

**Eddyville Charter School  
Board of Directors  
Minutes of Meeting  
April 16, 2015**

**Board Members in Attendance:** *Larry Cook, Jenny Demaris, Patty Kinion, , Donald Wagner, Melanie Lee , Pete Tuana*

**Absent Board Members:** *Dana Scarborough*

**Administration Present:** *Dennis Schultz, Ann Cook, Lisa Renfrow*

**Meeting called to order:**

*The meeting was called to order by Pete Tuana at 6:30 p.m.*

**Interested Parties:**

None

**Written Communication and Acknowledgement:**

None

Ann Cook shared a verbal thank you from the Faxon family for use of the building use for Dick Faxon's Memorial Service held in the Boyd Eagleson Gymnasium.

**Reading of Minutes:** *Larry Cook put forth a motion to approve the March board minutes as presented. Donald Wagner seconded the motion and all members voted in agreement.*

**Attendance Report:** Currently ECS enrollment is 210 students.

**Financial Report:**

*Larry Cook made a motion to approve the Financial Report (check #'s 16807-16862 for a total of \$48,093.41) as submitted. Melanie Lee seconded the motion and all members voted in agreement.*

**Business Office:**

- Ann Cook directed the attention of the Board to page 9 showing a cash balance of \$311,382.34.
- State Funding as of 4/7/2015 is continuing to hold strong at \$6,843. If this new estimate holds ECS could receive approximately \$27,000 extra funding in 2014-15. Ann Cook is hoping for the best and explained it is a wait and see process. The 2015-16 State School Funding as of 3/23/2015 is estimated at \$6,857.
- Ann Cook presented a third reading of the ECS Bylaws to be reviewed and voted on. Ann Cook also added that she had not received any requests for changes from Board members.

Larry Cook made a motion to approve the Bylaws as presented. Patty Kinion seconded the motion.

**Discussion:**

Melanie Lee wanted to review Article 3, Section 5, regarding Board attendance and add "a tardy in excess of 20 minutes be counted as an unexcused absence."

Jenny Demaris and Melanie Lee felt changes to Article 3, Section 11 regarding Emergency Telecommunication Meetings. An addition to include: telecommunication to be used for briefing, followed by a vote recorded by email when necessary.

Patty Kinion initiated a conversation about Board membership with the minimum number of active Board members to not fall below seven (7) members. *Larry Cook withdrew his motion to approve the Bylaws and Patty Kinion withdrew her second to the motion.* Ann Cook will make the suggested edits and send a copy electronically to all Board members for review. The updated Bylaws will be presented at the next Board meeting for approval.

- The 2015/16 Budget Outlook was presented with Ann Cook proposing that ECS budget at \$6857, but actually spend at \$6700 and take the difference(\$42,095.00) and put it into a contingency This would allow us to create contingency fund, but if needed it would be available for use.

Funding for 15/16	\$1,796,393.00
80% Personnel Costs	<u>\$1,437,114.40</u>
Budgeted for General Fund	\$359,278.60
Transportation reimbursement 14-15	<u>\$113,000.00</u>
General Fund Budget	\$472,278.60

Staffing Costs 2015-16	\$1,354,224.96 Employees
	\$50,000.00 Subs
	\$10,000.00 Counseling Services
	<u>\$25,000.00 Coaching salaries</u>
	<u>\$1,439,224.96</u>

The employee costs include an additional first year elementary teacher and keeping our PE position without the PEEK grant. Renewal of the PEEK grant will reimburse ECS about \$40,000. The current Principal/Superintendent position is paid \$72,828.00. There may be additional costs depending on the experience of the new administrator. Employee costs as projected are over expended by \$2100.00.

**Discussion:**

- Patty Kinion suggested the 6<sup>th</sup> grade be moved into the elementary, creating some other blended classes and smaller class sizes.
- Melanie Lee added that the elementary staff wanted smaller class sizes and to eliminate blended classes.
- Jenny Demaris expressed concern about adding another elementary teacher when the first grade class for next year may only have 12 students. She felt that hiring an elementary teaching assistant may be a better solution than hiring an additional elementary teacher. Jenny also expressed a desire to hear from the elementary staff indicating their needs and concerns.
- Pete Tuana suggested that Dennis and Ann put together two scenarios with staff input and present it to the Board at the next meeting.

Ann Cook shared information about Senate Bill 819. This Bill is good for Charter Schools because it modifies percentage of amounts school districts must pay from State School Fund to public charter schools that are not virtual public charter schools.

Ann Cook explained that a Lease Agreement must be entered into for the use of the Driver’s Education Vehicle owned by Gerald Conrady. Our insurance covers only while students are in the car and it is being used for behind the wheel training. *Jenny Demaris made a motion to approve the lease agreement as presented. Patty Kinion seconded the motion and all members voted in agreement.*

It is time to advertise for upcoming Board elections. There is one contested seat and two open seats to be filled. Jenny Demaris would like to something sent home to all students announcing the annual election and dates and times of upcoming meetings.

### **Administration Report:**

**Athletic Report:** *Youth Sports prepared by Jackie Quetschke, Youth Sports Coordinator*

Middle School had their first track meet at McKenzie on Tuesday, April 14th. Eight athletes participated. Coach, Heather Johnson, found out there will be a District Meet on May 9th, at McKenzie. She is working on trying to get the bus for that trip if it is available. The next meet is at Crow on Tuesday, May 21st.

*High School Sports prepared by Mark Ekins, High School Athletic Director*

The Spring sports season is in full swing.

The next academic grade check will take place next week and due on April 23rd.

- The Track team has had multiple athletes gain PR's in consecutive meets.
- Notable highlights:
  - Neil Faxon is currently 1st in the State of Oregon in the 1.500m. He is also 3rd in the State of Oregon in the 3,000m.
  - Skyla Stuepfl is currently 7th in the State of Oregon for Women's Shot Put. She is also 10th in the State for Women's Javelin.
  - We also have several athletes with competitive scores within the District.
- Spring (Track) Sports pictures will be on the 23rd at 3pm.
  - The Booster Club and Athletic Department will begin planning "Spring Awards Night" This will could possibly take place the week of May 10th or 17th.

**Curriculum Update** *prepared by Sean Bedell, Curriculum Coordinator*

- A science Fair for students in grade 4-8 is being organized with the help of the ECS Booster Club. The students will display their projects at Spring Fling on May 20th.
- A Spring Interview survey was completed with Lisa Renfrow for the ESD indicating staff preferences for Pinnacle grade book for next year.
- The Scheduling committee continues to meet and work on creating a schedule for 2015-16.
- State testing has begun and will continue through the end of the school year.
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### **Discussion:**

Melanie Lee inquired what the potential impact to the school is for parents to opt their children out of testing. Dennis Schultz will check with the District to determine impact.

**Facilities Update** *prepared by Landon Lightle, Facilities Manager*

*Highlights:*

- Lead in the drinking water issue: New water treatment system installation is to be installed on the 17th of April. New treatment requires me to use safety, protective equipment and will make the visits to the pump house for daily/weekly maintenance longer. The recommendation from Robert Henry to set up a sub contracted maintenance service is also part of the recommendation to the state and school. I am not sold on this yet and won't know until I have maintained the system for the next several weeks. One of the positive aspects of the service would be the liability issues. It is reasonable to assume that a contract would assure that. I will check prices on the various plans (if there are various plans) and report to Mr. Schultz. I am also going to

incorporate a flushing, maintenance program within the treatment program. The only thing left after this on the plan is a series of testing. Let me know if you would like more information.

- New phones and a new line are to be installed on the 24th in the Current AD's office. It's been in the works for quite a while. That location of the office is in the boy's locker room.
- On the 16th of this month the kitchen and surrounding areas will be treated for sugar ants. Only a few have been seen so far. The vendor has produced MSDS sheets and is IPM trained. Application will take place in the evening. Landon will be onsite at the time of the application.
- The current cleaning company continues to improve and communication continues to be strong on both sides. Another face to face visit was scheduled for April 15.
- There is a high school wing "beautification" project in the works that 4 separate groups have approached me that all have similar ideas. Landon will help to see how far we can get on it because of the interest level of kids. Painting of walls and lockers and replacing trim and base boards are the main ideas in the plan.

*As always, I'm extending the invitation to any board member to visit the school during my work hours.*

**Discussion:**

Pete Tuana asked about the mask that Landon needs to wear when working with the water. Dennis will get more information and email it to the Board.

Donald Wagner asked for Dennis to rate the cleaning company from 1-10 Dennis gave a "10" in the area of communication and a "7" for cleaning with room for improvement. A higher rating now that the floors have had three (3) coats of wax and are ready for buffing. There is still room for improvement needed in the bathrooms. Dennis said he is pleased with the service.

**Administrative Update** *presented by Dennis Schultz, Principal /Superintendent*

- ✓ Driver Education has started. We have 12 Eddyville students, 1 student from Waldport High and 1 from Newport High. The class will be completed by the end of the normal school year. Word has spread through the community and parents are contacting me about us doing a summer course in Newport. Principal Zagel at Newport HS has given his preliminary "okie-doky". Students are having fun learning and sharing their driving experiences. R&J Automotive in Toledo donated the labor to install the instructor brake.
- ✓ The student's that attended the PAADA workshop in Newport along with student council met with Elise and Mindy, restorative justice trainers from PAADA during lunch on Monday to identify problem areas in our school and how to address the issues. What came out of the meeting is students want to start a Restorative Justice Circle. Student's would like to meet every Monday till the end of the year during lunch with Elise, Mindy and me and receive training so that next year we would have a core group of students who will be ready to lead the circle. We will have a refresher course at the beginning of next year so we are ready to start a circle for our school. Once the trainers have the student's partially trained we will bring staff on board and see what their needs are and how they see fitting into the circle. There will also be a few trainings with just the staff. Currently 2 juniors, 5 sophomores, 2 8<sup>th</sup> graders and 1 7<sup>th</sup> grader

have indicated an interest to be trained. *Dennis thanked Debby for getting this program started and moving forward.*

- ✓ Strengthening Families Parenting Class flyer was made available to the Board.

Patty Kinion asked about the progress of the staff evaluation. The letters of intent have not gone out yet and will be out soon. Patty asked four staff members if they have been evaluated and they indicated they had not. Dennis said he has completed several and has copies on file of the 1<sup>st</sup> informal that was done in early December. Patty shared that she would like to see staff evaluations completed, letter of intent out to staff, and also our students polled to see if they will be returning for the 2015/16 school year completed during the month of April.

#### **Committee Reports:**

A Facilities Committee met and would like direction about ECS facility improvements needed and a review of 2015-16 custodial needs. What are the plans of staying with the vendor? Melanie Lee shared that the committee would like to see other vendor proposals before signing a contract. She also added they would like to explore other options for cleaning such as an Eddyville Charter custodial employee as had been done in the past. The idea is to look at options to economize, while keeping the health and safety of students in mind.

Ann Cook offered information requested from the Board showing an approximate cost for 2014/15 of \$153,000 for the Facilities Manager position, the two contracted cleaning vendors, and other factors. Pete suggested that Ann and Dennis look at other options to save money and then bring back those ideas for the Board to review. Melanie Lee suggested that SeaBreeze, the current vendor, be contracted to do floors and special deep cleaning. Dennis asked Melanie if they could schedule a time to go over ideas the Facilities Committee had discussed. Melanie and Dennis set up a meeting for the following Monday. Dennis thanked Melanie for her work on the committee and agreeing to meet.

#### **Old Business:**

#### **New Business:**

Pete Tuana shared with the Board a letter he wrote to the editor of the New Times in response to an article in the paper regarding ECS water issues. Pete suggested that the Board sign a letter as a group. Donald Wagner shared his discussion with the editor and the lack of fact checking. Melanie would like to see other media sources get correct information. Melanie will work with Ann on this project. Patty Kinion felt that legal counsel should be consulted. Pete Tuana suggested contacting the OSBA for counsel.

#### **Meeting moved to Executive Session:**

*Discuss and review application packets for the 2015/16 Principal/Superintendent position.*

**Board Members in Attendance:** *Larry Cook, Jenny Demaris, Patty Kinion, , Donald Wagner, Melanie Lee , Pete Tuana*

**Absent Board Members:** *Dana Scarborough*

**Administration Present:** *Ann Cook (Dennis Schultz and Lisa Renfrow dismissed from attendance)*

#### **Regular Session resumed:**

*The next Board meeting was moved from 5/21/15 to 5/28/15. A work session may be scheduled for 5/21/15.*