



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

August 7, 2019 6:30pm
Board Packet - Regular Session
AGENDA

- 1) Meeting Called to Order**
- 2) Past Meeting Minutes: June 13, 2019** Pg. 2-3
- 3) Agenda Adjustments**
- 4) Informational Items**
 - a) Financial Report: Jackie Olsen
- 5) Interested Party Comments**

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 Pg. 4
 - b) New School Year Information- Dani Ulstad
 - i) Charter School By-Laws Pg. 5-12
 - ii) Public Board Contact Information Pg. 13
 - iii) Reminder- Mandatory Reporter Training
 - c) Athletic Director Report- Mike Ulstad Pg. 14
- 7) Action Items**
 - a) Payment of the Bills
 - b) Board Meeting Schedule Pg. 15
 - c) Resignation of Raysha Lapham
 - d) Purchase of a 12 passenger van
 - e) Contracted elementary music service

Next Meeting: September 18, 2019 at 6:30pm



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Board of Directors
P.O. Box 68
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June 13, 2019
Board Packet - Regular Session 6:30pm
AGENDA

Board Members in Attendance: Ryan Gassner, Rebecca Phillips-Sutton, Lisa Rorie and Abe Silvonen

Administration in Attendance: Stacy Knudson

Board Members Absent: Larry Cook, John Lancaster, Stephanie Mekemson

ESD Financial Manager: Jackie Olsen (Absent)

Minutes prepared by: Board Clerk: Dani Ulstad

1) Meeting Called to Order at 6:30pm by Ryan Gassner

2) Past Budget Meeting Minutes: May 16, 2019

- a) Lisa Rorie moved to approve the past budget meeting minutes. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.

3) Past Meeting Minutes: May 16, 2019

- a) Lisa Rorie moved to approve the past meeting minutes. Abe Silvonen seconded the motion. All voting school board members voted unanimously in favor of the motion.

4) Agenda Adjustments

- a) Action item G: Approval of Supplemental Stipend schedule
- b) Action item H: Fee Schedule Approval
- c) Lisa Rorie moved to approve the agenda adjustments. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.

5) Informational Items

- a) Financial Report: Jackie Olsen (In Packet)

6) 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.

7) Communication

- a) Administration Report- Stacy Knudson (In Packet)
 - i) With amount of jobs facilities manager is doing this summer, the board discussed a possible additional incentive or labor help.
 - ii) Survey results for school improvement were mostly positive and had consistent praise and areas of growth; valid and constructive feedback will be taken into consideration for school improvement.

- iii) AdvancED Report
- iv) Indian Education Summary
- b) Athletic Director Report: Garrett Thompson (In Packet)

8) Action Items

- a) Payment of the Bills
 - i) Lisa Rorie moved to approve the payment of the bills. Abe Silvonon seconded the motion. All voting school board members voted unanimously in favor of the motion.
- b) 19-20 Budget Resolution
 - i) Lisa Rorie moved to approve the budget resolution. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.
- c) Policy Updates
 - i) IICA: Field Trips
 - ii) IICA-AR: Field Trip Procedures
 - iii) Lisa Rorie moved to approve the policy updates. Abe Silvonon seconded the motion. All voting school board members voted unanimously in favor of the motion.
- d) Contract Approvals of Certified Staff
 - i) Lisa Rorie moved to approve the contracts for certified staff. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.
- e) HASS Plan Approval
 - i) New water testing requirements and schedule included.
 - ii) Lisa Rorie moved to approve the HASS plan. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.
- f) Discipline Matrix to be added to handbook
 - i) Lisa Rorie moved to approve the discipline matrix. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.
- g) Supplemental Salary Schedule and Substitute custodial schedule
 - i) Stipend schedule for extra duties
 - ii) Lisa Rorie moved to approve the supplemental salary schedule and substitute custodial schedule. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.
- h) Fee Schedule
 - i) Lisa Rorie moved to approve the fee schedule for next year. Rebecca Phillips-Sutton seconded the motion. All voting school board members voted unanimously in favor of the motion.

9) New Business

- a) Mandatory reporter training
 - i) New requirement for board members to be mandatory reporters; a training link will be sent out to board members for next year.
- b) Board Meeting times for next schedule
 - i) Third Wednesday of every month starting in September 2019
 - ii) No meeting in July; Next meeting will be August 7 at 6:30pm

Meeting adjourned 7:40pm at by Ryan Gassner. Next Meeting: August 7, 2019 at 6:30pm

Administrative Report
August 2019

Facilities

- Gus, Dawna and the summer crew have installed new bathroom stalls in two bathrooms and he has a project timeline to complete the remaining three bathrooms. These will be weekend projects due to the extensive labor and time that is needed. They have also worked on the siding project around the business office; however, we had to bring in a licensed contractor to replace more structural work before they can complete the siding. It is estimated to be complete by Aug. 15th. New classroom doors were installed in the secondary classrooms in the main building, lockers are deep cleaned and repaired, and much work by Greg and Gus in the shop is currently being worked on to get our new welding and woodshop program of study operating efficiently. This has required additional electrical work and construction as well.
- Swing sets are on site and Gus is heading up a team of volunteers to complete that demolition and construction of the new set.
- Football coaches are working hard to care for and prep the football field for another great season.
- Grounds work has also been nicely done, but we are finding that we have a serious need for part time work to solely manage and maintain our grounds with all the other facilities maintenance and repairs that are needed.
- Floors have been waxed, new carpet installed in two elementary rooms, and halls are set for the final wax later this week.

Administration

- Updating staff handbook as needed on insurance, benefits, and contractual details.
- Beginning to work on the assessment and layout for ECS's CIP which is due to LCSD in October. I will be reaching out to Diana MacKenzie as we approach this deadline to assist with edits and final guidance before presenting to you and then LCSD.
- Planning and sending out staff in-service week schedules and coordinated PD, Kinder assessments, tech. training, NCI training for classified staff, and IA training at WOU.
- Both June and July bike tours were a success. We just received a thank you from the director with amazing reviews of our hospitality and that they hope to use ECS in the future.
- We have been working closely with our new hires to coordinate resources, write grants for classroom needs, and work through the beginning of the year process.
- Confirmed contract for transportation with the LCSD First student contract, but it sounds like there may still be driver issues. Sharon with First American Student Transport has reached out and assured that we can use their services out of Philomath if needed or at least for trips. Abe has also found information on a 12-passenger van for sale. These are items to discuss on the agenda.
- We will be following LCSD in their communication plan to use School Messenger in place of One Call and Remind. It is one tool, and it has a number of other beneficial tools with attendance that will be useful. I will be meeting with Diana MacKenzie this month to go through a tutorial and then get information to our families.
- I am in the process of acquiring a music teacher two days a week for elementary and hiring our aide positions. We had a recent resignation so now that creates two positions to fill. Interviews will take place next week so we can get them into the WOU IA training later in August.

ATHLETICS BOARD REPORT | August 2019

I'm so thankful for the opportunity to be the Athletic Director here at Eddyville. This place is so special to me and I cannot wait to see our sports programs continue to grow. It's my belief that sports are the "storefront window" for a school. It doesn't tell nearly the whole picture of success within a school, but it is maybe the most visible way a school can "show what its made of" to the community. It's my hope that through positivity, commitment, academic success, and competitive play, we can continue to boost the reputation of our great school.

Things coming up:

- Our first sports registration night will be August 7th at 5:30. The hope is to get as many athletes completely signed up on that night as we can.
- High school sports practices will begin on August 19th.
- Mariah Silvonen will lead high school volleyball again this season. The team has a jamboree on August 29th at CS Lewis, followed by their first competitive match on September 3rd at Falls City.
- High school football led by Leon Buel begins their season with a jamboree on August 31st at Crow. Their first counting game is at Alsea on September 6th. This will be the first Eddyville/Alsea high school football game since 2009.
- High school cheer will be attending all football games this year and is being coached by Dwan Loomis and assisted by Dani Ulstad.
- Abi Warren will coach high school cross-country this year. She did a great job leading our track team this past season, and I'm sure it will continue with cross-country. The first cross-country meet of the year will be on September 12th at the Husky Invitational in Sweet Home.
- Middle school volleyball and coach Angie DeHaan have their first match on September 16th at T-Lake.
- Abe Silvonen will take over the middle school football program this season after working as a great assistant last year. They begin their season at Alsea on September 18th.
- We hope to offer 3rd/4th and 5th/6th volleyball this coming season at the elementary level.

Go Eagles!

-Mike Ulstad

EDDYVILLE CHARTER SCHOOL

-a nonmember corporation -

BYLAWS OF THE EDDYVILLE CHARTER SCHOOL

January 23, 2003, Amended September 15, 2016, Amended July 30, 2019.

ARTICLE I | Purpose

This corporation shall be organized and operated exclusively for educational charitable purposes within the meaning of Section 501 © 3 of the Internal Revenue Code. Subject to the limitations stated in the Articles of Incorporation, the purpose of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and 501© 3 of the Internal Revenue Code of 1986 (or its corresponding future provisions). This corporation's primary purpose shall be to provide K-12 education in a rural, community-based setting.

ARTICLE II | Non-membership

This corporation shall have no members as that term is defined by Oregon Revised Statutes Chapter 65, but may have members for other purposes. These members shall have none of the right or duties described in ORS Chapter 65 (or any corresponding future statute.)

ARTICLE III | Board of Directors

Section 1: **Duties:** The Board of Directors shall manage the affairs of the corporation.

Section 2: **Number:** The number of Board members will be Seven (7), with no more than three (3) at-large members who do not have children currently enrolled in Eddyville Charter School. The number of Board members may be decreased when members resign or fail to

meet meeting attendance requirements. The Board will, at that time, determine if replacement is required. The Board is not required to replace members that resign or fail to meet meeting attendance requirements. (Missing three board meetings for anything other than illness. See Section 5: Meeting Attendance). When vacancies arise due to term limit expiration and no candidate comes forth to fill the vacancy, the number of Board members shall be reduced by that number. At no time will the number of Board members be reduced to less than five (5) members.

Section 3: **Qualifications:** An individual may be elected to the Board if they are a parent of an Eddyville Charter School student. An individual may be elected to the Board as an at-large member who is not a parent of an ECS student but no more than three (3) will serve on the Board at one time. The at-large member would be a full Board member with all rights and privileges. Contracted employees are not eligible to become Board members in order to avoid the reality or perception of a conflict of interest.

Section 4. **Term and Election:** Except for the initial adjustments of shorter terms needed in order to create staggered terms, the term of office for Directors shall be three (3) years. The Board shall make provisions to stagger the terms of directors so that, each year, as close as possible to one-third of the Directors terms shall expire. A Director may be reelected without limitation on the number of terms she/he may serve. Vacancies on the Board of Directors will be advertised for ten (10) days. Elections for vacant positions will be held at the next regularly scheduled Board meeting following the completion of advertisement. Election will be by a majority vote of the Board, community members and parents of currently enrolled students of Eddyville Charter School in attendance at the regularly scheduled meeting.

Section 5. **Meeting Attendance:** Board members who miss three (3) consecutive regular Board meetings will be removed from the Board. Illness will be the only exception to this bylaw. Any Board

Member who is tardy to meetings by 20 or more minutes will be deemed absent for that meeting.

Section 6. **Removal:** Any Director may be removed, with or without cause, by a vote of two-thirds of the Directors then in office. No more than one Director may be removed at any one meeting of the Board.

Section 7. **Vacancies:** Vacancies on the Board of Directors and newly created board positions will be filled by public advertisement and a majority vote of the Directors then on the Board of Directors and community members in attendance at advertised election meetings.

Section 8. **Quorum and Action:** A quorum at a board meeting shall be a majority of members. If a quorum is present, action is taken by a simple majority vote of the directors present, except as otherwise provided by these bylaws.

Where the law required a majority vote of the directors in office to establish committees which exercise Board functions, to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, or to dissolve, or for other matters, such action is taken by that majority as required by law.

Section 9. **Regular Meetings:** Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Eddyville Charter School will comply with ORS 192.610 to 192.690 Public Meetings Law.

Section 10. **Special Meetings:** Special meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of special meetings, describing the date, time, place and purpose of the meeting, shall be delivered to each Director personally or by telephone or by mail, or by e-mail no less than two days prior to the special meeting.

Section 11. **Emergency Telecommunications Meetings:** For these purposes, telecommunications includes email. Emergency

telecommunications meetings will take place when emergency decisions must be made quickly. The Administrator will decide the order of contact based on the specific situation (i.e. calling law enforcement prior to Board, if necessary). The Administrator will contact the Chairman and Vice-Chairman via telephone and/ or email and they will collaboratively make a decision on what is best for the school, staff and/or students based on the particular set of circumstances present in the emergency situation.

Section 12. **No Salary:** Directors shall not receive salaries for their Board services, but may be reimbursed for expenses related to Board service.

ARTICLE IV | Roles and Responsibilities

Section 1. **Titles:** With the exception of the first years Board of Directors elections and all future elections will take place in July. The Board shall elect a chairperson and vice chairperson at its first regular meeting of the new fiscal year. The term of office for the chairperson and vice chairperson will be one year. Each member of the board will be assigned a position number (i.e. Position 1, Position 2 etc.) at the beginning of his/her term.

Section 2. **Election:** The Board of Directors shall elect the chairperson and vice chairperson. An officer may be re-elected without limitation on the number of terms the officer may serve.

Section 3. **Vacancy:** A vacancy of the office of chairperson or vice-chairperson shall be filled no later than the first regular meeting of the Board of Directors following the vacancy.

Section 4. **Other Officers:** The Board of Directors has appointed the school administrative assistant to keep accurate records of all Board business and communications. In the absence of the Chairperson, the Vice Chairperson will sign all papers that require signature of the Board, and along with the Board, act as the Board's

representative in financial and legal matters when it is deemed necessary. In the absence of both the Chairperson and Vice Chairperson, the most senior member of the Board will sign documents.

Section 5. **Chairman:** The Chairman shall be the chief officer of the corporation and shall act as the Chair of the Board. The Board chairperson shall:

1. Preside at all meetings of the Board;
2. Have a vote on motions placed before the Board for action;
3. Sign on behalf of the Board such documents as may require an official signature;
4. Represent the Board in deliberations with other boards, districts or agencies unless another member of the Board is so designated;
5. Appoint all committees, unless otherwise specified by the Board;
6. Call special meetings and perform all other duties as prescribed by law;
7. The Chairman shall have any other powers and duties as may be prescribed by the Board of Directors.

Section 6. **Vice Chairman:** The Vice Chairperson shall perform all duties of the chairperson when acting in that capacity.

Section 7. **Board Clerk:** The Board of Directors has appointed the ECS Administration to appoint the Board Clerk. The Board Clerk shall have overall responsibility for all record keeping. The Board Clerk shall perform, or cause to be performed, the following duties:

1. Official recording of the minutes of all proceedings of the Board of Directors meetings and actions;
2. Provide for notice of all meetings of the Board of Directors;

Section 8. **Fiscal Responsibility:** The Board may receive and accept monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash

condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

The Board may receive a pre-audit report from the director of business services recapping the year-end closure of financial statements prior to the annual audit. Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The superintendent will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

ARTICLE VI | Corporation Indemnity

This corporation will indemnify its officers and directors to the fullest extent allowed by Oregon law.

ARTICLE VI | Board Committees

The Board shall have not standing committees, with the exception of those committees established to advise and recommend during the start-up on structure and design of new charter school. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as committee-of-the-whole. The function of special committees will be fact finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chairperson, the committee chairperson or any committee member.

Committee-of-the-whole meetings, called work sessions, may be held. Committee-of-the-whole meetings may be called by the chairperson or any two Board members.

All meetings of special committees and of committees-of-the-whole will be publicly announced and the public will be permitted to attend. However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendation and reports will become an official part of Board minutes.

A Board committee may appoint, subject to Board approval, advisory members from the staff, student body or community. These members are advisory only and may not be considered part of the quorum of the committee, nor may they vote on recommendations to be made to the Board. However, either an advisory member or an ex-officio member may present a written minority report to the Board.

ARTICLE VII | Dissolution

Upon dissolution, assets of the corporation not requiring return or transfer to donors, or grantors, or required for discharge of existing liabilities and obligations of the corporation, shall be distributed to the Lincoln County School District.

ARTICLE IX | Amendments to Bylaws

These by-laws may be amended or repealed, and new Bylaws adopted by the Board of Directors by a majority vote of directors in office. Prior to the adoption of the amendment, each Director shall be given at least two days' notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed

amendment to the bylaws and shall include a copy of the proposed amendment.

DATE ADOPTED: January 9, 2003. ECS Board of Directors, Revised May 17, 2018

Changes made on May 17, 2018:

1. Article III: Section 2: Board of Directors changed from 9 Members to 7 members. And at no time will the number of Board members be reduced to less than 5 members.
2. Article III: Section 3: Removed the part that said Employees, former employees of less than 3 years, and immediate family members of employees are not eligible to become Board members in order to avoid the reality or perception of a conflict of interest.
3. Article IV: Section 7 Board Clerk. Removed The Board of Directors has appointed the ECS Administrative Assistant as the Board Clerk.

Legal reference(s):

ORS 255.335

ORS 332.040

ORS 332.057

ORS192.610-192.690

ORS 332.045

ORS 332.105

Eddyville School Board

Board Member	Position	Term Expiration	Email
Stacy Knudson	Principal Superintendent	N/A	stacy.knudson@lincoln.k12.or.us
Dani Ulstad	Board Secretary/Clerk	N/A	dani.ulstad@lincoln.k12.or.us
Jackie Olsen	Business Services	N/A	jackie.olsen@blesd.k12.or.us
John Lancaster	4	7.1.2020	john.lancaster@lincoln.k12.or.us
Larry Cook	5: Vice Chair	7.1.2020	larry.cook@lincoln.k12.or.us
Lisa Rorie	1	7.1.2021	lisa.rorie@lincoln.k12.or.us
Rebecca Phillips-Sutton	8	7.1.2021	rebecca.phillipssutton@lincoln.k12.or.us
Ryan Gassner	3: Chair	7.1.2020	ryan.gassner@lincoln.k12.or.us
Stephanie Mekemson	2	7.1.2021	stephanie.mekemson@lincoln.k12.or.us
Abe Silvonon	7	7.1.2021	abe.silvonon@lincoln.k12.or.us
Vacant/Deleted	9	7.1.2018	x
Vacant/Deleted	6	7.1.2018	x

2019/20 Academic Calendar

September 2019						
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October 2019						
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November 2019						
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December 2019						
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June 2020						
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August 2020						
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Board meetings will be held the third Wednesday of every month at 6:30