

Eddyville Charter School

Board of Directors Minutes of Meeting Sept. 19, 2013

Board Members in Attendance: Larry Cook, Patty Kinion, Paul Schneidecker, Dana Scarborough, Jenny Demaris, Christy Turner, and Kevin McBride.

Absent Board Members: Spring Howard

Administration Present: Dennis Schultz, Ann Cook, Lisa Renfrow

Meeting called to order:

The meeting was called to order by Kevin McBride at 6:30 p.m.

Interested Parties:

None

Written Communication and Acknowledgement:

The U.S. Postal service requested permission to hold a public informational meeting on Thursday, October 23, 2013. A group of parents submitted permission to use the school grounds to offer a youth soccer program for preschool and kindergarten age after school. Dana Scarborough made a motion to approve the requests as submitted and Larry Cook seconded the motion. All members voted in agreement.

.Reading of Minutes:

A motion was made by Dana Scarborough to approve the minutes as submitted. Larry Cook seconded the motion and all members voted to approve.

Financial Report:

Larry Cook made a motion to approve the financial report as submitted (check #'s 15757-15828 for a total of \$112,127.32) Patty Kinion seconded the motion and all members voted in agreement.

Business Office Report:

Ann Cook provided the Board with a financial report and an overview of the audit completed just three weeks ago. The auditors came in mid March and pulled reports and requested information and then again in August after the books had been closed at the end of June. Eddyville Charter was found to have everything in order with no problems. During the last audit it was suggested to have the Student Body accounts moved out of the general fund, which was completed. The auditors were satisfied with the manner the student body accounts were being maintained.

Jenny Demaris asked if the Board saw the Student Body account activity which is made up of teacher budgets, booster accounts, class accounts, athletics, and all other clubs organizations, etc. Ann Cook explained she could provide a record or copy of these records for the Board to review which are currently being managed through an Excel spreadsheet. Mrs. Cook explained how funds are requested, tracked, and accounted for.

- ✓ starts with a written request by the advisor, club president, or staff member;
- ✓ followed by administrative approval;
- ✓ checks are then reviewed monthly by Jackie Quetschke, the school designated staff member using the same procedures as the financial review we currently use with the general fund monies.

Jenny Demaris made a motion to continue to have Jackie Quetschke review the Student Body accounts, sign off, and then submit this report to the Board for review and approval. Dana Scarborough seconded the motion and all Board members voted to approve.

Staff contracts were presented to be approved: Administrative, Certified, Classified and short term contracts or special contracts. Ann Cook reported that the budgeted amount for staffing is approximately \$50,000 less than projected allowing some wiggle room if necessary. Currently we are fully staffed. After review Dana Scarborough made a motion to approve all contracts as submitted. The motion was seconded by Larry Cook and members voted to approve.

Ann Cook reminded the Board that on Tuesday, September 24, 2013 Steve Lamb with the ASBA would present a workshop starting at 6:00 pm in the library. A light dinner would be provided with dinner provided. Dennis Schultz will contact Steve Lamb to discuss workshop plans.

Student Enrollment Report:

Student enrollment currently is 218 students with several classes at capacity and a wait list in progress.

Administration Report:

Talking points:

- Staffing:
 - ✓ Jenna Santelli - Part time elementary, 2nd grade. She will also help with lunch duty and substitute for Shelley during her daily prep as athletic director;
 - ✓ Heather Johnson - Full time MS/HS Social Studies;
 - ✓ Arne Thorsen - Full time MS/HS Math.
 - ✓ Kim Kellison, In addition to her teaching duties will serve as curriculum director. *We are in the process of defining areas of concentration.*
 - ✓ Kelsi Halverson, by request, asked to be cut back to half time. She will teach 7/8 Language arts, Spanish 1 and 2 and be the tutor for the homework club, which will meet on Tuesday/Wednesday 3-4:30PM starting September 17.

Coaches for fall sports:

- HS Cross Country - Michael Ulstad, 5th grade teacher
- HS Volleyball, Shelley Moore and Kim Kellison. *Kim will coach the 5 games where Shelley has a schedule conflict.*

- Grants:

Applied for the Physical Education Expansion K-8 (PEEK-8) grant which will be awarded at the end of August. *Students in kindergarten through grade 5 shall participate in physical education for at least 150 minutes during each school week. Students in grades 6 through 8 shall participate in physical education for at least 225 minutes during each school week.*

Last year's PE minutes/wk numbers:

- k-3, ~125
- 4-5, ~90
- 6-8, ~110

This year's PE minutes/wk numbers:

- k-5, ~135
- 6th, ~200
- 7-8, ~135

Received the Pathway to Financial Success Grant from Discover Card Corporation's financial education program, which invests in and advocates for stronger financial education, preparing kids for a brighter and responsible financial future. The grant funded a personal finance course, server to deliver the course and 60 licenses. It's provided by The International Academy of Science's Acellus program. See <https://www.science.edu/Acellus/> for more information.

With the help of Ann Cook and Bob Pearson submitted a final evaluation report for a grant from the Siletz Tribal Charitable Contribution Fund that was awarded during Don McDonald's tenure. The final report was never submitted. It was sent in last week which allowed us to apply for funds to support the MS elective Artist in Residence Program, (AIR). We will hear something by the end of October.

- New Behavior/Ticket system
 - In packet. Needs board approval
- Facilities update submitted by Landon Lightle (Handout and also sent to board members earlier in the day.
- Curriculum update, Kim Kellison, Curriculum Director
 - In packet.

- Athletic update, Shelley Moore, Athletic Director
 - In packet.

A new behavior system was presented for approval. The system clearly tracks incidents that are later entered into the SIS behavior program. This is a tiered system that is clear to students, staff, and parents. Dana Scarborough made a motion to accept the behavior plan and Jenny Demaris seconded. All members voted to approve. Dana Scarborough suggested that the Board revisit the process at semester to evaluate. Patty Kinion inquired if staff had been trained and if they supported the program.

A facilities report prepared by Landon Lightle was presented to the Board.

Dennis Schultz shared with the Board that Kim Kellison and Shelley Moore would be incorporated into the Administrative report to discuss Curriculum and Athletics.

Dennis Schultz noted that all high school athletic schedules are posted online. Shelley is proposing a progress report every 2 weeks to keep athletes on track in order to keep them from dig themselves into an academic hole that they are unable to get out of in time to participate. A proposal was presented to indicate changes that would be helpful to keep our athletes eligible. The goal is to have a realistic approach with real results giving all students a chance to participate and experience success.

Committee Reports:

None

Old Business:

During the last meeting it was agreed upon to have an administrator evaluation ready. Board members were presented a copy of the last evaluation and whether there were improvements and edits needed to be made in order to make it less confusing. Dana Scarborough asked if the evaluation could be reviewed at home and then discussed and approved at the next meeting. Kevin McBride proposed looking at questions to see if they are relevant, which ones needed and which ones not. It was also decided to take out the not observed response, which was confusing and inconclusive.

Patty Kinion felt it would be best to distribute the evaluation to staff, student council, and board members by December 9, 2013 and request that it be completed and returned by the December 20, 2013 before leaving for Winter Break.

A question was put forth inquiring if the Winter Program would create a scheduling conflict with the scheduled Board meeting for December. At the next meeting it will be decided when the December meeting will be held.

Board Chair, Kevin McBride, inquired how things were going? Mr. Schultz explained that the year was off to a very busy start with everything going well. He shared that he is excited about a new program that he is currently trying with a small group of middle school during an Artist In Residence (AIR) elective class. Students are beginning to recognizing the importance and enjoying the class which is built around a daily physical activity.

New Business:

Attending staff meetings: Patty Kinion printed out a calendar with staff meetings and financial review dates for Board members to sign up to commit to and agreed to send emails and reminders to folks that volunteer.

Meeting Adjourned:

Larry Cook made a motion to adjourn the meeting and Dana Scarborough seconded the motion. All members voted in agreement. Meeting adjourned at 7:59 p.m.