

**EAGLE CHARTER SCHOOL - BOARD OF DIRECTORS MEETING MINUTES**

**THURSDAY, Jan. 17, 2019 – 6 PM/draft**

**999A LOCUST ST NE - SALEM, OR 97301**

- I. **Call to Order** – J. Ming
- II. **Roll Call** – J. Ming, C. Matti, S. Priem, Z. Dablow, W. Andersen
- III. **Approve Agenda for Jan. 17 Meeting** – J. Ming
  - A motion was made by Zack to approve agenda; seconded by William. **Motion Carries**
- IV. **Public Comment** - none
- V. **Oral Reports:**
  - a. **Chair’s Report** – J. Ming
    - 1. Jerry noted another very busy month; contract with Quickbooks is in progress; setting up OSBA accounts for online training (takes 20 to 30 minutes); would like to plan a work session, possibly at 5:30 p.m. before a board meeting. Will send a link from OSBA to enroll and set up passwords.
  - b. **Treasurer’s Report** - C. Matti
    - 1. Financial system being re-done; will confirm what system to use with our contractor.
  - c. **Principal’s Report** -- M. Ballance
    - 1. Dr. Ballance provided a written report and shared cards and gifts with board members for “School Board Appreciation Month.” Invited Board to Micro class for tours. Enrollment at 138, with about 26 students in K-2. With 4<sup>th</sup> and 5<sup>th</sup> now as single classes, more work is involved, but meeting more standards. ODE site visit has been postponed to April. Still need more staff for substitute pool. Attendance at 94.7 percent (noted 30 students were sick over a three-day period). Still address chronic tardy issues. We’re being featured in the national Microsociety journal in February. Held a training on Parent Night on recognizing signs of child abuse; health and wellness will be highlighted in February. Field trips planned, and music class starts next Thursday! More details in written report.
  - d. **Parent Club Report** – Parent Club President Karrilyn Claypool reported that more parents are getting involved, leaders are emerging, and wanted direction on how to organize getting organized to get everyone’s input. This led to a long but productive discussion, including how to structure the board, whether to use Roberts Rules, plus reaching out to the statewide PTO for ideas. Club set a \$500 goal to fund micro supplies.
- VI. **New Business**
  - a. **Minutes from December meeting** -- J. Ming. Zach moved approval; seconded by William. **Motion carries.**
  - b. **New board member** – J. Ming. Board and attendees welcomed Alison (Ali) Dreischmeyer as new board member. William moved to approve her appointment; Zach seconded. **Motion carries.** Her son Dennis is a second grader. She believes strongly in the Microsociety concept. She worked for a printing company in Portland before deciding to stay at home to get involved in her son’s education, and the community.
  - c. **Administrative review/administrator goals** – W. Andersen
    - William has reviewed Dr. Balance’s goals and agrees that no changes should be recommended.

**d. Communications audit – S. Priem**

Shannon asked Dr. Ballance and staff to complete a comprehensive “checklist” of communication tactics, compiled based on best practices for schools, to learn how Eagle reaches its various audiences, from parents and staff to public. Eagle does an outstanding job reaching the right audiences with the right messages—at the right time—especially with little time or resources available for formal communication. Meeting informally with as many parents as possible, on a more regular basis, was one recommendation that was already implemented.

**VII. Old Business**

**a. Third reading: Camus visitor policy change – J. Ming**

With no further suggestions for changes, it was moved by Shannon and seconded by Crystal to approve the policy revision.

**Motion carries.**

**b. Strategic and long-term planning – Z. Dablow**

Now that we have our new board member, Zack will contact Kristen Miles at OSBA to resume our strategic plan.

**c. Google Docs: -- J. Ming. Will set up a demo for next board meeting.**

**Good of the Order**

- a.** We need a solution to the boy’s bathroom cleaning problem; will circulate messages to parents about the need to address, plus recruit for volunteers to help monitor.

**IX Adjournment**

It was moved by William and seconded by Zach to adjourn the regular meeting at 7:30 p.m. and enter Executive Session to discuss personnel matters. **Motion carries.**

**Re-convened to regular session – Zach moved, and William seconded, to re-convent in regular session at 8:03 p.m. Motion carries.** Zach moved and William seconded to add a .5 FTE position to the budget for substitute work. **Motion carries.**

**Next Board Meeting: March 21, 2019 at 6:00 PM** at 999A Locust St. NE Salem OR 97301