

**LUCKIAMUTE VALLEY CHARTER SCHOOLS**  
**BOARD MEETING MINUTES**  
**DECEMBER 18, 2018**  
**BRIDGEPORT CAMPUS**

**CALL TO ORDER AT 6:42 BY VICKI AVERY**

**BOARD MEMBERS PRESENT:** Vicki Avery, Matt Beasley, Jim Gardner, Kendall Cates, Fred Weisensee

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT:** Christy Wilkins, Daniel Shimek, Whitney Francis, Jerry McGuffee

**BOARD SECRETARY:** Cali Beasley

**1. CONSENT AGENDA**

**1.1 Approval of Minutes from November 14, 2018 Board Meeting:** Matthew Beasley made a motion to accept the minutes as written, Jim Gardner seconded. Motion passed.

**2. ANNOUNCEMENTS**

**2.1 Next Board Meeting – January 16, 2019**

**3. VISITORS:** No visitors

**4. PUBLIC COMMENTS – FIXED TO 3 MINUTES**

**4.1** No public comment

**5. NEW BUSINESS**

**5.1. Directors Report**

- **Adopt a family:** Heather Gibson and her daughter arranged to do an “adopt-a-family” and many from Bridgeport helped her. The family is a school family with a student at Pedee and a student at Bridgeport. Just before the meeting, Heather called to report that they had dropped off all the donations to the family. They dropped off over \$1,000 in gift cards and cash and many gifts.
- **OSBA Site visit:** As I reported earlier, DSD requested a follow-up to the comprehensive evaluation conducted last year by Kristen Miles, the Charter School Specialist from OSBA. Kristen visited our schools on Tuesday, November 27th. I don’t anticipate completion of the report for at least a month because Kristen is required to review a variety of data sets. The reason it takes so long is because the Oregon School Boards Association (OSBA) has established a performance framework for evaluations, which is largely derived from the Core Performance Framework and Guidance developed by the National Association of Charter School Authorizers (NACSA). This performance framework is designed to measure each charter school’s academic, financial, and organizational performance, and to “...guide practice, assess progress, and inform decision-making over the course of the charter term and at renewal”. Because the evaluation was so extensive last year, I don’t anticipate many findings because we addressed and corrected all of the items included in Kristen’s report. I was pleased that I heard very positive feedback on our teaching staff in the critical area of student engagement. Kristen was especially complimentary about the improved climate at Pedee. “Pedee teachers were actively involved in teaching and students were engaged their learning. Staff and students just seemed happy!” She also took note of the improvement in facilities on both campuses.

- Update on seismic assessment: **ZCS Engineering & Architecture**: This company comes highly recommended (testimonials were provided in the board packet). They were also recommended to me by Oregon Department of Education and the Cascade School District.

There are 3 levels of assessment:

- 1. Level One: An engineer will do a walk through (referred to as a Rapid Visual Screening) of both buildings and verbally and in a brief written statement on the condition of the buildings. \$1500.00
- 2. Level Two: A more in-depth assessment including digging into plan specifications and a report of all flaws in the buildings. \$ 4,000.00
- 3. A thorough assessment that will include detailed recommendations for making the buildings safe. \$7,000.00
- Note: There is no obligation to contract with ZCS for any upgrades made to our buildings. The contract will be for the risk assessment only.
- Christy followed up on the recommendation to some other schools. She requested feedback on which way to go. Zach is willing to meet with the board to discuss concerns. The discussion centered on which level to consider. Funds would come from facilities or maintenance line items. The question was asked “If we agree to Level 2 so we can plan, would it be a complete start over to get a level 3 report later?” The Board asked Christy to get further information from Zach regarding pricing including both buildings and whether we could move up to a higher level assessment later. The Board is also interested in having Zach come to a meeting.
- Hiring process: We recently had an opening for an assistant and we were fortunate to have several strong candidates. At LVCS, the past practice was often inconsistent, with no clear protocol. This resulted in hiring people without interviews and not doing reference checks with previous employers. Another detrimental practice was not including teachers. For this position, all classroom teachers were on the interview team and there was consensus on the first choice. We did, however, have 2 other very well qualified candidates. One of those that was not hired is subbing regularly.
- District Annual report 2017-2018: Christy has been working on the annual report for the district. She provided a draft for the board to look through. She has been gathering data and facts she needed to complete her reports. Information includes a bit of history of the schools, curriculum updates, commitments to improvement, etc. A full report will be provided to the board when it is completed. This report has been updated a great deal to give ODE and Dallas School District the information they want and need.
- Coalition of Community Charter Schools: LVCS is officially a paid member of this group giving us a voice in Salem. The group has hired a lobbyist to bring forth charter issues to the appropriate entities in Salem.

## **5.2 Pedee Campus Update – Daniel Shimek**

### **A. Facilities Update:**

- Smart board in Ms. Mayer’s room is installed and working.
- Fundraising:

- Pedee Women's Club Donated \$1000 would like to see it used for technology. Pedee Church brought the school a check for \$501.38 also to be used on Chromebooks/technology.
- Students raised \$689 on Christmas Swags
- We sold \$100 worth of old maps from the stinky room.

**B. Students:**

- We had our first transition event with the Fifth Graders on Dec. 6<sup>th</sup>. The fifth graders spent 4 hours at Pedee meeting the staff and seeing the classroom and building.
- 8<sup>th</sup> Grade class participated in a painting class at Young at Art in Salem.

**C. Upcoming events:**

- OSU AWSEM Girl's club starts January 15th. Eight girls are going.
- Popcorn Fundraiser in January
- The church is interested in renting the gym for their youth group.

**5.3 Bridgeport Campus Update –written by Jenneca Crocker and presented by Christy Wilkins**

**A. Staff Update:**

- 5th Grade Teacher Michele Burton and her class performed Christmas play this afternoon at Bridgeport Chapel. Our staff and students and families of the 5th graders were in attendance!
- We hired a new instructional assistant to our team—Megan Seleen. Megan comes to us with an associate's degree in psychology and several years of experience in schools and working with children ages 3-10 years old. We had two assistants leave LVCS and have had some schedule changes take place. We are confident that this new structure will allow us to best serve students and support our teachers!
- Carole Shavere organized and lead this year's Polar Express Title I night. We had over 70 people in attendance and had 8 staff members attend to help at stations and with the story!
- Kristy Vincent, our kindergarten teacher, is in charge of our Climate Committee here at Bridgeport. She has provided cards, flowers, and gifts for our staff who have recently had birthdays, suffered a loss in the family, a job change, or have had a baby. She has also started a Secret Santa amongst our staff over the last two weeks and it has been a blast!

**B. Student Update:**

- Our student leadership team has been working on Santa-Grams to pass out to our student body.
- Our 5th Grade students have been conducting an on-going Cans and Bottles drive to raise money for their overnight field trip in June. They created bins to go in each classroom and on a weekly basis, collect the recyclables and bag them up for Bottle Drop.
- Our Kindergarten and 1st grade classes are in the middle of their Holidays Around the World Units. The unique part about these lessons is that the teachers dress up and speak in accents, changing their names to 'Tour Guide Sue' and 'Tour Guide Becky' as they lead their classes in a virtual and interactive tour around different countries.

**C. Other Business:**

- Carl Browning, our custodian from Pedee, has been doing some wonderful work in our Art/Science classroom. He is in the process of mounting a projector for the students to use and he has put up shelves and built a counter space.
- Pedee students made the beautiful swags that you see around our campus!
- Jenneca will be conducting the first round of formal observations for the Bridgeport Classified Staff starting in January. This is a new process we are beginning this year.

#### **5.4 Student Enrollment Numbers**

- Currently at 190 students. We have a new first grader starting after the first of the new year. Two possible 7<sup>th</sup> graders after the first of the year.

#### **5.5 November Financial Reports**

- The November financial reports were provided in the board packet for review.

#### **5.6 Budget Update 2018-2019**

- The budget was adjusted to reflect some adjustments made by the auditor. Some expenses were moved from the 2018-2019 budget back to the 2017-2018 budget. The board again discussed the SPED bill from the district and how that came about. Some concerns were raised regarding this. The adjustments reduced the beginning fund balance to \$573,105.

#### **5.7 Budget Resolution #18-19-01**

- The 2018-2019 budget needs to be approved as revised. Fred Weisensee made a motion to approve the Budget resolution #18-19-01 and Kendall Cates seconded the motion. The motion passed.

#### **5.8 Projected Budget 2019-2020**

- Some expenses will continue to increase such as PERS contributions and wages/benefits. Tammy Pryce pointed out the projected contingency fund balance as being low at \$263,638. Due to the potential and expected wage and benefits increases, Tammy suggested holding off on any major expenditures to allow the contingency fund to rebuild some.

#### **5.9 Draft of Annual Financial Report 2017-18**

- A draft of the annual financial report was provided. There was one small violation related to public contracts and purchasing due to the amount of the project.

#### **5.10 Beitel Resignation letter**

- Christi Beitel has submitted her letter of resignation effective December 20,2018. Christi has been an educational assistant at LVCS for several years. Due to changes in her personal life, Christi has made the decision to leave her employment with LVCS. She will be missed by all.

#### **5.11 Use of smart speakers – Vicki Avery**

- Vicki came across this concern in a business magazine article. This article discussed dictation of a sensitive nature that was broadcast to the contacts stored in the device. These devices such as Alexa and Echo are listening all the time and there is a potential for sensitive information being unintentionally being released to unauthorized recipients. Vicki contacted OSBA, both Kristin Miles and the attorney Spenser Lewis regarding policies around these devices in schools. Spenser Lewis claimed potential conflict due to the change in how OSBA views charters and his representation of districts. . There is no OSBA policy

regarding these devices and it appears there won't be one any time soon. There are two of these devices in the office at this time. The Board asked Christy to check with PACE regarding these devices and perhaps reach out to other schools regarding their policies.

**5.12 Review of Executive Director Evaluation questions.**

- A document was provided by Vicki Avery regarding the questions for the upcoming evaluation. These will be provided to the staff following the holiday break with an envelope to return these questionnaires directly to Vicki.
- Fred stated that the board needed to develop measurable goals for the director. The next step is to establish what areas need quantifiable goals that are in the direct perview of Christy Wilkins.

**6. WORK SESSION TO FOLLOW GENERAL MEETING TO GO OVER BOARD GOALS-OPEN SESSION**

The following items were discussed in this work session:

- Being mindful of the budget and what next year looks like.
- Work on the above referenced goals
- Community outreach – invite community groups such as Pedee Women's Club, churches, Rotary, etc. to board meetings.
- Farm to school visit. Christy is working on setting that up with Bethel School District's garden.
- Ongoing board education such as OSBA, tours of other facilities, etc.

**7. Executive session: 192.660(2)(i), 192.660(8) To evaluate the performance of an officer, employee or staff member. Moved to session at: 8:55 – closed at 9:30**

**8. ADJOURNED: Open session was adjourned at 8:50 BY Vicki Avery**