

SPRINGWATER ENVIRONMENTAL SCIENCES SCHOOL

BOARD OF DIRECTORS

**MEETING MINUTES**

September 8, 2021

6:00pm

**Members Present:** Holly Johnston, Devon Sommer, Genevieve Sheesley, Lissa Hettervig, Tory Blackwell, Mali Geister, Nathalie Doherty, Cinda Scott, Tina Marquez, Chelsea Hamilton

**Non-Voting Member Present:** Grey Mylet

**Staff Present:** Mark Lapides

**Guest Speaker:** Mary Rowe

**Community Present:** Jessica Palmer, Monica B., Ali Takkun, Laura Bartko, Anna Murray, Monica Wright, Sara Head

**Call to Order:** 6:07pm

**House Keeping:** We are requiring people to register for this meeting due to hate speech at our last meeting, this will not be tolerated at any Springwater event.

**Motion to approve August 31, 2021 Special Session Minutes: Approved by ALL**

**Board Member Announcement:** Genevieve Sheesley reads a prepared statement announcing her resignation from the Springwater Board of Directors.

### **Board Member Announcement Continues:**

Nomination to the Board of Devon Sommer, Devon takes the oath of office.

**Motion to nominate Genevieve Sheesley to the Springwater Advisory Committee: Approved by ALL**

### **Mary Rowe HR consultant:**

Mary conducted exit interviews for 5 employees and has compiled feedback, recommendations and has a proposal for ways to move forward.

Stay Interviews- This would be conducted at the beginning of the year and help put in place systems of who to go to for advice for a variety of items. In the HR proposal Mary can be a resource in a HR capacity and work with Greg as the administrator if issues arise and/or, work with staff with parameters such as limit the number of hours worked per month and a clear understanding between Mary Rowe and the Board. Mary would like to have an introduction meeting to the staff.

Devon- How many hours are you envisioning Mary, do you think?

Mary- I would like to meet with them and let them know how to access me through email, Zoom, phone, etc. 3-5 hrs. combined for both Greg and Staff. If it becomes a larger issue, I would seek approval from the Board.

Tory- Please remind us of the cost per hour and specific items.

Holly- Mary charges \$100 per hour

Greg- Mary would need copies of all of our policies, staff handbook and contracts etc.

Engagement Letter- Tina suggests a non-disclosure agreement. Tina and Nathalie will work on finding if we currently have a document that already exists at the school and Holly will check with Mary Rowe to see if her current contract already includes some kind of non-disclosure, Holly will email Mary and include Nathalie and Tina.

Monthly hourly cap- Mary- I envision it being more at the beginning or end or if issues arise. The Board chair can approve 2-3 extra hours if more then bring to the entire board. We will check in with Mary to see if she would charge for postage or milage. We will revisit for next year to see if we need more or less hours from Mary to budget for it and will revisit annually.

**Motion to approve Mary Rowe with Work Place LLC for HR Support for both Springwater staff and administration with a monthly maximum of 5 hours. This is an add on to support staff and provide a cap. We will allow the board chair to approve up to 3 hours extra if over 8 hours will go to the board for approval. - Approved by ALL**

Nathalie, Tina and Holly will work on finalizing the agreement.

Greg recommends the hiring of Emese Schoegle for the current 4<sup>th</sup> grade teacher position.

**Motion to hire Emese Schoegle for the 4<sup>th</sup> grade teacher position. – Approved by ALL**

**Staff Representation Discussion:** Dani has stepped down from this position for personal reasons. Feed back from Dani- This was an unpaid position and took an incredible amount of time, vs the Triad lead role which is a paid position. However, Dani thinks there is still a large need for this position to help bridge the gap between staff and board.

Greg- I believe it was a paid position in conjunction to the Triad Lead Role paid position.

Tory- How is that reflected on their pay stub? Maybe it needs some clarification.

Holly- Greg should we pay separately for Triad Leadership role?

Greg- Yes, we should.

Holly- Moving forward I would like to make sure whom ever takes this role is aware it is a paid position.

Devon-Is there a clear job description for the Staff Representative role?

Holly- No

Holly- Dani did give further feedback that whom ever is in this role they not be the HR complaint person.

Holly- Lets further define this role and be specific of what it is and what it is not.

Dani also suggests a pressure release valve for specific issues or a specific way to give feedback to leadership.

Holly- Greg is there a suggestion of a replacement person on staff?

Greg- Dani and I have tried to get people, maybe if they come for part of the board meeting vs staying for the whole meeting?

Tina- What about a job share? We welcome different perspectives maybe one from each triad?

Chelsea- Since we have 3 triad leaders can we entice them with more money to get them to do 3 meetings total each?

Nathalie- Could we have a board member liaison?

Holly- If for example the vice chair could follow up with the rep. that could work.

Greg- We could try to get a staff member to come to a meeting first instead of the other way around.

Tory- The concern would be it is just one more filter and things could be perceived as unintentional consequences.

Holly- I would want the liaison to be a board member.

Nathalie- What exactly is the staff rep's role?

Chelsea- We really did want a voice at the table at board meetings to give options on relevant issues.

Holly- How we developed this idea of having a Staff Representative is when we were going through the hiring process information was being filtered through one person and visa versa.

Devon- We felt, whether perceived or otherwise, that things were getting lost in translation. We need to put it back on them (the staff). If they want it, they need to give input and develop "skin in the game" we can't make up the parameters for them.

Holly- Greg will you talk to the staff and let us know how they want to move forward on this.

Greg- Yes

**Motion to Retro pay Dani Staff Representative pay at the same rate as Triad leadership role pay, this is a \$1,000. Stipend at the end of the year. – Approved by ALL**

Job Description for the Staff Representative- Will work on it later in a special session.

**Unspent Professional Development Draft Proposal:** Tory and Nathalie and Greg worked on a staff development proposal.

2 options different language

1) We will give \_\_\_\_\_ amount to

2) Whatever is left over....

Let's change the wording from "Teachers" to Staff. Greg thinks option 2 gives too much power on the administrator. \$1,000. per person if still additional unrequested funds.

Tina- Is it based on a first comes first served basis?

Greg- Yes

Tory- Rewording the dates

Nathalie- We will make best efforts to extend the funds to the best of our abilities.

**Motion to approve the unspent professional development policy proposal. – Approved by ALL**

\*Devon abstained due to not present at the last meeting. Chelsea dropped off the zoom call.

**Website Redesign:** Currently there are 3 people who are able to post on the website and it is very complicated and challenging. Currently Justin is able to post and he is an expert at it, Greg and April can but it is challenging. Google Site for the board would allow any board member to post. Board Governance Resources- agenda, minutes, videos. It is password protected and would create easier access and make changes. Type and add hyperlink. In the future we need to discuss using a different format for the whole school. Maybe for now add Holly, Devon, Tory and Tina.

**Changing Policy:** To prioritize current families to be first on the wait list should they choose to disenroll at Springwater due to pandemic related issues.

Currently 12-15 students total, 1 family most likely not returning. We think the others will return however people may change their minds depending upon what happens, once we get the first positive Covid-19 case things may change.

Greg- For example if 1 child left 4<sup>th</sup> grade spot we would fill that spot, they would need a 5<sup>th</sup> grade spot the next year. That family may not get in right away.

Nathalie- So we would give that family priority for one year or until they get back in?

Greg- We would be giving priority based on the previous year's enrollment.

Tory- Would we give that child priority and siblings priority?

Devon- We need to be clear this is an unprecedented time, then default back to prior system. Priority next year but not the following year.

Holly- We need clear and strict perimeters and will reconsider it again the next year. We would have to make an amendment to our bylaws for this year. The amendment would be to allow our families priority to return for the spring lottery pull.

Nathalie- What if you have a 4<sup>th</sup> grade position to offer but you have a current family sibling who do you give priority to?

Devon- How many families does this include?

Greg- 1-2 we must be very clear this is for one year only.

Mali- I would be fine with it however we also need to make clear siblings and wait list get priority.

Chelsea- If a family un enrolled will we actively fill the space?

Cinda- If an active sibling is on campus an dis enrolled family also has sibling. The dis enrolled family needs to defer to sibling.

Holly- Greg can you speak about the sibling wait list.

Greg- If we get a sibling, we usually can let that sibling in.

Tory-Family A 4<sup>th</sup> grader, Family B sibling and returning get priority over family A.

### **Public Comment:**

Greg reads an email he received prior to the meeting. Not sure if the family wants to be named. This family is not able to return and is not choosing Stride, they have an elderly family member, 3 kids and choose paper and pencil over the computer. We love our school and look forward to returning to in person once a vaccine is available for all my children.

Laura Bartko- I know this family and they actually do not use the internet at all, so if that is a factor to help you make a decision, I want you have that information.

Mark Lapides- After listening to all of you and thinking about the dates and timeline about enrolling and dis enrolling, having the clearest boundaries around it as well as clear deadlines will be helpful.

Board Discussion continues-

Tory- Can you remind us has anyone currently un enrolled?

Greg- Technically not yet, after 10 days of being absent from school they will be un enrolled from school, that is the State rules.

Tory- Do we need to set a date?

Greg- Yes, before the 10<sup>th</sup> day

Chelsea- Calls out for sibling preference in the event there were multiple sibs or twins.

**Motion to make pandemic related reasons to disenroll from Springwater, siblings do have priority over disenrolled families at the next regular meeting the proposal will be clearly stated and direct person whom to contact, for a one-year period to be repeated if necessary.  
– Approved by ALL**

Team to work on the language of the policy- Tory, Devon and Tina

**Stand at Ease: 8:36pm**

\*Note to add information regarding enrolling and dis enrolling to the Springwater Families handbook.

**Return: 8:44pm**

**Volunteers and the Covid-19 vaccine:** As of October 18<sup>th</sup>, all volunteers must be vaccinated fully. Greg and April are working on how to record all volunteer's vaccination status, all volunteers must be vaccinated effective immediately.

We are suspending all volunteerism for the first 2 weeks of school.

Once vaccinated then you can volunteer and or fill out the medical exemption paperwork.

**Gatherings:** We are currently not doing large all school gatherings, we may need to make Zoom gatherings available.

**Motion to require vaccines for everyone entering the building begging now. -Approved by ALL**

**Principles Report:**

School is going well although everyone is exhausted! Students are making connections with each other staff are making the necessary changes to accommodate such as lunch will be outside for as long as possible.

**FFS Transportation Complication:**

We can not have bus service at 1:30pm so the regular school day could be 8:35am-12:45pm. The regular school day is 6 hrs. 50 min (less lunch 5hr 55min). Regular schedule 136 daysx5hr55min= 804.66 hrs. FFS 20daysx3hrs40min.=73.33hrs

804.66hrs+73.33hrs=878hrs plus 30hrs of parent conference + 30 hrs. of professional development are also adding into the school year hours. 878 hours plus 60hr= 938hrs

The busses must leave Springwater at 1:00pm we will offer supports around child care issues.

**Motion to accept Greg's FFS transportation schedule change to 12:45pm – Approved by ALL**

End of October the ESSR 3- funds template on how to spend the money.

Holly- Director Colt Gill make some public statements on having a plan to pivot if changes are coming. We are continuing to take all safety measures necessary to keep all of the students safe.

**Updates:**

Budget- Looks like is usually does this time of year, the ESSR 2 funds did come in.

Savings= \$711,14.21

Checking= \$392,679.40



As of August 31, 2021

**Facilities:** The company that we went with for the outdoor classroom is backing out, due to safety concerns with students present.

Tina- Does that mean we need to get new bids with new contractor? Or bid out for June with them?

Greg- Let's put it back out there to make bids and make a decision by December's regular meeting.

Sink- Will be put in this week on Friday!

**Fundraising:** Mali and Maggie Sugg will get together to discuss the Jog a thon, read a thon, Auction dates. They will include Greg in the meeting and plan for a get together with times and dates.

**Public Comment:**

Mali- Received some questions around chrome books for every student. In Oregon City they are providing one for every student.

Greg- If we give one to every student then we won't have enough for middle schoolers to use when they are at school. We don't have access to the Oregon City Chromebook. If we check them out and send them home then it will shorten the Chromebook lifespan. We may need to purchase more to make it more equitable.

Holly- Maybe we should move towards that direction for next year. There are some available for the middle schoolers to check out.

**Equity Training:**

We are moving forward with the equity training.

2 hours 6:30pm-8:30pm

September 22<sup>nd</sup>, October 6<sup>th</sup>, October 20<sup>th</sup>

Regular Meeting in October 13<sup>th</sup>

Goals/Visioning Session

Policy

\*Tina will check to see when we need to have the visioning session goals complete.

**Adjourn: 9:36pm**