

Virtual Prep of Oregon Board Meeting

Monday 4/17/2023

Call to order 11:04 am PST

Adjourned 12:02 pm PST

Attendees

Joanie Peterson, Board Chair
Heidi Hallgarth, Board Treasurer
Laurel Pederson, Board Secretary
Shannon McElwain – VP Operations, ACCEL Schools
Cody Claver – VPA of OR Head of School

Agenda

1. Voice Role Call

2. Adoption of Agenda

Heidi Hallgarth moved to adopt the agenda, seconded by Laurel Pederson and approved by all board members present.

3. Adoption of Prior Meeting Minutes

Heidi Hallgarth moved to adopt the minutes, seconded by Laurel Pederson and approved by all board members present.

4. Board Chair Report

Chair Joanie Pederson noted:

- Unable to proceed with potential board member mentioned last month. Board chair requested that other board members please let her know if they may know any prospective members. Ideally Chair would like to have 5 members on the board. Evening meeting times can be considered if that makes it easier for new members to commit. Laurel Pederson noted she may have a potential candidate and will follow up.
 - Shannon McElwain noted that per bylaws the board must have no less than 3 and no more than 7 members.
 - Next board meeting will occur Monday 5/8/23 at 11 am PST.

5. School Leader Report

Shannon McElwain and Cody Claver delivered the school leader report:

- All open SY22-23 position have been filled. While enrollment is still small the span of enrollment in various grade levels has increased and additional teacher capacity is needed. We have expanded the role of our half-time contracted Special Education teacher to a full-time contracted role for the remainder of this year, allowing that individual to take on additional components of instruction for general education students.
- Current enrollment numbers were reviewed. There are 8 students actively enrolled.
- An initial projection for SY 23-24 enrollment was provided. Target enrollment has been increased from 300 students to 350 students in grades K-8. Information on core marketing tactics utilized in a state-wide campaign was presented. Joanie Peterson asked to understand the prospective student lead volume by Oregon region – this information will be prepared and presented at the next board meeting.
- School leader position is posted for SY 23-24. The board would like to meet the final 2 candidates and provide feedback.

Action Items

- Approval of SY 23-24 Parent and Student Handbook

Shannon McElwain explained that the handbook content was qualitatively unchanged, but minor updates had been made to reflect that the school would move from serving grades K-5 to serving grades K-8 in the 23-24 school year.

Heidi Hallgarth moved to approve the SY23-24 Handbook, Laurel Pederson seconded, and motion was approved by all board members.

- Approval of SY 23-24 Hiring Process and Compensation Plan

Shannon McElwain noted that this specific hiring policy had been previously reviewed and approved for implementation in SY 22-23 only. Board discussed the compensation plan provided and noted that it is comparable to Prairie City School District. Laurel Pederson moved to adopt the Hiring Process and Compensation schedule for SY 23-24. Heidi Hallgarth seconded and all board members present approved