

PHOENIX CHARTER SCHOOL BOARD MINUTES

3131 Diamond Lake Blvd.
Roseburg, OR 97470

MEETING DATE: October 21, 2024

PRESIDENT:	Rick Wesenberg*	BOARD MEMBER:	Gillian Wesenberg*
SECRETARY:	Tom Nelson*		April Hamlin*
TREASURER:	Jason Troxel		Michael Rondeau

Other Attendees: Laurie Newton – Interim Executive Director*
Hope Assink – Assistant Executive Director/Operations Coordinator*
Corrie Bernard-Phoenix Principal*
Jeff Howes-Phoenix Business Manager*
Christine Pollastrini - Registrar*
Christie Wuerst – HR & Payroll Manager*

(*denotes member/staff present)

Board Member Gillian Wesenberg called the meeting to order at 5:10 pm. There was no public participation.

Christie Wuerst was briefly introduced, by Interim Executive Director Laurie Newton, as the new HR & Payroll Manager for Phoenix. Christie has long history of HR and Accounting before coming to Phoenix.

Reports and Discussions:

Revised Charter Budget for 2024-2025 – Corrie Bernard went over the proposed revised budget. There has been additional money in ADM that she would like to see used for improvements for education. Areas she would like to use the funds for are technology in the classrooms, additional staff, purchase of a car for student transportation, additional supplies and equipment, and proposed daycare/co-op staffing and supplies. The budget was not approved as a whole, but specific areas were approved.

Technology- the purchase of TVs for classrooms and laptops for students and staff was reviewed due the technology we are already using being outdated. Board Secretary Tom Nelson suggested that we could get grants for the purchases before using ADM.

Vehicle- It was shared that the Charter doesn't currently have its own vehicle leaving staff to rely on CORP's Ford Escape being available or they use their own. We are currently on a regular basis transporting students to UCC for Ged testing, ADAPT for counseling, and other needed resources. The vehicle purchased would also be used for the Driver's Education that is being developed. Board Member Gillian Wesenberg asked if the vehicle would be fitted with an additional brake if it was going to be used for driver education and Corrie replied that yes that was the plan. Both Secretary Tom Nelson and Member Gillian Wesenberg stated they would like to have a transportation policy in place for who and when the car can be used. Tom Nelson felt that we could either get a vehicle donated from a local dealership or a grant to cover the cost. Tom stated he could ask Clint Newel if they would be willing to donate or help in some way.

Daycare/Co-operative- Corrie presented that in her research she has been researching the difference in daycare and co-operative and a daycare would need licensing where a cooperative doesn't. She is recommending that we go with a cooperative setup and that parents would aid in center one period to fulfill the co-operative setup and learn parenting skills. Also, non-parenting students could be aids to learn child development and possibly earn credits/wages or both. Board Member Gillian Wesenberg suggested that Corrie contact Heather at the ESD for more information on how they have their Co-op setup. Board President Rick Wesenberg asked if we were going to open the center up to just children of students or staff/non-students as well. Corrie replied that yes, the thought was to open to both with priority given to students. Board Member April Hamlin then asked and recommended that we charge staff for use of the center. The board asked that more research be done on the topic and brought back to a future meeting. It was also discussed that if

we bring back the co-operative, we will need to hire an employee with early education experience and a fridge to hold food and drinks for the center.

Supplies & Equipment- The revised budget asked for \$600 to purchase a fridge for the food pantry as we currently do not have one, which limits what can be sent out in the 10-15 boxes that are sent out to students each week. There was also discussion on the need for GYM/PE Equipment as we currently only have fencing and basketball. With the moving of rooms and the multipurpose room being opened we can begin having PE inside but need to purchase additional equipment. Go ahead was given for the gym equipment but per Board Member Gillian Wesenberg's request, a list of items purchased needs to be given to the board.

Additional Staffing- The budget includes adding a part-time grants manager and a full-time SpEd teacher. Now that the grant crisis is over and stabilized thanks to Alysha, the thought is we should hire a part-time grant manager to help facilitate and support program managers and those working on grants. Specifically, they would be helping to make sure that grant applications, reporting, and fiscal management are done correctly and on-time. The manager would also help to forecast grant fund receipts and keep everyone on the same page and improve transparency. The need for a full-time SpEd teacher is due to the lack of a teacher that specializes in SpEd teaching within the classroom. The SpEd teacher would help support our students with IEPs and 504s and work to bridge the gap toward graduation requirements.

Principal Report - Principal Corrie Bernard shared a summary of PCS resignations and new hires and transitions and moves, which was included in the meeting packet. Attendance, enrollment, and student behavior/discipline data were reported. Due to the increase student behavior/discipline incidents for 8th grade, Corrie is proposing that we remove 8th grade from Phoenix. Discussion of this ensued around the thought that phoenix isn't prepared to handle the developmental differences and transitions that are required for 8th grade. Board President Rick Wesenberg brought up the fact that we pushed very hard with Roseburg to add 8th grade and why would now eliminate it and asked for Interim Executive Director Laurie Newton's opinion. Laurie responded that she sees the 8th grade being a failed experiment. The board members' discussion was then around if the failure was due to the students themselves or to the system itself failing and is there more support or changes that need to be made for it to be a success. The discussion was left that more conversation and more longitudinal data on incidents was needed before a decision could be made.

Lastly, in going to semesters next school year a discussion was had for board members to think about limiting the number of classes/periods offered as we students now have 11 classes which is higher than RHS. Corrie recommends moving to 7 classes so that required seat time is met and students would have more teacher support. It was concluded that more discussion is needed about a schedule reduction.

Executive Director Report – Interim Executive Director Laurie Newton shared that she received a request from Youth for Christ, Umpqua Valley Chapter to hold voluntary fellowship sessions with students during non-instructional time. She is concerned about how to proceed with either allowing or disallowing them to come in as this can get messy when compliance is not monitored. Laurie has specifically had both good and bad experiences with fellowship groups and activities. Board Member Gillian Wesenberg suggested that Laurie reach out to Sutherlin school district to see what their policy is with this and report her findings for further review by the board.

Action Items:

Approve September 19, 2024, Board Meeting Minutes.

Motion: Board Member April Hamlin moved to approve the minutes, seconded by Board Secretary Tom Nelson. Motion passed unanimously.

Approve for purchase of one refrigerator not to exceed \$600 for use in the food pantry.

Motion: Board Secretary Tom Nelson moved to approve the purchase, seconded by Board Member April Hamlin. Motion passed unanimously.

Action Items (continued):

Approve the use of \$5,000 of ADM to be spent on the purchase of gym/PE equipment.

Motion: Board Secretary Tom Nelson moved to approve, seconded by Board President Rick Wesenberg. Motion passed unanimously.

Approve proposal and budget to hire a part-time grant manager and full-time SpEd Teacher.

Motion: Board Member April Hamlin moved to approve the hiring of both positions, seconded by Board Secretary Tom Nelson. Motion passed unanimously.

Approve the hiring and resignations of staff and faculty.

Motion: Board Member Gillian Wesenberg moved to approve hiring, seconded by Board Member April Hamlin. Motion passed unanimously.

The meeting was adjourned at 6:27pm.

Next meeting is scheduled for November 21st at 5:00 pm.

Draft Minutes submitted by Christie Wuerst, HR & Payroll Manager.

Minutes approved 11.21.24