Running Board Agenda & Minutes for School Year 2024-2025

LPCS Open Board Meeting, draft minutes

September 23, 2024

The meeting was called to order at 6:30 pm by Chair Sanders Howe.

Directors in attendance were Jeanne Sanders Howe, Sarah Hearn, Brett Nusom, Ken Silveira.

Also present was Administrator Karly Allen and PTC President Kyrstie Nusom. Doreen Davis was present as an applicant for the open Director position.

The following meeting minutes from August 12, 2024, were reviewed: Open Board meeting, Executive session, School Corporation. Director Nusom moved to accept all three meeting draft minutes as presented. Seconded by Director Hern. No further discussion. Vote called. Motion approved by unanimous vote of the Board.

The financial reports were present minus the bank statement and the credit account statement.

Directors acknowledged reviewing the reports. There were no questions or concerns. Motion was made by Director Hern to approve the financial reports as presented. Vote called. Motion approved by unanimous vote of the Board.

The PTC report was presented by their liaison, Sarah Hearn. The PTC requests approval for a Bingo night with a Silent auction and concessions for the evening of November 2, 2024, 4 to 7 pm.

Director Nusom moves to approve the requested Bingo night with Silent Auction and concessions for the evening of November 2, 2024, 4 to 7 pm. Director Silveira seconds. No further discussion. Vote called. Motion approved by unanimous vote of the Board.

The PTC requested approval for the first three School Potlucks to be held on October 31, November 20, December 19, 2024.

Director Nusom made the motion to approve all three Potluck dates as presented. Seconded by Director Hern. Vote called. Motion approved by unanimous vote of the Board.

Dates for the remainder of the school year Potlucks will be brought to the next meeting for approval.

The annual Rotary dinner has been scheduled for November 20, 2024.

The Administrator’s report was presented by Administrator Karly Allen.

Enrollment is low. Suggests the school advertise the availability of room for additional students to boost the census. The BOD was in full agreement and approved the suggestion by consensus.

The website is being updated to better meet the needs of the students and their families as well as the public.

The Administrator also requested consideration of raising the number of students allowed by contract with the Scio School District to a number greater than forty-nine. The BOD agreed to review the contract and to research any other constraints to the student census.

In reference to the Literacy Grant, it is intended that an Aide position will be established to support the literacy grant. Said position will be paid for by the grant.

A new computer has been purchased for Administration.

There was no Public Comment received.

New Business

Director Hern made a motion to add the Administrator, Karly Allen as a check signer on the account. Director Nusom provided a second. There was no discussion. Vote called. Motion approved by unanimous vote of the Board.

Director Nusom moved to remove the previous administrator as a check signer on the account. Director Hern seconded. There was no discussion. Vote called. Motion approved by unanimous vote of the Board.

Old Business

Election of a Director to fill the open board seat. The Board has received one written application and one verbal application to fill this position. Having familiarized themselves with both applications the BOD proceeded to the election. Director Hern moves to appoint Doreen Davis to the Board effective immediately. Seconded by Director Nusom. No further discussion. Vote called. Motion approved by unanimous vote of the Board.

Director Davis comes to our school community with an impressive resume as a teacher, a school program and curriculum developer. She has worked with sixteen different boards and councils. She has experience also as an executive assistant for the CFO of a for-profit organization. This Board is excited to have her on board. We look forward to her assistance in helping us map a dynamic future for our school community.

The open board meeting was suspended to go into executive session at 7:00 pm.

The open board meeting reopened at 7:38 pm.

Director Nusom moves to authorize the Administrator to hire a new aide funded by the literacy grant and as further directed by the Board of Directors in Executive Session. Director Davis seconded the motion. No further discussion. Vote called. Motion approved by unanimous vote of the Board.

Director Hern moves to approve a certified teacher, Karly Allen to fill the position under the literacy grant at the agree3d upon salary starting September 25, 2024. Director Nusom provides the second. No further discussion. Vote called. Motion approved by unanimous vote of the Board.

The budget for this school year was finalized in executive session. The budget will now go to the bookkeeper for final evaluation. The budget will be brought back for final approval at a special meeting to be held on Monday, September 30, 2024, at 6:30 pm.

The next regular meeting of the LPCS Board of Directors is scheduled for Monday, October 28, 2024 at 6:30 pm.

Director Hern motioned to adjourn the meeting. Director Silveira provided the second. There was no discussion. Motion approved by unanimous vote of the Board. Adjourned at 7:51 pm.

LPCS Board of Directors open session

Draft minutes

October 28, 2024

Vice Chair Sarah Hern opened the meeting at 6:32 pm.

Directors in attendance. Hern, Sanders Howe, Silveira, Davis. Nusom excused.

Administrator Karly Allen attended. PTC President Nusom also in attendance.

The minutes from the previous months Board meetings were were approved unanimously by motion presented by Sanders Howe, seconded by Davis.

The Financial reports from September were approved unanimously by motion presented by Silveira, seconded by Sanders Howe.

PTC report from Liaison Hern.

The potluck dates for 2025 were presented for approval. They are, January 31, February 21, March 21, April 25, May 23.

Sanders Howe made a motion to approve the dates as submitted, seconded by Davis. The motion was approved by unanimous vote.

A request was made for the PTC to purchase scooter boards for the students’ use.

Sanders Howe moved to approve the purchase of the scooter boards for indoor use only, seconded by Davis. There was a discussion regarding their use on the wood floors. The information available claims that the scooters have non marring plastic wheels. Some present at the meeting have experience with scooters and their use on wood floors. Their experience is that scooters have not been a problem on wood floors. If purchased, the Staff will assess their use insuring there will be no damage to the floors.

Being no further discussion, the vote was called. The motion was approved by unanimous vote.

A request was made to create storage space in the Hall for school equipment routinely used in the hall.

Sanders Howe made a motion to approve creation of storage space in the hall for the school to store equipment routinely used in the hall by the students, seconded by Silveira. The motion was approved by unanimous vote.

It was announced that this year the students will create a Yearbook. Mrs. VanVlack will take charge of the project.

The PTC has prepared for the upcoming field trip to the pumpkin patch. Transportation will be by school bus.

A request to establish a Venmo account and or a card reader account was made to enhance the ability to collect funds for regular school needs and PTC events.

Silveira moved to authorize the Administrator to establish a method and accounts to receive credit/debit card payments and Venmo to enhance the ability to collect funds for regular school needs and PTC events, second provided by Sanders Howe. Motion was approved by unanimous vote.

It was also announced that there will be a Book Faire at the school from November 12th through the 26th.

Administrator’s report

Ms. Allen requested approval to use Bill Pay for regular school expenses with our new credit account. Changing from checks to Bill Pay will greatly simplify the process of paying regular occurring accounts.

Sanders Howe moved to approve the creation of Bill Pay with our new credit card account for recurring school expenses. This process will be added to the monthly Financial Report for Board review and approval. Second was provided by Davis. Motion is approved by unanimous vote.

It was requested to create an emergency check signer procedure. During discussion it was identified that of primary concern was issuing paychecks in a timely manner. The Board requested that Staff reconsider the Boards prior approval to create automatic deposit of paychecks. This would ensure that paychecks were delivered on time and more efficiently.

The Administrator requested clarification on the rewriting of the Staff Handbook. The Board asked the Administrator to rewrite the Handbook as necessary and submit it to the Board for approval.

The Administrator requested the Board to approve rewriting the Staff contracts to include sick leave and personal days. These leaves are covered by Policy but are not found in the contracts. The Board thanked the Administrator for bringing this omission to their attention.

Sanders Howe moved to amend each Staff member contract to include five paid sick leave days and two paid personal leave days. Second provided by Davis. Additional discussion identified the need to increase the amount of leave time available. The Board is amenable to that discussion when student enrollment increases to make it financially feasible.

The vote was called. The motion was passed unanimously.

The Budget was adjusted after review by the Administrator found that the figures were based on incorrect enrollment information.

A motion to approve the adjusted budget was made by Sanders Howe. Second was provided by Davis. The motion was approved unanimously.

The Administrator brought to the Board’s attention an issue with the previously approved pay scale for tutors to be hired under the Literacy Grant. Ms. Allen surveyed tutor pay scales, finding that we were too low to attract qualified and competent tutors for the students.

Sanders Howe made the following motion: I move to authorize the Administrator to use her discretion in establishing a pay scale for tutors using Literacy Grant funds and based on each applicants’ qualifications and resume submitting such scale to the Board for final approval. Second provided by Silveira. Motion was unanimously approved.

There was no public comment.

The next meeting of the Policy Committee with OSBA Staff will be November 5th, 1:30 to 3:30 pm.

The next meeting of the Board of Directors will be November 24, 2024, at 6:30 pm.

Silveira moved to adjourn the meeting seconded by Sanders Howe. Unanimously approved at 7:48 pm.

Respectfully submitted,

Ken Silveira

November 25, 2024

Lourdes Public Charter School

Draft Minutes

Open Board Meeting

Meeting was called to order by Vice Chair Sarah Hern at 6:34 pm

Directors present were Sarah Hern, Ken Silveira, Brett Nusom. Doreen Davis and Jeanne Sanders Howe were excused. There is a quorum present.

Administrator Allen and PTC President Nusom were present.

Approval of Minutes. Nusom moved to accept the minutes as presented. Silveira seconds the motion. No discussion. Vote called. Approval was unanimous. Minutes approved.

The administrator presented routine financial reports. Silveira made a motion to approve the financial reports as presented. Nusom seconds the motion. No discussion. Vote called. Approval was unanimous. Financial reports approved.

PTC report provided by Hern. The PTC requested permission to plan the Christmas Program on December 17th. Nusom moved to approve the Christmas Program for December 17th. Silveira seconded the motion. There was some discussion related to the availability of the Hall. The Hall was available to be used that night. No further discussion. Vote called. Approval was unanimous. Motion was approved.

There was a request to secure the portable stairs used in the front of the stage and add a handrail to the stairs leading from the back hall onto the stage. After a brief discussion it was decided to approach the landlord with the request.

Administrator report. The Administrator presented results from the parent feedback survey for the school. The Directors expressed their appreciation and thanks for the Administrators efforts to improve the involvement of the Parents by creating the feedback survey. All efforts to improve communication and cooperation between Parents/Students, Staff and Board are second only to providing an excellent education for our students.

Administrator Allen presented the updated staff handbook to the board. Board read the handbook. Silveira moved to accept the employee handbook as revised. Nusom second. Discussion regarding the need for Director input during the revision process resulted in the understanding that the Administrator was best positioned to make any necessary revisions, and the Directors would review for their knowledge and understanding and to ascertain any possible conflicts with established policies and procedures. No further discussion. Vote called. Approval was unanimous. New staff handbook is approved.

Administrator Allen proposed making a Facebook page for the school, as moderated by the administrator. Nusom motioned to approve. Silveira seconds. There was a brief discussion covering the Director’s questions regarding set up, participation, moderation. There was no further discussion. Vote called. Approval was unanimous. Motion is approved.

Administrator Allen proposed using Canva.com to build a new school website. She suggested reaching out to tech support for opinion prior to moving forward. Silveira motioned to authorize the Administrator to research and create a new website for the school. Nusom seconded.

There was a brief discussion among the Directors to simplify the creative process by authorizing the Administrator to assume the responsibility of researching, creating and implementing those procedures necessary to establish a new website for the school. The Administrator will keep the Directors updated through the process with regular reports.

The recent Rotary dinner was successfully put on by the PTC. The Rotary Club graciously donated $500 to the school. The Directors agreed the donation should directly support the students. It was agreed to deposit it in the General Fund.

The Administrator is following state guidelines for staff evals. The procedure for Staff evaluations will be created by the Administrator and shared with the Directors for their approval.

Staff reported that the motion the Board passed at the October meeting regarding sick leave accrual was problematic as the Staff contracts were not all the same in describing sick leave accrual. Some contracts did not reference sick leave accrual.

Nusom moved to rescind the motion granting 5 days sick leave per year to full time employees. Silveira seconds. Discussion included advice from the Administrator who researched the issue and discovered that the Staff contracts were not uniform. The vote was called. The vote was unanimous approval. The October motion is rescinded.

Nusom moves to grant 10 paid sick leave days to all full-time employee contracts (per year) if the clause is missing, 5 paid sick days for part-time employees. Silveira seconds. No further discussion. Vote called. Motion approved unanimously. Motion approved.

Administrator Allen presented a request to hire a part-time counsellor for the school. The Directors agreed with her concern and approved of her working to find an avenue to provide the service for the students. She believed that one 8-hour day a week would be sufficient to start.

Open to public comment.

A parent, Jessica Packebush spoke in support of the Parent Feedback Survey and the Christmas Program. She offered insight to the stage stairs discussion. She questioned the use of passwords for the students to use computers.

There being no further business before the Board of Directors, the meeting was adjourned at 7:22 pm.

Respectfully submitted,

Ken Silveira

January 13, 2025

Open LPCS BOD meeting

Minutes

The meeting was called to order at 6:30 pm by Chair Sanders Howe.

Directors in attendance. Sanders Howe, Hern, Nusom, Davis, Silveira

Staff in attendance. Administrator Allen.

Others in attendance. Kyrstie Nusom, PTC President.

Hern moves to accept the minutes from the November 25, 2024, BOD meeting as presented. Second by Nusom. No further discussion. Vote called. Yes 5. No 0. Motion approved.

Review of November financial reports. Discussion regarding credit cards listed and reason for negative balance showing in Maintenance and Field Trips.

Nusom motions to approve the November financial reports with a request for clarification on maintenance balance. Second by Davis. No further discussion. Vote called. Yes 5. No 0. Motion approved.

December Bank Account and Credit Card Statements reviewed. There was discussion concerning a CD that is due to mature this coming April. The Chair has been tasked with evaluating the best option between establishing another high yield CD or moving the amount into the General Fund. To be resolved at the next meeting.

Hern motioned to approve the December Bank and Credit card statements as presented. Second by Davis. No further discussion. Vote called. Yes 5. No 0. Motion approved.

Administrator Report.

Report on tree fundraiser: we raised $390.00.

Report on technology: PTC donated funds to purchase one-on-one technology for students! We received I pads for Primary and Chromebooks for middle. We received another donation of some desktop computers to replace the outdated ones.

Report on curriculum updates: I purchased TAG testing. Typically, in most schools, all second graders are given TAG testing. We also have a couple students that we suspect could be TAG that we will be testing.

I purchased Lexia reading program. This is based on the science of reading and focuses on foundations of phonics and fluency to support reading development. It provides individualized programs for students to support them where they are and close any gaps in their reading.

Update on enrollment. We are up to forty students total. For next school year, so far, we have seven kinders lined up to enroll. Word of mouth seems to continue to be the largest factor in getting new families into our school. Working on how to increase our total enrollment to 80.

Classroom assistants: are all subs on the list background checked? Administrator to double check.

Staff know to go to Ms. Allen with any questions, not the previous administrator.

Presentation of Oregon School Boards Association selected Charter School sample policy CBG. This policy was provided by the OSBA for our consideration as we are developing an updated policy for evaluating the Administrator. The Directors worked on the policy to conform to our needs.

Silveira moved to adopt the OSBA selected charter school sample policy CBG. Second by Davis.

Discussion: motion was read by the Chair. There were no further amendments to the document. Vote called. Yes 5. No 0. Motion passes.

Old business regarding the school’s old credit card. The school cannot close that account. The Chair would like to send another letter to the previous administrator requesting she close the account. The Chair would like to seek advice from our PACE attorney on how to move forward on this issue.

Hern motioned to authorize the Chair to reach out to the PACE Attorney for direction on how to proceed to get the account closed. Second by Silveira. There was a brief discussion centered on updating the new Director on the issue. The vote was called. Yes 5. No 0. Motion approved.

7:20 pm Open session suspended to go into Executive session.

8:12 pm Return to open session.

Coming out of Executive session, Nusom moves to assign goals stated in Administrators Evaluation policy, standard number four. Second by Hern. There being no further discussion, the vote was Yes 5. No 0. Motion is approved.

The next meeting of the Board of Directors will be February 24, 2025.

Motion to adjourn by Davis. Second by Hern. Yes 5. No 0. Motion approved.

Meeting adjourned at 8:14 pm.

Respectfully submitted,

Ken Silveira, Secretary

LPCS Board of Directors meeting

minutes

Monday, February 24, 2025

The meeting was called to order at 6:30 pm by Chair Jeanne Sanders Howe.

Staff in attendance:

Directors Sanders-Howe, Hern, Nusom, Davis, Silveira, Administrator Allen, Teacher Gerding,

PTC President Nusom, Parents/Students, Jessica Packebush, Josslyn Unrau, Wade Reese.

Director Nusom made a motion to accept the minutes from the previous Board meeting as presented. Seconded by Director Davis. No further discussion. The vote was unanimous to approve.

The Financial reports were reviewed. Director Hern made a motion to accept the financial reports as presented. Seconded by Director Silveira. No further discussion. The vote was unanimous to approve.

The Administrator’s report. Administrator Allen reported this year’s Missoula production of Sleeping Beauty went very well. The students enjoyed the opportunity.

Performance evaluations for Staff have been completed.

TAG testing will begin for the second-grade students and other students who have been selected by Teachers.

The results of the survey regarding consideration of increasing the cap on student enrollment was submitted to the Directors. The results of the survey will be available once it has been reviewed.

Outdoor school has been organized for the fifth and sixth grade students. March 10th will be a family information event. (Details to follow). The actual Outdoor School will be April 23 – 25, 2025. There is a grant that will reimburse the school for the cost to attend the school.

Director Silveira moved to approve school participation in the Outdoor School Program as presented by Administrator Allen. Director Hern seconded the motion. No further discussion. The vote was unanimous to approve the motion.

PTC reported that their Bylaws continue to be worked on.

Director Nusom raised the question of purchasing a computer for the Board’s use. Director Nusom volunteered to bring a proposal back to the next meeting.

The next agenda item was to determine if the Board should create a procedure to announce the yearly election of one Board seat. Director Hern volunteered to create the procedure.

Public Comment:

Jessica Packebush read a prepared statement. She began by stating, she was speaking, “not just on my own behalf, but on behalf of families that represent nearly 2/3 of students enrolled currently, and a few who have moved on to other schools.” She further stated, “The majority of parent’s questions and concerns revolve around the vision for school is long term. There have been many changes made very quickly….” She requested, “the Board pause any final decisions on the current staff employment contracts for the 25 – 26 school year AND hold an all-parent meeting to resolve some of the upheavals and challenges our school has and is facing.”

Director Silveira asked Jessica Packebush if she could share some of these questions and concerns. She was unable to do so.

Director Silveira pointed out that this Board of Directors has scheduled, on the agenda, for two monthly meetings the topic of raising the enrollment cap. These two meetings were attended by Family and a Student. We will be adding the same topic to the next monthly meeting and encourage all interested parties to attend and bring questions and concerns to the Directors. That meeting is scheduled for Monday, March 31, 2025 at 6:30 pm.

The next comment was from Student Josslyn Unrau. She read from a prepared statement. She is happy with the curriculum. She further expressed her opinion regarding leadership and community support.

The final public comment was from Teacher Katrina Gerding. She was requesting if the recent school survey regarding the possibility of raising the enrollment cap would be available for review.

The answer was yes, as soon as the Directors could review the results.

Prior to finalizing the Public Comment session, the Chair reminded those present that anytime they had a question or concern, the Administrator was readily available to help them.

The Board of Directors are required to approve all curriculum, policy and procedure creation and changes they alone are responsible for such changes that are according to Oregon Law.

Next on the Agenda was the second reading of a policy regulating the evaluation of the Administrator.

Director Silveira read the Evaluation of the Administrator Policy, coded CBG.

Director Nusom moved to approve the Evaluation of the Administrator Policy coded CBG as read.

Second was provided by Director Davis. There was no further discussion. The vote was unanimous to approve. Motion passes.

Director Nusom moved to approve the movement of funds held in a Certificate of Deposit number XXXXXX0164 at Umpqua Bank to the School’s General Fund when the Certificate matures the end of March and Administrator Allen will be tasked with completing the task. Second provided by Director Hern.

Discussion ensued if there was recorded an intended purpose for the CD. No record could be found. Also discussed was rolling it over into a new CD. That idea was not supported because of the low yield. There was no further discussion.

The vote was called. It was unanimous to approve. Motion passes.

General Meeting was paused to go into Executive Session at 7:30 pm.

General meeting was called back into order at 8:41 pm.

Director Nusom moves to direct the Administrator to issue letters of intent to the Staff as approved by the Board of Directors. Second provided by Director Davis. No further discussion. The vote was unanimous to approve. Motion approved.

The next meeting of the Board of Directors will be on March 31, 2025.

Director Silveira moved to adjourn the meeting. Second, by Director Hern. Motion was unanimous to approve.

Meeting adjourned at 8:43 pm.

Respectfully submitted.   
Ken Silveira

**Lourdes Public Charter School (LPCS)**  
**Board of Directors Meeting Minutes**  
**March 31, 2025**

**Call to Order**  
The meeting was called to order at 6:30 PM by Chair Sanders-Howe.

**Roll Call**  
**Board Directors Present:** Sanders-Howe, Hern, Silveira, Nusom, Davis  
**Staff Present:** Administrator Allen; Teachers K. Gerding, Van Vlack, Locke, Riley  
**Members of the Public Present:** Linda Duman, Jerry Duman, Michael Duman, Alicia Duman, Chris Duman, Jessica Packebush, Josslyn Unrau, Diane Duda, Ben Gerding, Sue Gerding, Denise Silbernagel, Kyrstie Nusom, Theresa Hutchison, Matthew McSorley, Austin Carlson, Jessica Carlson, Mike Poverud, Jenn Clevenger, Shayla Goodell, Melissa Rabuchin, Drew Johnson, Randy Timm, Vanessa Riley, Brandon Gretzon, Terra Vanderhoof, Aimee Bleakney, Bryan Summerlin, Gary Kaeb

**Approval of Minutes**  
The Board reviewed the minutes from the previous meeting. Director Nusom moved to approve the minutes as amended. Director Davis seconded the motion. During discussion, Director Nusom requested revised language to clarify his proposal regarding the purchase of a dedicated computer for Board use. The Board agreed to the amended wording.  
**Motion passed unanimously.**

**Financial Report**  
The Board reviewed the financial reports. Director Silveira requested itemization of the funds listed under the February Balance Sheet, Line 10.6 – “Designated Funds, Other.” Administrator Allen will follow up with the bookkeeper for clarification.  
Director Nusom moved to approve the financial reports as presented. Director Hern seconded.  
**Motion passed unanimously.**

**Administrator’s Report**

* Administrator Allen presented initial research regarding the implementation of a Talented and Gifted (TAG) program.
* Families were reminded that 2025–2026 intent-to-enroll forms are due to the Administrator’s Office by April 18, 2025.
* Administrator Allen reported a significant decline in student test scores between the 2022–2023 and 2023–2024 school years. The Board expressed concern and requested further analysis into potential contributing factors.
* The annual school audit has been completed and submitted to the State.

**PTC Report**  
No Parent-Teacher Committee (PTC) report was presented.

**New Business**

* The Board reviewed the proposed 2025–2026 school calendar.  
  Director Silveira moved to approve the calendar as presented. Director Davis seconded.  
  **Motion passed unanimously.**
* A request was made to compensate the janitor for cleaning the school hall once per week.  
  Director Hern moved to approve assigning this additional duty, for 30 minutes per week, at the janitor’s current pay rate. Director Nusom seconded.  
  **Motion passed unanimously.**
* Director Silveira provided an update on the Oregon State Policy update project. A committee of staff, directors, and PTC members worked in partnership with the Oregon School Boards Association to revise applicable charter school policies, totaling nearly 500 pages.  
  These updated policies have been posted on the school website for community review.  
  Stakeholders are encouraged to submit questions or feedback in writing to Administrator Allen. Due to the volume, individual policies will not be read into the record during Board meetings.

**Old Business**

* Director Nusom presented findings from his research into acquiring a dedicated computer for Board-related use. The Board had previously agreed that using personal devices for school business was no longer appropriate.  
  Director Hern moved to direct the Administrator to purchase the recommended computer, Lenovo Yoga 7, $749. Director Davis seconded.  
  **Motion passed unanimously.**
* Two agenda items were tabled for the next meeting:
  1. Establishing a procedure for announcing annual Board elections.
  2. Continued discussion regarding strategies to increase school enrollment.

**Public Comment**  
Eighteen community members provided public comment, limited to three minutes per speaker.  
Comments included:

* Concern over declining test scores and a request that the Board prioritize academic improvement.
* Dissatisfaction over the lack of access to the school budget.
* Questions regarding the cost and necessity of purchasing a Board-use computer.
* Criticism of the proposed TAG program.

Several comments addressed non-agenda topics and included:

* Support for teacher Katrina Gerding.
* Appreciation for staff and Board members.
* Requests for increased transparency.
* Concerns over rapid changes, perceived curriculum shifts, and a desire to preserve school traditions.

**Executive Session**  
At 7:22 PM, the Board entered Executive Session to discuss staff salaries for the 2025–2026 school year.

**Open Session Resumed**  
At 8:09 PM, the public session resumed. No additional business was conducted.

**Adjournment**  
Director Silveira moved to adjourn the meeting. Director Davis seconded.  
**Motion passed unanimously.**  
The meeting was adjourned at 8:10 PM.

Lourdes Public Charter School

Board of directors draft meeting minutes

April 28, 2025

Call to order

The meeting was called to order at 6:30 PM by chair Sanders- Howe.

Roll call

Board directors present:

Sanders- Howe, Hern, Silveira, Nusom, Davis.

Staff present: Administrator Alan; teachers K. Gerding, Van Vlack.

Members of the public present:

Julie Bentz, Linda Duman, Theresa Hutchison, Jerry Duman, Jessica Packebush, Diane Duda, Denise Silbernagel, Jeanette Shelton, Brandon Gretzon, Terra Vanderhoof, Gary Kaeb.

Approval of minutes

The board reviewed the minutes from the previous meeting. Director Hern moved to approve the minutes as presented, Director Nusom seconded the motion. There was no discussion. Vote called. Yes votes; Sanders-Hower, Hern, Silveira, Nusom, Davis. No votes; 0. Motion approved.

Financial report.

The board reviewed the financial reports. There were no questions or issues. Director Silvera makes a motion to accept the financial reports as presented. Director Davis provides second for the motion. Motion was called for a vote. Directors voting yes, Sanders-Howe, Hern, Nusom, Davis, Silveira. Directors voting no, zero. Motion is approved.

Administrator’s report

The administrator reports on this month's, Professional Learning Community meeting where we began to look at data trends over the last few years and discussed some possible root causes.

Tag testing has been completed. We are currently in the process of analyzing the data.

Update on enrollment for the 2025-2026 school year shows that there are 47 students planning to be enrolled.

A new website has been created. The school website/ Facebook will be one of the summers projects for the administrator. She plans to add additional information about staff, the board members, and financial reports for transparency.

PTC report

The recent potluck was well attended and everyone enjoyed themselves. Teacher appreciation day is being planned.

There may be no jog-a-thon this year as no parent or community member has stepped up to chair the event.

The school student body has a field trip planned to the Oregon Trail Museum on the 22nd of this month.

New Business

There was a discussion of the recent audit report. Five deficiencies were mentioned. The deficiencies are repeats of the previous year’s issues. One deficiency that we can address is including all component units of the school in the audit. A letter will be sent to the Foundation addressing this issue. The PTC will need to plan inclusion in the yearly audit as they reorganize themselves.

The audit report has been signed by the Chair, and it was submitted to the Secretary of State.

The copy machine is at that age when there will soon be no parts available to repair it. A quote of $8,795.00 was received by our present supplier for a replacement copier.

The Administrator will continue to look at all options available for replacement of the copier.

The Administrator with the PACE insurance Inspector recently inspected the playground equipment. The equipment is in good working order. There were a couple of items that were noted that will need attention soon.

The middle room needs additional bookshelves. The Administrator and Teacher will be working on a plan.

Board meeting agendas and minutes will be posted to the new website.

Old Business

Changes to the portion of the By Laws regulating Officers, Article four and Updated addition to Article 3 Board of Directors were presented and read. Second reading prior to approval will occur next scheduled meeting of the board.

Some changes were made. In Article 4 more precise wording was presented to remove ambiguities. Changes made in Article 3 define that when a director’s term expires that director will no longer be serving as a director. Every April an announcement will be made alerting any interested person that there is a director’s position available to be filled. Directors will be appointed at the annual corporation meeting.

The second presentation of newly edited policies were discussed. Director Silveira moved to accept the policies as presented thereby replacing the current policies covering the same subjects as appropriate. Director Davis seconded the motion. There was no further discussion. The vote was called. Yes votes, Sander-Howe, Hern, Silveira, Nusom, Davis. No votes, 0. The motion is approved.

The question raised from last months review of the financial balance sheet, line 10.6 – designated funds, other was explained by the Bookkeeper. The fund contains the unemployment tax contribution the school pays in the event a staff member needs to collect unemployment benefits. This money must be held in reserve.\

Public Comment

Julie Bentz reported that she was a new Member of the Lourdes School Foundation. The other Members are Katrina Gerding, President, Chris Duman, Vice-President, Linda Duman, Secretary. She further states that since the By Laws require three Corporation Board Members to serve on the Foundation Board, she would like to see the rule changed to put three Foundation Board Members on the Corporation Board.

Jeanette Shelton wanted to know if the directors were wanting to do away with the school charter. Also questioned if two directors are conflicted due to one who works at the Catholic church and one who volunteers there. She also suggested that the school look at leasing a copy machine instead of buying one.

Denise Silbernagel asked why the school has started paying rent for the hall. The Chair responded that the rent has not changed, it is the same amount as it has been for at least the last ten years.

The remaining speakers also addressed the same issues reported as well as issues that have been presented without specifics during the past two meetings.

The Open Meeting was suspended at 7:15 pm to go into Executive Session.ORS190.660(2), ORS 190.660(2)f discussion of contracts and salaries. Administrator evaluation.

Returned to open session at 7:47 pm.

Director Silveira moved to approve the contract template as prepared by the attorney. Director Nusom provided the second. There was no further discussion. Vote called. Yes votes, Sanders-Howe, Hern, Silveira, Nusom, Davis. No votes, 0. Motion is approved.

Director Hern moved to close the meeting. Second provided by Silveira. Vote called. Yes votes, Sanders-Howe, Hern, Silveira, Nusom, Davis. No votes, 0. Motion approved.

The meeting ends at 7:49 pm.

Lourdes Public Charter School

Board of Director meeting minutes

May 19, 2025

The meeting was called to order at 6:30 pm by Vice-Chair Hern.

Directors present, Hern, Silveira, Nusom, Davis. Director Sanders-Howe was excused.

Staff present, Administrator Allen, Teacher Gerding.

Public present, Theresa Hutchison, Sue Gerding, Katrina Gerding, Jessica Packebush, Jerry Duman, Diane Duda,

Review of Agenda

Director Nusom moved to approve the agenda. Seconded by Director Silveira. Vote called. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. Motion approved.

Approval of Minutes

The Directors reviewed the minutes from the previous meeting. Director Davis moved to approve the minutes as presented. Second provided by Director Nusom. There was no discussion. Vote called. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. Motion approved.

Financial Report

Director Nusom made a motion to accept the financial reports as presented. Seconded by Director Davis. Vote called. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. Motion approved.

Administrator report.

Enrollment for the next school year is projected at forty-nine students pending paperwork and enrollment fees received by 5/30.

PTC Report

June 3, 2025, is the Spring Program and eight grade graduation.

June 5, 2025, is the Community BBQ and Games for the last day of school.

New Business

Director Silveira made a motion to place approval of the minutes and approval of the various financial reports under the heading of Consent Agenda. Second provided by Director Davis.

Discussion, Director Silveira explained that the Directors receive packets of information prior to the meeting to prepare. The most difficult reports to study prior to the meeting are the approval of meeting minutes and financial reports. Any questions can be answered with a request for further information prior to the meeting. Policy BDDC Board meeting agenda, paragraph 2 addresses the use of Consent Agenda. If the Directors find a need to discuss issues with Consent items they can do so during the Open Board meeting. Vote called. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. Motion is approved.

Discussion of which minutes (draft or approved) will be posted publicly was tabled to allow Director Nusom to do more research.

Discussion of the procedure for posting agendas and minutes was also tabled for further research.

The discussion of providing ZOOM for broadcasting meetings resulted in Director Silveira volunteering to research options for us. Report back at the next meeting.

Director Nusom brought up the subject of replacing the main front doorbell with a Ring camera/doorbell. The discussion was positive. There was no motion made so no action was authorized.

The subject of forming a Budget Committee was tabled until the next meeting.

Old Business

The final draft of By Laws Articles 3 and 4 revisions were read for the second time. Director Davis moved to approve the final draft of by-laws articles 3 and 4 as read. Seconded by Director Nusom. There was no further discussion. Vote called. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. The motion is approved.

Three policies from the major rework needed to be finalized by approving the final draft wording. Director Davis moved to approve the final draft as presented for the following policies.

Sick Time. Code: GCBDD/GDBDD. We will not use this suggested policy as we have adequate policy and procedures as well as contractual language in place.

Weapons in School – Staff: Code: GBJ. Retain as originally proposed.

Administrator’s Contract. Code: CBC. Remove the none required language that allows continuation of health benefits for an Administrator that is no longer employed by the school.

The second was provided by Director Nusom. There was brief discussion regarding the acceptance or rejection of suggested wording. Vote called. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. Motion is approved.

The update on replacing the copy machine was tabled pending further research.

Laptop update and discussion of procedures for retention of BOD records. A new laptop has been purchased for the purpose of recording and maintaining records of the Board. There was some discussion of retention of records, but no decisions were made.

Discussion of new features for the website was tabled until Chair Sanders-Howe returns.

Public Comment

Theresa Hutchison questioned the amended minutes from the March meeting. The Secretary will review the minutes to ensure the amendments were properly recorded.

Sue Gerding commented on the discussion regarding procuring a Ring doorbell for the front door. She brought to our attention that there is a peephole in each door, so a Ring doorbell was not necessary.

Katrina Gerding wanted to know who was invited to the Community Picnic. She also asked if the community could vote in the upcoming Director position vote. She also brought to our attention the fact that she had not received an answer to a letter she sent to the Board.

Jessica Packebush also would like to vote in the next Director election. She voiced support for the use of Zoom for Board meetings. She questioned how the Administrator was able to report enrollment for the next school year is projected at forty-nine students pending paperwork and enrollment fees received by 5/30.

The open session was suspended at 7:20 pm for the Executive Session.

The open session was reopened at 8:00 pm.

There was no business to attend to coming out of Executive session.

Director Nusom moves to close the meeting. Director Silveira seconds the motion. Yes votes, Directors Hern, Silveira, Nusom, Davis. No votes, none. Motion is approved.

Meeting is adjourned at 8:00 pm.

Next meeting to be announced.

Ken Silveira, Secretary

Lourdes Public Charter School

Board of Directors meeting minutes

June 30, 2025

The meeting was called to order at 6:30 pm by Chair Jeanne Sanders Howe.

Directors present: Sanders-Howe, Silveira, Hern, Nusom. Director Davis excused.

Staff present: Administrator Allen

Chair Sanders-Howe relayed the resignation of Director Davis effective this date due to family health issues.

Silveira motioned to accept the consent agenda as provided. Nusom seconded the motion. There was no further discussion. Vote called. Yes, Sanders-Howe, Silveira, Hern, Nusom. No votes, 0. Motion is approved.

Administrators Report.

There are 26 students enrolled with a possible 7 more in the works.

The Scio School District will be forwarding a grant payment on August 14th.

Silveira made a motion to lease the proposed replacement copy machine from the same company that we have been working with for a monthly cost of $303.16. Seconded by Nusom. Discussion centered around the various options proposed. Vote called. Yes votes, Sanders-Howe, Silveira, Nusom, Hern. No votes, 0. Motion is approved.

The Administrator updated the request for the Directors to provide personal bios for the school website. Discussion was positive. The Directors felt it was a good thing to do and will be working on it when able.

The Budget for the next school year has been completed minus the exact amount from the Literacy Grant. Silveira motioned to approve the budget as presented by the Administrator. Seconded by Hern. There was no further discussion. The motion was called. Yes votes, Sanders-Howe, Silveira, Nusom, Hern. No votes, 0. The motion is approved.

PTC report.

At the recent meeting, the PTC approved their calendar for the upcoming school year. Nusom motion to accept the calendar for the PTC and the School as presented. Silveira seconded the motion. No further discussion. Vote called. Yes votes, Sanders-Howe, Silveira, Nusom, Hern. No votes, 0. The motion is approved.

Board/Foundation relations.

Silveira motioned to hire Hungerford Law Firm to help us resolve issues with the Foundation and to appoint our Chair to be the Board’s contact with them. Hern seconded the motion. Discussion included compliance with Bylaws (how their directors are seated) records regarding length of service for each Director., State mandated regulations regarding financial reports, audits, minutes and records of the Foundation Board. There was also discussion over the issue of the Foundation having closed meetings and timely reports to the School Board of Directors. The vote was called. Yes votes, Sanders-Howe, Silveira, Nusom, Hern. No votes, 0. The motion is approved.

Silveira motioned to authorize up to $750.00 as payment for services rendered by Hungerford Law Firm for the purpose of the previous motion. Seconded by Nusom. Discussion, the law firm estimated the cost to be about $500.00 to address the Foundation issues. Previous experience has taught us to add an additional amount for time and material overruns. An additional $250.00 was then added to the proposed budget to satisfy the concerns. The vote was called. Yes votes, Sanders-Howe, Silveira, Newsom, Hern. No votes, 0. The motion is approved.

Silveira reported on the upcoming OSBA Convention. The cost for each Director would be $400.00. The Directors will check their schedules and the budget to see if anyone could attend.\

Activity fees.

Discussing this issue, it was suggested that perhaps the PTC could do a fundraising event to cover the cost of the Activities. Chair Sanders-Howe volunteered to discuss the idea with the PTC.

Public Comment

Shayla Goodell, asked the Directors to be supportive of the request to provide biographies to be placed on the school website.

The meeting was suspended to go onto Executive Session at 7:19 pm.

The meeting was called back to order at 7:30 pm.

Silveira motioned to accept the proposed salary formula developed by the Administrator. Seconded by Hern. There was no further discussion. The vote was called. Yes votes, Sanders-Howe, Silveira, Nusom, Herrn. No votes, 0. The motion is approved.

Nusom moved to approve requested time off for the Administrator. Second is by Silveira. No further discussion. Vote called. Yes votes, Sanders-Howe, Silveira, Nusom, Hern. No votes, 0. The motion is approved.

Hern Moved to adjourn the meeting at 7:33 pm. Second is by Silveira. No further discussion. Yes votes, Sanders-Howe, Silveira, Nusom, Hern. The motion is approved.

The meeting was adjourned at 7:33 pm. The next meeting is scheduled for July 19, 2025.