

LUCKIAMUTE VALLEY CHARTER SCHOOLS
BOARD MEETING MINUTES
NOVEMBER 14, 2018
BRIDGEPORT CAMPUS

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Jerry McGuffee, Christy Wilkins, Daniel Shimek

BOARD SECRETARY: Cali Beasley

CALLED TO ORDER AT 6:39 BY VICKI AVERY

1. CONSENT AGENDA

1.1 Approval of Minutes from October Board Meeting

1.2 JBA/GBN – Sexual Harassment

JBA/GBN-AR – Sexual Harassment Complaint Procedure

JHCD/JHCDA-AR – Medications**/*

JHFE-AR (1) – Reporting of Suspected Abuse of a Child

JHFE-AR(2)- Abuse of a Child Investigations Conducted on Public Charter School Premises

JHFF – Reporting Requirements Regarding Sexual Conduct with Students

Motion to approve the consent agenda made by Matt Beasley and seconded by Fred Wiesensee.

Motion passed.

2. ANNOUNCEMENTS

2.1 Next Board Meeting – December 19, 2018 – Moved to Tuesday December 18, 2018.

3. VISITORS

No visitors were present.

4. PUBLIC COMMENTS – FIXED TO 3 MINUTES

4.1. Board secretary Cali Beasley made a brief report in place of PTO president Lena Calef. Pie pickups are planned for Friday as well as game night. December's parent night activity is Title I Polar Express night. Carole Shavere planning the activities, PTO will be in a support role by providing dinner for families who attend.

5. NEW BUSINESS

5.1. Directors Report:

- Special committees update: Last year three committees were formed, Curriculum, behavior and Climate. Staff who worked on those committees were paid a per hour rate \$25 for licensed staff and \$15 for classified staff for up to 50 hours.

- **Academics and Instruction:**

The K-6 teachers worked as a team over the summer to dig into their new English Language Arts curriculum and review the scope and sequence to ensure alignment from kindergarten to 8th grade.

The K-5 teachers did similar work to ensure successful roll out of the new math curriculum.

Malia Mayer spent much of her summer preparing to implement her new ELA curriculum.

- **Behavior:**

Both Pedee and Bridgeport behavior committees completed a comprehensive review and revision of their school behavior plans. These plans were ready to distribute to parents at the beginning of the school year.

- We spent much less paying for the work on these committees than we did on the leadership stipends. And there were great outcomes in the form of work that was essential to moving LVCS forward.

*The climate committee has been eliminated as a “paid” committee, but climate work continues on a volunteer basis with each school having a “sunshine” committee chair to coordinate climate activities for each school and for the entire LVCS community.

- Facilities update:
 - At Bridgeport, the vertical bars on the ramp and stairs on the modular are now fully installed. This was the last of two items to complete before being granted our permanent occupancy permit. The problem in completing this minor correction is with the company that Modern contracted with to do the work. Last week this company came out to do the upgrade but they didn’t have the correct materials to complete the job. Tammy and Christy have both been pressuring Modern to get this done. Christy is happy to report that it is finally completed.
 - The second issue was completion of our parking lot. We had already provided an interim solution by having parking slots painted on the gravel area, with the directive that it would need to be paved when the weather improved in the spring. This project was going to cost around \$40,000.00. But Christy got some very good news last week from the county. They decided they will not require us to pave the entire parking area at this time. We do have to pave the handicapped parking place by the new modular building. Obviously, this will be a much smaller cost, which is a very good thing.
- Bridgeport playground:
 - As the board works on priority goals, I want to share some concerns about the safety of the Bridgeport playground. Bridgeport enrollment is currently close to maximum capacity. That means at times there are over 140 students on the playground at one time. The play area is simply too small to accommodate that many children safely. Christy has a call in to ODE about what size of playground we need for our size of school. Discussion centered around timing, different surface options, options for layout and covered play area needs/options. Christy will look into some options for temporary solutions such as more bark chips on a portion of the field while the board works on this goal.
- Earthquake preparedness:
 - Christy has come up with a draft list of supplies and tasks that will help to prepare us for an eventuality of a large earthquake. Daniel is researching storage drums and water purifiers. Letters to parents will go home perhaps in January explaining the current planning. Discussion was held regarding food options. Prepackaged food is very expensive. Christy is considering asking for donations from families following a model like Portland Public Schools. The team will be working on revising protocol to simulate a more accurate time frame, teach the kids a proper drop and cover wherever they may be and working on task assignments to staff and students.

5.2 Pedee Campus Update:

- Facilities updates:
 - Fire extinguishers have been checked and tested. Some were replaced.
 - The finish date on rekeying the back door at Pedee will not be completed until late January or early February. A-Team Locksmith has been unable to find the necessary parts and is having to order directly from the factory, which is not making the needed parts until January.
 - The false wall has been built for Malia’s room and the smart board and project have been received. The mounting hardware was not in the box, so we are waiting for the hardware to be resent.
- Upcoming events:
 - 1. Parent conferences Nov. 19-20th

- 2. Christmas Swags Nov.26th-29th
- 3. December 6th --5th Grader visit to Pedee & 8th grader Art Studio visit
- 4. Awesome – STEM camp for 8th grade girls at OSU. Eight of the nine 8th grade girls are going. There were 5 scholarships available. This will start in January and run 6 weeks.

5.3 Bridgeport Campus Update: Christy delivered the report for Jenneca Crocker in her absence.

- Staff Update:
 - 5th Grade Teacher Michele Burton is working on a play with her class. They will be performing at Bridgeport Chapel on December 18th at 1:30 p.m.
 - We are doing more shifting with our support staff due to the DSD Sped employee being transferred back to the district. Christy and I are working on a schedule that will maximize the amount of support for students and better utilize the staff we have without having to rehire.
 - Carole Shavere has organized and planned the Title I Family Night for Thursday, December 6th. The theme this year will be the Polar Express
 - The Behavior Management Team created a referral form that will be implemented next week. This will help keep the flow of communication open and allow our staff to better support students needing some extra assistance.
- Student Update:
 - This year's K-5 Jog-A-Thon raised a total of \$8,036.52! Our kindergarten class alone brought in \$1801.69 and won the Mendi's Pizza Party for the most raised. This is a record for funds raised at Bridgeport!
 - Students will be "dressing the staff" in silly and crazy clothes on Friday, November 16th as a prize for meeting the schoolwide goal of \$4,500 during the Jog-A-Thon
 - The 2nd Grade students and Mrs. Gibson invited Veterans to speak in their classroom this week to learn about service to the community and the nation.
- Other Business:
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 - Students will be "dressing the staff" in silly and crazy clothes on Friday, November 16th as a prize for meeting the schoolwide goal of \$4,500 during the Jog-A-Thon
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Matt Beasley asked for an update regarding the kitchen at Bridgeport now that all staff room moves have been completed. Christy gave Vicki the floor as the lead on the kitchen upgrades that are needed. Currently the extra space is being utilized for dry goods storage. Future possible needs include a stainless steel prep table, high capacity commercial style dishwasher, walk-in cooler so current refrigerators could be used on freezer mode, new double stack oven and fire suppression. All of these upgrades will present financial impacts which have to be taken into consideration.

5.4 Student Enrollment Numbers:

- With the exceptions of 5th grade (which has been a small class long term) and 7th and 8th grade, enrollment is up in all classrooms. Kindergarten, 1st, 3rd and 6th are full.
- There is on family of 4 that is still planning to join the school soon.
- Roll up is key to building Pedee. Discussed plans for continuing to engage the current 5th grade students to encourage them to roll up to Pedee next year.
- Discussed ways to ease transition to high school for our 8th grade students. Daniel shared that Central has a very good mentoring program. Dallas does not have as many good options though they do bring the students to the high school in the spring for class forecasting. Jim suggested working with Dallas to have some former LVCS students help as mentors to ease that transition.

5.5 October Financial Reports: The business manager was absent due to illness. Vicki proposed that there be a brief review of financial information provided and table action until business manager can be present. Board accepted proposal.

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5.6 Budget Update 2018-2019: Tabled

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5.7 Budget Resolution #18-19-01: Tabled

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5.8 Projected Budget 2019-2020: Tabled

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5.9 History of Facility Projects -2012-2018:

- Review of the many projects that have been completed. Heating concerns at Pedee were discussed. The remodel expanded the occupied space and the current configuration of the units is not ideal. The one in the kitchen is also blowing on the food prep table which is not ideal. Need to discuss possible solutions..

6. WORK SESSION, BOARD GOALS TO FOLLOW GENERAL MEETING

Transitioned to work session at 8:33. Vicki attended a class at the OSBA convention about director reviews. She presented her ideas that she based on that class. A director review would take a three fold approach – board review, survey, and self-analysis. She took questions from a previous survey and board member input to make a more cohesive approach to the survey. Vicki will work with Christy over the next month. February would be target to complete so contracts can be completed by March. Teacher contracts completed by May? Christy suggested looking to having contracts approved and signed in March. Christy is completing observations on second half of staff this year. Next year director goals and board goals should be more clear by September. The board needs to have clear and measurable goals for the director each year. As part of future work sessions the board needs to identify the items they would like to use to create measurable goals.

Fred gave feedback from his OSBA sessions. One primary take-away is that the board is ultimately responsible for community engagement. What is our community? That needs to be identified. The PTO sponsored Parent nights are unique and positive. Fred discussed ideas for reaching out to community institutions.

Farm to table ideas for implementation were also discussed. Suggestions include a visit to a school garden that is well established. There is one in the Bethel school district that Fred is interested in visiting. Vicki will look into a board field trip. Also discussed a plan to build cold boxes at Pedee to grow starts that could be planted and tended at Jim's. Further exploration of that idea will happen through the winter.

Work session closed at 9:21p.m.

7. Executive Session under ORS 192.660(2)(f): To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

Executive session opened at 9:23

Executive session closed at 9:40

8. Meeting adjourned at 9:40 by Vicki Avery

[The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance. Phone: 623-4837](#)