

LPCS Board of Directors

Corporation meeting minutes

July 21, 2025

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

Directors present, Sanders-Howe, Silveira, Nusom.

Staff present, Administrator Allen

Election of two Directors.

Silveira moved to appoint Sarah Hern to a five-year term ending June 30, 2030. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom. Motion is Approved.

Silveira moved to appoint Jennifer Clevanger to fill the remaining four years of Director Davis's term ending on June 30, 2029. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom. Motion is approved.

Directors Hern and Clevanger took their seats on the Board of Directors. This is remarkable in that the Board of Directors is made up entirely of parents and a grandparent of students and former students.

Election of Officers and Representatives

Silveira motioned to appoint Sanders-Howe as Chair. Second by Hern. Vote called. Yes, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Sanders-Howe motioned to appoint Hern as Vice-Chair. Second by Silveira. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Clevanger. Motion is approved.

Hern motioned to appoint Clevanger as Secretary. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern. Motion is approved.

Silveira motioned to approve Acuity to audit the Corporations books for the 2025-2026 fiscal year. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Silveira motioned to direct the Administrator to submit a letter to Acuity upon approval of these minutes documenting that the Corporation Board has authorized Acuity to perform the

audit for fiscal year 2025-2026. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Silveira motioned to approve PACE and Hungerford Legal Group to advise and represent the Lourdes Public Charter School. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Silveira motioned to approve Umpqua Bank to provide financial services for the Corporation. Nusom seconded. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Silveira motioned to appoint the Administrator as the Budget Officer. Seconded by Hern. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Silveira motioned to approve the following as check signers for the Corporation; Administrator Allen, Directors Sanders-Howe, Silveira, Teacher VanVleck. Seconded by Sanders-Howe. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger.

Silveira motioned to appoint Administrator Allen as the Corporation's Webmaster. Seconded by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

Silveira motioned to approve the following to be used for Corporation advertising and public announcement; Lourdes School Facebook, Scio Community Happenings Facebook, Our Towne/ Canyon Weekly papers, Starr Theatre, Scio and Stayton Post Office, Stayton Library Reader Board. Second by Nusom. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. Motion is approved.

By consensus the Board of Directors agreed to maintain the current monthly meeting schedule as the fourth Monday of each month.

There was no Foundation report.

Silveira motioned to adjourn the meeting at 7 pm. Seconded by Hern. Vote called. Yes, Sanders-Howe, Silveira, Nusom, Hern, Clevanger. The meeting was adjourned by Chair Sanders-Howe.

The next meeting of the Lourdes Public Charter School Corporation will be scheduled for July 27, 2026.

Ken Silveira, Secretary

Agenda

LPCS Board of Directors

August 25, 2025

6:30 p.m.

Call to Order

Directors in Attendance

Election of a Board Secretary

Approval of Agenda

Consent Agenda

Approval of July 21st., meeting minutes.

Approval of Financial reports.

Bank statement

Credit Card statement

Checks

Balance sheet

Profit and Loss budget report

Fund balance summary report

Admin report

I have recently completed training for the Civil Rights Coordinator position. Oregon Principal licensure completed.

PTC Report

Ice Cream social 8/27 and back to school night 9/3.

Old Business

Procedure to announce the yearly Director election

Foundation discussion update

We will need to break at 7:15 pm to meet with the Lawyer in Executive session. ORS 192.660(2)(a) To discuss the employment of staff, updated Staff contracts. ORS192.660(2)(h) To consult with counsel regarding potential litigation.

New Business

Set evaluation goals for Administrator

Hiring/compensation for new hire

Forming a budget committee

COSA Membership for Admin PDs

Public Comment

Agenda
LPCS Board of Directors
September 22, 2025
6:30 p.m.

Call to Order

Directors in Attendance

Approval of Agenda

Consent Agenda

Approval of August 25, meeting minutes.

Approval of Financial reports.

Bank statement

Credit Card statement

Checks

Balance sheet

Profit and Loss budget report

Fund balance summary report

Admin report

- the school year is off to a great start
- Continuing education conference 10/2-10/3

PTC Report

- Reading rewards party 9/22
- School pictures 9/26
- Pumpkin patch field trip 10/17
- Potluck 10/31

- starting preparations for Rotary dinner 11/19

Old Business

- Procedure for announcement of yearly Board member opening
- Evaluation Goals of Administrator
- Update on status of Acuity audit
- Foundation Discussion update
- Budget committee
- Check signers

New Business

- Repair of swings and replacement of worn materials
- Approve budget adjustments
- Approval of paying back unused grant funds

Public Comment

Executive session: To consider records exempt by law from public inspection. (ORS 192.660(2)(f))

Minutes
LPCS Board of Directors
August 25, 2025
6:30 p.m.

Call to Order 630pm

Directors in Attendance Jenn Clevenger, Jeanne Howe, Brett Nusom, Ken Silveira, Sarah Hern

Staff in attendance Karly Allen

Public in Attendance: Kyrstie Nusom, Melissa Rabuchin, Dylan Mischel, Emilee Mischel

Election of a Board Secretary- Clevenger tendered resignation as secretary, Nusom nominated as replacement by Clevenger second by Silveira motion carries unanimously

Approval of Agenda- motion made by Hern, second Clevenger motion carries unanimously

Consent Agenda- Approval motioned by Silveira, second by Clevenger motion carries unanimously

Admin report

Administrator has recently completed training for the Civil Rights Coordinator position. Oregon Principal licensure completed. Continuing ed required, submitted application for Oregon principal licensure.

On auto fill service with wilco for furnace oil, continuing service.

PTC Report

Ice Cream social 8/27 6-8:00 pm for community and school families and back to school night 9/3 6-8:00 for school families with dinner served outside

Old Business

Procedure to announce the yearly Director election- tabled for next month

Foundation discussion update, increase of payment amount – bill came out Approximately 300 over budget due to increased fees, motion made to pay up to an additional 400 to Hungerford by Silveira seconded by Hern motion carries unanimously

New Business

Set evaluation goals for Administrator- tabled for September mtg

Hiring/compensation for new hire- Rosie only able to be an employee November/December, recommends the hiring of a new TA and move Karly to part time teacher to better utilize literacy grant funds.

Admin recommends hiring of Joy Bilodeau with a start date of 1-5-26 at wage stated in the offer letter presented to the board.

Motion made to officially extend offer letter to Bilodeau by Silveira second Hern carried unanimously

Motion made to approve offer letter with changed start date made by Silveira second Clevenger motion carries unanimously

Motion made by Hern to approve administrator contracts as presented including wage increase second Silveira motion carries unanimously

Motion made by Silveira to approve part time teachers' contract seconded Clevenger motion carries unanimously

Forming a budget committee- ORS presented by Admin regarding the requirements of proper budget committee creation and requirements in budget committee function. Further information to be gathered by Silveira/Hern collaboration-tabled until further information

COSA Membership for Admin PDs- recommended by Scio Administration, provides collaborative information and professional development, thought to be very valuable by Admin Allen, cost of 695 for one-year membership. Allen suggested asking the foundation for funds.

Motion made by Nusom for Karly to approach the foundation requesting funds second silvera motion carries

Acquity Audit- no information from Acquity audit to Karly directed to reach out to Acquity for further information and to process in a timelier fashion. Reiteration that Audit of the foundation is wanted by the board.

Public Comment – None

Executive session begin at 7:06 PM

Return to open session at 8:06 PM

Motion to approve Howe to close the money market account, with up to 1000 penalty made by Nusom seconded Clevenger carries unanimously

Motion made to approve Howe as point of contact for Hungerford Law Firm, with budget of 10,000 made by Nusom second Clevenger motion carries unanimously

Motion made to direct attorney to continue as discussed in executive session

By Nusom seconded by Silveira motion carries unanimously

Next meeting 9/22/25 at 6:30 PM

Motion to adjourn at 8:09 PM by Silveira seconded by Hern motion carries unanimously

Agenda

LPCS Board of Directors

October 27, 2025

6:30 p.m.

Call to Order

Directors in Attendance

Approval of Agenda

Consent Agenda

Approval of September 22 meeting minutes.

Approval of Financial reports.

Bank statement

Credit Card statement

Checks

Balance sheet

Profit and Loss budget report

Fund balance summary report

Admin report

The charter school conference report

Open House 10/23

PTC Report

Old Business

- Procedure for announcement of yearly Board member opening
- Review admin goal and evaluation criteria
- Budget committee
- Check signers
- Swing repair

New Business

- Scheduling board visits & maintenance visits

Public Comment

LPCS Board of Directors

Minutes

September 22, 2025

6:30 p.m.

Call to Order @ 1832

Directors in Attendance Sara Hern, Ken Silveira, Jeanne Howe, Brett Nusom, Jen Clevenger

Public in attendance Melissa Rabuchin, Dylan and Emily Mischel

Approval of Agenda motion made by Silviera, seconded by Hern, motion carries unanimously

Consent Agenda motion made to approve by Silviera seconded by Clevenger, motion carries unanimously

Admin report

- The school year is off to a great start, had a great time at on field trip at Get Air
- I will be attending a continuing education conference 10/2-10/3 in Eugene,
- All info requested by Acquity for audit has been submitted waiting for further information

PTC Report has the following events planned

- Reading rewards party 9/22 At Get Air
- School pictures 9/26
- Pumpkin patch field trip 10/17 Fordyce farms
- Potluck 10/31harvest theme to include families who don't celebrate Halloween

- Starting preparations for Rotary dinner 11/19 chaired by Kyrstie and Sara

Nov14th fall carnival fundraiser beginning planning now

Old Business

- Procedure for announcement of yearly Board member opening- motion made to accept updated version of articles 3 and 4 and presented for first reading made by Silveira second Clevenger unanimously

- Evaluation Goals of Administrator

-standard 6 effective organizational and contract management chosen as area of focus

- Update on status of Acquity audit all documents submitted waiting further instructions

- Foundation Discussion update; informal meeting between Julie, Linda, Brett and Jeanne occurred 9/15/25, main concern is that documents are missing, lawyer has been brought into the loop and is currently out of town until 9/26. previously approved plan will remain in action until further board decision.

- Budget committee policy, procedure, and application first reading motion made to accept the first reading of the proposed policy and procedure by Silveira, second by Clevenger motion carries unanimously

- Establishment of new check signers is still in progress per Karly. In communication with the bank to insure proper documentation

New Business

-Repair of swings and replacement of worn materials in process with Brett and Karly

-Approve budget adjustments to reflect changes of grant funding and enrollment, motion made to approve changes as presented by Hern second by Silveira motion carries unanimously

-Approval of paying back unused grant funds approximately 14k/85k for early literacy grant motion made by Silveira second by Clevenger motion carries unanimously

Public Comment

Dylan none

Emily none

Melissa none

Executive session: To consider records exempt by law from public inspection. (ORS 192.660(2)(f))

@ 19:22

Adjourn @1934

Motion made to plan for the student discussed in executive session by Clevenger second Hern

Motion carries unanimously

Next meeting 10/27 at 1830

Adjourned at 1936 by Hern seconded by Clevenger

Agenda

LPCS Board of Directors

January 26th , 2025

6:30 p.m.

Call to Order

Directors in Attendance

Approval of Agenda

Consent Agenda

Approval of September 22 meeting minutes.

Approval of Financial reports.

Bank statement

Credit Card statement

Checks

Balance sheet

Profit and Loss budget report

Fund balance summary report

Admin report

-SIA grant status

- Acquity audit update

-PD with NWEA to look at Data trends

PTC Report

- Meeting has not occurred no report

Old Business

- Procedure for announcement of yearly Board member opening

New Business

- Foundation presentation
- Status of foundation stipend for teaching staff
- Transportation Contract
- BOY data results
- Parent volunteer requests

Public Comment

Agenda

LPCS Board of Directors

February 23 rd , 2026

6:30 p.m.

Call to Order

Directors in Attendance

Approval of Agenda

Consent Agenda

Approval of August 25, meeting minutes.

Approval of Financial reports.

Bank statement

Credit Card statement

Checks

Balance sheet

Profit and Loss budget report

Fund balance summary report

Admin report-

Recently completed 2 nd formal evaluation of teaching staff, we have been continuing our monthly event or field trip, Art show was a huge success, currently working on advertisement of open enrollment.

PTC Report

- Art show fundraiser \$894.00

- Missoula Theater 3/16-3/21 performances on 3/20 and 3/21

Old Business

-Changes to bus contract, and possible bus stipend for salaried staff

- Announcement of open board position policy

New Business

- Foundation report by Julie Bentz, 5 minutes
- Staff contract renewal

Public Comment

Executive session

- ORS 192.660 sub sections (A) and (F)

Agenda
LPCS Board of Directors
March 30th, 20266:30 p.m.

Call to Order

Directors in Attendance

Approval of Agenda

Consent Agenda

Approval of February meeting minutes.

Approval of Financial reports.

Bank statement

Credit Card statement

Checks

Balance sheet

Profit and Loss budget report

Fund balance summary report

Admin report

- Looking for part time literacy teacher and administrator
- Missoula Children's theater

PTC Report

- 4/24 speech competition and potluck at
- 4/9 bingo night at snow peak brewing

Old Business

-Budget Committee creation policy

-Wage adjustment for District transportation schedule

New Business

- 26/27 contract offer status
- open position hiring updates

Public Comment

Executive Session

ORS 192.660 sub sections A and F