



**Insight School of Oregon Painted Hills School Annual Meeting Minutes**

June 18, 2020

**[Blackboard Location of Board Meetings](#)**

**I. PRELIMINARY**

The meeting was called to order by Chet Edwards at 11:35 AM

**Board Members Present:** Chet Edwards, Harold “Skip” Adams and Laura Griffin

**Board Member(s) Absent:**

Quorum Established: Yes

**ISORPH Staff Members Present:** Sonimar Villegas, Yancey Fall, Carrie Quinn, Dianne Hendrix

**Visitors:** Sheila Shiebler, Julia Koslov, Craig Chun-Hoon

**Agenda Additions/Deletions:**

No additions/deletions.
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**II. COMMUNICATIONS**

**A. Public Comments**

None presented

**ITEMS SCHEDULED FOR INFORMATION**

**B. School Board Chair Report – Chet Edwards**

Annual meeting for election of officers. Chet Edwards will remain School Board Chair, Harold Adams will be Treasurer and Laura Griffin Secretary.

- Election of Officers

It is recommended that the Board approve the election of officers as presented above.

Motion: Harold Adams

Second: Laura Griffin

Vote: All approved. Chet Edwards, Harold Adams and Laura Griffin (3-0)

### **C. Head of School Report – Sonimar Villegas**

State mandated Health and Safety plans policy and procedures for all three schools was shared with the Board.

Active Trak is a software that tracks productivity and will be placed on all staff computers. This will show where additional training can impact our productivity as a staff.

A new staff expectations form, “I Understand,” which is aligned with our new direction and vision as a school, is being sent to staff. We wanted to make sure it was written out and acknowledged by staff prior to the start of the new year.

Items that are up for renewal; Insperity and Lease agreement for the Main Office. Details were shared with the Board.

The link for the graduation video is available to view this year’s ceremony.  
[https://youtu.be/YD0v\\_hJgwIQ](https://youtu.be/YD0v_hJgwIQ)

Next month we will share a comprehensive staff report.

### **Important Updates**

Next school board meeting July 16th at 11:30 AM.

### **D. Finance Report – Craig Chun-Hoon**

Craig reported on the overview, key assumptions and forecast as compared to actual. Revenue is down due to a variety of reasons resulting from a shortage in funding in coming from the State due to current conditions. Final presentation for the budget for this year was shared.

Measure 98 spending details were shared out. There will be a carryover for next year.

Our annual audit will start in August.

Proposed budget- key assumptions for 2020-21 SY was presented. It has a modest increase in student population. There is still some uncertainty regarding funding due to Covid 19.

### Consent Agenda Items

- School Board minutes 5/21/2020, approval of ISORPH disbursements, and bank reconciliation.

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

Motion: Harold Adams

Second: Laura Griffin

### III. ITEMS SCHEDULED FOR ACTION

- Health and Safety Schools Plan for ISORPH, CVA and ORDCA

It is recommended that the Board approve the Health and Safety Schools Plan for ISORPH, CVA and ORDCA.

Motion: Harold Adams

Second: Laura Griffin

Vote: All approved. Chet Edwards, Harold Adams and Laura Griffin (3-0)

- Active Trak

It is recommended that the Board approve the use of Active Trak for our school.

Motion: Harold Adams

Second: Laura Griffin

Vote: All approved. Chet Edwards, Harold Adams and Laura Griffin (3-0)

- “I Understand” Acknowledgement form

It is recommended that the Board approve the “I Understand” acknowledgement form for staff.

Motion: Harold Adams

Second: Laura Griffin

Vote: All approved. Chet Edwards, Harold Adams and Laura Griffin (3-0)

Meeting was adjourned at 12:03 PM