



Insight School of Oregon Painted Hills School Minutes

Topic: Online Oregon Schools Monthly School Board Meeting: April 20, 2023

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I. PRELIMINARY

The meeting was called to order by Chet Edwards, 11:30am.

Board Members Present: Chet Edwards, Harold “Skip” Adams, Carleen Drago-Starr

Board Member(s) Absent:

Quorum Established: Yes

ISORPH Staff Members Present: Melissa Hausmann, Yancey Fall, Dianne Hendrix, Carrie Quinn

Visitors: Sarah Olivas (K12 Finance Manager), Sheila Shiebler (K12 WR School Services), Rian Meadows (VP of School Business Operations at Stride.)

Agenda Additions/Deletions:

No additions/deletions.

II. COMMUNICATIONS

A. Public Comments

None presented.

ITEMS SCHEDULED FOR INFORMATION

B. Melissa Hausmann - Executive Director

Melissa introduced Rian Meadows, VP of School Business Operations at Stride. Carrie Quinn, High School Principal will be presenting the High School Success Grant today.

Current student enrollment is 1,390 students as of 4/13/23. This is up 51 student’s month over month. We saw quite a few applicants come in due to the extended enrollment opened up this year. Enrollment for SY22-23 is now closed for all grades.

She then reported on re-registration numbers for Returning, Not registering, Undecided and unknown. Re-registration response for CVA is 85%, ORDCA is 82% and ISORPH is 76%, 84% total have responded. Students returning; CVA – 72, ORDCA - 43 and ISORPH 102, 866 overall. Not registering: CVA – 46, ORDCA – 2, and ISORPH – 10, 58 overall.

Undecided: CVA – 109, ORDCA – 8, and ISORPH – 28, 145 overall. Unknown: CVA – 152, ORDCA – 12, and ISORPH – 44, 208 overall.

We are reaching out to families who have indicated they aren't returning to determine why. Homeroom teachers are engaging with families to get their plans for re-registration for the SY23-24. We have an upcoming Prom and Carrie Quinn (High School Principal) has a plan to engage families at the Prom.

We have 45 active applications not yet approved SY22-23. We are working to get as many of these applicants to move to fully enrolled as soon as possible.

PPS has announced they are closing their online Virtual School. Melissa is working with Portland Public Schools. There are close to 300 students that will be affected by this school closure. She has provided information to their School Coordinator about all three of our schools. Additionally, Melissa has asked for a directory of families so we can proactively contact these families impacted.

Chet expressed his thoughts on the increase in enrollment and positive impact.

Melissa shared that we are currently at the end of the current grant's biennium. Grant funds allocated to the school expire at the end of this school year. The application presented will be for all three schools for the next biennium.

Carrie presented the North Central Virtual Charter Consortium 2023 Integrated Application. This application puts in for 6 grants for all three schools.

- Purpose
- Background & Context
- Planning Team
- Plan Inputs
- Plan Overview
- What's Next

This plan was created with community feedback. Education leaders, State legislators. Making sure we are all aligned with meeting the needs of all three schools.

There are 6 different programs and common goals all driving toward 4 goals; Well-rounded education, equity advanced, engaged community and strengthened systems and capacity to align stakeholders, board and staff.

A summary of program purposes was presented. These definitions will ensure we are clear in reaching our goals.

The application was created as a big team effort over the last year (18 staff members in all).

An equity lens was created and is consistently utilized to make decisions about this grant application. This will make sure that we are really supporting all of our focus groups and don't have any barriers unintentionally.

We engaged our community through meetings, surveys, 1:1's with teachers, and through our community engagement specialist.

We looked at the needs of our students; unstructured social events, increased electives, join groups with students of similar backgrounds, in-person activities (Prom/Graduation), receive instructional materials faster, access student attendance easier, flexibility with live in-person classes, and more support learning third party programs.

Student Success Act priorities; Prioritize in-person social activities for students, strengthen on-boarding process, student affinity groups, learning coach support, asynchronous academic pathway for students with non-traditional schedules, increase speed and effectiveness of obtaining student transcripts, fine tune the equity framework, create an advisory committee of students, family members, staff and local community members, strengthen MTSS intervention systems, Provide work experience and internship placement, create more CTE pathways, deliver professional development on equity lens and culturally sustaining responsive practices.

Intended outcomes; Increased community involvement, Opportunities to socialize and experience a well-rounded education, increase on-time graduation, college and career readiness skills, evenly represent CTE pathway completers, opportunities for students to become invested in the learning process, ensure institutional bias are not creating barriers to success through focused student groups, increase educator effectiveness through professional development.

Key Investments are primarily for staffing positions. These 5 positions make up the High School Success Team. Intervention programs and materials, dual credit and internship fees.

This grant spans a four-year period. It has a performance growth target over the next 4 years. Our current budget has been created for the next two years, then we will meet again to create the next two-year portion of the budget.

Longitudinal Performance Growth Targets. We will collaborate with ODE on these.

Next steps will be a full ODE review. All approved applications move to growth target setting and board approval.

It was a fun activity; we learned a lot through the process and are excited about the next 4 years.

Chet inquired about the estimated amount of the grant. Melissa shared out the attachment that is part of the action item for Grant planning. The total of all grants we will hopefully be awarded is around \$550,000 for the first year. Most of the budget is spent on staffing.

Chet also inquired about Summer School funding. Melissa shared out the details to date, the funding has not yet been approved. There is one more legislative session where it will be discussed. It could potentially be added into the Governor's budget. This budget will be presented in May. This will make for a tight timeline is planning summer school if approved.

Chet clarified the goal of the grant and appreciated Carrie for her work and presentation of the application.

Chet also asked about the financial amounts for this grant. Carrie replied it will be around \$400K per year. Melissa pointed to the board packet materials (grant budget). Hopefully with the total of all grants we will be around \$550K for the first year.

Chet also inquired about summer school. Melissa addressed that the last several years the state has funded summer school. The funding has not yet been approved and is still in the works. It may still be added to the Oregon Governor's budget. May 17 is when it will be presented. This would create a tight timeline to organize all the details of summer school. We are hoping it will be approved again.

The SY23-24 Student and Employee Handbooks updates were presented. Tracked changes and clean copy were in the Board Packet. Several departments in the school reviewed the handbook and some changes have been made, updating staff names, dates, etc.

For the SY23-24 Employee Handbook changes were highlighted. The most impacting change is the new Oregon Paid Family Medical Leave. This will go into effect September 1, 2023.

We hope to issue initial contacts to staff next month. We want to have the SY23-24 Handbook ready prior to agreements being sent to staff.

Proposed FY24 Budget is due to Mitchell School District by May 1, 2023.

SY23-24 Preliminary Staffing Report was presented. We have increased our projected enrollment for next year so that is good news and we have been able to add back in some positions that were going to be eliminated.

Main Office Lease Renewal was presented. The new lease has been reviewed by legal and the recommended approval is a 5-year term. We added a clause that if the school were to be terminated by Mitchell School District, we could be let out of our lease. The lease would allow us to stay in the current space until 2028.

Action items for this meeting:

- SY23-24 Student Handbooks
- SY23-24 Employee Handbook
- Proposed FY24 Budget
- SY23-24 Preliminary Staffing
- Main Office Lease Renewal

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 up 98 students as compared to budget. Revenue \$675K higher as compared to budget due to increased enrollment. Expenses decreased by (\$421K) (-3%) primarily due to volume related expenses, staffing updates, reducing Graduation Alliance expenses, and aligning student charges to FY 22 per pupil rates.

FY23 P&L Forecast. 9+3

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 improve expenses and to staffing updates, reducing Graduation Alliance expenses, volume related expenses, and aligning student fees to FY22.

We have improved our deficit by \$164K month over month.

FY23 Restricted Funds

Measure 98 Grant (High School Graduation and College and Career Readiness) FY Grant

allocation \$383,006
Carry Over \$17,708
FY 22 Available \$400,714
Total FY spending to date (\$290,245)
Balance \$110,469

ESSA (Every Student Succeeds Act)

FY 22 Grant allocation \$43,038
Carryover is \$18,503
FY22 Available \$61,541
Spent to date (\$56,021)
Balance \$5,520

Summer Learning Grant

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

There won't be any rollover funds for the Measure 98 and ESSA Partnership. Restricted funds need to be used by 6/30/23.

Balance Sheet

Sarah shared out that she expects the balance sheet to look very different next month due to balanced budget credits K12, and true up funds that will be received from the state. This will happen on May 1st, 2023. Deferred revenue is balancing itself out. Deferred revenue might be owed to the school from ODE due to an increase in enrollment.

Cash Flow

Balance as of 3/31/23 is \$3,543,538, due to K12 FY23 at 3/31/23 \$1,954,542 proposed payment to K12 for March \$444,629.

Chet asked how we are doing, Sarah shared we are doing well and is excited to share the budget for next year. We are in a great position due to increased student enrollment.

Proposed budget for next year. Average enrollment project to be 1,308, an increase of 63, or 5% over FY23. Special Education assumes a flat rate of 16%.

Assumed rate of \$9,327 per ADMw, this is an increased rate. Total funding \$13M, State \$11.9M and Grants \$587K.

Expenses. Staffing is our highest expense. We are projecting 61 FTE in FY23. This also assumes a 3% salary merit increase.

Most expenses have been scaled to enrollment. Teacher/Administrative salaries Professional Development and travel decreased due to 3 less FTE. Student instruction has reduced due to moving our graduation alliance services in-house. Student and family service increased due to scaled enrollment and school events were flat.

The proposed budget is based on Instruction for Teaches and Students, Student Family Services, Administrative Governments, Technology, Insurance, and other.

Key assumptions of FY24 Budget; Revenue increased due to higher enrollment and per pupil increase, small decrease in FTE; increase in staffing merit increase 3% and nearly all non-salary expenses items have been scaled to enrollment.

Consent Agenda Items

K12 Invoice payment, School Board Meeting Minutes_20230316, March 2023 Disbursements and Bank Reconciliation, and Current Personnel Report.

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

Motion: Harold “Skip” Adams

Second: Carleen Drago

Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

III. ITEMS SCHEDULED FOR ACTION

A. It is recommended that the ISOR-PH Board approve the Integrated Grant Application as presented.

Motion: Harold “Skip” Adams

Second: Carleen Drago

Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

B. It is recommended that the ISOR_PH Board approve the Integrated Grant Budget for 2023-2024 and 2024-2025.

Motion: Harold “Skip” Adams

Second: Carleen Drago

Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

C. It is recommended that the ISOR_PH Board approve the 2023-2024 student handbooks for CVA, ISORPH, and ORDCA.

Motion: Harold “Skip” Adams

Second: Carleen Drago

Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

D. It is recommended that the ISOR-PH Board approve the 2023-2024 Employee Handbook.

Motion: Harold “Skip” Adams

Second: Carleen Drago

Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

E. It is recommended that the ISOR-PH Board approve the Proposed FY24 Budget.

Motion: Harold “Skip” Adams
Second: Carleen Drago
Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

F. It is recommended that the ISOR-PH Board approve the preliminary staffing plan for the 2023-2024 school year.

Motion: Harold “Skip” Adams
Second: Carleen Drago
Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

G. It is recommended that the ISOR-PH Board approve the 2023 Office Lease Renewal with a 5-year term.

Motion: Harold “Skip” Adams
Second: Carleen Drago
Vote: All approved. Chet Edwards, Harold “Skip” Adams, Carleen Drago (3-0)

Important Dates:

- Next School Board Meeting: May 18, 2023 @ 11:30am
- Save the date: Graduation, Saturday, June 10, 2023
- Save the date: Stride Board Partner Summit Oct. 25-26, 2023.

Meeting was adjourned at 12:23 PM