

Meeting of the Board of Directors

Forest Grove Community School

September 13, 2016

Regular Session Agenda

Board Members Present

Anita Zijdemans Boudreau, Chair

Jon Stagnitti, Vice Chair

Bob Hatt, treasurer

Roger Neyman, member

Board Members Absent

Rochelle Auran, member (ill)

Staff Members Present

Vanessa Gray, Principal

Karen Torry, Director of School Operations

Community Members Present

Robbie Pock, FGCS parent/prospective Board member

Steve Molin, FGCS parent

The meeting was called to order at 6:33 p.m.

Voting Items

- Meeting Minutes - July 2016: Roger moved to approve the July 2016 board minutes. Anita seconded. Unanimously approved.
- Bank Signatories: Vanessa talked with the auditors about changes in signatories (individuals who are authorized to sign school-issued checks). The auditors were not concerned about whether the signatory was one officer vs. another, or whether there was one or more than one back-up signatory. Both Vanessa and Karen have check-signing authority. Roger prefers to have two additional signatories to cover emergencies. Jon moved to add the Treasurer as a signatory while keeping the Chair as a signatory. Roger seconded the motion. Unanimously approved.
- New Member Election/Robbie Pock: Jon moved to elect Robbi. Anita seconded the motion. Anita shared that, although Rochelle was unable to attend the meeting, she supported Robbie's election. Roger, Bob, Anita and Jon all voted to elect Robbie as a Board member.

Discussion Items

- **Continued Work with Non-Profit Association of Oregon (NAO):** Anita shared that as part of succession planning, she and Vanessa have been working on developing an electronic documents binder that will contain all important documents of an organization. NAO is also providing executive coaching hours for Vanessa and support from an NAO fundraising expert. Vanessa, Bob and Anita have all agreed to serve on a fundraising committee and will recruit additional members. Vanessa's goal is to plan an event for the whole community to celebrate the school's 10th anniversary and a fundraising event.
- New Board member application
- **Paid Sick Time Policy (first reading):** Vanessa summarized her report: A state law that took effect January 1 requires employers with 10 or more employees to provide 40 paid sick time hours. Vanessa emphasized that the law requires designated sick time, not 'paid time off' that may be used for other purposes. Hourly employees accrue sick time while salaried employees must have paid sick time 'front loaded.' The proposed policy will be amended to note that 'all salaried employees' rather than 'teachers' have 40 hours of sick time available at the start of each fiscal year. This change incorporates the principal and director of school operations positions. Vanessa noted that teachers currently have 7 paid days off per school year that may be used for illness or other reasons. She recommends retaining three paid personal days during the school year for teachers. Bob is concerned that the number of paid sick hours may be too low. Anita suggested that the issue be revisited at a future board meeting. Vanessa emphasized that all employees will get 40 hours paid sick leave, either front-loaded (salaried) or accrued (hourly). Eligible hourly employees have been accruing paid sick time since the law took effect January 1. **The Board will vote at the October meeting on the paid sick leave policy.**
 - **Personal Time Off:** The accrual rate is specified in state law. There is no state law regarding paid personal time off. Vanessa recommends retaining 24 hours/3 days paid personal time off per school year. Hourly employees who work 30 hours/week or more currently earn paid time off at an accrual rate that amounts to 42 hours/year. Now those hourly employees will accrue 40 hours paid sick time. Vanessa proposes giving 40 paid hours personal time for hourly employees working 30 hours/week or more. This represents 'status quo' for salaried employees and an expanded benefit for hourly employees working 30 hours/week or more. **The Board will have a first reading on a proposed Personal Time Off policy/benefit at the October meeting.**

OAKS/SBAC Scores: Vanessa reviewed FGCS scores on standardized test scores in English Language Arts and Math (SBAC/Smarter Balanced) and science (5th/8th grades/OAKS). Later in the school year, FGCS and all public schools will receive their report cards that include student growth data.

Reports

- Administrative Report
- Monthly Financials
- Donations

The meeting was adjourned at 7:53 p.m.