

**Minutes of the meeting of the EAGLE Charter School Board of Directors  
held on Thursday, Nov. 21, 2019 at 6:00 PM at EAGLE Charter School  
999A LOCUST ST NE SALEM, OR 97301**

Voting Board Members present: Shannon Priem, Allison Dreischmeyer, William Andersen, and Crystal Matti

The meeting was called to order by Secretary and Acting Chair, Shannon Priem

**Resignations:** Acting Chair, Shannon Priem, announced and read a letter of resignation from Vice Chair, Jerry Ming

Moved by William Andersen and seconded by Allison Dreischmeyer to accept the resignation. Motion passed.

**Roll Call:** roll was taken for voting members.

**Emergency Elections:** Moved by William Andersen and seconded by Crystal Matti to appoint Shannon Priem as Interim Chair and Allison Dreischmeyer as Interim Secretary until the next regular elections which are currently scheduled for July 2020. Motion passed.

**Approval of Agenda:** It was moved by William Andersen and seconded by Crystal Matti to approve the agenda for the Nov. 21 Meeting. Motion passed.

**Board Applications:** In light of Jerry's resignation, the board will need to approve new members in order to meet the requirement of the current bylaws of 5-7 members. Two applications have been received, and Shannon will be meeting with another person who has expressed interest on Tuesday. Board applicants will be considered, keeping in mind the need to keep a balance of 50% or more of the elected, voting board being non-parents. Upon review, the Board will consider holding a special session for election prior to the next regularly scheduled board meeting.

**Public Comment:**

**Travis Woodside** – Presented and read a letter to the Board in support of Dr. Ballance for consideration during their executive session review of her performance. The letter was signed 10 members of the current staff.

**Brittany Schaffner** – Presented and read a letter to the board in support of Dr. Ballance for consideration during their executive session review of her performance. The letter was signed by the Parent Club officers and other parents. The Parent Club also turned in additional letters of individual support from parents.

Shannon and William spoke briefly to the public about Dr. Ballance and the challenges she faced when she joined EAGLE. Many compliance issues and other procedures needed to be changed, and some natural resistance was to be expected. EAGLE serves 144 students. All of those students and their families deserve equal treatment, time, and services from staff which also presented a necessary shift from prior practices. Overall, the board expressed positive feedback in Dr. Ballance's performance and the overall direction of change at EAGLE.

**Oral Reports:**

**Chair's Report:** The acting chair did not make a report as the resignation and voting of

interim officers had already been addressed.

**Treasurer's Report:** Financial statements were provided to the members of the board. Crystal announced that actual spending is not fully aligned with the approved budget due to some changes in expected staffing costs and other expenses. A budget committee should be formed to review current expenditures vs. approved budget. It was also proposed that the board consider moving \$300,000, which has been reserved as the "building fund", out of the non-interest-bearing checking and into an interest-bearing account.

Acting Chair, Shannon Priem called for an investment committee to research investment options and report back to the Board. Crystal Matti, and William Andersen, expressed interest in being on this committee. Parent, Julie Hawkins, also suggested that her husband, Niel Hawkins might want to be considered for this committee.

It was moved by William Andersen and seconded by Aly that \$300,000 be moved into a Money Market account, and that an investment committee be established to look into additional investment options. Motion Passed.

It was moved by Allison and seconded by William that Shannon Priem, as Interim Chair, be the second signer on the bank account. Motion passed.

Conflict of interest declaration – Crystal proposed moving the \$300k into a brokerage account with Northwestern Mutual. Since she works with Northwestern Mutual, this could be considered a potential conflict of interest. The board discussed the potential conflict of interest. It was moved by Shannon Priem that the funds be transferred into a brokerage account with Northwestern mutual despite potential conflict of interest. Hearing no second, the motion failed.

It was moved by Shannon and seconded by Aly to withdraw the approved motion by William to invest the \$300k into a Money Market account and instead wait for the recommendations of the investment committee before transferring funds. Motion Passed.

**Principal's Report – Dr. Ballance:**

**ODE** - Dr. Ballance reported on the recent ODE site visit, stating that this was the best site visit EAGLE has ever had. They highlighted the strength of the leadership and staff at EAGLE, PBIS implementations, social/emotional resources for students, a strong parent community, school communication, clearly defined and understood student expectations, and Board Member commitment. They outlined opportunities for improvement in the areas of "high needs" language, leveraging additional parent/community support, updating Board policies and practices, and making MICRO more ADA accessible. The Chair of the Oregon School Board of Education attended the site visit, and the visit team was larger than usual. Overall, it was a very positive site visit.

**Regular Updates** – Mrs. Perez recently joined the office staff at EAGLE. Ms. Karaline resigned her IA position in order to focus on her continuing education. The school is currently in the process of hiring to fill her position. The school is always looking for subs. Teaching subs will need a sub license. Office/IA subs only require a background check. EAGLE is still working with OSD Facilities on the mouse issue. Attendance was 93.9% in October, and 93.1% for the first half of November. Current enrollment is 140. Open positions are being filled, with new

enrollments beginning Dec 2<sup>nd</sup>. In MICRO, students have started reporting to their jobs. Owners/Managers are working on supply lists and business loan applications. Guest speakers who would like to speak with students about MICRO related topics at one of our assemblies are welcomed and encouraged. iReady diagnostics took place this week, and results will be available at the December meeting. Progress reports were recently sent out after being updated to a simpler format and to reflect current standards. There are plans for a PBIS celebration on Dec 20<sup>th</sup> for all students who can show safe, respectful, and responsible behavior. More staff have recently been trained and certified in CPR/1<sup>st</sup> Aid and Mandt. The literacy focused Parent Night was a success, and the book fair made over \$900 in sales that day. The 4<sup>th</sup> grade class is doing a donation drive for the Humane Society and has an upcoming field trip planned to deliver items collected. The after school Running Club program has been going well. There was a fire drill today and it took 75 seconds for the school to be fully evacuated and all persons accounted for.

#### **Parent Club Report - Melinda Watson:**

The recent Parent Club raffle brought in just over \$2500 in profit and the bank account balance is just over \$5000. Parent club recently approved \$500 in MICRO startup funds, and the cost for the bus for the upcoming Humane Society field trip. EAGLE gear orders have been placed, and items are expected to arrive and be distributed in December. Additional items were ordered that will be available for purchase, in person, at the upcoming BINGO Night event. The playdate at the library on 11/16/19 was a success. Different families seem to attend and connect each month. The December playdate location is still to be determined. A BINGO Night fundraiser will be held at the school on December 5<sup>th</sup> at 6pm. The Value Village drive is currently in process. The parent club will also be providing meals for teachers and staff during upcoming conferences.

#### **New Business:**

**Minutes:** It was moved by William Andersen and seconded by Crystal Matti to approve the minutes from Oct. 17, 2019. Motion passed.

**Proposed PTO donation pool policy:** Dr. Ballance proposed authorizing a PTO pool or PTO transfers between staff in order for staff who are not using their full PTO allotment to assist colleagues who need extended leave and exhaust their own benefits. It was moved by William Andersen and Seconded by Allison Dreischmeyer to allow a PTO pool for staff to transfer leave. Motion was withdrawn by William Anderson prior to vote. It was then moved by William Andersen and seconded by Allison Dreischmeyer to allow PTO transfers or a PTO pool among staff, with the details and oversight of such transfers to be decided by the Administrator. Motion passed

**Formation of Committees:** It was moved by William Andersen and seconded by Allison Dreischmeyer to create a budget committee, with Crystal as the chair, and leave membership open. Motion passed.

#### **Old Business:**

**May 2019 Minutes:** Shannon Priem announced that Jerry Ming was the one who took minutes for the May meeting. They have been requested multiple times, but at this point are being considered non-existent.

**OSBA contract status:** As of July 1, 2018, OSBA requires a district agreement to provide services. We are currently waiting on ODE to provide the Procurement

Contract so that OSBA services can be reinstated.

It was moved by William Andersen and seconded by Allison Dreischmeyer to adjourn to Executive Session for purposes of discussing personnel issues at 7:22pm. Motion Passed, and members of the public were excused. Executive Session was closed at 8:25pm, and the meeting was reopened to the public.

Board member William Andersen addressed the public and explained that the final performance review for Dr. Ballance would not be presented at this meeting since there is not currently a full board. The review will be presented at the December Board meeting.

It was moved by William Andersen and seconded by Allison Dreischmeyer to adjourn the meeting. Motion passed.

The meeting was adjourned at 8:28pm

Next Board Meeting: Dec. 19, 2019 at 6:00 PM at 999A Locust St. NE Salem OR 97301

Minutes recorded by Karon Springstead

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Minutes approved on: \_\_\_\_\_

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Shannon Priem, Board Chair

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Allison Dreischmeyer, Board Secretary