



Insight School of Oregon Painted Hills School Regular Board Meeting Minutes

May 17, 2018

[Blackboard Location of Board Meetings](#)

I. PRELIMINARY

The meeting was called to order by Chet Edwards at 4:00 pm

CALL TO ORDER

Board Members Present: Chet Edwards, Rose Wellman and Lori Beach

Board Member(s) Absent:

Quorum Established: Yes

ISORPH Staff Members Present: Tim Jalkanen, Kristy Mize, Yancey Fall, Phil Bureson, Dianne Hendrix, Lorene Callahan

Visitors: Craig Chun-Hun (K12), Sheila Shiebler, Julia Koslov

Agenda Additions/Deletions:

No additions/deletions.

CONSENT AGENDA

Approval of:

- 1) Approval of School Board Meeting Minutes_4_19_18
Reference: I_C_SB_Minutes_20180419_Final
- 2) Approval of Disbursements for ISOR-PH_April
Reference: I_C_ISOR-PH Checks Issued to Vendors- April 2018

It is recommended that the Board approve the consent agenda items as presented.

Motion: Rose Wellman

Second: Lori Beach

Vote: All approved. Chet Edwards, Rose Wellman and Lori Beach.

II. COMMUNICATIONS

A. Public Comments

None presented

ITEMS SCHEDULED FOR INFORMATION

B. Head of School Report – Tim Jalkanen

Tim shared the enrollment forecast for THE 2018-19 SY for ISOR-PH (480 students), also for the new schools CVA (200) and ORDCA (150). Currently around 800 students between all three schools, this is used for our budget forecasting for next year. Tim meets with about 15 people weekly for planning of the new schools.

DCA and ORDCA Update

Enrollment Timeline – new enrollment will open up in the next two weeks for both schools.

Marketing – Advertising, press releases will be forthcoming in the next week. Open for business.

CTE programs – marketing, health science and information technology will be the pathways offered starting next fall.

Amanda Sinnott has resigned her position of Family Engagement Administrator.

FEA Job Description – due to changes in the role the job description has been updated.

Wells Fargo – Add Craig Chun Hun as a signer to ISOR-PH checking account, this would only be needed when there is a check over \$5000.00. This is a tightening up of financial processes.

K12 Therapy Services Agreement and addendum to Therapy Services Agreement. This agreement would allow the two new schools to have the current services that Insight School of Oregon Painted Hills utilizes for Special Programs.

C. Principal Report – Kristy Mize

School improvement planning meeting: worked with parents, students and staff to identify areas of growth for the following school year. Working to have a plan in place, prepare over the summer to implement for next school year for all three schools.

As part of the Academic Excellence Framework will prioritize building the advisory model at Insight, solidifying credit recovery courses pathways and systems, improvements in engagement plans including strong start, wrap around support and transitions, small group targeted instruction, and improvement on observation and feedback systems and processes.

Working to identify courses for all three schools and electives for Insight- three pathways.

Making preparations for the AVID Site Team to attend the Summer Institute in June in Denver.

8th grade transition night for forecasting in high school - recruiting for 9th grade AVID cohort.

Hiring for new schools and resigned positions are in process.

D. State Testing – Phil Burleson – Tim Jalkanen reported for as Phil is out in the field testing a student so could not be in attendance.
With increased enrollment this year we have doubled the number of students being tested throughout the state. 55% of our students have tested so far. All staff have been involved in testing of students. This is part of our school report card. Some families have opted out as is allowed per ODE.

E. Operations – Yancey Fall

Yancey reported on enrollment received and approved for the 2018-19 SY, re-registration progress to date, projected enrollment numbers based on re-registration data.

F. Finance Report – Craig Chun-Hun

Craig Chun-Hun shared the full year Forecast vs Budget.

III. ITEMS SCHEDULED FOR ACTION

1. Family Engagement Administrator job description

It is recommended that the Board approve the updated Family Engagement Administrator job description.

Motion: Rose Wellman

Second: Lori Beach

Vote: All present approved. Chet Edwards, Rose Wellman and Lori Beach.

2. K12 Therapy Services Agreement and addendum to Therapy Services Agreement.

It is recommended that the Board approve the K12 Therapy Services Agreement and addendum to the Therapy Services Agreement.

Motion: Rose Wellman

Second: Lori Beach

Vote: All present approved. Chet Edwards, Rose Wellman and Lori Beach.

3. Wells Fargo – Add Chun-Hun as a signer to ISOR-PH checking account.

It is recommended that the Board approve Chun-Hun, K12 Finance manager, as a signer to ISOR-PH checking account.

Motion: Rose Wellman

Second: Lori Beach

Vote: All present approved. Chet Edwards, Rose Wellman and Lori Beach.

Future Meetings/Important Dates

Board Meeting Thursday, June 21 @ 4pm.

ISORPH Graduation Ceremony June 16 @1 pm at the University of Portland.

Meeting was adjourned at 4:35pm