



**Eddyville Charter School
Board of Directors**
P.O. Box 68
Eddyville, OR 97343
Phone: 541.875.2942

**August 2018
Board Meeting- ONLINE Informational only
AGENDA**

- | | |
|---|-----------|
| 1) Past Meeting Minutes: July 19, 2018 | Pg. 2-3 |
| 2) Informational Items | |
| a) Financial Report: Jackie Olsen | |
| i) Memorandum | Pg. 4 |
| ii) Projected Cash Flow 17/18 | Pg. 5-6 |
| iii) Reprint Check Listing (BofW account) | Pg. 7-9 |
| 3) Communication | |
| a) Administration Report- Stacy Knudson | Pg. 10-11 |
| b) Athletic Director Report: Garrett Thompson | Pg. 12 |
| 4) Action Items | |
| a) Nichole Livesay: Leave of Absence | Pg. 13 |
| i) Voting by email | |

Next Meeting: September 20, 2018; 5:30 board training followed by regular meeting at 6:30pm



Eddyville Charter School
Board of Directors
P.O. Box 68
Eddyville, OR 97343
Phone: 541.875.2942

July 19, 2018
Board Meeting- Regular Session: 6:30pm
MINUTES

Board Members in Attendance: Larry Cook, Ryan Gassner, Ashley Conner, John Lancaster, Rebecca Phillips-Sutton, Stephanie Mekemson

Administration in Attendance: Clint Raever, Stacy Knudson

Board Members Absent: Lisa Rorie

ESD Financial Manager: Jackie Olsen (Absent)

Minutes prepared by: Board Clerk: Dani Ulstad

1) **Meeting Called to Order** at 6:31 pm by Ashley Conner

2) **Past Meeting Minutes: June 26, 2018**

a) Larry moved to approve the passing of the June meeting minutes. Stephanie seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

3) **Agenda Adjustments**

- a) Bank Signee changes (Action)
- b) Board Resignation- Ashley Conner (Action)

4) **Informational Items**

- a) Financial Report: Jackie Olsen
- b) Updated Board Contact List
- c) Bylaws (new copy for new year)
- d) 2018-2019 Board Calendar

5) **Interested Party Comments (NONE)**

During this time the audience will have the opportunity to speak to the board. Anyone wishing to address the board is asked to complete a request via sign in upon entering the board meeting. The chairman reserves the right to limit time allocated to each presenter. It is requested that those addressing the board state their name for the record.

6) **Communication**

- a) Administration Report: Stacy Knudson (Attached to July board packet)
 - i) Mission Statement: *At ECS, we seek to be a solid academic foundation on which to build successful futures, by offering a safe and healthy learning environment that nurtures, inspires and challenges all students.*
 - ii) Olalla Contract Proposal (in July board packet)
- b) Athletic Director Report: Garrett Thompson (In writing, July board packet)

7) **Action Items**

- a) Chair/Vice Chair Voting
 - i) Stephanie Mekemson nominated Ryan Gassner for Chair and Larry Cook for Vice Chair, both accepted the nominations.
 - (1) Ashley Conner Moved to elect Ryan Gassner as Chair of the board. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
 - (2) Ashley Conner Moved to elect Larry Cook as Vice Chair of the board. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

- b) Co-Op Approval
 - i) Softball: Toledo
 - (1) Larry Cook moved to co-op with Toledo for softball during the 2018-2019 school year. Ashley Conner seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
 - ii) Baseball: Siletz
 - (1) Larry Cook moved to co-op with Siletz for baseball. Ashley Conner seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- c) Position Approval: Dwan Loomis- Records Clerk/Medical Assistant
 - i) Ashley Conner moved to approve Dwan Loomis as Records Clerk/Medical Assistant. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion
- d) Building Maintenance Approval: installation of hallway/lobby heating
 - i) Comes to \$5236.00 and it will be set up in the front lobby to heat both hallways. The Board discussed the need for regular heater maintenance and cleaning and administration agreed to add regular maintenance and cleaning to custodial schedule.
 - ii) Ashley Moved to approve the installation of the hallway and lobby heaters. Stephanie Mekemson seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- e) Policy Approvals (Second Readings)
 - i) GBK/JFCG/KGC- Substance Possession
 - (1) Stephanie Mekemson moved to approve the new policy GBK/JFCG/KGC. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
 - ii) JHFE-AR- Child Abuse Reporting
 - (1) Larry Cook moved to approve the new policy JHFE-AR. Rebecca Phillips-Sutton seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- f) Bank Signee Changes
 - i) For the new school year, Clint Raever and Patty Kinion need to be removed as bank signees as their positions have changed. Ryan Gassner and Hattie Truett need to be added as signees as the new Board Chair and ESD Financial Manager.
 - ii) Stephanie Mekemson moved to remove Clint Raever and Patty Kinion as bank signees and to add Hattie Truett and Ryan Gassner as bank signees. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.
- g) Board Resignation- Ashley Conner
 - i) Stephanie Mekemson moved to approve the resignation of Ashley Conner from the school board. Larry Cook seconded the motion. All voting members of the School Board voted unanimously in favor of the motion.

8) New Business

- a) Superintendent Evaluation Discussion: August Agenda
 - i) The board discussed possible methods for superintendent evaluation. Clint Raever discussed the need for an evaluation process to be determined prior to the school year as the superintendent will need to be aware of expectations and evaluation procedures in advance. The Board discussed the idea of keeping the evaluation process in house. Clint Raever offered to assist the board with documents and developing criteria for evaluation. The discussion will continue at the August board meeting.
- b) Policy Approval (First Readings)
 - i) IKF- Graduation Requirements: first reading moved to August meeting because of updated changes.
 - ii) IGEB-AR- Adult Diploma Requirements: first reading moved to August meeting because of updated changes.

9) Meeting Adjourned at 7:05pm; Next Meeting: August 16, 2018 at 6:30pm



MEMORANDUM

August 8, 2018

TO: Eddyville Charter School Board of Directors
FROM: Jackie Olsen, CFO
RE: July 31, 2018 Financial Statements

Board Members,

Attached you will find the updated 2017-18 through June 30, 2018 and 2018-19 financial statements through July 31, 2018. The 2018-19 Cash Flow report presents actual revenue and expenditures listed through July 31, 2018 and projected expenditures that are estimated to be spent. At this time, the estimated ending cash balance for FY18/19 is \$701,795, with \$130,000 of that balance reserved in Contingency.

Revenue for the month of July totaled \$384,050. July expenditures were \$52,636.

Please let me know if you have any questions or concerns regarding these statements.

EDDYVILLE CHARTER SCHOOL

Projected Cash Flow
FY 2017-2018

General Fund	JUL Actuals	AUG Actuals	SEP Actuals	OCT Actuals	NOV Actuals	DEC Actuals	JAN Actuals	FEB Actuals	MAR Actuals	APR Actuals	MAY Actuals	JUN Actuals	Projected Totals	Adopted Budget
REVENUE														
BEG FUND BAL	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	660,830	407,000
Bank Interest 1510	79	120	123	132	131	133	133	118	133	135	131	119	1,486	650
Contributions/Donations 1920	-	-	-	-	-	-	-	-	-	1,196	1,500	-	2,696	-
Recovery Prior Year 1960	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500
Miscellaneous 1990	-	402	4,800	1,335	6,400	-	-	-	454	515	170	2,998	17,074	5,000
Miscellaneous Erate 1991	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Rev/SSF-General Support 3101	376,026	188,351	188,351	188,351	188,351	188,351	188,351	188,351	188,351	188,351	-	157,934	2,229,119	2,122,376
TOTAL REVENUE	376,105	188,873	193,274	189,818	194,882	188,484	188,484	188,469	188,938	190,197	1,801	161,051	2,250,375	2,536,526
EXPENDITURES														
100-Salaries	12,199	18,531	73,495	79,591	80,819	79,546	76,496	79,570	79,262	77,083	83,925	\$191,380	931,897	968,984
200-Payroll Costs	7,118	9,655	41,373	42,451	41,687	42,597	43,806	45,034	45,796	44,291	46,739	111,408	521,955	537,974
300-Contracted Services	32,612	12,578	29,162	20,722	65,607	41,293	94,172	38,609	42,937	34,458	9,578	\$67,485	489,214	805,273
400-Supplies & Materials	-	2,859	8,840	3,036	5,905	1,687	788	2,184	4,041	10,034	14,603	7,397	61,373	76,120
500- Equipment	-	8,400	17,658	8,400	-	-	-	-	-	-	-	3,899	38,357	5,000
600-Dues/Fees	707	37,297	568	2,593	2,373	670	169	704	327	636	430	756	47,231	43,175
800- Contingency (planned reserve)	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000
TOTAL EXPENDITURES	52,636	89,320	171,094	156,793	196,391	165,794	215,431	166,102	172,364	166,501	155,275	382,325	2,090,027	2,536,526
MONTHLY ADDITION/(DEFICIT)	323,469	99,552	22,179	33,025	(1,509)	22,691	(26,947)	22,367	16,574	23,695	(153,474)	(221,274)	160,349	
Projected Ending Fund Balance	984,299	760,382	683,009	693,855	659,321	683,521	633,883	683,197	677,404	684,525	507,356	439,556	821,179	-
CASH REPORT														
Monthly Beginning Balance														
Checking Account	187,962	128,845	107,812	161,366	127,610	137,214	136,288	134,389	151,107	155,180	163,096	159,162		
Money Market Accounts	603,358	888,362	994,564	1,013,114	1,046,460	1,047,433	1,067,647	1,033,909	1,051,708	1,070,344	1,092,630	915,862		
Total	791,320	1,017,207	1,102,376	1,174,481	1,174,069	1,184,647	1,203,935	1,168,298	1,202,814	1,225,524	1,255,726	1,075,024		
Monthly Ending Balance														
Checking Account	128,845	107,812	161,366	127,610	137,214	136,288	134,389	151,107	155,180	163,096	159,162	235,679		
Money Market Accounts	888,362	994,564	1,013,114	1,046,460	1,047,433	1,067,647	1,033,909	1,051,708	1,070,344	1,092,630	915,862	716,724		
Total	1,017,207	1,102,376	1,174,481	1,174,069	1,184,647	1,203,935	1,168,298	1,202,814	1,225,524	1,255,726	1,075,024	952,403		
Cash: Net Monthly Change	225,887	85,168	72,105	(411)	10,578	19,288	(35,637)	34,517	22,709	30,202	(180,702)	(122,621)		

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: Bank of the West 121100782

From Date: 07/01/2018

To Date: 07/31/2018

From Check:

To Check:

From Voucher:

To Voucher:

Account: 121100782

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
18503	07/12/2018	ALADDIN CARPET CLEANING	\$610.00	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18504	07/12/2018	CULLIGAN WATER SYSTEMS	\$220.00	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18505	07/12/2018	EMERALD SPRINGS BOTTLED WATER	\$32.50	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18506	07/12/2018	HOME DEPOT	\$630.23	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18507	07/12/2018	INDUSTRIAL WELDING SUPPLY	\$5.00	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18508	07/12/2018	LINCOLN COUNTY SCHOOL DISTRICT	\$24,538.04	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18509	07/12/2018	LINN BENTON LINCOLN ESD	\$412.50	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18510	07/12/2018	MARY'S PEAK TRUE VALUE	\$11.99	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18511	07/12/2018	NORTHWEST REGIONAL ESD	\$12.75	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18512	07/12/2018	STAPLES ADVANTAGE	\$4.01	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18513	07/12/2018	XEROX CAPITAL SERVICES	\$57.60	1290	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18514	07/13/2018	ADVANCED ED	\$900.00	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18515	07/13/2018	ALARM SOLUTIONS INC.	\$90.00	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18516	07/13/2018	CONSUMER POWER INC	\$1,759.15	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18517	07/13/2018	K & K INSURANCE GROUP INC.	\$350.00	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18518	07/13/2018	OREGON SMALL SCHOOLS ASSOCIATION	\$200.00	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18519	07/13/2018	PIONEER TELEPHONE CO	\$1,535.43	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18520	07/13/2018	Riddell/All American Sports Corp	\$256.64	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18521	07/13/2018	SAIF	\$959.25	1004	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18522	07/13/2018	EDDYVILLE POST OFFICE	\$350.00	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18523	07/25/2018	BERGER, JEANINE	\$350.60	1	Printed	Payroll	<input type="checkbox"/>		
18524	07/25/2018	Warfield, Robert S	\$84.17	1	Printed	Payroll	<input type="checkbox"/>		

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: SB Bank Account 195000856

From Date: 07/01/2018

To Date: 07/31/2018

From Check:

To Check:

From Voucher:

To Voucher:

Account: 195000856

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
2693	07/12/2018	LIFETOUCH NNS ACCTS RECEIVABLE	\$1,147.00	1291	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	

Total Amount: \$1,147.00

End of Report

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2018-2019

Criteria:

Bank Account: Bank of the West 121100782

From Date: 07/01/2018

To Date: 07/31/2018

From Check:

To Check:

From Voucher:

To Voucher:

Account: 121100782

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
18525	07/25/2018	AFA COMPANY	\$231.10	1009	Printed	Payroll Ded	<input checked="" type="checkbox"/>	07/31/2018	
18526	07/27/2018	DAHL DISPOSAL SERVICE	\$870.00	1293	Printed	Expense	<input type="checkbox"/>		
18527	07/27/2018	ENDICOTT, MELISSA	\$58.63	1293	Printed	Expense	<input type="checkbox"/>		
18528	07/27/2018	Heartlink Health Services, LLC	\$733.89	1293	Printed	Expense	<input type="checkbox"/>		
18529	07/27/2018	PARKS, ROBERT L	\$89.93	1293	Printed	Expense	<input type="checkbox"/>		
18530	07/27/2018	XEROX CAPITAL SERVICES	\$5.17	1293	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2018	
18531	07/31/2018	COSA	\$950.00	1011	Printed	Expense	<input type="checkbox"/>		
18532	07/31/2018	SHERWIN WILLIAMS	\$170.36	1011	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$36,478.94						
End of Report									

Administrative Report

August 2018

Facilities:

- Zach from ZCS will write the RFP for building repairs. We are currently in communication regarding the project(s).
- ECS's water system continues to remain in compliance with state and county requirements.
- Cafeteria walls and trim are freshly painted and all high school doors have been repainted black.
- New bark dust spread in flowerbeds, new bark chips spread in the play structure area, and the courtyard prepped for the school year.

Teachers/Students/Classrooms:

- We revised the master schedule with Advisory periods for SEL (Social and Emotional Learning) curriculum instruction. Curriculum models have been built and set for distribution and training during the in-service week.
- New health standards for this school year are addressed and curriculum maps/planning are being implemented k-12.
- A year-long staff meeting schedule is published for the staff with three per month. They will all take place on Monday afternoons with the first being an All-Staff meeting, the second is dedicated to PBIS/SST conferencing and strategies, and the third focused solely on staff/team collaboration around instructional strategies for greater levels of student engagement and success. At the high school level there are also dates scheduled for our Pig Dissection/Anatomy course, which will occur twice a month in the science lab 3rd period.
- PD (Professional Development) will be inventoried by staff to determine staff interest, but we will also be conducting a year-long training around Trauma Informed Practices in education and building teaching skills. TI practices will be taught through an online/video curriculum at our monthly staff meetings. The teaching skill development is conducted in a book study (The Skillful Teacher) over the course of the school year. Each month we will have specific units to read and discuss during a portion of our staff meetings and certain PD days within the schedule.
- Staff, group and individual, goals will be set and aligned to the Danielson model, discussed with administration, and used as a guide for our monthly walk-throughs and feedback conferences. All PD around instructional practices will align to these goals and guided expectations.
- ECS Open House is scheduled for 9/5 from 5:00pm - 7:00pm
- School pictures are scheduled for 9/11

Administration

- The ECS staff handbook has been developed and will be presented/covered during in-service week. The staff notebooks, which include every form, situation protocol,

- handbook (student and staff), general information, and teaching resources have been created. These will be distributed during in-service, as well.
- Registration and scheduling is ahead of schedule this year. The office staff are extremely efficient and amazing to work with.
 - Due to scheduling conflicts of summer, not all students registered on our set dates. Many have called to set up times within the next two weeks when they return.
 - Currently, we have 158 confirmed and a number of families scheduled to come in next week.
 - We have 11 confirmed not returning due to relocation out of the area. Personal phone calls are being made to remind other non-registered students of the timeline and make arrangements to assist with registration. This is a combination of mailing/faxing packets to families who cannot get to the school at this time.
 - 4th and 5th grade will blend this year, as those numbers remain low. Mr. Bilder will teach this blend. Mr. Ulstad will move to the middle school and teach math and sports media and spanish as electives. Mrs. Livesay, pending Eddyville School Board approval of her leave of absence request, is not returning this year to teach middle school.
 - Through my New Superintendent Academy, the directors chose myself and two staff members to attend the Learning and Assessment Conference on August 2nd and 3rd. Mike Ulstad, Dani Ulstad, and myself attended numerous workshops and networked with a number of great resources to bring back to ECS. COSA paid for all three registrations. They are also paying my registration to attend the New Principal Academy workshop in Bend, this October.
 - I am currently working on getting a brief training for our Board during a work session on Sept. 20th, at 5:30 pm. This will be a web-based presentation and we will have dinner provided. Dani and I will keep you updated on the status of this training. Thank you for your patience.
 - AdvancED engagement review is scheduled for Sept. 20th. They will meet with me to identify our team, our areas of improvement, and a plan of action to follow/implement prior to our evaluation in the spring.

Garrett Thompson
Athletic Director

August A.D. Report

August 14, 2018

Hi All,

We have started summer sports. Our numbers are a little low, but we expect more athletes to show up this week. Other than helping volleyball and football get started there isn't a ton of new information to share with you all. I have a few more things I'm working on to get the field ready and hope we won't have any additional snags with that. Cheer is getting new uniforms and will be co-coached by Dani Ulstad and Dwan Loomis this year.

Thanks!

August 1, 2018

Dear Eddyville Charter School Administration and School Board,

I am writing to request a one-year leave of absence from teaching at Eddyville Charter School during the 2018-2019 school year. I am pregnant for the first time (so exciting!) and have been dealing with new health complications relating to pregnancy, and although I feel it necessary to reduce my overall work load during this time, I am hopeful that I can maintain a close connection with the Eddyville community through substitute teaching on a regular basis this year. Eddyville Charter and its staff and students are near to my heart, and I am hopeful that I will have the opportunity to return here as a full time teacher when the time is right. I am grateful that I had the opportunity to be part of the Eddyville community over this past winter and spring.

Thank you for your consideration of my request. I hope to see all of you throughout the fall and winter, if in a different capacity.

All the best,

Nichole Livesay
4175 NE Morning St.
Corvallis, OR 97330
(541) 231-9468