

EAGLE Charter School – Board Meeting Minutes
Thursday Dec. 19, 2019 – 6PM Library
999A Locust St NE Salem OR 97301

- I) Meeting called to order: 6:08pm
- II) Roll Call: Shannon Priem, chair; Allie Dreischmeyer, secretary; Crystal Matti, treasurer; William Andersen absent.
- III) Allie motioned to approve the agenda, Crystal seconded, motion carried
- IV) Public comment:
 - a) Note from Chair: Board of directors does prefer advance notice, but is flexible if someone shows up to the meeting with input.
 - i) Aubrey Mankins – Former parent had questions regarding background checks
 - (1) Stated she knew someone named Kylie at ODE who told her there were 2 things holding back the applications: 1) turnover in ODE staffing causing a delay & 2) that there were more applications submitted than money submitted & that on 12/9 she delivered a packet to Madi in the office with the issues.
 - (2) Dr. Balance stated the money vs applications was not accurate, but that we are beginning to get some approvals back and the staff is emailing and/or sending class dojo messages to parents whose applications are being approved.

Aubrey also had questions about seclusion/restraint policies. Dr. Balance noted policies are available in the office, online, and can be emailed upon request, or shown in person.

V) Oral reports:

- a) **Chair:**
 - i) Board is working on building the parent to non-parent balance of members
 - ii) Two new applications to the board, both non-parents; meetings and discussions were held with both with positive feedback:
 - (a) Bill Klein, former parent, was at the meeting; has experience in state, national, and international boards with the fire services
 - (b) Potential conflict of interest disclosed: Wife, Lisa, will be on the Substitute Teaching list for EAGLE
 - (c) Randy Mooney: experience in business management and HR with Salem Hospital and Kaiser Permanente
 - (d) Potential conflict of interest disclosed: is father of Madi Mooney, Office Specialist, however they do not live in same house.
 - (2) Shannon made a motion to approve Bill and Randy as new members at large to the EAGLE Charter School Board of Directors, Crystal made a second, motion carried.
 - iii) Allie made a motion to open the Board's review of Dr. Balance for the community, as well as make available to ODE for the review to show the Board's support of Dr. Balance, Crystal seconded, motion carried.
 - (1) This is available to public, as well as will be available for ODE regarding the renewal process, the Board feels it is very important for ODE to see the support of Dr. Balance.
 - (2) The review was completed by interviewing all staff in a confidential setting, a self-evaluation, as well as parent and staff letters.
 - (3) Review will become part of Dr. Balance's permanent file, will submit to ODE; board will discuss future review plans.
- b) **Treasurer's report:**
 - i) Currently no finance statements
 - ii) Madi is currently learning the financial side of the office
 - iii) Finance committee met (William & Crystal communicated via Email with Neil), discussed basic options for the \$300K (approx.) moving fund.
 - (1) Money Market, auto in nonprofit savings - .95%

- (a) Proposed putting \$50,000 in this account
- (b) This account provides us with the ability to move money in 24 hours if we have a shortness in checking account, which occasionally happens due to PERS coming out prior to our funding from ODE for the month
- (2) Pioneer Multi-asset
 - (a) No fees
 - (b) Would top out at 3%
 - (c) Proposed putting the remainder of the moving fund into this account (approx. \$250,000)
 - (d) Takes 3 days to move funds
- (3) Nothing would be locked in; all money would be movable at any time we needed it
- (4) Accounts will be held at Northwestern Mutual (conflict of interest was declared at last meeting, and is reflected in those minutes)
- (5) Committee went with safe choices, so there was no risk of loss of money
- (6) Crystal made a motion that after November minutes are approved, and Shannon is listed as signer on our brokerage account, that we move money out of a checking account into a brokerage account. Then we transfer \$50,000 into Money Market and the remainder into the Pioneer Multi-Asset account. Crystal noted William was on board with this plan. Allie seconded; motion carried.
- c) Principal:
 - i) ODE Report:
 - (1) Review on Jan 16th, will have a presentation, time is still TBD
 - (a) Parents, community, school board & staff are all welcome and encouraged to attend
 - (b) Kate at ODE will provide us with guidelines for any one who would like to speak/present, watch for that information from Dr. Balance
 - (c) Parents may submit a written statement, those guidelines also to come
 - (d) We need to provide Kate/ODE if we expect a large number of attendees, so they can have the overflow room prepared if needed
 - (e) In March we will have another review
 - (f) 4 things the board looks at:
 - (i) Attendance
 - (ii) SFAC Scores
 - (iii) Data used – formative and check point
 - (iv) Essential skills being taught
 - 1. Most schools are required to start tracking this in 7th grade, EAGLE is required now
 - 2. ODE required 9 for graduation, Micro covers them, examples: literature, math, teamwork, timeliness, collaboration, speaking, listening
 - 3. The state wants to know how we track that we know what they are completing
 - a. Teacher rubrics
 - b. Student self-assessments
 - c. Progress reports modified to reflect 3 essential skills not graded on elsewhere
 - ii) Staffing:
 - (1) Mr. Duke submitted resignation during fall conferences, last day was Dec. 13th
 - (a) Mrs. Adams not teaching 3rd grade full time
 - (b) We have posted for a PE position, interviews will be in January
 - (i) Currently Mr. L & Mr. Thomas are subbing
 - (2) Karon Springstead resigned Dec 12th
 - (a) Madi Mooney training currently
 - (b) We have found a part time bookkeeper, to do just the financial aspect of Karon's position
 - (i) Has 13 years' experience
 - (ii) Will work 32 hours per month
 - (3) Miss Nancy King has been hired as a part time IA
 - (4) Salem/Keizer has filled their LRC opening with Miss Dora

- (5) Information for Board to Consider, and discuss at a later date:
 - (a) One staff member has a BA and 30 credits toward Masters, wondering if can do a pay increase part way through year
 - (i) Most schools don't adjust mid-year
 - (ii) We currently have no guidelines regarding this
 - (b) PTO hours
 - (i) Currently no rules/restrictions
 - (ii) Staff members who use their PTO and then leave, we then have to provide their replacement with new PTO hours
 - (iii) Wondering if maybe there can be an adjustment to PTO depending on number of hours worked
 - (iv) Shannon/Dr. Balance to discuss with Charter Lawyer
- (6) Currently looking for substitutes:
 - (a) Must be finger printed to work in school
 - (b) IA/Office subs:
 - (i) Finger prints/reference checks
 - (ii) High School Diploma
 - (c) Teacher:
 - (i) Substitute License
- iii) Equipment:
 - (1) Current systems running on Windows 7, which is not supported effective Jan
 - (2) Chromebooks in classrooms are ageing
 - (3) Austin will have a proposed Technology plan/budget in January
 - (a) Potential to connect with Parent Club regarding funds/fundraising
- iv) Safety:
 - (1) Electronic mouse traps have been a success
 - (2) Fire drill was successful
 - (3) Will be doing a lock down in January
 - (4) January will be sending home suicide prevention information
- v) Attendance:
 - (1) 140 students currently enrolled
 - (2) Nov/Dec has a few families leave
 - (3) As of Jan 6th, 2 families will be starting and getting us back to the 144 students
 - (4) Dec 1- 15th, Attendance was 95.4%
- vi) Micro:
 - (1) Shopping days have begun and are going successfully
 - (2) Thank you to parents who donated several start up supplies
 - (3) Always open to/looking for guest speakers to come speak to students
- vii) IReady:
 - (1) Students are making gains
 - (2) Reports provided to board
 - (a) Reports are based on End of Year Goals
 - (b) Green means those students have already met the goal
 - (c) Yellow/Red mean still working towards goal
 - (i) Based on Yellow/Red staff is doing interventions and or support as needed on a case by case status
 - (3) Testing is done in September and November, and will be done in January again
 - (4) Currently we are assessing students on a regular basis, and are making growth, if students plateau – then we look at the situation and see if a special education referral is needed for this subject
 - (5) This information will be apart of our ODE presentation
- viii) PBIS:

- (1) Winter STEAM rotation on Dec 20th after recess, looking for parent volunteers
- (2) If receive a referral, will not be participating
- (3) Staff has completed onvoy this month, cat/dog house
- (4) Every month staff members are learning MANTA – a de-escalation training
- ix) Fall running club wrapped up with 90% of parents in attendance, provided certificates and shirts
- x) Book fair:
 - (1) Met our goal, that was set higher than previous years
 - (2) All teachers, library, counselor, and LRC were able to get their wish list items
 - (3) We still have some money to spend in our scholastic account
- xi) Jump Rope for heart will be in February
- xii) Restraints/Seclusions are required to be reported annually, we had zero
- xiii) 2018-2019 audit is in draft form currently with the Secretary of State
 - (1) Once it's approved and official, will be shared with the Board
- d) Parent Club:
 - i) Bank Balance: \$3,500
 - ii) Approved a dance budget of: \$1,500
 - iii) McTeacher night is next fundraiser
 - (1) Will be contacting McDonalds and meeting with staff to finalize
 - iv) Bingo raised \$824
 - v) Value Village raised \$549.06
 - vi) Conference food was provided to staff, thanks to parent donations, parent club spent \$34.05
 - vii) EAGLE Gear has been sent home with students
 - viii) Monthly play dates have been successful, will continue
 - (1) Recommendations given:
 - (a) Adaptive playground on Oregon Hospital Campus
 - (b) Indoor playground at athletic edge
 - (c) Humane Society

VI) New Business

- a) Allie motioned to approve minutes from November meeting, Crystal seconded with the stipulation to discuss an error, no changes needed, motion carried to approve minutes
- b) Budget committee is left open for those who wish to join
 - i) Parents Katie Ryberg & Brittany Schaffner expressed their interest in joining committee
 - ii) Meetings will be public for those that wish to join
 - iii) At January meeting, will adopt committee and move forward

VII) Old Business

- a) OSBA Contract status:
 - i) Purchase order to become members again
 - ii) Will need to pay last year's dues
 - iii) Will go into our policies, and help us come into compliance, will cost \$3,500

Allie made a motion to adjourn into Executive Session for purpose of reviewing personnel and legal issues, Crystal seconded, motion carried