

LUCKIAMUTE VALLEY CHARTER SCHOOLS

BOARD MINUTES

December 17, 2019

BRIDGEPORT CAMPUS

CALL TO ORDER At 6:42 by Vicki Avery.

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

BOARD MEMBERS ABSENT:

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

BOARD SECRETARY: Cali Beasley

1. CONSENT AGENDA

1.1. Approval of minutes from November 20, 2019 board meeting

2. ANNOUNCEMENTS

2.1. Next board meeting January 15, 2020

2.2. Winter break – December 23 – January 3, 2020

2.3. January 10, 2020 – Inservice Day

3. VISITORS

3.1. PTO – Lena Calef gave a report on recent activities that the PTO has been doing. She notes that the SchoolStore.com fundraiser did not interfere with jog-a-thon or pie sale income. \$2,500 in gift cards have been donated to the classrooms. None of this money goes to the PTO. Teachers and students get prizes for sales made on the website. For sending out just three emails, the student gets a backpack buddy. In addition, 2% of sales at a set of online stores comes back to the school. Teachers are able to purchase items for their classrooms through the SchoolStore website. Pie sales brought in \$1,500 for the PTO. The PTO provided lunch for the staff during Parent Teacher Conferences.

4. PUBLIC COMMENT

4.1. There was no public comment.

5. FACILITIES:

5.1. Furnace room remodel: This work was expected to be completed by December 16th or 17th. There has been a bit of a delay due to weather and the flu. However, the project is approaching completion. The electricians will be installing the lights on December 17th or 18th. The goal is to start moving items into the new storage room after Christmas Break.

5.2. Radon testing: Radon testing was completed. The levels in the main building at Bridgeport were on the high side. It was recommended that a second test be completed using a continuous monitoring system. It was also recommended that the heating system be checked to be sure it is working correctly before the retesting is done. A system check has been scheduled for December 20th. The retest has been scheduled for January 3rd through 5th. Radon levels in all other buildings were at safe levels. Once the retest has been completed a report will be provided giving all the levels.

5.3. The drop ceiling tiles in the larger modular at Bridgeport are pulling apart. This is probably being caused by settling of the corners of the buildings. The school should probably consider having the buildings leveled again.

5.4. There are two bids for the basement office remodel at Pedee. One is from Donal Crocker Construction and the second is from Bob Grant Construction. There is a significant difference between the two bids because one includes updating the fire alarm system. However, Daniel learned that as long as the space is being used as an office space, our fire system should be fine as it is. Of note: Bob Grant Construction is doing the current storage room remodel. They have been very impressive. Their quote was well organized and detailed, the crew has shown up on time and kept us up to date on their progress and they secured the site with fencing and caution tape. Daniel is still seeking an additional quote for the ADA ramp and egress door.

6. NEW BUSINESS

6.1. Director's report

- 6.1.1.** Special education services for nursing and behavior support. Christy and Tammy are monitoring these expenses closely to ensure that they do not exceed the allocation received from Dallas School District. An update will be provided after a meeting in January with the Dallas Superintendent and Special Education director.
- 6.1.2.** Annual Report: Christy is working on the last portion of this report. She is on track to have it completed and submitted to ODE on time. A complete report will be provided to board in January.
- 6.1.3.** SSA Update: Christy met with Shannon Ritter, the school improvement administrator for Dallas School District to discuss compliance issues and what has to be done for both DSD and LVCS to meet those requirements for the SSA funds. Both are waiting for more direction from ODE as well as the correct forms for Christy to fill out for the charter school funding. A draft of the Continuous Improvement Plan (CIP) was included in this month's board packet for review.
- 6.1.4.** Music teacher: Christy has been talking with the directory of Kings Valley Charter School about partnering with them to provide programs for both schools. KVCS would like to partner with LVCS to have a music teacher. Discussion centered around what this might look like and what line items in the budget could be used for funding. Following the discussion, Matt Beasley made a motion to authorize Christy to move forward with securing a part-time music teacher in conjunction with Kings Valley Charter School within the confines of the 2019-2020 budget. The motion was seconded by Fred Wiesensee. The motion passed unanimously.
- 6.1.5.** Mental health professional: Discussed the potential hire of a mental health person in the spring. Discussed possibly cooperating with KVCS on this hire as well. The board would like pursue this possibility to perhaps increase salary cap to attract high quality applicants. Salary and job description need to be determined.

6.2. Pedee Campus Update: Provided by Daniel Shimek

6.2.1. Student and Staff:

- 6.2.1.1. The 5th grade transition trip to Pedee was enjoyed by everyone.
- 6.2.1.2. Pedee students attended the Dallas High School Theater play on December 12th. They saw "The Magic Treehouse: Knights at Dawn".
- 6.2.1.3. Mrs. Quetschke and Mr. McGuffee attended "Mental Health Issues in the Classroom" conference in Eugene on December 17th.
- 6.2.1.4. Ms. Mayer attended Applied Suicide Intervention Skills (ASSIT) December 12th and 13th. It is recommended that 2 staff be trained in this at each school.

6.3. Bridgeport Campus update: Provided by Christine Wilkins

- 6.3.1.** Polar Express Night. We had over 90 people show up for this charming annual event, which was created several years ago by Carole Shavere. Parents and children were greeted at the door by the conductor (Scott) to get their ticket to ride the Polar Express. They enjoyed the dramatic reading of the story by a special guest, followed by hot chocolate, cookies and several craft activities. There were several drawings throughout the night and most children left with a free book. There were at least 10 staff members who donated their time, energy and good cheer to help make the evening run smoothly.
- 6.3.2.** OMSI – First & second graders had a great time at OMSI, where they integrate weird and engaging science with a lot of fun.
- 6.3.3.** All LVCS students attended the Dallas HS play, “Magic Tree House: Knights at Dawn”. Students and staff loved the play and all were excited to see several former LVCS kids perform in it!
- 6.3.4.** As part of our transition and recruitment plan the 5th Grade visited Pedee, where they rotated among teachers in small groups to participate in a fun activity while having the opportunity to become familiar with individual teachers. This was followed by a recess and lunch with the 6th graders.
- 6.3.5.** 5th grade students went to Christmas Storybook Land, located in Albany, with their kindergarten buddies. Students walked through a simulated forest to view more than 85 scenes from nursery rhymes, children’s stories and family movies, as well as model trains and a Victorian Village. Santa and Mrs. Claus often make surprise visits.
- 6.3.6.** The 2nd annual 5th grade play, “Merry Penguin”, was performed today December 17th. The play was performed at the Bridgeport Chapel. Many family members were in attendance as well as the Bridgeport student body.

6.4. Student Enrollment Numbers:

- 6.4.1.** Current enrollment is 193 students as of 12/11/2019 vs 190 in December last year. There are currently 59 students at Pedee. We have received an application of interest for another new 6th grader and there is a potential new family at Bridgeport as well.

6.5. November Financial Reports – Tammy Pryce:

- 6.5.1.** Tammy was unavailable due to illness. The major expenditure reflected in the November numbers was for the retention bonus.

6.6. Food Service Overview – 1st quarter

- 6.6.1.** With Tammy unavailable, the report was looked at but not extensively reviewed.

6.7. Board Goals

- 6.7.1.** Fred requested that we should be talking about the board goals and review director goals. Vicki suggested that this be done in a work session rather than at a board meeting. There is support from a liaison from OSBA to work with the board on goals and vision. Vicki will contact Kristin Miles with OSBA to schedule

7. BOARD POLICIES – FIRST READING:

- 7.1. BBFC – Reporting of Suspected Abuse of a Child:** Accept as written and add to consent agenda.
- 7.2. GBEA – Workplace Harassment:** Accept language in brackets and add to consent agenda

7.3. GBEA-AR – Workplace Harassment Reporting and Procedures: For board review only no action needed.

7.4. JHFF/GBNAA – Reporting of Suspected Sexual Conduct with Students: Accept the bracketed language on page 1. Bring back the policy for a second reading in reference to the bracketed language in the last paragraph.

7.5. JHFF/GBNAA-AR – Suspected Sexual Conduct Report Procedures and Form: For board review only, no action needed.

8. ADJOURN:

8.1. Meeting was adjourned at 8:55 by Vicki Avery