Minutes for Regular Session

When: 2/21/19 6:30 p.m. to 8:49 p.m.

Meeting Minutes by Jacqueline Fassett

1. OPENING ITEMS
   Call to order 6:30 to 6:31
   Roll call, record attendance and guests 6:31 to 6:33

   Guest attendance: Anna Wildish, Lyndsay Huffman, Sallie Frank, Kristina vartanian, Amber Kunz
   Board Director Attendance: Eric Rasmussen, Lindsie Bailey, Allison Barber Donna Capodacqua, Jeff Demland, Todd Olson, Karen Forman, Jacqueline Fassett
   Absent: Valia Eskandari

   Approve Agenda
   Donna calls to amend to to add approval of January 2019 financials, correct start time of ED search to 7:57 from 7:77, and correct the dates for next work session (March 7, 2019) and regular session (March 21, 2019) and moves to approve amended agenda; Todd seconds, motion passes unanimously

   Approve January 2019 Minutes
      Karen motions, Donna seconds
      Approve: Eric Rasmussen, Lindsie Bailey, Allison Barber Donna Capodacqua, Jeff Demland, Todd Olson, Karen Forman, Jacqueline Fassett
      Absentio: none
      Oppose: none

2. Financials
   A. Enrollment is actually 220
   B. See Todd's statement for details.
   C. Todd motions to approve Financials with enrollment, Jeff seconds
a. Approve: Eric Rasmussen, Lindsie Bailey, Allison Barber Donna Capodacqua, Jeff Demland, Todd Olson, Karen Forman, Jacqueline Fassett
b. Absent: none
c. Oppose: none

3. Executive Director Update
   A. 8th grade did the NAEP test today. “Nation’s report card”
   B. ELPA completed last week, though there are several students who will need to make up the test due to illness.

3. PSO Update
   A. Fundraiser- Mar. 5th- 5 pm to 1 am, John Barleycorn’s- all proceeds towards the remodel. Listed publicly on the school’s Facebook page. 50% of all bills. No flyer needed.
   B. All school meeting- Mar 13th.
   C. All school game night- May 17th
   D. Daughter date dance- Apr 6th
   E. Movie night- Joy theater in Tigard- TBD
   F. Boy’s Mini golf date at Tualatin Alleyways- TBD

Donna adjourns the meeting at 6:40 to move to executive session

4. Executive Session pursuant to ORS 192.660 to consider the Donna dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing
   A. The board has met and decided to take no further action.

Regular Session resumes at 7:23

5. Five Year Budget Projection
   A. Melissa reviews the projection document. Suggests the Board review the benefits (and look at possible improvements) for the future.
   B. Jeff asks if we want to look at planning for 300 students. Melissa recommends we not plan for 300.
   C. Karen asks when the lease is due- June 2020.
   D. Need to turn this initial draft into the district by March 15th.
   E. The Board discussed how facility use and fundraising were not included in this. No suggestion to include it. Karen asked if there were any discussions with other organizations to use the facilities.
     a. Todd notes that this projection might change if our revenue has a greater surplus and allows us to give better benefits or salaries to staff.
   F. Todd motions to submit the initial draft of the 2019-20 budget and 5 year project to TTSD, Karen seconds.
     d. Approve: Eric Rasmussen, Lindsie Bailey, Allison Barber Donna Capodacqua, Jeff Demland, Todd Olson, Karen Forman, Jacqueline Fassett, Chris Thoms
     e. Absent: none
     f. Oppose: none

6. Draft 2019-20 Budget
   A. Discussion was combined with item 5.

7. Exec Director Search
   A. Applicants in the double digits! All applicants due Mar. 8th.
   B. Search committee meeting Feb 23rd from 11am-1pm to discuss interview questions.

8. Transition Planning
   A. First draft of the transition plan out. Thans, Melissa for all the work on this!

9. Charter Renewal
   A. The first all-day mediation session happened Jan. 30th. Judge Herndon was the mediator.
B. One term we might have agreed upon is enrollment of 300 at K-5, with 50 students per grade.
C. If the next mediation session doesn’t resolve the charter, then Jeff would be worried. But says it’s likely we can resolve in the next mediation session.

10. Lease Renewal
A. Parent is working with us on this. Our representative at the management company has changed. Melissa is setting up a tour with this new rep to tour the building.
B. We have not moved forward with the release renewal.

11. Remodel RFP Response
A. Received 3 quotes to our RFP from Todd Hess, Russell, and Lorenz Brunn. Board compared the 3.
B. Jacqueline asks Melissa if we can ask Todd Hess for a more in-depth scope of work, or a line item budget and timeline, along with exclusions.
C. We could contract our own architect, Melissa knows of a family’s relative who might be open to working with us.
D. Melissa knows of a parent/family member who could PM this project. An outside PM will be necessary as we will have a new ED at this time and want to support their success.
E. Donna points out we need to discuss how we will raise funds for this.
F. A decision for the remodel needs to be made by the next work session on Mar. 7th.
G. Donna asks if anyone can come up with fundraising options. Chris has taken this on. He will bring something to the next meeting. Melissa will work on him with this.
H. Melissa will reach out to Todd Hess before the meeting on the 7th for clarity.
I. There will be a special meeting on March 7, 2019 to vote on which proposal to accept, if any.

11. Draft School Calendar for Next Biennium
A. More instructional days 19-20. Very similar to this year.
B. 20-21 has estimated dates for ends of the quarter, so Melissa did not build in additional teacher in-service work days, which is why there are more instructional days in 19-20.
C. 19-20 will need to be submitted in May to TTSD.
D. Melissa suggests a draft for 20-21 be released by end of the school year.

13. Marketing Update
A. Caitlin’s article for the field trips was published in Tualatin Life.
B. Newsletter draft goes out this week and will be scheduled for first week of March.
C. Valia has submitted a draft of the website update and we are working to get a final draft submitted to the Board.
D. We will be reordering the hanging flower baskets fundraiser with Al’s Garden Center. We are ordering 25 Large and 40 Small baskets. Karen and Lindsie has said they will help facilitate this.

14. CLOSING ITEMS
  Public Comment* None
  Board Comment* Karen Forman publicly thanks Donna, Melissa, and Jeff on all their work.

Donna motions to adjourn at 8:24, Todd seconds. Approve: Eric Rasmussen, Lindsie Bailey, Allison Barber Donna Capodacqua, Jeff Demland, Todd Olson, Karen Forman, Jacqueline Fassett Absentee: Chris Thoms
Oppose: none