

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
541-889-7279 wk 541-881-8184 hm
541-212-9611 cell
Term Expires: September 2013

Pam Wettstein-Secretary

Area of Expertise: Finance and Real Estate
Community Business Owner/Real Estate Investor
57 Lauren Dr.
Ontario, OR 97914
541-881-0012 hm 541-889-6666 wk
541-212-6622 cell
Term Expires: September 2013

Miguel Maldonado

Area of Expertise: Financial
Manager, US Bank
1221 S.W. 3rd Ave.
Ontario, OR 97914
541-889-2822 hm (541) 212-3598 cell
Term Expires: October 2014

Michelle Rosales

Area of Expertise: Education-community
leadership, Eastern Oregon University partner
1718 Hickory Ave.
Fruitland, ID 83619
541-473-9412 hm
541-310-8124
Term Expires: May 2014

James Aalgaard-Vice Chairman

Area of Expertise: Pastor, Community Relations
1735 SW 12th St
Ontario OR 97914
Telephone: (541) 889-5586 (541) 212-3117 cell
Office (541) 889-9349
Term Expires: December 2013

Blas Guerra

Area of Expertise: Business, Personnel
Regional Manager for Pizza Hut
236 SW 3rd St.
Ontario OR 97914
541-216-1020 – Cell
Term Expires: December 2013

Chelle Robins (not a board member)

Executive Director, Four Rivers Community School
27022 Gotsch Rd.
Parma, ID 83660
541-889-3715 wk 208-722-7050 hm
208-573-3980 cell



Four Rivers Community School Inc.
Annual Board Meeting
July 7, 2011

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, Michelle Rosales, Blas Guerra. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services, and Mrs. Draper-Parent

Penny called the meeting to order at 12:00pm and asked for any changes or additions to the agenda. The first action item was the approval of minutes from the June board meeting. Pam motioned to accept the June minutes as written; Michelle abstained from voting and Blas seconded the motion to accept the minutes. The motion unanimously passed.

The 2011-12 budget was discussed next. Chelle discussed additions and deletions from the previous budget. Discussion ensued about raising the student count to 30 in classrooms in grades 6, 7, and 8. Pam asked about enrollment totals. Chelle responded that enrollment was about 244 students. Chelle noted that the budget is a projected budget based on enrollment and the board would have an opportunity to review the budget again in September. Pam made a motion to accept the budget as written for 2011-12 school year. Michelle seconded them the motion; the unanimously motion passed.

Next, the discussion turned to terms and officers of the board. It was noted that the end of Miguel's term was coming up; Chelle said she would check in with him and ask him his intentions with his service on the board. Chelle also suggested that perhaps the addition of a vice-chair may be appropriate in lieu of the chair not being able to attend meetings. The vice-chair would also be part of the executive team and Pam noted that this person would give the executive team another voice. Michelle concurred with Pam and Chelle and said she would be willing to fill that spot if needed. Pam moved to add a vice-chair position to the board and executive team. Blas seconded the motion and the motion passed unanimously. With the addition of this position the board discussed who may be willing to serve as vice-chair. Pam nominated James and Michelle seconded the nomination. At this time, nominations were opened up for the chair and secretary position on the board. Michelle nominated Penny for the chair position and Pam for the secretary position. Blas seconded the nomination and both Penny and Pam accepted the nomination.

Banking designation was next on the agenda. Currently, all banking is done through Intermountain Community Bank (ICB); this includes checking as well as money market accounts. ICB provides a courier which is a benefit in using this bank. Chelle requested that the Director of Student Services could be added as an additional person to cash petty cash checks. Pam suggested that petty cash should be balanced weekly. Pam moved to allow Director of Student Services to cash petty cash checks. Michelle seconded the motion and the motion passed unanimously. A second motion was made by Pam to continue to keep all deposit accounts at ICB. Blas seconded the motion; the motion passed unanimously. Pam also motioned to add James as a check signer; Michelle seconded the motion. The motion passed unanimously.

2010-11 Resolutions: Michelle moved to accept Resolutions 2010-11; Pam seconded and the motion passed unanimously.

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



Four Rivers Community School Inc.
Regular Board Meeting Minutes
July 7, 2011

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, Michelle Rosales. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services, and Mrs. Draper-Parent.

Penny opened the meeting at 12:30pm and asked if there were any changes or additions to the agenda. Pam moved to accept the agenda as written; Michelle seconded the motion and the motion passed unanimously.

Minutes: minutes from the June 2nd meeting along with the May meeting minutes were reviewed. The May minutes were included in the board packet with board recommended revisions. Pam moved to accept both the revised May minutes along with the June minutes as written. Michelle seconded the motion; the motion passed unanimously.

Financials

1. As Ontario School District transitions to a new business manager there was a discussion of possibility having a consultant review our accounts receivables. No action taken.
2. Memo for USDA-Chelle reported that schools have to use general funds to pay student meal balances. Chelle noted that FRCS is now moving to a prepay system for meals.
3. Pam asked about the budget amount for Legal Services. Chelle noted that \$5,000 is the estimated budget for legal.
4. Consultants-FRCS has needed to utilize consulting services for the recent civil rights complaints; Pam recommended that money may need to be moved around in order to be able to pay for those services.

Pam moved to approve the financials as written for June 30, 2011. Michelle seconded motion and the motion passed unanimously.

Change annual meeting date: Chelle noted that the school's attorney suggested that the FRCS bylaws be changed to reflect a more flexible annual meeting date. He suggested making the annual meeting date a range such as May-August. Pam moved to change the bylaws to reflect a range of May-August for the Annual Meeting date. Michelle seconded the motion and the motion passed unanimously.

Charter contract: ODE approved a 5 year contract for FRCS; this needs to be signed by the board chair. A meeting between ODE, Ontario School District and FRCS needs to take place to discuss if Ontario School District would like to be FRCS' sponsor or if they would like to opt out and ODE would continue to be the sponsor. If Ontario School District did become FRCS sponsor, FRCS could only receive 80% whereas the school now receives 90% with ODE as the school's district. Michelle moved to accept the new charter contract as written; Blas seconded the motion and the motion passed unanimously.

Seal Coating: There are currently \$30,000 budgeted for renovations. Seal coating is needed for the parking lot. There are three bids and each bid was broken down into 3 phases. Pam suggested doing all 3 phases; however Blas suggested that the first two phases be completed this year, so there is money left for unexpected expenses. Blas also suggested that arrows be added to help guide visitors at the school. Penny inquired about adding another curb cut for an exit; Chelle reported that the city would not allow an additional curb cut. Pam moved to use the quote from Guardian which is \$12,431 and complete phases 1 and 2. Blas seconded the motion and the motion passed unanimously.

Testing: ODE came to FRCS and conducted an investigation on allegations of testing improprieties. Chelle reported that through triangulation of student data, ODE found that there was no evidence of testing impropriety. This was reported out to parents in a letter from ODE.

May 25 meeting board responses: The board drafted responses to parents of FRCS following the May 25th board meeting. These responses were reviewed by board members. Pam asked that an addition of two meetings that were "town hall" in approach be held each year in the evening. Michelle and Blas agreed so the addition was made to the drafted responses. Once the addition has been made Chelle will send the revised draft to board members for approval. The date the two evening meetings will take place are: the 1st Thursday in November 2011 and the 1st Thursday in March 2012 at 6:00pm.

Out of State Students: Chelle will check on a date in the May 25th board responses for accuracy.

Retention Policy: Chelle noted that she sent FRCS retention policy to Oregon School Boards Association (OSBA) and OSBA reviewed the retention policy as sound and provided due process to parents. Pam suggested that the retention policy be given to parents at the beginning of the year to sign that they have read the policy and agree.

Transferring Students: Pam noted that, through no fault of the Director, students who transfer do so for many reasons. After talking with some parents, Pam relayed that many students transfer for social reasons; since FRCS is a school of choice, students will transfer and that is at no fault of the Director of FRCS. Next, there was discussion about how best to deliver the board responses to parents. Chelle suggested sending a postcard to all parents letting them know that the board responses could be picked up in the office or it could also be mailed if requested. Pam suggested that the information be posted on the website as well.

Civil rights complaints: No update at this point

New Hires: Kirsten Richard was hired for the prep school math position, Leonel Martinez was hired for the prep school science position and Kimberly Ruiz will be the Language Arts teacher for prep school. Raeshelle Meyer will work closely with Kirsten and Kerri Wenger will teach with Leonel in the first weeks. These teachers will be meeting over the summer to construct a model of learning with project-based and service-learning components. There will be more integration of students in grades 6, 7, and 8. Raeshelle Meyer was also hired as the Director of Student Services. Interviews for the dance teacher position are underway and will have a person hired by Monday, July 11th.

Pam asked if there was any public comment. Mrs. Draper said she did not wish to give comment. Pam then moved to close the meeting; Blas seconded the motion and the motion passed unanimously. Meeting Adjourned.

No August board meeting will be held.



Four Rivers Community School Inc.
September Board Meeting
September 1, 2011

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, Michelle Rosales, Blas Guerra, and James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services. Penny Walters came shortly after the meeting started.

James called the meeting to order at 12:00pm and asked for any changes or additions to the agenda as well as approval of the minutes from the July meeting. Pam moved to accept the agenda and July minutes as written; Blas seconded the motion. The motion unanimously passed.

Financials

1. Chelle reported that the amount in the money market account is a true carryover amount. Pam asked if there were any outstanding loans other than the loan for the building. Chelle reported that the only loan the school currently had was for the building.
2. Chelle stated next that the fiscal year was from July 1st to June 30th. Pam asked if all of the attorney fees had been paid. Chelle responded that attorney fees had been paid; however there are more bills coming. These are expenses related to issues from Spring 2011.
3. Chelle reported that \$20,000 out of the \$30,000 budgeted for renovation had already been spent. Because of the age of the HVAC units, more and more of them will need to be replaced. In total, there are 16 units. It will be important to keep renovation budgets up as those units are about \$5,000 each to replace.
4. James inquired about using renovation money to help pay for the roof of the amphitheater. Chelle reported that the estimated cost for the roof is \$15,000. James suggested that perhaps some fundraising could be done to help fund that project.
5. Chelle reported that FRCS has moved to a prepay system for school lunches and that parents have responded well to this change. James agreed that the prepay system for lunches is a good idea.
6. Chelle reported that she is working on Edjobs and will utilize a consultant for accounts receivable. In addition, Chelle noted that the school may be over budget on attorney and consulting fees and that the board will look and may need to revise in October.
7. James inquired about FRCS taking furlough days; Chelle reported that the school will not be taking any furlough days at this time.
8. Chelle noted that the office staff was given a cost of living raise of 3%

Pam moved to accept the financials as written; Michelle seconded motion. The motion passed unanimously.

Term Expiration: Miguel Maldonado term expires 9/1/11. He had expressed interest to Chelle that he would like to continue to serve on the board if he was re-elected. In his absence at today's meeting, James suggested an email nomination to Miguel. Chelle noted that she would need to check the bylaws on nominations. James also suggested he could follow up with Miguel via email.

Budget Adjustment: Pam moved to accept the 2010-11 budget; Blas seconded the motion. The motion passed unanimously.

Compensation for Administration: Chelle noted that cell phones and laptops can be added compensation in the administrative contract in order to stay in compliance with the Oregon Ethics Commission. Chelle also noted that she would check with the auditor for tax purposes, but that FRCS has eRate which means the school only pays 10% of the bill. Pam added to be cautious with privacy as any personal information could be used in the case of any legal matter. Michelle asked about providing a stipend in lieu of the school paying for the cell phones. Pam moved that the school continue to provide cell phones and laptops to the two administrators and add this to the language in the contract. Michelle seconded the motion. The motion passed unanimously. The contracts will be updated at the next board meeting.

Training needs: Teachers need to be trained for behavior needs of incoming students. Teachers also need a training on administering the epi-pen to students who have severe allergies. Funding for these trainings will come from continuing education.

Lunch: James asked if there were any creative ways to encourage students to eat their lunches and if there is any supervision of what students eat. Chelle reported that teachers and assistants do monitor what students are eating and do encourage students to eat their lunches.

Updates: Chelle will bring budget adjustments to the October meeting. A contract for transportation with OSD has not been signed. It looks as though the budget for transportation will be about the same as the previous year.

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

The next board meeting will be held Thursday, October 6, 2011



Four Rivers Community School Inc.
October Board Meeting
October 6, 2011

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: Michelle Rosales, Blas Guerra, Miguel Maldonado, and Penny Walters. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services.

Penny called the meeting to order at 12:00pm and asked for any changes or additions to the agenda as well as approval of the minutes from the September meeting. Chelle asked to add information about last year's 8th graders to the agenda. Michelle moved to change the agenda as written; Miguel seconded the motion. The motion unanimously passed.

CLEP/8th grade: Chelle provided data about the Spanish proficiency level of last year's 8th graders. These students took the CLEP test at TVCC which measures their Spanish proficiency. Of the students who participated, most do not have to take high school Spanish. In fact, many students CLEP'd anywhere from 12-24 credits of college level Spanish. FRCS has an agreement with Ontario High School for students who have CLEP'd Spanish. In addition, with the partnership that FRCS has with EOU, there may be a possibility to add a memo of understanding for FRCS students to gain credit for Spanish through the CLEP test. The results of students who participated in the CLEP test demonstrate some positive data toward the dual immersion program at FRCS. Penny inquired about how the 8th graders are doing now that they are in high school. Chelle reported that the counselor at Ontario High School has made several comments about how well they have transitioned into high school.

Minutes: Miguel moved to approve the September minutes as written; Michelle seconded the motion. The motion passed.

Financials

1. Chelle stated there have been some changes in billing. All statements for meals, uniforms, karate, and latchkey are being mailed by the 20th of each month and are due by the 1st.
 2. Chelle stated that Ontario School District has a new business manager. With that, there has been a longer than normal wait on the check issued by the district to FRCS. Chelle reported that, by law, OSD has 10 days to issue the check to FRCS.
 3. Next, the board looked at the money market and checking account totals. Chelle stated that the amount in each account appears low because the school has had to use carry over cash to operate. FRCS received the check on October 5, 2011 which is used for operations. Chelle also explained that fall start up is expensive and with the use of renovation budget to replace 2 HVAC units along with the seal coating/stripping of the parking lot, the numbers appear to be smaller.
 4. Electives: Chelle stated that students were very happy with the elective choices they were given. In addition, students were asked for a small fee to help cover the costs of those electives (art; \$3.00; engineering, \$10.00; swimming, \$8.00).
 5. Chelle reported that FRCS has moved to a prepay system for school lunches and that parents have responded well to this change. James agreed that the prepay system for lunches is a good idea.
- Miguel moved to accept the financials as written; Michelle seconded motion. The motion passed unanimously.

Meals: The recommendation from the USDA is to charge \$2.35 for full price meals. Currently, the price is \$2.25. Chelle reported FRCS receives about \$2.70 for every free and reduced student. This money is what FRCS uses to pay Ontario School District. Currently, there is about \$37,000 in that account and there is a need to renovate and provide additional prep space for meals in the multipurpose room. The school would like to offer more breakfast choices; however to do that, additional cutting space along with a stove top needs to be installed. Blas moved to increase meal prices from \$2.25 to \$2.35. Miguel seconded the motion and the motion passed.

Past due balances: Chelle reported that there are several students who are not attending Four Rivers who have outstanding uniform and/or meal balances. Statements and phone calls have been made in order to collect. Chelle noted that Pam suggested FRCS use a collection attorney who takes about 30% as opposed to a collection agency that may take up to 50%. With this information, Chelle suggested that an agreement is made with a collection attorney to try to collect on the past due accounts along. Michelle suggested creating a policy that could guide the collection process. Chelle noted that perhaps created a procedure for collections may suit the school's interest better than a policy in terms of leniency. Miguel suggested that the issue be tabled to allow Chelle time to find out how much a collection attorney would cost and then report back to the board at the next meeting.

OSBA Policies: The first reading of the policy document has been completed. The second reading and adoption will take place at the next board meeting.

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

The next board meeting will be held Thursday, November 3, 2011 at 6:00pm



Four Rivers Community School Inc.
November Board Meeting
November 3, 2011

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: Michelle Rosales, Penny Walters, Pam Wettstein, and James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services.

Penny called the meeting to order at 6:00pm and asked for any changes or additions to the agenda as well as approval of the minutes from the October meeting. Pam moved to accept the agenda and minutes as written; Michelle seconded the motion. The motion unanimously passed.

Financials

1. Checks: FRCS is on track to receive monthly checks from Ontario School District on time. Chelle noted that she had made a call to Michael Wiltfong at Oregon Department of Education to look over last year's check disbursements from OSD along with the 09/10 school year adjustment.
2. CLEP: Line 95 of the budget was looked at by board as the money budgeted for 8th grade CLEP testing was allocated for the last fiscal year. Chelle reported when 8th graders were originally scheduled to go to TVCC to take the CLEP test, there were computer problems and students were not able to take the test. Therefore, the 8th graders that graduated last year have taken the CLEP test in this fiscal year as will this year's 8th graders. In addition, a large portion of the budget is allocated toward a standardized test called MAPS. This test is given to all students in grades K-8 and shows norm data which teachers can use to see growth over a period of time in math, reading, and language usage. Chelle also noted that the MAPS standardized test gives teachers norm data in grades K-2 as K-2 students do not participate in OAKS.
3. Pam asked where the school should be in terms of percentage of the budget. Chelle reported that about 25% for this time of year.

Pam moved to accept the financials as written; James seconded the motion. The motion passed unanimously.

Policies: The board met in July and hosted an OSBA representative to facilitate in the construction of policies for FRCS. Chelle asked the board to approve all required policies with the exception of the graduation requirements and to approve the conditionally required policies except for EFA, EFAA, and AR. A first reading was done in November. This is the second reading and adoption of policies. James moved to accept the above listed OSBA policies; Pam seconded the motion. The motion unanimously passed.

UPDATES:

Collection Choices: Chelle the board to table who FRCS will use for collection on past due balances as more information is gained. Pam asked if FRCS has parent's SSN as the school might need this in order to collect on any parent accounts.

Task Force Nomination: Chelle reported that she had been asked to serve on the Governor's Next Generation of Accountability work group and will be out of the building frequently as there is a lot of traveling. She also noted that she has communicated with staff about her absences from the building.

Health Insurance: Chelle met with Waldo Insurance to look into self-funding or even partial self-funding for health insurance. Since FRCS is charter, the school does not have to use OEGB. The school could possibly save about \$20,000/year if the self funding or partial self-funding insurance is adopted. In addition, Chelle asked the board to explore the possibility to buy back leave days from employees at a certain percentage. Pam agreed and thought that would be a great way to reward teachers. Finally, Chelle stated that she is looking into an optional outcomes-based wellness program where the employee received points based on how healthy they are; this could result in lower premiums.

CLEP: Chelle reported that 95% of the 2011 8th grade class qualified for high school credit for Spanish; 78% qualified for college credit. James asked if those students received more or less Spanish than current students. Chelle responded that current preparatory students receive more Spanish than last years' 8th graders.

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

The next board meeting will be held Thursday, December 1, 2011 at 12:00pm



Four Rivers Community School Inc.
December Board Meeting
December 1, 2011

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: Michelle Rosales, Penny Walters, Pam Wettstein, Blas Guerra, and James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer-Director of Student Services.

Penny called the meeting to order at 12:05pm and asked for any changes or additions to the agenda as well as approval of the minutes from the November meeting. Pam moved to accept the agenda and minutes as written; Michelle seconded the motion. The motion unanimously passed.

Financials

1. Checks: Pam asked if FRCS had received our State School Funds check on time. Chelle noted that the check was sent in a timely manner.
2. Spending: Chelle discussed that FRCS will be careful with spending in thinking about next years' budget. Chelle also noted that FRCS is a little over budget on furniture with some of the furnishings for the prep school. Currently, FRCS is at about 42% of the budget for this time of year.

James moved to accept the financials as written; Pam seconded the motion. The motion passed unanimously.

Collections: Raeshelle presented and discussed a possible collection procedure for both current and former students; this process included uniforms, meals, and any other accounts receivable. Raeshelle also discussed the possibility of retaining Jud Tolman for all FRCS account receivable collections. Mr. Tolman retains 1/3 of all debt collected. Pam moved to accept the procedure with edits and move forward with collections. James seconded; the motion passed unanimously.

UPDATES:

School Progress Meeting: Chelle reported that the annual school progress meeting was held on November 28, 2011 and was well attended by parents. In that school progress meeting, Chelle presented a PowerPoint of the gains FRCS had made from previous years. Some of the highlights from that meeting included a high percentage of ELL students who met the state benchmark in the area of Language Arts. In addition, FRCS' success is demonstrated in meeting 2 of the 3 AMAO goals.

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

The next board meeting will be held Thursday, January 5, 2012 at 12:00pm



Four Rivers Community School Inc.
January Board Meeting
January 5, 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: Michelle Rosales, Pam Wettstein, Blas Guerra, and James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services.

James called the meeting to order at 12:21pm and asked for any changes or additions to the agenda as well as approval of the minutes from the December meeting. Pam moved to accept the agenda and minutes as written; Michelle seconded the motion. The motion unanimously passed.

Financials

1. Line Accounts (Receivable): Line 31- Chelle reported that money has been reimbursed and \$30,000 will be reimbursed for line 33. Chelle also noted that FRCS continues to wait on the money distribution from OSD for EdJobs. Pam noted that legal fees were at 135% of the budget. Chelle noted that FRCS is at about 50% of the budget.

Pam moved to accept the financials; Blas seconded the motion. The motion passed.

2012-13 School Year

Chelle reported to the board that the 6-8 Language Arts teacher that is on leave and has made no decision on whether she intends on returning to FRCS. The board discussed implementation of a proposed timeline that would allow FRCS time to open the position if necessary.

Facility

Chelle reported that the community school is in need of new carpeting in many areas, specifically the hallways. In addition, she noted that HVAC units will need to be replaced along with finishing the seal coating on the east parking lot. The amphitheater also needs to be covered to finish the original design.

Updates

Parents: Blas noted that he heard parent concerns regarding the choice of music and students dress at the winter program. Other board member concurred; Chelle noted that a more traditional program was in the process of being planned. In addition, she reported that the dance teacher would have opportunities for some coaching on traditional dances from FRCS staff members along with administrative support in the planning of future dance programs.

Eastern Oregon University Provost has visited FRCS and the Dean of Education will be visiting in January as well. Chelle and Jan will be traveling to EOU-LaGrande on January 24th to review the Memorandum of Understanding between the two institutions. As part of the partnership, EOU is planning on buying all FRCS school kids an EOU/FRCS logo shirt for the upcoming school year.

Pam moved to adjourn the meeting; Blas seconded the motion. The motion passed

The next board meeting will be held Thursday, February 2, 2012 at 12:00pm



Four Rivers Community School Inc.
February Board Meeting
February 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: Michelle Rosales, Pam Wettstein, Blas Guerra, and James Aalgaard. Others present were: Chelle Robins- Executive Director, Raeshelle Meyer- Director of Student Services.

James called the meeting to order at 12:28 pm and asked for any changes or additions to the agenda as well as approval of the minutes from the January meeting. Pam moved to accept the agenda and minutes as written; Blas seconded the motion. The motion unanimously passed.

Financials

1. Edjobs: Chelle reported that the money for Edjobs from the Ontario School District will be issued this week; the check will be about \$43,000 and is budgeted for part of the Director of Student Services' salary
2. SubAccount: Although the money from this account is not allocated, Chelle noted that OSD has previously passed on the money to FRCS. The total amount for this year's allocation is about \$46,000.
3. Chelle also noted that FRCS has used about 57% of the budget. Chelle also reported that FRCS has a variance on Legal and some reimbursement expenses.

Pam moved to accept the financials; Michelle seconded the motion. The motion passed.

OSBA Policies

Chelle reported that all of the OSBA policies are completed with edits. This is the second reading and adoption. In addition, FRCS will receive a disk with all of the policies which can then be uploaded to the school's website. Michelle moved to adopt the OSBA policies as presented by the OSBA; Pam seconded the motion. The motion unanimously passed.

EOU Partnership

Chelle stated that during the last two years, she, Jan Dinsmore, and Kerri Wenger have been working with EOU on a Memorandum of Understanding. In January, Chelle and Jan met with the EOU President and Provost to discuss the components of the MOU. Some of the highlights of the MOU include:

- 3 day summer institute for 8th graders
- Career exploration
- CLEP for college credit
- Development of a 200 level course for students to take as Juniors which supports their knowledge of languages

Chelle noted that she would sign the MOU along with EOU dignitaries.

Michelle moved to close the general meeting; Blas seconded the motion. The motion passed.

The board moved into executive session. In executive session, the board discussed employment of public officers, employees, and agenda (ORS 192.660 (2)(a)) along with real property transactions (ORS 192.660 (2)(e)).

James reopened the general meeting.

Amphitheater Chelle reported to the board about \$20,000-30,000 is needed in order to finish the amphitheater. The money would come from savings and would provide a covering for the amphitheater. Chelle also noted that she would look into procurement for this project. The board asked Chelle to look into getting bids and report back at the next meeting.

Pam moved to adjourn the meeting; Blas seconded the motion. The motion passed

The next board meeting will be held Thursday, March 1, 2012 at 12:00pm



Four Rivers Community School Inc.
March Board Meeting
March 7, 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, Penny Walters, Blas Guerra, and Miguel Maldonado. Others present were: Chelle Robins- Executive Director and Angie Gerrard, Malheur County Health Department

Penny called the meeting to order at 12:05 pm and asked for any changes or additions to the agenda as well as approval of the minutes from the February meeting. Chelle asked if time permitted to allow discussion about her seeking her superintendent certificate. Pam moved to accept the minutes as written; Blas seconded the motion. The motion unanimously passed.

Financials

1. Savings: Chelle noted that she contacted a consultant to see what was best practice for "Days Cash On Hand" His recommendation was 75 days. As it stands right now, FRCS has enough money in savings to sustain 90 days.
2. Budget: Chelle also noted that FRCS' budget is stable and on track. Chelle also reported that the projections for ADM for the next year is up a little next year. There was also an increase adjustment for students for this year as well.
3. Subaccount: There will be about \$46,000 additional income payable to FRCS this school year. We are waiting for OSD to pass through the funds.

Pam moved to accept the financials; Miguel seconded the motion. The motion passed.

OSBA Policies-Gang Policy

Chelle gave an overview of the new gang policy; this policy is similar Ontario School District's. This policy was written by OSBA and can be changed to meet the needs of our school. This policy provides FRCS with some backing when it comes to students and gang affiliation. Pam moved to accept the gang policy as written; Miguel seconded the motion. The motion passed.

Amphitheater-Bids

Invitation to bid the amphitheater went out to three local construction companies; Holcomb construction, Glenn Construction, and Erlebach construction. The Glenn construction bid came in at \$28,000, Holcomb Construction bid came in at \$25,228, and there was not a bid submitted for Erlebach construction. Pam suggested that the board award the bid to Holcomb because they are familiar with the amphitheater. Chelle also noted that the money would come out of savings to pay for the amphitheater to be finished. Miguel moved to accept the Holcomb construction bid and use the money from savings to pay for the project. Blas seconded the motion and the motion passed. Pam moved to move \$25,228 from savings to the amphitheater budget. Blas seconded the motion and the motion passed.

Consulting Contract

Chelle reported that she has been researching how FRCS can continue to sustain high quality health care and be competitive with surrounding schools. With the continuing rise in insurance costs, it is necessary to look at innovative ways to provide insurance. Chelle has been working with Waldo insurance on other insurance options. Moving to an alternative option for insurance could save FRCS about \$30,000-\$40,000/year. The other option is to pass on the cost difference to employees. The consulting fee for the year is \$3,960; this fee is to help in getting the new insurance up and going as well as provide support throughout the year. Waldo insurance agreed to allow FRCS to pay the consulting fee July 1, 2012. Discussion ensued over how it could be a benefit to build in incentives for employees who do not use their sick days as well as an outcomes-based wellness program that take money off of employees' premiums. This, along with the new insurance plan, provides a cost savings to both the employee as well as FRCS. Pam moved to sign a consulting contract with Waldo insurance. Miguel seconded the motion; the motion passed.



Four Rivers Community School Inc.
May Board Meeting
May 3, 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, Penny Walters, Blas Guerra, James Aalgaard and Michelle Rosales. Others present were: Chelle Robins- Executive Director and Raeshelle Meyer-Director of Student Services

Penny called the meeting to order at 12:05 pm and asked for any changes or additions to the agenda as well as approval of the minutes from the March meeting. Michelle notes that she was not present at the previous meeting. Penny also noted to add her name to the list of present board members. Pam moved to accept the minutes and agenda as written; James seconded the motion. The motion unanimously passed.

Financials

1. Savings: Chelle noted that the school continues to spend carefully and save as much as possible.
2. Income: Chelle continues to work with Ontario School District to finalize numbers for the 2010-2011 school year.
3. Expenses: Chelle also noted that FRCS is at about 83% of the budget which is right on track for the time of year. FRCS is over budget on health insurance as three additional people signed up for insurance in the 2011-12 year than the previous year.

Pam moved to accept the financials; James seconded the motion. The motion passed.

Draft Budget-1st reading

Chelle gave an overview of the new drafted budget. She noted that the proposed 2012-13 budget is a little tighter than this years' budget. With insurance prices on the rise, FRCS is exploring other insurance options for employees that will save both employees and FRCS money but still provides quality health care. FRCS also gave all employees a raise for the next fiscal year. The budget also showed that technology was cut to \$5,000. The projected budget for technology will cover a new server. James inquired about the EOU line item. Chelle noted that there are many times that FRCS and EOU discuss planning events to continue to strengthen the partnership and encourage kids to go to college; this line item provides funding for those items.

2012-2013 Calendar

The board looked over the proposed 2012-13 school calendar. Chelle noted that parents will need to provide transportation for the first 4 days of school just as they have in previous years. Michelle moved to accept the calendar; Pam seconded. The motion passed unanimously.

Personnel Contracts

All contracts are the same with the exception of the Prep school registered teacher as she will be taking on additional teaching responsibilities in the upcoming school year. Her salary will be the same as a first year teacher. She has a bachelor's degree and is a registered teacher through TSPC. All contracts continue to be one-year. Pam moved to approve contracts; Blas seconded. The motion passed.

Executive Director Evaluation

The current evaluation used for the executive director involved what teachers and classified employees think. This structure of evaluation poses a problem since the executive director also handles all personnel issues. Chelle noted that for this year she could write an in-depth director's report along with targeted goals and go over that with the board. Penny noted that a summary from Chelle would be good. Pam thought that a survey to teachers and staff would be beneficial, but that it should not be tied to the director's evaluation. Michelle noted that a job description should be written. Chelle agreed and said she would work on it and also bring some examples of evaluations. Pam said she would like to budget for a 360 evaluation for the upcoming school year. James said he would email OSBA about evaluations to get some additional information.

UPDATES:

Conference

There will be about 10 staff members attending the Oregon Association of Bilingual Education Conference in Woodburn Oregon on June 22 and 23.

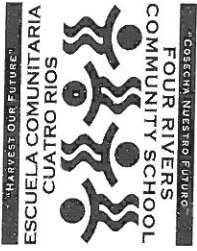
Lottery Waiver

FRCS will again submit the lottery waiver; this waiver is submitted each year to include staff and board members.

James moved to adjourn the meeting; Michelle seconded the motion. The motion passed.

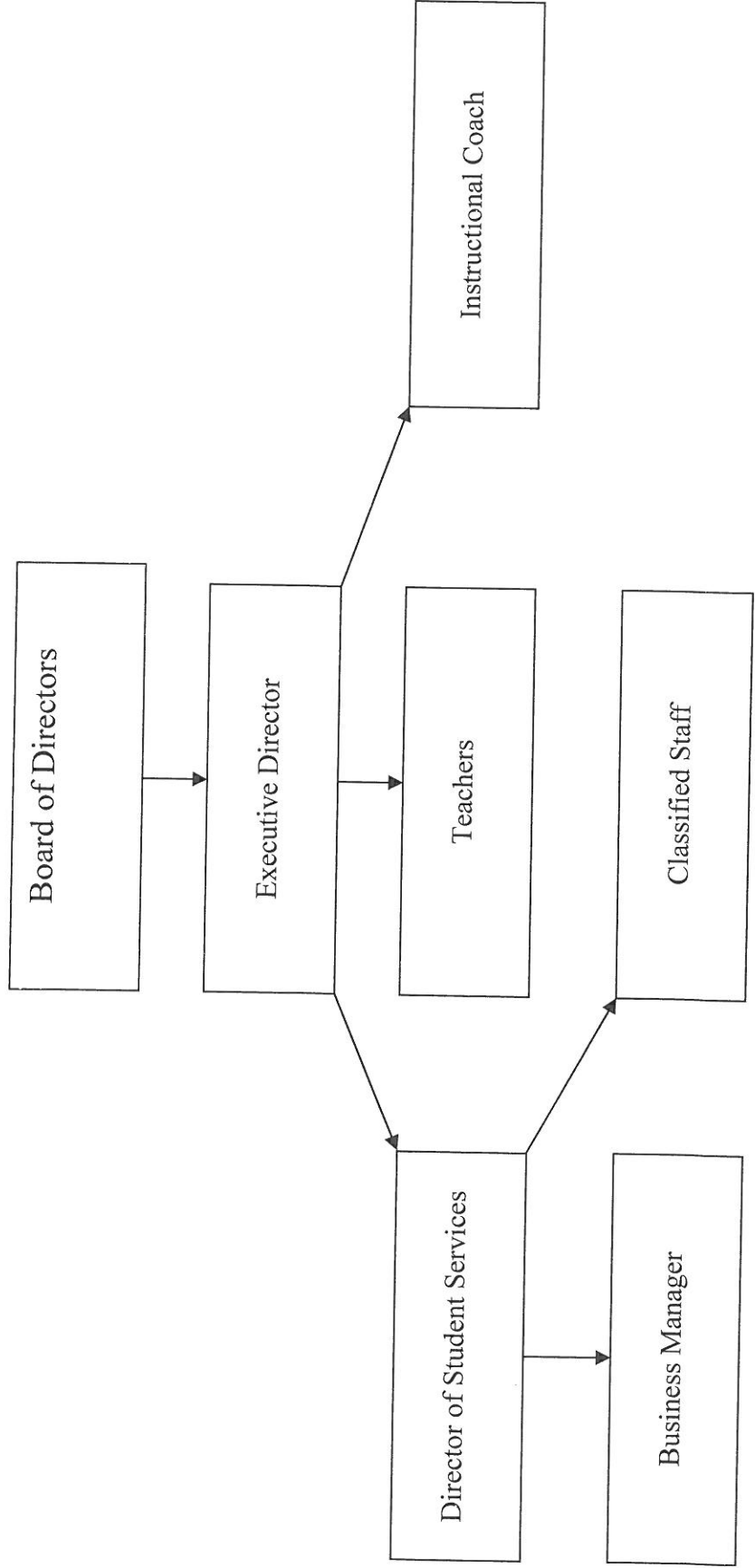
The next board meeting will be held Thursday, June 7, 2012 at 12:00pm

Policies for Four Rivers Community School have been developed by OSBA and can be found at www.4riverscs.org.



FOUR RIVERS COMMUNITY SCHOOL, INC.

Organizational Chart



Four Rivers Community School

Board of Directors



Professional Development

Four Rivers Community School board of directors participated in policy development with OSBA during the summer of 2011.