

**Present:** James Anderson, Joe Pastega, Barb Holt, Erin McMullen, Dave Buchanan, Erik Swartzendruber (notetaker), Karen Steele, Bryan Traylor

Meeting called to order at 7:05 pm

**Public Comment:** Jamie brought up the possibility of modules and expanding to K-6 or K-8 in the future if there is sufficient interest. Erik brought up, as a reminder, to make sure the staff is focused on making sure kids get on the right bus as needed.

**Approval of Minutes:** **Motion to approve** the November minutes (Jamie), 2nd (Karen), Vote: 5,5,5,5,5

**Board Report:** (Bryan) Of note: Staff has requested a color copier. Bryan has looked into this. Monthly lease could increase from the existing black/white machine from \$95 to \$159 and per copy cost of about 5 cents for color and <1 cent for black/white. The board expressed openness to the idea, but would like to see more options, such as purchasing a machine. Bryan will look into other options.

Bryan brought up the option of buying into OSBA's policy review. They have a set of charter school policies for \$3500.

SPED teacher has been an issue. 509J has switched the teacher; the new teacher had 5 or 6 days of leave, and MCCS had 4 different subs over that time. Scheduling has been an issue as the school we share the SPED teacher with has not been cooperative. The board expressed frustration over this and discussed whether to request a meeting with Kevin Bogatin.

The website redesign is underway. Web filtering should be in place in January.

The classrooms have been a bit cold in the mornings during this cold snap.

**Treasurer's Report:** (Karen) Every month Karen looks at checks written, monthly expenditures, and checks bank and credit card statements.

#### **Discussion:**

Seismic Grant: Jamie has looked into resubmitting the grant application. There are new engineering requirements. Engineer quote of \$2,000 or less for new requirements and re-submitting application. Jamie checked with the grant program director who suggested there is a reasonable chance of being awarded a grant this cycle. **Motion to approve** the expenditure of up to \$2,000 from the contingency fund to update and submit the seismic grant application (Jamie), 2nd (Dave), Vote: 5,5,5,4,3

2018-19 Calendar: **Motion to approve** the 2018-19 Calendar (Jamie), 2nd (Karen), Vote: 5,5,5,5,5.

Policy: Bryan presented recommended changes to the Financial Roles and Responsibilities Policy, including changing the job title to "Business Manager". The Paid Leave and Unpaid Leave Policies were reviewed. Bryan noted that the Paid Leave policy had an

"Unpaid Leave" section. The board discussed removing this section. Changes were discussed but adoption was put off until a future meeting.

The next meeting will be held January 11, 2018.

Meeting adjourned at 9:25 pm.