Valley Inquiry Charter School

March Meeting Minutes

*March 7, 2022 | Online Tele-Meeting, 6:30pm*

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

Board President & Chair Terry Rohse N/A

Vice Chair BJ Foster

Treasurer James Carter

Secretary Carol Topaz >>>> Absent

At-Large Matthew Reynolds

At-Large Kyle McSmith

At-Large Ken Slough

At-Large Vacant

At-Large Vacant

Non-Voting Member Jesse Payne, Principal

Meeting Agenda Item Minutes

**6:33pm Call to Order/Introductions-**

**6:34pm Review and adopt February 7th, 2022 Board Meeting Minutes-**

-February 7th Meeting Minutes- Terry brought up February Minutes. Matthew motioned to accept the minutes as written. James second this motion. Vote unanimous: 6 yes/ 0 No.

**6:36pm I.B. Report-**

-No I.B. Report given.

**6:37pm Financial Report-**

-James provided the budget he had originally built and described why Jesse had created the budget out of QuickBooks, which he shared with the Board. He said this was a more creditable source to provide the budget for the loan and the loan holder. This was the budget that will be used and has all the same line-item information as the original budget built by James. James then showed us all the purchases, down payments and income that has come in since the last meeting. He described the purchase for P.E. equipment and the track staff. He showed the financial audit charge, food/ nutrition charge and the down payment for the modular bathroom and the drafting fee, comes from the expansion line.

**6:46pm Principal Report-**

-Jesse let us know about the COVID update for staff and students coming next Monday, 14th, 2022. He said the staff and students have the option to wear a mask or not during the day. He said he has already explained this to the 6th graders, but he will make an announcement to the students that the school will accept any staff or student with their choice of wearing a mask or not. He said there will not be any harassment on what choice students or staff decide with wearing a mask at school. He wanted to thank all staff, parents, students for respecting Valley Inquiry School guidelines during these mandates. B.J. then asked about the petition going around about boycotting the masks at school. Jesse said he did not see or notice this happening and it turned out to be nothing for our school to worry about. He said that Salem/ Keizer District said masks will be optional and will more than likely not go back, even if the county risk is high. He said with this update, all extra/ after school activities will be starting again, like soccer, Ukulele, etc. He said the staff and students are excited for it all to start again.

-Jesse then discussed the budget numbers coming in for next year from the school district. He said the district’s numbers came in at $9,600 a month, but no guarantees. He said he has started to put the budget together conservatively and went with $9,200 a month.

-Jesse then discussed the bonus coming in for the staff. He said the Salem/ Keizer District will cover all union covered staff. Jesse asked the district, and they will be giving him the bonus also. The district is covering Spring & Fall for the (11) employees. Then Valley will cover our charter school staff (7 employees) for these bonuses. He said he discussed this with the staff and the charter staff were very thankful for the bonus.

-Jesse then asked the board to think about benefits for our charter employees. He provided a benefits program, peoplekeep.com, which would give our (5) direct fulltime charter employees and option to go online, set up an HRA type of account and set up health care. It would also provide a place for reimbursement. We would have it monitored and when something came in, we would have to validate the charges. He provided some benefits and negatives to this program and let us know it would be approx. $28,000 from the budget to cover the (5) employees for the whole year. Jesse said this has been a program used by Howard Street. Ken asked how long Howard Street has been using this benefits programs for their employees and he said for many years. He said the program has been around for a while. B.J. asked about retirement programs and Jesse mentioned by law we provide retirement (PERS). Jesse mentioned he has purchased a booth at a job fair coming up. As he mentioned, we need to hire 2 more full time employees and has not had a lot of luck with finding qualified candidates. He said adding this benefits program would be a good addition to the job description and should attract new employees.

**7:07pm Executive Director Report-**

-Jesse said David Robenson, our Financial Advisor, came to the school to visit the location and go through the expansion plan. He said David mentioned everything was looking good and moving on there end. He said they are working with Bank one again and still with Bank two. They are finalizing all the numbers, so they can present the loan for discussion and decision on where the board wants to go with the loan. Terry then asked what steps we have in place for when Jesse leaves. Jesse mentioned he will have everything sorted and in a good position before he leaves. He did say when the expansion starts, someone or a group of people will need to be available and help answer any questions Blake, the architect, will have during the expansion. He said some things may come up and we will need to be there to help Blake out. Jesse then mentioned how to handle and be ready for the new administrator. He said we can spend the next couple meetings discussing what to ask the principal to be responsible of, expectations and what to bring to the board.

**7:30pm Public Notes-**

-Terry asked when we will have our next in person meeting and if or when will we be doing it again? The board said we would all like to do an in-person board meeting, but still need to provide a virtual option for any person from the board or public to attend the meeting if unable to be there physically. Jesse said he would like to do one more in person meeting before the end of the year. Get a chance to see us all one more time before he leaves.

**7:39pm Meeting Adjourn-**

Next Meeting: Monday, April 11, 2022 @ 6:30pm.