Valley Inquiry Charter School

December Meeting Minutes

*December 12th, 2022 | In-person Meeting, 6:30pm*

**Board Members Instructors/Staff/Other:**

Board President & Chair Ken Slough > *Absent*  Mrs. Sandra Acosta- School Staff > *Absent*

Vice Chair BJ Foster Mrs. Mary Campos- School Staff

Treasurer James Carter Mrs. Taylor Tuepker- School Staff

Secretary Kyle McSmith Parents: Thais, Brooklyn’s Parent, Gabby’s Parent

At-Large Matthew Reynolds > *Absent* Guest: Brooklyn McClellan- 7th

At-Large Terry Rohse > *Late* Grader & Gabby Galarza-Valle- 6th Grader

At-Large Cammi Menager

At-Large Vacant

At-Large Vacant

Non-Voting Member Craig Harlow, Principal



Meeting Agenda Item Minutes

**6:35pm Call to Order/Introductions-**

- B.J. called to order and started the meeting.

**6:36pm Review/Approve Board Meeting Minutes-**

- B.J. brought up the Board Meeting Minutes for the 11/14/22 board meeting. B.J. said we need to make a motion to accept the minutes. Kyle motioned to accept the November 14th meeting minutes as written. James second this motion. Vote: 3 yes/ 0 No/ 1 Abstain.

**6:37pm Treasurer/ Financial Report-**

- James shared with the board the expense report for this month. He said we received money from the district. $378,000 (3 months of payments). He said we also received the Jog-a-thon money and other donations. This brought the total up to $390,444.49. He said no expansion costs for this month. He said $6,000 went to the retention money and was the largest expense this month and the reason payroll was higher this month. He said this will be the same for the February report, as this will reflect the new hire bonus. Other than this, no other changes to the budget.

**6:40pm Principal Report-**

 **VICS Expansion Project Timelines-**

- Craig started with updating the board on the expansion project timelines. He said the walk through happened last month. He said 5 contractors were there with Blake, Cammi and a few staff members. He said it was 3 general contractors and 1 sub-contractor for paving and 1 for electric. He said the bids will be in by Thursday. He said as soon as he received the bids. He said he will provide them to the board no later than Friday. He said the bids are good for 60 days. He said Blake mentioned having the board review and looking to move forward with the bid/ expansion by January. Craig said both Blake and David can be at the next board meeting to go over the bids and to answer any questions the board has about the bid or finances. James asked about other bids and if Blake knew what these looked like compared to our bid. Craig said he did not have the details to any other bids, but one came in for the district and it was not comparable to ours.

**6:44pm VICS Staffing-**

- Craig stated we have lost a teacher. He said we are in need of a 6th grade teacher and are working to fulfill the position. Right now, we have used subs in place of the teacher and have a current repeat sub that has been very helpful while we fill the void. Terry asked if this was the 6th/7th grade stem teacher. Craig said it was. Cammi asked if the current repeat sub could be turned into the long-term teacher for this grade level and stay on as a full time teacher. Craig mentioned that this person cannot be a long term teacher for the school. He said they have posted flyers throughout the colleges in the area, to see about getting a grad student interested in teaching at the school. Craig then let the board know the most popular elective at the school is the theater elective. He said it has been recommended by many and he said he was working with Terry to help out on expanding the elective to provide more theater elective options to the school. Terry then described his theater background to the board and guests.

**6:48pm VICS Enrollment Report-**

- Mary provided the class enrollment to the board. She said all classes are still filled in EYP. She said they still need one for 5th grade, and six for 6th grade. She said they are still working through the waiting list for 5th grade, but the 6th grade waiting list is exhausted. She said Mrs. Acosta is still working hard to get the rest of the spots filled. James asked about the digital reader board. He asked Mary if we could put a message on the board. We are accepting 6th graders or something like this, so we can promote this to anyone driving by or to parents while they are in the parking lot to help promote to friends and family that have 6th graders. Mary said she can add this to the reader board.

**6:50pm I.B. Report-**

- Mrs. Taylor said the first round of people going through the training has been completed. She said everyone else has been signed up for the training in February. She said Melissa, Craig and herself will be visiting Mt. Vernon Charter school in Portland in January. She said they are going to see and observe this school’s EYP and MYP charter programs and processes.

**6:52pm Student Leadership Report-**

- Craig introduced the visiting leadership students to the board and guests. Brooklyn is the 7th grade student body president and Gabby is the 6th grade student body president. He gave them the floor to speak. Brooklyn started by describing the election process and what she had to do running for this leadership position. Gabby added to this and explained how challenging it was to get the campaign process going. Gabby then went into the school’s Spirit Week and what was today’s dress up. Gabby then described the Marion/ Polk Food Drive and helping a couple of families in need this year. She said they received 1,275 food items. James commended them for helping in the community and loves to see this from the I.B. charter school. B.J. asked the leadership team if they liked the process and being elected as a representative of their grade level. He asked if this was what they expected it to be like or if it was more work than expected. They both said it was more work than expected, but liked the work and learning about campaigning and the election process. Brooklyn then brought up what she had promised the student body, if she was elected. She mentioned the students wanted to have a school mascot. She asked the board and school staff if we could help out with this request. Taylor, Mary and B.J. said we will look into how to get a school mascot for the school.

**7:00pm Public Comments-**

- B.J. asked if anyone from the meeting had any questions about the meeting or outside the meeting. B.J. then thanked Cammi for attending the school expansion walkthrough and asked what she thought of the walkthrough. Cammi said there were a lot of questions asked, but felt we would get some bids. Mary mentioned Blake said that one bid came in higher than expected and was hoping with our construction timeline starting in the Spring. We may be alright with bid costs. A parent asked about the Jog-a-thon funds and what these funds will be going towards. Mary said it is going towards the play structure. B.J. asked if this was a new play structure or for the existing structure. She said it was an addition to the existing play structure. She said it was $7,000.00 for the item and the rest is for the installation. She said the piece is on backorder, so it is not to be completed until Spring. James asked if this would conflict with the MYP expansion construction. Mary said it will not and this new addition is to replace the piece that was removed from the play structure due to safety reasons. Then a parent wanted to say the Christmas-grams are awesome and this is amazing how we are getting the students involved to help families in need. Then the other parent mentioned that with the funds we get from the Christmas-grams, PTC will match this amount up to $500.00. Ms. Taylor said all the students are excited to participate and it is really fun to watch them get involved.

**7:07pm Meeting Adjourn-**

January Board Meeting: Monday, January 9th, 2022 @ 6:30pm. Held virtually (Zoom).