



EAGLE CHARTER SCHOOL - BOARD MEETING

Minutes

Wednesday, January 18, 2023 – 6:30 PM Virtual meeting
999A LOCUST ST NE - SALEM, OR 97301



Meeting ID: 812 6645 9753

Passcode: ECSBoard22

You must log in to Zoom using your full, real name in order to be admitted to the meeting.

I. Call to Order – S. Priem

- a. Meeting called to order by S. Priem at 6:36 PM

II. Roll Call – S. Priem

- a. S. Priem, W. Andersen, R. Marquardt, J. Staats

III. People in Attendance – S. Priem

- a. Dr. Ballance, Ashley Klein, Peter Gelser, Gail Winden

IV. Approve Agenda for Jan 18, 2023 Meeting – S. Priem

- a. J. Staats moved to approve, W. Andersen seconded. Motion carried.

V. Public Comment – S. Priem

- a. The board welcomes participation from the public. To address an agenda item, before the start of the meeting please write your name and a short description of the agenda item you'd like to address and submit this to the chair, along with any materials. Written materials should be emailed or sent to the school administrator at least 24 hours before the meeting. Total time to present shall not exceed five minutes unless the Board grants more time. Please see note with * regarding complaints, below. Those asking to make a formal presentation not on the agenda must provide notice and a written request detailing the subject to the administrator at least 14 days before the meeting. Presentation shall not exceed 15 minutes unless permitted by the chair.

VI. Oral Reports:

- a. Chair's Report - S. Priem: Kudos to staff for the hard work having been done.
- b. Update/final report on 2022 Annual Financial Audit – Peter Gelser: Schools of our size will always have issues with Segregation of Duties. We do have controls in place that are assisting with this and Ms. Perez/Dr. Ballance have been doing a great job. W. Andersen asked about budgeting processes surrounding excess funds, whether to pad line items in the budget for the Administrator's use or use a Contingency line item. P. Gelser said that we are not required to be as strict in the line items for the budget. We suggested that we either continue as we have, ensuring that use of padded funds is well documented or choose to use a Contingency line item, it is up to us and only needs to be well documented. The budget should be the "best estimate" of outgoing funds and addressed



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accordingly. S. Priem asked if there was anything different or surprising from last time. P. Gelser said it went smoothly, but there seems to be a disconnect between our outside accountant making adjustments without oversight and review from Ms. Perez or Dr. Ballance. There have always been issues with accrual accounting items not being moved to the correct years, but each year it seems to be getting better. The information provided for the audit was very effective this year thanks to Ms. Perez. J.Staats asked if P. Gelser felt that Jack, our outside accountant, was doing a good job at reviewing monthly reports and reconciliation. Also asked if P. Gelser felt having an outside CFO was a good idea. P. Gelser said Jack's functions with review and reconciliation were fine as long as there was administrative or board oversight. Having an outside CFO would be an additional cost and we would still need someone within the Board for oversight. J. Staats asked if there are additional opportunities for identifying accounting/financing items, issues, and decisions within the Board minutes. P. Gelser agreed that having a better understanding and verification of accounting procedures and processes is always a good thing. W. Andersen asked if hiring accounting services for a couple hours a month satisfies Audit requirements for Board oversight due to lack of financial knowledge of Board members after tonight's meeting. P. Gelser stated that having appropriate questions for the Administrator would be sufficient for oversight.

- c. Parents Club - A. Klein: Parents Club will be recruiting for a new Vice President in February as their current is resigning. OSD is going to be building two Gaga Ball pits. Parents Club had already raised some money for this but since OSD is footing the bill, they will be using the funds for items like covers for the pits. Staff appreciation is coming up in February and Spring Conferences are in March. Dance and raffle is from 6 to 8 on March 16th. S. Priem asked if we wanted to move the March Board Meeting to that day. We will discuss at the February Board Meeting.
- d. Treasurer's Report - J. Staats: J. Staats' final report. Recommends that EAGLE charter pays into the Paid Leave Oregon system as we may not be required to pay the employer portion due to our size. S. Priem will be taking over as check signer after J. Staats and C. Matti resign. J. Staats feels that the Board will be continue to provide the oversight needed that W. Andersen had concerns in regards to finance and accounting. There are still questions in regards to Paid Leave Oregon and Charter schools. Dr. Ballance suggests that EAGLE covers the entire 1% as



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employers have that option. We have to make a decision by Monday. The cost of covering the 1% for EAGLE would be ~\$750 per month and there is budget already assigned to staff benefits (insurance) that has room to cover this. R. Marquardt moves to approve covering the entire 1% of the contributions as an additional benefit for their employees. J. Staats seconded the motion. Motion passes.

- e. Administrator's Report - M. Ballance: A big thank you to the School Board. Kids will be sending out thank you cards to the Board members. iReady diagnostic information is in the Board Folder. We're doing better at this point in the school year than any previous year. Still more room to grow. Mrs. Perez did an outstanding job bringing EAGLE into compliance with the audit from the State's Child Nutrition Program this month. Attendance has improved after November and December's rounds of sickness going around. Board must vote on accepting the SOS Auditors Corrective Action Plan. J. Staats moves that we approve the Correction Action Plan. W. Andersen seconded. Motion passes. EAGLE is participating in Kids Heart Challenge with the American Heart Association this February. Next soccer tournament will be January 27th @ 6:00 PM.

VII. **New Business**

- a. Approve minutes from December 21, 2022 Board Meeting
 - i. W. Andersen moves to approve the minutes. R. Marquardt seconds. Motion passes.
- b. Discuss Investment funds management possibility
 - i. W. Andersen suggests that we should turn over all of financial management over to an investor, including capital investment. Reach out to Fidelity or similar for a Risk Adjusted investment program. Will need to review and make a decision after we acquire a new treasurer. The Board agrees and will readdress at a later date. W. Andersen moves to authorize the Board Chair to move the investment fund to fidelity with the proceeds being put into a government money market account. J. Staats seconds. Motion passes.
- c. Agenda items were modified as follows due to quorum issues after accepting resignations:
 - i. Old Business: Investment Charter update removed as already discussed



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throughout this meeting

- ii. Status of ODE's intergovernmental agreement moved to next item (d.) in New Business
- d. Status of ODE's intergovernmental agreement for OSBA services: Needed to complete weapons policy based on discussion from Sep Board meeting.
 - i. Moving ahead with OSBA policy and there should be an update by February Board Meeting
- e. Vote to accept Jason Staats' resignation
 - i. W. Andersen moves to accept the resignation of J. Staats and C. Matti with regret and gratitude for the work they have done. R. Marquardt seconds. Motion passes. The Board would like to express our great appreciation for the work performed by both Jason Staats and Crystal Matti in their respective roles over the years, both as Board Treasurers and Crystal as At-Large after took over the Treasurer position.
- f. Vote to accept Crystal Matti's resignation
 - i. Moved, seconded, and passed in prior agenda item (e.)

VIII. Old Business

~~a. Investment Charter update (Jason and William)~~

~~b. Status of ODE's intergovernmental agreement for OSBA services: Needed to complete weapons policy based on discussion from Sep Board meeting.~~

IX. Executive Session pursuant to ORS 192.660(2)(B) to review personnel, legal issues

X. Adjournment Next Reg. Board Meeting: February 15, 6:30 PM Virtual

- a. W. Andersen moves to adjourn. R. Marquardt seconds. Motion passes

***Complaints:** The board will not hear complaints concerning individual school personnel. The chair will direct the speaker to follow written complaint procedure for consideration and disposition of legitimate complaints involving staff. Anyone failing to comply with rules of conduct or who causes a disturbance may be asked to leave by the chair and upon failure to do so becomes a trespasser.



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