Minutes prepared by: **Douhet Wilcox**

**Location:** Maple Grove

**Meeting called to order:** 6:33  
**Meeting ended:** 7:31

**Attendance**
- Vicki Helmig
- Douhet Wilcox
- Terry Muilenburg

**Meeting Notes, Decisions, Issues**

**Consent Agenda:**
Douhet Wilcox moved to approve the April minutes. Vicki Helmig seconded. All approved.

**Treasurer Report:**
The bus expenses are on track. We still need to write up our response to the state. Attached is our plan of action to the state to address our deficiencies that were noted in our financial audit.

**School and Staff Update:**
The search for new teachers for next year is going well. Nicole would like to have potential teachers be able to teach some classes for review.

**Facilities:**
It would be helpful to have a flow chart posted near the school’s entrance for parents to know who to talk to, for what matter, at the school.

**Next Meeting(s)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 May, 2019</td>
<td>6:00 - 7:30 pm</td>
<td>Cowboy Coffee</td>
<td>- Public Work Session</td>
</tr>
<tr>
<td>4 June, 2019</td>
<td>6:30 - 8:00 pm</td>
<td>Maple Grove</td>
<td>- Public Board Meeting</td>
</tr>
<tr>
<td>18 June, 2019</td>
<td>6:00 - 7:30 pm</td>
<td>Cowboy Coffee</td>
<td>- Public Work Session</td>
</tr>
<tr>
<td>2 July, 2019</td>
<td>6:30 - 8:00 pm</td>
<td>Maple Grove</td>
<td>- Public Board Session</td>
</tr>
</tbody>
</table>
May 7th 2019

Enrollment: 95

Discuss:

OSAS testing is in full gear. Students are being diligent about taking it.
*As a side note, 5 students opted out of the test this year. I think we will be able to decrease that number next year, dependent upon new students.

Please give me the dates of my review.

We are supposed to be having an audit check in this month. I have not heard any specifics yet.

Teachers will be getting their end of the year observations and completing their own documents before I make the final determination of their scores that we provide to the district each fall.

Securly-our new security system is amazing! There are a few more features I need to try out and then we can move forward with setting up a payment plan. $215/month

Waiver Process for Immunizations based on new House Bill. This bill could affect enrollment.

Maintenance:
All fire services are going through Western States. They inspected and updated what was needed in order for us to be successful on our fire inspection later this month.

We need to have an electrician come out to check high voltage electricity. This is tied to the two exit lights that need to be fixed.

We will be purchasing a new door for the 4th grade room.

I will be reaching out to a specialist to find out how to repair the eroding staircases.

We will be purchasing new cafeteria tables. I am hoping to get smaller ones at Costco to replace ours. The cost should be around $600.

School Events:
Outdoor School was a success. Students returned last Friday.
Ashland students returned on Sunday. They had a great time and we collected good information from chaperones on how to make it even better next year.

Open House: Thursday, May 16th
We will be having the Latin Convention catapult there. Movie: TBD

Graduation coming up on Friday, May 31st. We have 3 graduates and it sounds like a small number of family members. Please mark it in your calendar so you can attend. It starts at 6pm.
May 7, 2019

Office of the Secretary of State
Audits Division
255 Capitol St NE, Suite 500
Salem, OR 97310

Renaissance Public Academy (known as RPA) board of directors has adopted the following plan of action to address significant deficiencies noted in our financial audit:

To ensure that journal entries are being reviewed by someone other than the person making the entry, the RPA administrative team reviews them monthly.

We will, as a board, review the bank reconciliations monthly at the time that we review the rest of our financial documents reviewed monthly.

Sincerely,
Renaissance Public Academy Board Of Directors

Vicki Helmig
Board Treasurer