



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

Topic: Online Oregon Schools Monthly School Board Meeting Start Time: 11:30am

Meeting Recording: Topic: Online Oregon Schools Monthly School Board Meeting

**I. PRELIMINARY**

The meeting was called to order by Chet Edwards, 11:39am

**Board Members Present:**

- Chet Edwards: School Board Chair
- Carleen Drago-Starr: School Board Secretary

**Board Member(s) Absent:** Harold "Skip" Adams

Quorum Established: Yes

**ISORPH Staff Members Present:** Melissa Hausmann, Yancey Fall

**Visitors:** Sarah Olivas, Sheila Shiebler

**Agenda Additions/Deletions:**

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

**A. Public Comments**

None presented

**ITEMS SCHEDULED FOR INFORMATION**

**B. Melissa Hausmann - Executive Director**

With the support of our K-8 Principal it was decided to open enrollment back up for K-8 students, this is primarily CVA students but may include a few 7-8 grade students from ISOR-PH. This was decided to generate some additional enrollment. We have had three back-to-back weeks, in that time over 50 students have enrolled with us. We have another 22 scheduled to start with us when we come back from break for a total of 72 new students. January 23<sup>rd</sup> a new co-hort of high school students will start quarter 3 and Semester 2. Those students are not included in the data presented today.

Chet inquired about District capped vs District not capped student enrollment applications.

Melissa replied, the capped Districts that currently have 3% of their students enrolled in another Charter Option in the State have the option to deny approval of enrollment for students applying in our school. Currently we have 50 students in capped districts which is unfortunate. Therefore, we continue to push the legislature to make changes to the 3% capped rule.

Carleen asked how the rule of 3% capped came into existence.

Melissa will send information to Carleen. It came into existence about 10 years ago. Until COVID hit it really wasn't an issue. COVID drove families to look for virtual options. If the district already has an online option, then they can deny enrollment for any students over the 3% cap. Many Districts have their own virtual options currently.

Chet expressed concern that there are 50 students out there that aren't in any school at all.

Melissa shared the ODE appeal process. In this process most decisions go toward the Capped Districts. When it does get overturned, it is because the District didn't act within the 14-day window they have to respond to the family per the OAR. One family's example was shared.

Yancey added that the District is responsible for the student's education while the appeal process is happening.

Carleen asked how students enrolled in Virtual options in the District are counted.

Melissa addressed they are not part of the 3% count. She also went on to explain the ongoing action to make a change to this rule.

Enrollment SY 22-23 update as of 12/08/22. Current enrollment CVA (877), ORDCA (95), and ISOR-PH (230) returning students for a total of 1202.

We have 149 active applications not yet approved SY22-23. We have 50 students applying that are in 3% capped school districts. 99 Total students have applied and are not in a capped District. We are working to get as many of these applicants to move to fully enrolled as soon as possible. Based on interest being expressed in enrollment in our schools.

Paid Oregon Leave is a new paid leave goes into place on January 1, 2023. Each employee will have 1% of their salary contributed per paycheck to the Paid Oregon Leave Trust. Of that 1%; the employer will pay 40 %, the employee 60%. This is an additional benefit for our employees. This is not an option, every employer in Oregon must follow this. All steps are in place for Insperity to deduct from the Employees payroll. This benefit is for employees that live in Oregon only. The estimate for the school cost is roughly \$10,000. We have adjusted our budgeted for the remainder of the year and are planning for next school year.

Sarah Olivas clarified that next year it will be higher because it will be for the entire year and not just half the year.

School Board Policy first read – Use of restraint or seclusion with a child. We have an annual training on this subject, this is in addition to training. We will need to have an ODE approved training for one employee that will then train the rest of the team. This training is expensive, roughly \$2,500. It is a 3-day conference. Because we are a virtual school, we have really had to restrain a child, hopefully never will. Technically, this policy doesn't apply to us, but we need to comply. Mary Blazer, our Special Programs Administrator is going to be The MANDT System training. Mary will inquire in the training what resources they can provide us that we can pass to our families at home because we are a virtual school.

School Credit Card Limit is requested to be increased from \$2,500 to \$5,000. This is due to Amazon eliminating their business line of credit. We use Amazon to order items for staff and students. We also use our credit card monthly for our mailings for student records. This cost has increased due to the changes in how student records are being handled. We are currently paying down the credit card two times a month. The increase would support how we need to use the card and eliminate the need for more than one payment a month.

Sarah Olives shared that Wells Fargo Treasure Management Services would add additional protection. It gives us access through a CEO portal. This would allow for School Board Members to have view access and additional K12 Finance Team to have view access. We will add something called positive pay to ensure the checks are valid, if this process determines a check doesn't look right, it will flag the check for school review. With the balance carried by the school, the earnings credit would cover the cost of their new service. We currently have the type of an account that doesn't have additional protection that this new account would provide.

Chet shared this is a good move and one he would support as a School Board Member to add additional protection for our checking account.

Sarah added that Wells Fargo would build the CEO portal for the school and the features the school would like to have available. Sarah invited the Board members for what they would like to see.

The school issued around 300 checks last year for Internet Service Provider checks to families. In other K12 managed schools there have been instances where the routing and account number on the check has been shared creating risk for those schools. With the new Treasure Management Services, we would add a new separate checking account. This would protect the main checking account from this type of risk. This would be an increased cost for the school.

Carleen asked about the ISP program. Melissa explained and that it happens two times per year.

Action items for this meeting:

- School Credit Card Limit

- Wells Fargo Treasure Management Services

- Wells Fargo add new checking account for ISP checks

Next School Board Meeting – January 19, 2022 @11:30 a.m.

**C. Finance – Sarah Olivas**

Sarah presented the K12 Finance report  
Overview and Key Assumptions  
FY23 P&L Forecast vs. Budget  
FY23 Restricted Funds  
Balance Sheet  
Cash Flow

**Overview and Key Assumptions**

Enrollment is down 35 students as compared to budget. Revenue \$348K lower as compared to Budget due to decreased enrollment. Expenses decreased by (\$1M) (-8%) primarily due to volume related expenses, staffing updates, reducing Graduation Alliance expenses, and aligning student charges to FY 22 per pupil rates.

We budgeted for 13% for Special Education population, this year we are over 16% for the same population of Special Education Students.

**FY23 P&L Forecast. 5+7**

We have removed open positions and are not filling resigned positions. Decreased expenses for Graduation Alliance, align student curriculum, materials, and computers to FY22 per pupil rate and decrease volume related student expenses (curriculum, materials & computers). Volume related SPED charges.

Partial salary covered by restricted funds; decreased other volume related expenses (K12 Educational Services, oversight fee, payroll services); additional delayed hiring savings.

Deficit improved by \$647K due to staffing updates, reducing Graduation Alliance expenses, volume related expenses, and aligning student fees to FY22.

**FY23 Restricted Funds**

Measure 98 Grant (High School Graduation and College and Career Readiness) FY Grant  
allocation \$424,025  
Carry Over \$9,990  
FY 22 Available \$434,015  
Total FY spending to date (\$153,170)  
Balance \$280,845

ESSA (Every Student Succeeds Act)  
FY 22 Grant allocation \$43,038  
Carryover is \$14,498  
FY22 Available \$57,536  
Spent to date (\$31084)  
Balance \$26,452

Summer Learning Grant

FY22 Allocation \$215,000  
FY22 Available \$215,000  
Spent to date (\$172,482)  
Balance \$42,518

**Balance Sheet**

This is the end of June as compared to the end of December. The state has overpaid, there is the expectation that the school will need to pay back these funds to the State at the end of the school year because the State is using funding payments based off a much high enrollment than the school is experiencing. If enrollment and the funding rate stays the same, it is expected that the school will owe about (1M) to the State, not the (3.6M). It's complicated. We intend to keep the cash balance high so we can maintain operating expenses for the school and pay back the state as needed.

**Cash Flow**

Balance as of 11/30/22 is \$4,456,165. Due to K12 FY23 at 11/30/22 \$1,930,2883, proposed payment to K12 for August \$395,000.

We will see how the true up impacts the school that occurs later in the year.

Yancey Fall added information to the true up system by the State of Oregon and the end goal is for Districts to receive the money equivalent to relevant enrollment.

**Consent Agenda Items**

K12 Invoice payment, School Board Meeting Minutes\_20221117, November 2022 Disbursements and Bank Reconciliation, and December 2022 Personnel Report.

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

Motion: Carleen Drago  
Second: Chet Edwards  
Vote: All approved. Chet Edwards, Carleen Drago (2-0)

**III. ITEMS SCHEDULED FOR ACTION**

A. It is recommended that the ISOR-PH Board of Directors increase the current school credit card allowance from \$2500 to \$5000.

Motion: Carleen Drago  
Second: Chet Edwards  
Vote: All approved. Chet Edwards, Carleen Drago (2-0)

B. It is recommended that the ISOR-PH Board of Directors add Wells Fargo Treasure Services.

Motion: Carleen Drago  
Second: Chet Edwards  
Vote: All approved. Chet Edwards, Carleen Drago (2-0)

C. It is recommended that the ISOR-PH Board of Directors add a separate checking account for ISP checks.

Motion: Carleen Drago  
Second: Chet Edwards  
Vote: All approved. Chet Edwards, Carleen Drago (2-0)

Meeting was adjourned at 12:17 PM