SPRINGWATER ENVIRONMENTAL SCIENCES SCHOOL

BOARD OF DIRECTORS

**MEETING AGENDA**

September 26, 2023

6:00pm

Held via Zoom

**Call to Order:** 6:03pm

**Members Present:** Nathalie Doherty, Sarah Head, Jessica Henrickson, Chris Sugg, Andy Edmundson

**Members Absent:** Lissa Hettervig and Melly Murphy

**Non-Voting Member Present:** Greg Mylet and Jen Wozniak

**Community Present:** None

**Approval of Board Meeting Minutes**

**MOTION TO APPROVE AUGUST 16, 2023, MEETING MINUTES - APPROVED BY ALL**

**Review 22/23 Board Goals in Advance of Visioning Session**

Nathalie drew attention to the goals that were placed in the board packet. Reminder that we do have the vision session coming up, and these are the current goals, we may have some updates to the attachment to update the completed goals. Nathalie asked Greg to help locate the most recent board goals we have reviewed. We will send a more updated version if we are able to locate it. We can discuss more regarding planning for the meeting.

Sarah asked how the Equity Audit for the teachers was going. Greg said they will provide an update at the next meeting. They have decided on a direction but need to find a person to aid in this. Jen said that Robin was the only one who responded and seemed good but hasn’t brought it to the teachers yet.

**Lottery Adjustment**

Nathalie reached out to the ODE charter school rep and then that person sent us to the attorney. It is a legal issue that we need to work on internally or seek counsel from an attorney on retainer for our school. Weighted lotteries are a complicated issue which makes sense to need to seek legal advice. We do have flexibility if we comply with state law. Nathalie believes that we only need to hold a lottery and being in district needs preference.

We should give our community the opportunity to comment on this.

**Board Bios and Photos for School Website**

Email addresses need to be updated, along with photos and bios. Please keep this on your to-do list if we haven’t done this yet. Sarah commented that she believes we were supposed to get this done by October. Email Jessica or Nathalie and we will upload it on the site.

**Contract with Mary Rowe**

Mary Rowe is on contract to provide HR support for the staff and provide exit interviews. Exit interview information is then provided to the Board Chair and then discussed during executive session in some cases. Mary wasn’t utilized during her previous contracted year. Greg commented that the ODE was more helpful to teachers. The exit interview could just be a generic form.

Andy said exit interviews are learning opportunities and it is disappointing that exit interviews weren’t being utilized. Greg said that at times HR issues can’t be brought to the board because of the sensitivity. Andy asked if there is a second staff member that could run the exit interviews? Greg said no. Greg also said that exit interviews are not common.

Sarah asked if there is a need for an HR person for the staff? Jen asked if they know someone is available or useful? Jen said that she found out just last year. She said that she can imagine not using them often, but important when you do need them.

Greg asked if Andy would be willing to craft an exit interview template and Andy said he absolutely would.

**Board Meeting Locations**

Nathalie said that we heard back from Clackamas Community College. They have several conference rooms with prices ranging from $110-$285 depending on what room you are in. Nathalie will reach back out to see if we can get a better rate.

**Principal Report**

Greg shared some pictures of Friday Field Study and discussed the highlights of the year. Greg created a classroom rotation visitation so that teachers can see each other in action over the course of the year to share learning with each other. The big theme this year is building community. We created time as staff about behaviors we want to celebrate and how do we respond to children who need behavior modifications. Greg said that we are highlighting this in classrooms. Currently reading across America’s National Parks and learning about them. Once they reach a National Park then they celebrate. Jen committed how wonderful it is to focus on the positive and highlight the good behaviors.

**Additional Staff Hiring**

District has assumed responsibilities of managing the SpEd teachers. They are only able to work with special education students. A parent applied for the additional help needed, Sandra Utreras. She has experience working in schools, bilingual, and an artist. The children love her and Greg recommends that the board officially hires her as a 0.5 Instructional Assistant. We also need someone supervising the after-school kids on Wednesday. Tara Walp would work 2 hours a week. The district may not allow her to reduce her hours on Wednesday assuming we can.

**MOTION TO APPROVE SANDRA UTRERAS - APPROVED BY ALL**

**MOTION TO APPROVE TARA WALP AS AN 0.5 INSTRUCTION ASSISTANT - APPROVED BY ALL**

**Approval of Letter of Engagement**

We have had several issues that have come up and we reached out to OSBA PACE for some legal representation. With a specific issue, they represent OC so needed another consultation. Matt Lowe represents charters schools and has for 20 years. He seemed excited to work with us. Greg would like us to have a Letter of Engagement with Matt for our future needs.

Nathalie commented that he has specialty, good firm and the importance of having someone on retainer so he doesn’t get conflicted out and good to have someone to bounce ideas off of or not waste time with asking people that can’t help us.

Chris said that he agrees with the importance of having someone on retainer, but that we should consider costs. Should we put restrictions around the amount. Nathalie thinks that is a good idea. Greg said Matt Lowe would waive the retainer. Nathalie said she will take a look at the engagement letter. For purposes of tonight, we can vote on giving Greg the ability to engage with counsel for no more than $5,000, but authorization to spend up to $10,000.

**MOTION TO APPROVE MATTHEW LOWE ALLOCATING $5,000, BUT WITH AUTHORIZATION TO SPEND UP TO $10,000. - APPROVED BY ALL**

**Public Comment**

Kristi Horton is present, but no comments from her at this time. Nathalie is going to read an email she received from a community member regarding concerns about the proposed lottery. The community member said that if we keep the same list year to year, how do we know who on the wait list is still interested or moved. Since they don’t have to submit a new application, why would new people want to apply with a 30 person wait list. If someone moves to the district and applies, they don’t have an opportunity to apply. This is an equity issue. There are many obstacles that we would arise. What happens when people don’t update. There will always be equity issues. She sees many obstacles and she recommended keeping it as is.

Nathalie said that she appreciates the public’s comments and questions.

Sarah said that a lot of comments were made in the community member’s email that we should address.

**Updates**

**Facilities**

Greg said they tested every sink for lead, and they came back under the safety limit. They did a radon test and that was all good too.

Soderstrum will provide long term visions and recommendations for current building.

**Fundraising**

The auction will be on May 3rd at the same place. Lissa’s mom was/is a grant writer.

**Budget**

Chris was appreciative of Greg helping him onboard. Chris said they are close to even. There are some adjustments that will be made to cover facility costs. There is some opportunity to use state funding to offset the instructional assistant. In the future, he will work to get the account in HY savings account.

Greg said we have to change the budget for SpEd so we are removing the salaries from Kristin, Chris and Tara. Chris asked to bring the final numbers to the board next month.

**Public Comment**

No public comment at this time.

**Adjourned Meeting at 7:39pm.**