the Illinois Institute to cover current socio-science topics.

6) Communication

- a) Administration Report- Stacy Knudson (Board packet)
 - i) Business office/annex rooms were recently inspected by Servpro for possible mold. Servpro determined no health risk at this time and test results will be provided next week.
- b) Athletic Director Report: Garrett Thompson (Board Packet)

7) Action Items

- a) Policy Updates
 - i) KN-AR (1): Relations with Law Enforcement Agencies
 - ii) KN-AR (2): Investigations Conducted on School Premises
 - iii) Larry Cook moved to approve the policy updates. Rebecca-Phillips Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- b) Budget Calendar
 - i) Larry Cook moved to approve the passing of the budget calendar. John Lancaster seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- c) June Board Meeting Change (June 20 to June 13)
 - i) Rebecca-Phillips Sutton moved to approve the June board meeting change. John Lancaster seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- d) Board Agenda Timeline
 - i) The board discussed the required timeline for receiving the agenda before a meeting. Jackie Olsen stated that the requirement/norm for public meetings is 48 hours before the scheduled meeting. The board decided that five days before was plenty. The packet will be sent (except for special circumstances) the Thursday before the meeting.
- e) Car to Surplus
 - i) Rebecca-Phillips Sutton moved to surplus the car with no amount regulation. John Lancaster seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- f) Junior Trip- Bob Pearson
 - i) Needs more information, not voting at this point; the board gives permission to move forward with a plan.
- g) Tech School Research- Instruction Unit on Socio-Science
 - i) Rebecca-Phillips Sutton moved to approve the instruction unit on Socio- Science. John Lancaster seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- h) Payment of The Bills
 - i) Rebecca-Phillips Sutton moved to approve the payment of the bills. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

8) New Business

- a) Addition: Policies Readings (first reading)
 - i) JD: Spending Authority
 - ii) Revisions: Increase the spending limit to \$10,000 before needing board approval

Administrative Report
March 2019

Academic

- 🌀 Enrollment is currently at 195 with two enrolling next week.
- 🌀 Indian Education Prevention Summit @ Taft High School this weekend will include 5 ECS student.
- 🌀 i-ready math diagnostics round 2 are in session.
- 🌀 5th grade Outdoor School with OMSI Newport is next week.
- 🌀 Research is being conducted on new K-10 ELA curriculum for the 2019-2020 school year.
- 🌀 Preliminary findings from AdvanceED accreditation are positive and accreditation will be granted with areas of growth to focus on over the next three years. The team was pleased with our plan and what has been implemented so far this year.
- 🌀 CTE field trip for secondary students is being offered/facilitated
- 🌀 WOU's Criminal Justice preview day is being facilitated
- 🌀 Anatomy course is continuing to deliver excellent field trips and advising opportunities
- 🌀 Senior projects are moving along and one senior organized and held the Red Cross Blood Drive on 3/14.
- 🌀

Office of Superintendent

- 🌀 Remind app has proven highly effective and a good investment for the communication plan.
- 🌀 LCSD has invited me to participate in the AVID summit in June in order to adopt the AVID curriculum and strategies into our K-12 learning environment.
- 🌀 I am continuing to meet with all staff this week and next to review annual goals and strategies for accomplishing these goals. We have adopted a new (More efficient and report friendly) app called iwalkthrough. All staff and admin will perform walkthroughs with immediate feedback.
- 🌀 Budget work took place at the ESD on March 6th. 2018-19 encumbrances are being finalized to utilize current funds effectively and have a concrete rollover amount for the next school year.
- 🌀 Make up days for the inclement weather will be student-led conferences on April 26th and school in-session on May 31st.
- 🌀 Mid-Valley Bicycle event is in the planning phases. June's dinner and breakfast sign-ups have been secured by Volleyball and Cheer. July is still up for grabs and I know coaches are discussing these options
- 🌀 HASS AND High School Success reports are coming due. I will be attending a training to develop our Healthy and Safe school plan next week and in April I will present our high school success plan once that is developed in full. Items of discussion are expanding CTE in woodshop, home economics, small engine, welding, and business/entrepreneurship with the development of a coffee/smoothie shop.
- 🌀 Admin and the LCSD liaison we are working toward developing a program(s) of study in CTE and working to qualify for Perkins funds and other external funding sources.
- 🌀 Admin and our Facilities manager are developing project timelines and priorities to finish this year and for the upcoming 2019-20 school year. Costs encumbered to finish this 2018-19 year are tools, interior doors with in the secondary main hall, siding/windows/doors for the business office project, and boys' restroom stalls.
- 🌀 Contribute \$1000 in shipping costs to get the swings (donated by Boosters) delivered and installed.
- 🌀 Eagle Nike gear are being offered. Spirit packs are available with each season. More items to come and these are featured online. Sports gear and uniform are also being planned with a replacement funding plan from Nike.

Garrett Thompson
Athletic Director

March A.D. Report

March 14, 2019

Hi All,

MS Basketball is just finishing up their season this weekend. Winter Sports Awards Night will be March 19th.

HS Track & Field is underway. We had our first meet this week. We had two 1st place finishes as well as a few additional top 3 finishes on the team. Our next meet will be up in Salem on March 20th. We have had a few students join the team late, but coach and I are happy they chose to participate. Our next meet should have 3 additional athletes compared to our first.

MS Track & Field begins on April 1st. We have two signed up online so far, but I think our final team should be around 10 athletes. Baseball and Softball are underway as well. Both teams had their first games and came away with wins.

The Track Clean-up day was a success in my eyes. The long jump pit looks much better and we got the track looking less green. We are in the process of ordering some sand and cinder to add to the long jump pit, the shot put area, and on the track as well.

Thanks!

Eddyville Charter School

Code: DJ
Adopted: 9/21/17

Public Charter School Purchasing

The function of public charter school purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The superintendent is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the public charter school's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of public charter school money, except payrolls, a requisition and purchase order system must be used.

No purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating public charter school funds not to exceed \$10,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by public charter school employees, such as custodial, food service and transportation services.

The superintendent will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the superintendent will direct payment of the just claims against the public charter school. The superintendent is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this public charter school shall use or attempt to use his or her official position to obtain financial gain or for avoidance of financial detriment for himself or herself, a relative or for any business with which the Board member or a relative is associated.

Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the public charter school by any Board member, officer or employee of the public charter school is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279, 279A, 279B, 279C](#)

[ORS 294.311](#)

[ORS 328.441 to -328.470](#)

[ORS 338.115\(2\)](#)

[OAR 125-025-0040](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest

DJC - Bidding Requirements