Minutes prepared by:  **Douhet Wilcox**

**Location:**  **Maple Grove**

**Meeting called to order:**  6:30  
**Meeting ended:**  7:52

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**Attendance**

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<tbody>
<tr>
<td>Jeanna DeRisio</td>
<td>Brit Zimmer</td>
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<tr>
<td>Vicki Helmig</td>
<td>Terry Muilenburg</td>
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**Meeting Notes, Decisions, Issues**

**Consent Agenda:**

Jeanna DeRisio moved to approve August’s minutes. Vicki Helimig seconded. All approved.

**Board Training: Robert’s Rules of Order**

- Be courteous and get the job done (efficiency)
- One thing at a time (one motion)
- Everyone is equal
- Majority rule, minority preserved
- Only one person talks at a time (the maker of the motion)
- Subsidiary motion affects the main motion (there can be more than one)
- Question on the floor from a board member can force a vote and cease debate
- Table a motion (save it for a later time)
- Privileged motions- adjourn
- Incidental motion-point of order, question, division of the house

**Treasurer Report:**

We are meeting with the accountant to organize where our funds will go. The rent checks are hand delivered.

For advertising, we are ordering new banner for tents and ten yard signs. As of today, the only people with CC’s are the principal and board chair.

People who can view the bank account are the BOD Treasurer, Accountant and the Principal. Check approvers are Douhet Wilcox, Jeanna DeRisio and Nicole Hans. The current signer is Cheryl Goodson.

PERS issues need to be reported at the end of the year. The Paycom system is being used until the end of the quarter.

**School and Staff Update:**

Hamilton’s Grant Appliances. Mr. Madison sent in his tuition bill and it was approved to be paid to Portland State.

The Site Council’s first meeting talked about silent a auction in November. Monday lunch clubs have started at the school.

The new custodian has started, her name is, Pam Bremer. We need substitutes, especially for PE. The first newsletter went out this week.

All payroll/reimbursement issues from the last school year will be resolved by October.
We are looking for Tri II/III class to replace CCC’s art class. The Board goal expectation for Site Council is organized fundraising.

Voting:

Jeanna DeRisio moved to change board meetings from the 2nd and 4th Tuesdays to the 1st and 3rd Tuesdays. Vicki Helmig seconded. All approved

Jeanna DeRisio moved to have as signers on the Columbia Bank account, Re’ Anna Anderson, Jeanna DeRisio and Steve D Wilcox. Vicki Helmig seconded. All approved

Jeanna DeRisio moved to approve the action points in regards to the email issues from last school year. Action points to be sent to MRSB by Douhet Wilcox. Amend to have Douhet Wilcox email, as well as Terry Muilenburg hand deliver the action point document to Tony Mann. Vicki Helmig seconded the amendment. All approved. Vicki Helmig seconded. All approved.

<table>
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<th>Next Meeting(s)</th>
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<tr>
<td><strong>Date:</strong> 18 September, 2018</td>
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<tr>
<td><strong>Objective:</strong></td>
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<td><strong>Date:</strong> 2 October, 2018</td>
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<td><strong>Objective:</strong></td>
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<td><strong>Date:</strong> 16 October, 2018</td>
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<td><strong>Objective:</strong></td>
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<td><strong>Date:</strong> 6 November, 2018</td>
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<td><strong>Objective:</strong></td>
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Steps to be taken to address the concerns raised regarding the emails of formerly that arose during the last school year.

1) As a board, and in order to try and prevent this sort of thing from happening again, we will set up board governance training through OSBA or Oregon Department of Education. We are also going to invite MRSD and Molalla River Academy’s boards to participate in this training, in part to show the district what we are doing to resolve and prevent this from happening in the future and also to help with communication and unity between the district and charter schools. We will also invite our administrator, so she is also aware of proper board procedures.

2) As board members, we need to be more vocal in our concerns during board meetings as things are talked about. Some board members have mentioned they did not raise concerns they had on things they didn’t understand, trusting those who were leading the discussions. Questions need to be asked so we can all be as informed as possible.

3) We need to create clear job descriptions for board positions so we all understand what is and isn’t appropriate for us to do. We also need to define when we act as board members, when we act as parents, and not cross those lines. This will also include regular online training to keep reminding us of proper board etiquette. We are also adding monthly training on Robert’s Rules of Order to the public board meetings.

4) Kirstin will be thanked and paid for her time put in to helping Nicole get setup for this year and not asked for any further assistance.

5) We are discussing how to handle email communication between our administrator and board members so there are more eyes on conversations concerning the workings of the school.

6) An email is being prepared to be sent to parents mentioned in the personally identifiable information violation and also an email to Tony Mann regarding this entire investigation and resolution.