

SSCS ANNUAL REPORT

Board of Directors





Board Members

Penny Walters-Chairman

Area of Expertise: Management and Personnel
Administrator, Malheur County Health Department
533 NW 16th St.
Ontario, OR 97914
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Term Expires: September 2016

James Aalgaard-Vice Chairman

Area of Expertise: Pastor, Community Relations
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Telephone: (541) 889-5586 (541) 212-3117 cell
Office (541) 889-9349
Term Expires: December 2013

Pam Wettstein-Secretary

Area of Expertise: Finance and Real Estate
Community Business Owner/Real Estate Investor
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Term Expires: September 2016

Blas Guerra

Area of Expertise: Business, Personnel
Regional Manager for Pizza Hut
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Term Expires: December 2016

Miguel Maldonado

Area of Expertise: Financial
Manager, US Bank
1221 S.W. 3rd Ave.
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Term Expires: October 2014

Chelle Robins (not a board member)

Executive Director, Four Rivers Community School
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Parma, ID 83660
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Michelle Rosales

Blas Guerra

Executive Director

Chelle Robins



A State of Oregon Sponsored Public Charter School

Annual Board Meeting

August 2, 2012
12:00 p.m. Reading Room

Action Items:

- Minutes from annual meeting July 7, 2011
- Review and approval of the 11-12 amended budget
- Election of officers/terms
- Banking designation
- Check signers
- Acceptance of motions and resolutions for the 2011-2012 fiscal year



Four Rivers Community School Inc.
Annual Board Meeting
August 2, 2012

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Penny Walters, Pam Wettstein, Blas Guerra, James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services.

Penny called the meeting to order at 12:10pm and asked for any changes or additions to the agenda. The first action item was the approval of minutes from the May board meeting. Pam moved to accept the May minutes as written; James seconded the motion to accept the minutes. The motion unanimously passed.

11-12 Budget

Overall the 2011-12 budget came in under what was initially projected. Pam moved to approve the 11-12 amended budget as proposed with supporting documentation provided in the board packet. Blas seconded them the motion; the unanimously motion passed.

Election of Officers

Next, the discussion turned to terms and officers of the board. The board asked if there was a minimum attendance requirement for board members. Chelle said she would check into that. At this time, nominations were opened up for the chair, vice-chair, and secretary position on the board. Pam nominated Penny for the chair position and James for the vice-chair position; Penny nominated Pam for the secretary position. Blas seconded the nomination; Penny, Pam, and James accepted the nomination.

Banking designation

Currently, all banking is done through Intermountain Community Bank (ICB); this includes checking as well as money market accounts. The board agreed to continue to use ICB. Pam moved to continue to keep all deposit accounts at ICB. Blas seconded the motion; the motion passed unanimously. Pam, Penny, Miguel, and Chelle will continue to be check signers for FRCS.

2010-11 Finalization of motions

James moved to accept and finalize all 2011-12 board motions; Pam seconded the motion and the motion passed unanimously.

Penny stated that this concluded the annual meeting portion. James moved to close the annual meeting; Pam seconded and the motion passed unanimously. Meeting adjourned.



Four Rivers Community School Inc.
Regular Board Meeting Minutes
August 2, 2012

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in the City of Ontario, Oregon at 12:30pm. Board members present were: Penny Walters, Pam Wettstein, Blas Guerra, James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services.

Penny opened the meeting at 12:30pm and asked if there were any changes or additions to the agenda. Chelle asked to add lunch prices, refinance, and OSBA. Pam moved to accept the additions to the agenda; James seconded the motion and the motion passed unanimously.

Minutes

Minutes from the May 3rd meeting were reviewed. Pam moved to accept the May minutes as written. Blas seconded the motion; the motion passed unanimously.

Financials

1. Chelle reported that FRCS is at about 8% of the budget for the 2012-13 fiscal year.

Pam moved to approve the financials as written for July 31, 2012. James seconded motion and the motion passed unanimously.

Resignation/Release

Chelle noted that the 6,7, and 8 grade math teacher resigned on July 31, 2012. The Director provided a written release from the contract. If the new hire passes the math test, Chelle asked the board to approve his contract. James moved to accept the new contract for the new math teacher pending the passage of the math endorsement test or move forward with a qualified candidate. Blas seconded the motion; the motion unanimously passed. Pam also mentioned that the board might consider a financial penalty to deter teachers from resigning after contracts have been signed.

Changes in Kindergarten:

Chelle discussed that, while at the OABE conference, research was presented on how to lower the achievement gap. She noted that research supports Kindergarten moving to a 90/10 (Spanish/English) model. For the 12-13 school year, Kindergarten will move to that model; there was also a parent meeting to let parents know of this change. Chelle noted that parents were supportive about the new model and didn't foresee any student movement

12-13 Budget

Chelle asked the board to carry over \$43,000 to the 12-13 budget. With more employees taking insurance and with raises given, that money could help fund additional technology and curriculum. Pam moved to keep the \$43,969.38 overflow from the 11-12 budget and carry over to the general fund for 12-13 budget. James seconded the motion; the motion unanimously passed.

Security Cameras

Chelle discussed the prospect of adding security cameras to the FRCS campus. She noted that the school has sustained a few instances of graffiti. The bid she got was for \$13,742 for 14 cameras that are not digital. The wiring can come from eRate which pays for 90%; the school would pay the remaining 10%.

Meal Prices

Chelle noted that the USDA meal prices are up to \$2.40; this is up .05 from the previous year.

Refinance

Since interest rates are lower, Chelle discussed the option of refinancing. The current interest rate of the loan is at 6% and payments are over \$13,000/mo. Refinancing could cut payments down to \$10,000-\$11,000 on a 20 year note. Chelle noted that the school would shop around for the best deal.

OSBA

James discussed possible resources for the evaluating tool for the FRCS Director from OSBA. He also noted that a representative from OSBA would be willing to come and help implement the evaluation tool the board decided on. James said he would forward the email from OSBA to the rest of the board. The board decided that for this year, the director could create goals for the school within the 12-13 school year.

Updates:

1. Schooling: Chelle noted that she took 2 classes over the summer from University of Idaho but will plan to transfer to NNU in the fall to continue working toward her Superintendent degree.

Pam moved to close the meeting; James seconded the motion and the motion passed unanimously. Meeting Adjourned.

Next board meeting will be Thursday, September 20 at noon



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September 20, 2012 Reading Room Board Meeting Agenda

- Changes/additions to the agenda (action)
- Minutes from August 2, 2012 (action)
- Financials ending 8.31.12 (action)
- Transportation (discussion)

Public comment

Public Comment:

Parents and Visitors,
Four Rivers Community School is a non-profit board that holds public meetings approximately once a month. The meetings are held at Four Rivers Community School. During the meetings we ask that you reserve your comments and questions until the public comment time on the agenda. You must sign in if you would like time to speak. At that time the board president will ask for public comment and if you choose to participate you will have a 3 minute time limit and up to 5 speakers on the same topic. Thank you.



Four Rivers Community School Inc.
September Board Meeting
September 20, 2012

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Penny Walters, Pam Wettstein, Miguel Maldonado, James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services.

Penny called the meeting to order at 12:30pm and asked for any changes or additions to the agenda. The first action item was the approval of minutes from the August board meeting. Pam moved to accept the August minutes as written; Miguel seconded the motion to accept the minutes. The motion unanimously passed. Penny asked if there were any changes to the agenda. Chelle asked if she could add an update on the refinance of the building.

Financials

- Chelle reported that FRCS is at about 8% of the budget for the 2012-13 fiscal year.
- New Hire Expense (line 84): Chelle noted that this was an unexpected expense in the hiring of the new math teacher for the prep school.
- Books (line 140): James inquired the type of books that were allocated to line 140. Chelle noted that the expenses were mostly for student books.

Pam moved to approve the financials as written. Miguel seconded motion and the motion passed unanimously.

Security Cameras

Chelle reported that with the increase in vandalism at FRCS, the need for security cameras has become a priority. Although security cameras were not added in the 12-13 budget, the board agreed the carryover money from the previous budget could be used to cover the cost of the security cameras. eRate money has not come through yet, but if approved will be used to cover the wiring of the cameras.

Transportation

After working with ODE on the requirements and regulations on busses, FRCS was not able to purchase a bus. At this time, FRCS will continue looking for busses that meet Oregon requirements.

Refinance

Since interest rates are lower (about 3%), Chelle discussed the option of refinancing. The current interest rate of the loan is at 6% and payments are over \$13,000/mo. Refinancing could cut payments down to \$10,000-\$11,000 on a 20 year note. Chelle noted that the school would shop around for the best deal. FRCS will submit their paperwork to the following banks for refinance: Intermountain Community bank, NCB Capital Income (holds the current loan), and US Bank. The appraisal for the new loan would cost about \$4,000; that cost could be added to the loan. There was also discussion around the possibility of having to move deposit accounts to the bank that holds the refinance loan.

Miguel moved to close the meeting; Pam seconded the motion and the motion passed unanimously. Meeting Adjourned.

Next board meeting will be Thursday, October 18, 2012 at noon

Raeshelle Meyer



Four Rivers Community School Inc.
October Board Meeting
October 15, 2012

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Pam Wettstein, Blas Guerra, James Aalgaard, Michelle Rosales. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services.

James called the meeting to order at 12:13 pm and asked for any changes or additions to the agenda. The first action item was the approval of minutes from the September board meeting. Pam moved to accept the September minutes as read; Michelle seconded the motion to accept the minutes. The motion unanimously passed. Michelle asked to add evaluation to the agenda. Pam moved to approve the agenda, Michelle seconded the motion; the motion unanimously passed.

Financials

1. Chelle reported that FRCS is at about 8% of the budget for the 2012-13 fiscal year.
2. There are some overages in some areas; the board previously approved the use of the carryover money from the 11-12 school year to help absorb those overages.

Pam moved to approve the financials as written. Blas seconded motion and the motion passed unanimously.

New facility project:

Chelle discussed the vision for the new Family Education Center. Copies of the proposed building were distributed to board members. The facility would be opened up to many non-profit community partners. The facility would also have an early childhood bilingual library. Initially, Chelle met with Dr. Easley to inquire about the vacant property east of FRCS. At that time, Dr. Easley gave FRCS permission to measure the land to determine if the proposed facility would fit. Chelle contacted Dave Anderson to get some ideas about possible grants to fund the facility. The grant writer noted that FRCS needs to own the property where the building will sit in order to be eligible for grants. Michelle inquired about parking; Chelle noted that CK3 said FRCS has enough parking to accommodate the facility. Chelle also noted that when talking to Stephen Long, he suggested that FRCS could use \$200,000-\$300,000 cash and then take out a construction loan for the remaining balance to fund half of the facility. The rest of the facility would be paid for through grants. Michelle moved to continue to explore the planning and design of the Family Education Center as led by the administration and executive committee; Blas seconded the motion. The motion passed unanimously.

Contract for grant writer:

Chelle inquired about hiring Dave Anderson as the grant writer for the project. He has written grants for both the Arock and Crane facilities. Arock paid \$600-\$900/month for the grant writer for about 12-15 months. The proposal submitted by the grant writer included a contract. Chelle will add consulting to amended budget. Blas moved to move forward on the grant writer; Pam seconded the motion. The motion unanimously passed.

Refinance update and resolution 12-001

Chelle presented a banking resolution that gives she and Pam the authorization to act on behalf of the board to sign the FRCS refinance documents. Michele moved to accept resolution 12-001; Blas seconded. The motion unanimously passed.

School Report Card and Assessment update

Chelle presented the school report card and noted the satisfactory rating. Pam asked if the scores affected any funding; Chelle noted that funding is not attached to the scores.

Audits-schedule auditor

Chelle will schedule the auditor for the next board meeting

Updates:

1. Evaluation: Michelle discussed moving forward with creating an evaluation tool for the director.

Pam moved to close the meeting; Blas seconded the motion and the motion passed unanimously. Meeting Adjourned.

Next board meeting will be Thursday, November 15 at noon



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Chelle Robins



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November 15, 2012 Reading Room Board Meeting Agenda

- Changes/additions to the agenda (action)
- Minutes from October 16, 2012 (action)
- Financials ending 10.31.12 (action)
- Audit review with Steve Long and Judy Snyder
- Amended budget (action)
- Update on refinance
- Update on Family Education Center/Grant writer
- Letter from Mike Hannigan regarding Boys & Girls Club building
- District attorney and court case update

Public comment

Public Comment:

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Four Rivers Community School Inc.
November Board Meeting
November 15, 2012

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Pam Wettstein, James Aalgaard, Michelle Rosales, Penny Walters. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services, Stephen Long, and Judy Snyder.

Penny called the meeting to order at 12:10 pm and asked for any changes or additions to the agenda. The first action item was the approval of minutes from the October board meeting. Pam moved to accept the October minutes; Michelle seconded the motion to accept the minutes. The motion unanimously passed. Penny asked to add evaluation to the agenda. James moved to approve the agenda, Michelle seconded the motion; the motion unanimously passed.

Financials

1. Chelle noted that the comments off to the side are the amended expenses that need to be approved. She also noted that many expenses are front-loaded expenses due to school start up.
2. The balance sheet was unavailable

Pam moved to approve the financials as written. James seconded motion and the motion passed unanimously.

Audit review

Stephen Long reviewed the audits and reported that FRCS accounting is "fairly stated". The highlights include increase in net assets as well as an increase in some capital assets. FRCS net worth was discussed and provides a snapshot of FRCS financials as of June 30, 2012. Profit and Loss statement revealed half of all revenue goes to instruction. Stephen also reported that accounting policies for FRCS are "standard". Included in the audit was a schedule of detailed activities which outlines all revenues and expenses.

Amended Budget:

Chelle noted that there is a decrease in revenue from the state so some items will need to be adjusted. Chelle also reported that FRCS netted \$5,100 in doughnut sales. Furniture and testing expenses increased. Chelle noted that consultant fees were reduced from 12,000 to 8,000; this expense was for forensic accounting.

Pam moved to approve the amended budget; James seconded the motion. The motion passed unanimously.

Update on refinance:

Chelle noted that the appraiser was at the school and she would be hearing soon how the building appraised. Following the appraisal, FRCS would be able to determine if a refinance would benefit the school.

Update on family education center/grant writer:

The grant writer is visiting FRCS November 16th. Chelle presented a preliminary drawing for the family education center to the board. James asked about the time frame; Chelle said she would like to be digging by fall 2013.

Boys and Girls Club facility:

Boys and Girls Club will be moving out of their current facility into the Odyssey Building on the Ontario Middle School campus beginning January 2013. The owner of the property presented Chelle with a sale cost proposal for the soon to be vacant building. Following some discussion, the board decided not to further pursue the purchase of the building.

District attorney and court case update:

Chelle reported that there is one last court date; the former employee will bring a \$10,000 cashier's check. The \$10,000 check will pay off the forensic accountant fees.

Evaluation:

Penny handed out goals that she asked the director to create as a possible evaluation tool. Chelle noted that she created goals that fit into what she does at FRCS. James asked what the next steps might be. Pam noted that the board would assist the director in creating goals in the upcoming school year and then come together at the end of the year to meet. Michelle noted that a comments section could be added. It was discussed that the board could, in the future, seek a 360 evaluation. Pam moved to use the evaluation tool; Michelle seconded the motion. The motion unanimously passed.

James moved to close the meeting; Michelle seconded the motion and the motion passed unanimously. Meeting Adjourned.

Next board meeting will be Thursday, January 17 at noon



Four Rivers Community School

Special Meeting

December 14, 2012

A special meeting of the Four Rivers Community School, Inc. Board of Directors on December 14, 2012. Board Members present were: Pam Wettstein, James Aalgaard, Michelle Rosales, and Miguel Maldonado. Others present were: Chelle Robins, Executive Director.

James called the meeting to order at 8:00 am. The first item was the approval of the amended budget. The amendments include the inclusion of income from the settlement and other minor changes to income and expenses based on fall actuals. The amended budget was approved unanimously.

The second item was the approval to move forward with a services agreement with Casa of Oregon. Casa of Oregon would be instrumental in working toward a Community Development Block Grant for the new Family Resource Center. Chelle seeks board approval to move forward with the services agreement if FRCS is eligible. The board approved the motion unanimously.



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January 17, 2013 Reading Room Board Meeting Agenda

- Changes/additions to the agenda (action)
- Minutes from December 14, 2012 (action)
- Financials ending 12.31.12 (action)
- State of Oregon Pest report (action)
- Facility
 - ✧ Grant/Financing updates (discussion)
 - CDBG
 - Foundation
 - US Bank
 - ✧ Capital Campaign
 - Small grant from Ford Family for a consultant
 - Board's role

Public comment

Public Comment:

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Four Rivers Community School Inc.
January Board Meeting
January 17, 2013

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Pam Wettstein, James Aalgaard, Michelle Rosales, Penny Walters, Blas Guerra. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services.

Penny called the meeting to order at 12:15 pm and asked for any changes or additions to the agenda. The first action item was the approval of minutes from the December board meeting. Michelle moved to accept the minutes, James seconded the motion. The motion unanimously passed. Penny asked for changes in agenda. Chelle asked that staff resignation be added. James moved to approve the agenda, Michelle seconded the motion; the motion unanimously passed.

Financials

1. Chelle highlighted total savings and cash in accounts.
2. Monthly statements: Chelle asked the business manager to prepare two types of monthly statements; one detailed and one less detailed. Pam thought that having the detailed statements quarterly would be fine. James noted that the detailed statements were helpful. Michelle also agreed the detailed statements were good. General consensus from the board was to continue to see the detailed statement monthly at board meetings.

Pam moved to approve the financials as written and continue to do the detailed report. Michelle seconded motion and the motion passed unanimously.

Staff Resignation

Chelle reported to the board that the prep school math teacher has resigned. His last day will be Friday, January 18th. The long-term substitute will begin Tuesday, January 21st. James moved to accept Carlos Recinos' resignation from FRCS; Pam seconded the motion. The motion passed unanimously.

Annual Pest Report

Raeshelle presented the IPM annual report to the board. Pam moved to approve the annual IPM report; Blas seconded the motion. The motion passed unanimously.

Facility:

- Grant/Financial Updates: Chelle handed out blue prints of the new education facility to board members. Chelle outlined the facility and its potential uses. She also discussed possible non-profit partners and invited board members to provide any names of additional partners. Chelle also noted that the CDBG grant did not work out. In using the CDBG grant money, Davis-Bacon wages would be imposed. This would increase the cost of the facility by about 30% and would only be used for the non-profit offices.
- Capital Campaign: Total capital campaign goal would be about \$750,000. Chelle noted that there is a technical assistance grant to help with strategic planning with the Director as well as the board for the project. Pam asked if Chelle had an idea of how much FRCS could get in grants. Chelle responded that the funders would like FRCS to come to the table with half of the total amount. James noted that a consultant might be a good idea to help organize the project around the capital campaign.

Pam moved to close the meeting; Michelle seconded the motion and the motion passed unanimously. Meeting Adjourned.

Next board meeting will be Thursday, February 17 at noon



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March 21, 2013 Reading Room Board Meeting Agenda

- Changes/additions to the agenda (action)
- Minutes from January 17, 2013 (action)
- Financials ending 2.28.13 (action)
- Facility
 - ✧ Strategic Plan (discussion)
 - ✧ OCF Visit
 - ✧ Next Steps
- State Board Presentation

Public comment

Public Comment:

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Four Rivers Community School Inc.
March Board Meeting
March 21, 2013

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Pam Wettstein, James Aalgaard, Michelle Rosales, Blas Guerra, and Penny Walters. Others present were: Raeshelle Meyer-Director of Student Services.

Penny called the meeting to order at 12:13 pm and asked for any changes or additions to the agenda. No changes were made. The first action item was the approval of minutes from the January board meeting. Michelle moved to accept the minutes; Pam seconded the motion. The motion passed unanimously.

Financials

1. The board viewed the financials ending 2.28.13. James inquired about the SYS Funds and the possible repayment. Raeshelle noted that FRCS was at about 67% of the projected budget.

Pam moved to approve the financials as written. James seconded motion and the motion passed unanimously.

Facility:

- Strategic Plan: Raeshelle gave an overview of the strategic planning work sessions and went over the draft of the strategic plan. Raeshelle noted that the consultant who led the strategic planning was funded mostly through a technical assistant grant. Raeshelle also noted that the draft of the strategic plan was also being scrutinized by FRCS' grant writer and feedback would be given to Jan (strategic planning consultant) so that the plan was ready to be given to potential funders. Raeshelle also asked board members to look over the plan and provide any feedback.
- OCF Visit: Michelle began by providing an overview of the Oregon Community Foundation visit. Michelle noted that Maureen Thomas (OCF regional director) was very excited about the community center and especially the dual-language library. Pam discussed her visit with Maureen and said she inquired about the academic programs at FRCS. James noted that there was also discussion surrounding the existing debt and the boards' views on taking on additional debt for the community center. James said that overall, the board felt good with the fiscal soundness of the school.
- Next Steps: Raeshelle noted that the next steps in the process would be to finalize the strategic plan and work on the first fundraiser. To celebrate charter school week, FRCS will host a non-event. Invitations and a packet of flower seeds will be sent to the families and other partners asking for donations.

State Board Presentation

Raeshelle reported that Chelle's presentation to the state board was one of the best yet. Chelle was able to showcase FRCS' accomplishments such as students taking the CLEP test for college credit. The board was impressed with the sustainability of the school and additional opportunities as FRCS moves forward. The state board will be visiting FRCS for a site visit sometime in April.

Pam moved to close the meeting; Michelle seconded the motion and the motion passed unanimously. Meeting Adjourned.

Next board meeting will be Thursday, April 18 at noon



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April 16, 2013 Reading Room Board Meeting Agenda

- Changes/additions to the agenda (action)
- Minutes from March 21, 2013 (action)
- Financials ending March 31, 2013 (action)
- Oregon Department of Education and State Board of Education focus group for annual site review

Next meeting:

May 16, 2013
Budget and contracts

Public Comment:

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Four Rivers Community School Inc.
April Board Meeting
April 16, 2013

A meeting of the Board of Directors of Four Rivers Community School, Inc., was held at the Four Rivers Community School, in Ontario, Oregon. Board members present were: Pam Wettstein, James Aalgaard, Michelle Rosales, Blas Guerra. Others present were: Chelle Robins-Executive Director, Raeshelle Meyer-Director of Student Services, Margaret Bates-Oregon Dept. of Education, David Bautista-Oregon Dept. of Education, Kate Pattison-Oregon Dept. of Education, Samuel Henry-Oregon State Board of Education, Anne Gurnee-Exec. Director, SW Charter School, Grace LaBlanc-Consultant.

James called the meeting to order at 12:23 pm and asked for any changes or additions to the agenda. No changes were made. The first action item was the approval of minutes from the March board meeting. Pam moved to accept the minutes; Michelle seconded the motion. The motion passed unanimously.

Financials

1. The board viewed the financials ending 3.31.13. Chelle noted that FRCS is about 75% of the projected budget. FRCS is still in the process of moving accounts to US Bank. Chelle also noted that the e-Rate for wiring is coming soon; may have to use some savings to get cameras for the amphitheater.
2. Chelle noted that administration is working on contracts and budgets now and will be staying with the same insurance plan (Health Reimbursement) as the 2012-13 school year.

Pam moved to approve the financials as written. Blas seconded motion and the motion passed unanimously.

Michelle moved to close the meeting; Pam seconded the motion and the motion passed unanimously.

Meeting Adjourned.

Next board meeting will be Thursday, May 16 at noon



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Board of Directors

Penny Walters
Chairman

James Aalgaard
Vice Chairman

Pam Wettstein
Secretary

Miguel Maldonado

Michelle Rosales

Blas Guerra

Executive Director
Chelle Robins



A State of Oregon Sponsored Public Charter School

May 15, 2013
Reading Room
Board Meeting Agenda

- Changes/additions to the agenda (action)
- Minutes from April 16, 2013 (action)
- Financials ending April 30, 2013 (action)
- Draft budget 2013-2014 (action)
- FRCS family letter requesting leave (action)
- FRCS employee contracts 2013-2014
- OCF grant declined-next steps
- Executive Director evaluation and contract

Next meeting:

No meeting in June

Public Comment:

Parents and Visitors,

Four Rivers Community School is a non-profit board that holds public meetings approximately once a month. The meetings are held at Four Rivers Community School. During the meetings we ask that you reserve your comments and questions until the public comment time on the agenda. You must sign in if you would like time to speak. At that time the board president will ask for public comment and if you choose to participate you will have a 3 minute time limit and up to 5 speakers on the same topic. Thank you.

Meeting Minutes



A Meeting of the Board of Directors of Four Rivers Community School Inc., was held at the Four Rivers Community School Reading Room in Ontario, Oregon. Board members present were: Pam Wettstein, James Aalgaard, Michelle Rosales, and Penny Walters. Others present: Chelle Robins, Executive Director.

Penny called the meeting to order at 12:00 noon and asked for any changes or additions to the agenda. No changes were made. The first action item was the approval of the minutes for April 16, 2013. Michelle moved to approved the minutes as written and Pam seconded the motion. Motion carried.

The second item was the financials. The school is near the end of the fiscal year and should finish a little under budget with a good cash standing. Chelle does not anticipate any major expenses before year end. James moved to accept the financials as presented, Pam seconded the motion. Motion carried.

Chelle presented the draft budget for the 2013-2014 school year. Employees received raises for the next year and other expenses will be similar to the 2012-2013 school year. The school has saved a substantial amount in the area of health insurance with the new partial self-funding program. Administration intends to continue with the program into the next fiscal year. This budget will be the working budget until numbers are finalized with enrollment and State School Fund in September 2013. Pam moved to accept the draft 2013-2014 budget, Michelle seconded the motion. Motion carried.

Chelle presented the letter from the Longoni family regarding a leave of absence during the 2013-2014 school year. They will be in Argentina for about 6 weeks. FRCS will be required to withdraw the students from the Student Information System after 10 days. The family is requesting to have their seats held while their children are studying Spanish in Argentina. Chelle noted that she is a certified teacher and also subs for the school. Chelle feels confident that the family will continue studying while away. Pam motioned to accept the family's request, Michelle seconded the motion. Motion carried.

The next item included the denial from Oregon Community Foundation for the new facility. The denial from this foundation puts the project behind financially. In turn, the board and administration would need to raise more capital. Chelle also The board began discussions and decided to look at other options regarding the building to bring down the square footage so minimal capital would need to be raised.

The board met regarding the Executive Director's evaluation and salary. Penny met with Chelle earlier in the week regarding her evaluation using the goals that were approved by the board earlier in year. Chelle has met most of her goals and has some that are still in progress. The board would like Chelle to report back with a narrative response to each of the goals. The board would also like a report on her progress toward her superintendent's certificate and grades from classes paid for by FRCS. This will be reviewed at a later board meeting. Penny noted that the salary for the administrator typically remains the same for 3 years and this is the third year. Penny discussed a salary increase with the board that brings the Executive Director's salary more in line with her level of duties, responsibility and the Ontario administrative salary schedule. The board unanimously approved a raise of approximately .065 percent raise.

The board adjourned at 1:15 pm.
