



## Board Minutes

2018  
Wednesday, October 3, South Columbia Family School

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### **ATTENDANCE**

The following Board members were in attendance:

Kelly Follett  
Melissa Castellanos  
Sandi Curelo  
Eliza Ferrin

*The meeting was called to order by Kellie Follett at 11:28*

### **MONTHLY**

- *Eliza Ferrin moved to accept the minutes of February. The motion was seconded by Sandi Curelo with unanimous vote passing.*

### **OLD BUSINESS**

- *The applications to replace Pete McHugh on the Board have been limited. Only one has been received, thus far. After reading the application, the Board would like to meet with the individual, Samantha Cousins, prior to a vote.*
- *The Board expressed appreciation over the work that was done this past summer, including the security cameras, the film over the window, and the new storage shed. Since costs were all below \$5000, no approval had been necessary.*
- *Principal Brown stated that Gradelink was being piloted as a Learning Management System for the school. Although there is a cost of \$107 per month, he felt it was a reasonable amount due to the new requirements.*
- *Principal Brown told the Board that the rebate from the CPUD for the LED lights was in excess of \$1000.*

### **NEW BUSINESS**

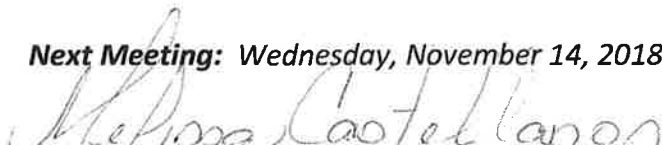
- *New equipment was purchased for recess and PE activities over the summer.*
- *SCFS is looking for someone to clean the building. A discounted rate was offered by xxxx as a service to the school.*
- *The SCFS Parent-Teacher Organization is active, according to Principal Brown, showing support for the students and staff. They want to have the following for the school:*
  - *A mascot*
  - *School colors*
  - *More fund raisers such as Mod Pizza, t-shirts, and others*
  - *The president of the PTO is Amanda Jones*
- *Principal Brown gave a report on the status of SCFS and like schools (15) throughout the state that have come under some scrutiny due to the audit of virtual high schools by Sec. of State Dennis Richardson's office. There have been several meetings over the summer*

to clarify the type of home-based school such as SCFS. Since legislators think that home-based is strictly home schooling, another name is being considered to be used: Personalized Learning School. This would categorize SCFS in a more accurate manner.

- President Kellie Follett mentioned that they would begin the evaluation of the principal at an earlier time to include parent/guardian input, perhaps in April.
- The Board looked at the check registry to ensure that everything was accurate and appropriate for expenditure.

**The meeting was adjourned by Kellie Follett at 12:15 pm.**

**Next Meeting:** Wednesday, November 14, 2018



Signature



Date

Signature

Date



## *Board Minutes for November 14, 2018*

*Wednesday, November 14, South Columbia Family School*

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### **ATTENDANCE**

The following Board members were in attendance:

Kelly Follett  
Samantha Cousins  
Sandi Curelo

*The meeting was called to order by Ray Brown at 11:30*

### **MONTHLY**

- *Sandi Curelo moved to accept the minutes of October, 2018. The motion was seconded by Samantha Cousins with unanimous vote passing.*
- *Review and signing of check registers.*

### **OLD BUSINESS**


- *Principal Brown handed out the Administrative Regulations he has been working on for the past month. He explained that they are a work in progress.*
- *Brown also handed out a summary of the audit for board members. He emphasized how the one negative mark by the auditors is that they don't have sufficient oversight due to low numbers of employees.*

### **NEW BUSINESS**

- *Principal Brown reported on the following*
  - *Purchase of emergency buckets for each classroom*
  - *Chess club is active with 12 students, later to be open to younger students*
  - *Bingo for Bucks was a success, netting over \$130.00*
  - *Activity and Pizza night would be on December 13*
  - *Gradelinks was shown to the members of the board, with input from Gretchen Landin*
- *Principal Brown stated that the December meeting would be a working lunch, with lunch provided by the school*

***The meeting was adjourned by Kellie Follett at 12:15***

***Next Meeting: Wednesday, December 12, 2019***

  
\_\_\_\_\_  
Signature  
*Melissa Castellanos*

*12-12-18*  
\_\_\_\_\_  
Date  
*12-12-18*

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**Signature**

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**Date**



Board Minute, Dec. 12, 2018  
Wednesday, November 14, South Columbia Family School

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### **ATTENDANCE**

The following Board members were in attendance:

Kelly Follett  
Melissa Castellanos  
Sandi Curelo  
Eliza Ferrin  
Samantha Cousins

*The meeting was called to order by Kellie Follett at 12:*

### **MONTHLY**

- *Melissa Castellanos moved to accept the minutes of September, 2018. The motion was seconded by Sandi Curelo with unanimous vote passing.*
- *Review and signing of check registers by Eliza Ferrin.*

### **OLD BUSINESS**

- *Principal Brown talked about developing a process for enrolling new students to keep it equitable and legal*
- *Principal Brown expressed his concerns for the PTO due to number of attendees. Samantha Cousins expressed the positive hard work that the PTO has been doing, including the recent fund raisers.*
- *Principal Brown clarified that the "Parents Night Out" was just for the afternoon and only for SCFS students due to liability and costs*
- *Principal Brown showed a new format for the monthly newsletter.*

### **NEW BUSINESS**

- *Principal Brown will be attending a Civics Conference with new legislative proposals*
- *Principal Brown stated that Warren, SCFS, and Head Start should be planning a joint active-shooter drill for the three schools. Laura LaMarsh, Mr. Brown, and Head Start will meet with local law enforcement to develop a viable plan.*
- *Principal Brown expressed a need for a flashing light at Berg and Hwy. 30 due to the traffic*
- *Principal Brown stated that new primary play equipment would be installed over break.*

***The meeting was adjourned by Kellie Follett at 1:05***

**Next Meeting:** Wednesday, January 9, 2019

*Melissa Castellanos*  
\_\_\_\_\_

**Signature**

*Amanda Klurels*  
\_\_\_\_\_

**Signature**

*1-9-19*  
\_\_\_\_\_

**Date**

*1-9-19*  
\_\_\_\_\_

**Date**



2019

*Board Minutes for January 9, 2018*  
*Wednesday, February 13, South Columbia Family School*

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**ATTENDANCE**

The following Board members were in attendance:

Kelly Follett  
Melissa Castellanos  
Sandi Curelo  
Samantha Cousins

*The meeting was called to order by Kellie Follett at 11:57*

**MONTHLY**

- *Sandi Curelo motioned to accept the December minutes. Melissa Castellanos seconded with unanimous approval*
- *Review and signing of check register.*

**OLD BUSINESS**

- *Principal Brown gave a report on the Civics Conference, including the following*
  - *Budget increases by state. Funding unsure*
  - *Possible mental health counseling for middle and high school students*
  - *Required counselors for elementary schools*
- *Emergency booklets have been created for the staff at SCFS*
- *PTO to have trial meeting in February on Thursday, after school, instead of the evening to boost attendance*
- *No update on flashing light at Berg and Hwy. 30*
- *Play equipment delayed for installation*

**NEW BUSINESS**

- *Principal Brown will be attending a a conference on school safety, sponsored by PACE, in Clackamas in March, and another conference on legal issues in Salem in April*
- *Loss of 7 students due to moving or transfer*
- *Principal Brown stated that people are contacting the school, already, about the next year*
- *Social Studies night is on January 24, beginning at 6:00*

***The meeting was adjourned by Kellie Follett at 12:55***

***Next Meeting: Wednesday, February 13, 2019***

Melissa Castellanos

Signature

Sandi Curtis

Signature

2-13-2019

Date

2-13-2019

Date





Board Minutes for February 13, <sup>2019</sup>~~2018~~  
Wednesday, March 13, South Columbia Family School

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**ATTENDANCE**

The following Board members were in attendance:

Kelly Follett  
Melissa Castellanos  
Sandi Curelo  
Samantha Cousins  
Eliza Ferrin

*The meeting was called to order by Kellie Follett at 11:57*

**MONTHLY**

- *Sandi Curelo motioned to accept the <sup>February</sup> December minutes. Melissa Castellanos seconded with unanimous approval*
- *Review and signing of check register.*

**OLD BUSINESS**

- *Principal Brown stated that we had lost one family*
- *The Social Studies Night was a success, but Principal Brown expressed concern that parents were not watching their children, so the staff is looking at other possibilities for next year.*
- *The 8<sup>th</sup> grade parent meeting went well, with several attending, asking good questions*
- *As an update on the Scappoose Supt. search, it is noted that Principal Brown will be serving on the search committee.*

**NEW BUSINESS**

- *Board members were given the policy on school application and enrollment with the decision to be reached next month.*
- *Principal Brown wondered if we need a policy on school cancellation or should it be an administrative regulation. The Board decided in an oral agreement that it should be administrative.*
- *Principal Brown stated that monies were switched to savings to earn interest in lieu of keeping it all in checking*
- *ODE requires that suspensions and expulsions of a school be sent to the state. SCFS has not had any.*
- *The PTO will be sponsoring a Pie-in-the-Face contest involving staff after Spring Break*
- *The Board looked at the evaluation forms for the principal, and several recommendations were made. Those recommendations would be included in a revised form by the Board President*
- *Due to conflicts at work, K. Follett asked if the meetings could be moved to Thursday, beginning in April. Time will have to be determined. All members accepted this move.*

- The next meeting will be on March 13, at the scheduled time.

**The meeting was adjourned by Kellie Follett at 12:57**

**Next Meeting:** Wednesday, March 13, 2019

Melissa Castellanos  
Signature

3-13-2019

Date  
3-13-2019

[Signature]  
Signature

Date



## *Board Minutes for March 13, 2019*

*Thursday, April 11, South Columbia Family School*

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### **ATTENDANCE**

The following Board members were in attendance:

Melissa Castellanos

Sandi Curelo

Samantha Cousins

Eliza Ferrin

*The meeting was called to order by Ray Brown at 12:00*

### **MONTHLY**

- *Melissa Castellanos motioned to accept the February minutes. Sandi Curelo seconded, with a unanimous vote.*
- *Review of check register and signing by Eliza Ferrin.*

### **OLD BUSINESS**

- *The Board agreed that the form for the principal's evaluation was acceptable.*
- *Samantha gave an update on the PTO, with an agreement that the president's position would be a two year position. Also, upcoming events, including the end-of-year picnic at Heritage Park was mentioned.*
- *The policy on school application, enrollment and class size was brought to a vote. Melissa Castellanos motioned for approval, with Sandi Curelo seconding. Vote was unanimous.*

### **NEW BUSINESS**

- *Mr. Brown will be attending a Safe Schools meeting on Friday, March 15, in Clackamas*
- *Mr. Brown will be attending a PACE (insurance) meeting in April. This will require an overnight stay.*
- *Mr. Brown stated that there will be a chess tournament at the end of April, going into May. The first three finishers will receive a trophy.*
- *Mr. Brown stated that the HVAC system has been serviced, with a new electrical line brought in. The cost was in excess of \$2000, but needed to be done for safety.*
- *The Board reviewed and voted on the 2019-2020 calendar. Melissa Castellanos motioned for passing; Samantha Cousins seconded, with unanimous approval.*
- *In April, meetings will be held on the second Thursday of each month, beginning at 1:30.*
- *The next meeting is scheduled for April 11.*

The meeting was adjourned by Ray Brown at 12:43.

Melissa Castellanos

Signature

Eliza Ferrin

Signature

4-11-19

Date

4-11-19

Date

~~March - Not a quorum - No Meeting~~



**Board Minutes for April, 2019**  
Thursday, May 9, South Columbia Family School

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**ATTENDANCE**

The following Board members were in attendance:

- Melissa Castellanos
- Sandi Curelo
- Samantha Cousins
- Eliza Ferrin

The meeting was called to order by Ray Brown at 1:30

**MONTHLY**

- Melissa Castellanos motioned to accept the <sup>Feb</sup> ~~March~~ minutes. <sup>Eliza Ferrin</sup> ~~Sandi Curelo~~ seconded, with a unanimous vote.
- Review of check register and signing by Eliza Ferrin.

**OLD BUSINESS**

- The Board decided to table the evaluation of the principal since <sup>forms not sent</sup>

**NEW BUSINESS**

- Mr. Brown will be attending a PACE (insurance) meeting in April. This will require an overnight stay.
- The Board agreed that the principal should review the QuickBooks as a read only log-in on a quarterly basis to ensure fiscal security, based on recommendations by the auditors. A form was signed and sent to the state by Vickie Weaver, explaining this process.
- Mr. Brown stated that the new superintendent was down to three candidates since the interim has removed his name.
- Mr. Brown shared the budget with the Board, explaining that we had sufficient monies for the following school year. However, due to increases in PERS and other costs, we still need to be frugal.

The meeting was adjourned by Ray Brown at 2:20.

Eliza Ferrin  
Signature

Eliza Ferrin  
Signature

5-9-19  
Date

5-9-19  
Date





## *Board Minutes for April , 2019*

*Thursday, May 9, South Columbia Family School*

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### **ATTENDANCE**

The following Board members were in attendance:

Melissa Castellanos

Samantha Cousins

Eliza Ferrin

Principal Ray Brown

*The meeting was called to order by Ray Brown at 1:30*

### **MONTHLY**

- *Melissa Castellanos motioned to accept the February minutes. Eliza Ferrin seconded, with a unanimous vote.*
- *Review of check register and signing by Eliza Ferrin.*

### **OLD BUSINESS**

- *The Board tabled the evaluation of the principal since forms not sent out to the families*

### **NEW BUSINESS**

- *Mr. Brown will be attending a PACE Insurance meeting. This will require an overnight stay.*
- *The Board (Melissa Castellanos motioned, seconded by Samantha Cousins) agreed unanimously that the principal shall review the QuickBooks as a read only log-in on a quarterly basis to ensure fiscal security, based on recommendations by the auditors. A form was signed and sent to the state by Vickie Weaver, explaining this process.*
- *Mr. Brown stated that the new superintendent for Scappoose District was down to three candidates since the interim had removed his name.*
- *Mr. Brown shared the budget with the Board, explaining that we had sufficient monies for the following school year. However, due to increases in PERS and other costs, we still need to be frugal.*

### **NEXT MEETING**

- *Thursday, Sept. 12, 2019*

**Meeting was adjourned by Ray Brown at 1:30.**





*[Handwritten Signature]*

Signature

*5-9-19*

Date

*Eliza Ferrin*

*5-9-19*

Signature

Date





## Board Minutes for May , 2019

Thursday, September 12, South Columbia Family School

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### **ATTENDANCE**

The following Board members were in attendance:

Melissa Castellanos  
Sandi Curelo  
Samantha Cousins  
Eliza Ferrin  
Kellie Follett

The meeting was called to order by Kellie Follett at 1:30

### **MONTHLY**

- Melissa Castellanos motioned to accept the ~~February~~<sup>April</sup> minutes. Sandi Curelo seconded, with a unanimous vote.
- Review of check register and signing by Eliza Ferrin.

### **OLD BUSINESS**

- The evaluation of the principal was tabled.
- Principal Brown mentioned that the auditors wanted him to do a quarterly check on the school accounts for additional security
- Principal Brown brought forth the 2019-2020 school budget. Approval was motioned by Samantha Cousins and seconded by Eliza Ferrin. It passed unanimously.
- The revised calendar was accepted, but had been approved at former meeting.
- Principal Brown presented on the PACE meeting in April that he attended, including legislation, cyber security, and equal pay.

### **NEW BUSINESS**

- Mr. Brown stated that the enrollment for the next year was almost full, with a few openings in all but middle school.
- Mr. Brown gave a list of items for the summer including carpet cleaning and general maintenance.
- An update was given on the PTO which was planning the end of year picnic.
- Social Studies and Reading have received updates in curriculum.

### **NEXT MEETING**

- Thursday, Sept. 12, 2019

Meeting was adjourned by Kellie Follett at 2:30. <sup>WFS</sup>

Melissa Castellano  
Signature

Sandra Kusels  
Signature

9-12-19  
Date

9-12-19  
Date