

Special Board Meeting

Monday, January 9th, 2023

Call to order 12:14pm PST

Adjourned pm PST

Attendees

Joanie Peterson, Chair
Laurel Pederson, Secretary (joined at 4:30pm)
Heidi Hallgarth, Treasurer
Matthew Lowe, Legal Counsel
Scott Anderson
Shannon McElwain
Cody Claver
Emily Schmidt
Matthew Kahl

Agenda

1. Discussion to create the standing dates for board meetings for the future. Suggestion to set up board meetings for once a month.
2. Approval of Parent Student Handbook, no discussion
3. Discussion of Calendar, Joanie inquired how many student days for second semester, there are 97 for teachers, days 85 days for students and Shannon mentioned that we are over for student days
4. Discussion of Employee Handbook Oregon supplement of handbook by Emily Schmidt, talked about update and that we may have to modify as we go, but we want to approve the employee handbook with Matthew's updates.
5. Discussion of the hiring process, Emily Schmidt went over the process. Laurel asked questions about the date of hiring and if it would give new hires time to get the onboarding and lesson planning, January 23rd 2023 is the anticipated student start date. We currently have two applications, and they anticipate at least 10 by January 23rd 2023. Joanie asked if there is a date where we do not take enrollment, Shannon

shared that we need to ensure that the continuous start dates will depend on funding available mid semester. Re enrollment will begin for next year in March.

6. Laurel asked for clarification on the Management agreement and board approval or notification of teachers and support staff. We decided to give the approval of the candidates for this year without a meeting or presentation, then ask for a chance to hear more about the candidates selected for next year.
7. Cody explained that there will be support for the onboarding of the new staff.
8. Joanie requested that we see the Head of School salary for 23-24.
9. Joanie asked if the bank account that will be opened and managed for the board be in Oregon? Emily answered that it will be a national bank.
10. Shannon will create a drop box for the board, so we have the documents in one place.
11. Other Business, we will want to schedule a second meeting in January and decide the schedule for monthly meetings.

Note

- Legal counsel discussed the various documents and status of school formation and steps to take to commence school operations.
- Shannon updated start day to be expected on the week of January 16th, 2023.

Action Items

1. Motion to approve the November 30th Minutes, motion by Laurel Pederson, Seconded by Joanie Peterson
2. Motion to approve Agenda for today, motion by Laurel Pederson, seconded by Joanie Peterson
3. Motion to approve the Parent Student Handbook, motion by Laurel Pederson , seconded by Joanie Peterson
4. Motion to approve the school calendar, motion to approve by Laurel Pederson, seconded by Joanie Peterson.
5. Motion to approve the employee handbook by Laurel Pederson, seconded by Joanie Peterson.
6. Motion to approve hiring process for 22-23. Motion to approve by Laurel Pederson, Seconded by Joanie Peterson.

7. Motion to approve authorization of the manager to extend offers to staff in its discretion for School Year 22-23. Motion by Laurel Pederson, seconded by Joanie Peterson.
8. Motion to approve compensation structure, Motion by Laurel Pederson, seconded by Joanie Peterson.
9. Motion to approve bank resolution as presented. Motion by Laurel Pederson, seconded by Joanie Peterson.

Meeting adjourned at or near 1:09 pm. 1/9/2023