

# LUCKIAMUTE VALLEY CHARTER SCHOOLS

## BOARD MINUTES

September 17, 2019

### BRIDGEPORT CAMPUS

**CALL TO ORDER** At 6:45 by Vicki Avery.

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

**BOARD MEMBERS ABSENT:** Kendall Cates

**STAFF MEMBERS PRESENT:** Christy Wilkins, Daniel Shimek, Jerry McGuffee, Tammy Pryce

**BOARD SECRETARY:** Cali Beasley

## 1. CONSENT AGENDA

- 1.1. Approval of minutes: The following amendments to the minutes need to be made: add Fred Weisensee as being in attendance at the meeting and remove “for second reading” on the board policies. That part of the minutes should simply read “add to consent agenda”.
- 1.2. Final approval of Board policies:
  - 1.2.1. GBDA - Expression of Milk or breast-feed in the Workplace
  - 1.2.2. GCDA/GDDA – Criminal Records Check and Fingerprinting
  - 1.2.3. GCDA/GDDA-AR – Criminal Records Check and Fingerprinting
  - 1.2.4. IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education\*\*

Fred Weisensee made a motion to approve the consent agenda with the suggested amendments to the minutes. Jim Gardner seconded the motion. No further discussion was held. Motion passed unanimously.

## 2. ANNOUNCEMENTS

- 2.1. Next board meeting is October 16, 2019
- 2.2. Bridgeport Open House – September 26<sup>th</sup> 5:00 to 6:00
- 2.3. Pedee Open House – October 3<sup>rd</sup> 5:30 to 6:30
- 2.4. Bridgeport Jog-a-thon – October 10<sup>th</sup>

2.5. Portland to go – October 15<sup>th</sup> at Pedee

2.6. Pedee Jog-a-thon - October 17<sup>th</sup>

### 3. VISITORS

3.1. Lena Calef – PTO President

3.1.1. Lena reported that they had a good turnout at the first meeting.

Executive planning meeting is scheduled for Friday September 27<sup>th</sup>.

Good group to get going on a scaled back schedule. Focusing on now to December. Preparing for pie sales and game night upcoming in the next two months.

### 4. PUBLIC COMMENT

4.1. No public comment

### 5. FACILITIES:

5.1. **Facilities update:**

5.1.1. **Bridgeport:** 1) Planting grass in the new playground area was going to be postponed until spring but the feeling now is that it should be planted this fall. Tammy and Christy will start working on the logistics for this. 2) An outdoor drinking fountain is needed. A plumber thinks he has a way to install a fountain but has not yet found a frost safe option. If an option is not found, the fountain may just have to be turned off during the winter months. 3) Finally, the nature area behind the Dodge Shed is a long term project. An Eagle Scout and his father are going to partner with the school on ideas and vision for this area.

5.1.2. **Pedee:** 1) The building needs a spigot near the front to water flowers and plants. Access will be through the cement wall into the janitor's closet. A quote has been received from Pedersen Plumbing. 2) One quote has been received for the required radon testing. That quote was for around \$2,600. Daniel is working on getting more quotes. 3) The plan is to move forward with removal of the furnace and duct work in the storage room behind the gym and the duct work in the indoor storage room. One quote has been received so far for doing this work. This is the first step in renovating the indoor storage space into a usable space. When complete, the gym storage room will provide

significant space. 4) Bids are being sought for electrical work because we need lights in the gym storage room. 5) There are at least three more trees that need to be removed on the property. One is along the back fence and the others are in the group of trees near and behind the gym.

## **6. NEW BUSINESS**

### **6.1. Director's report**

**6.1.1. Pedee Community Picnic:** This event was well attended and the community really enjoyed reminiscing about their time at the school. Staff members were on hand to give tours and talk to event attendees.

**6.1.2. Staff and Board Dinner:** The board and staff extend their gratitude to Fred and his partner for their generous hospitality. Dinner was delicious and the staff really appreciated the evening.

**6.1.3. Start of School:** School is off to a successful start. Bridgeport parents are pleased with the improvements in the turn-around area and new drop-off/pick-up procedures. A number of positive comments have been received regarding other improvements around campus. To begin working on the goal of building community between both campuses, Thursday September 12<sup>th</sup> was Western Day. This event was held at the Pedee Campus. Students in grades 1-8 participated. Activities included a BBQ lunch, western line dancing, and a variety of field games culminating in a water balloon battle. Volunteers from Bridgeport Church helped with serving, games and clean-up. Students and staff had a great time. The campuses will be looking for more opportunities to bring our students together.

**6.1.4. Insurance Cap:** This item is on the agenda as a look ahead to future discussion. For the past few years, LVCS has offered an amount for insurance premium coverage that is adequate for good coverage for a single staff member but not for covering a spouse or dependents. Over the next few months, Christy will be gathering data from other districts and charter schools for board review to start a discussion of raising this particular benefit. Christy hopes to hold a discussion regarding this in a

time frame that will allow a possible change to this benefit in the 2020-2021 school year.

**6.1.5. School Garden Update:** Christy and Daniel met with the garden coordinator at Kings Valley Charter School today (September 17<sup>th</sup>). They got to visit KVCS's gardens and see what they are doing. There is hope of pursuing some grant opportunities to improve our farm to school program in the future. This meeting was a step in that direction.

**6.1.6. Annual 5<sup>th</sup> Grade Overnight Trip:** For several years the 5<sup>th</sup> grade students have taken a special overnight field trip to the Oregon Coast Aquarium. The cost of this field trip continues to rise. Miss. Burton worked many extra hours attending and running different fundraisers to fund this exciting opportunity last year which cost around \$3,000. Because of this huge burden, Christy has proposed that the board allocate \$2,000 toward this trip. Miss Burton feels comfortable engaging her students to raise the remaining funds so they have some personal investment in the trip as well. Jim Gardner made a motion to allocate \$2,000 toward the 5<sup>th</sup> grade overnight trip. Matthew Beasley seconded the motion. No further discussion was held. The motion passed unanimously.

**6.1.7. Cell Phones for Select Staff:** This item, like the insurance cap, is being brought forward as a point of discussion. Key staff members have had to give out their personal cell phone numbers to communicate with parents for different reasons, whether for the management of a health issue for a student or to manage student/parent/school relationships. Inevitably those phone numbers eventually get out to other parents. Christy has proposed gathering data on the cost of providing key staff members with school provided cell phones to manage and maintain good parent communication and staff privacy. Some discussion was held regarding managing parental expectations regarding response times and personal time of staff. Matthew also suggested looking into virtual cell phone apps. He stated that there are several apps out now that allow a person to set up a

completely separate cell phone number through the app on an existing cell phone. More research will be done on this topic before a proposal is made to the board.

**6.1.8. PTO:** Christy wanted to acknowledge to the board all of the hard work that Lena Calef puts in as the president of the PTO. Lena has put together an excellent team and they are already hard at work organizing several activities to support the schools this year. Their energy and dedication are an essential part of what makes LVCS a great place for students to learn and grow as well as assisting in recruitment and retention efforts by providing parents with opportunities to be involved with their child's school.

**6.2. Pedee Campus Update: Provided by Daniel Shimek**

**6.2.1. Students & Staff:**

- .New Food Service employee: Brandi Hannon was hired to fill the food service need at Pedee
- Western Day: This was a very successful effort that brought many positive comments from students and staff. It was a little stressful in the planning stage but the effort really paid off in a fun day.
- Overnight trip to Fort Stevens/Fort Clatsop: Due to the lack of bus availability, this trip has been postponed until June.

**6.2.2. Upcoming events:**

- October 3<sup>rd</sup> – Pedee Open House
- October 15<sup>th</sup> – Portland Opera to go

**6.3. Student Enrollment Numbers:**

**6.3.1.** Current enrollment is 194. Several classes are at capacity.

**6.4. August Financial Reports – Tammy Pryce:**

**6.4.1.** The August financials mainly reflect expenses and payments for campus improvements at Bridgeport. A few are still coming in. After all of those invoices are accounted for, an assessment of the budget can be made with an eye on future improvements at Pedee.

**6.5. Food Service Overview – Tammy Pryce:**

**6.5.1.** Tammy provided a look at the food service profit and loss for 2018-2019. Food services showed a deficit again this year that is representative of labor costs and the expenses of the upgrades to equipment. The actual expenses for the food provided is covered by the amounts of reimbursements from free and reduced as well as paid meals. Improvements are still possible in some areas to help bring down losses.

**6.5.2.** School wide free breakfast and lunch: Tammy explained the criteria for reimbursement from the funds for free and reduced meals. It is not currently cost effective to provide school-wide free meals. Tammy suggested that it might be possible to cost effectively offer all free meals at Pedee first. She will continue to look into the possibilities and will report back in the future.

**7. BOARD POLICIES:**

**7.1. JED – Student Absences and Excuses\*\*** - Accept the proposed changes and add to consent agenda

**7.2. JFCJ – Weapons in School** – Accept the proposed changes and add to consent agenda

**7.3. JGAB- Use of Restraint or Seclusion** – accept the proposed additions and changes and add to the consent agenda

**8. ADJOURN:**

**8.1.** Meeting was adjourned at 8:33 by Vicki Avery