



MINUTES

Date July 14 , 2023

6:00 pm

Howard Street Charter School



Board Present: Jenny Hoelter Erik Davis Robin Saunders Wilson Jill Whitney Leslie Thompson-Savage QUORUM ACHIEVED –	Board Absent: Kelby Childers	Guests: Christina Tracy
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Meeting Convened: 6:08 pm

Guest: Christina Tracy

Open Forum:

- Review and Approval of Meeting Minutes--Minutes approved at 6:11 pm
- **Principals report:** Christina reports every Monday to help participate in Music Lessons. Fencing poles have been installed and the fencing will go up next week. The city of Salem has been rounding corners the Union street side of building. The dance studio has seen its annual rent price increase and there is a small dispute over the rent increase (about \$60) but we are working to correct that amount.
- There is a delay in the reimbursements coming out of last years funds, so that will be reflected in the budget information later.
- The budget will need to be adjusted, about \$40,000+ in our favor based on our previous projections from the state.
- The “We need your help” letter has been added to the website, to help refresh our need for solid attendance.
- Christina will be meeting with the new superintendent on the first day back in August (as she is meeting with all principals around the district)
- There have been a couple of applications for the instructional assistant position that has been posted. Christina is hoping Erik and Leslie will participate in interviews.

- Thank you for the quick action in getting Adam Robinson in the building full time. For example when Ms. Hall goes on vacation for her wedding, Adams permanent position will help cover that absence without needing to bring anyone else in for her.
- Feedback from parents regarding the attendance letter was as expected, some families very supportive, some mentioning that they will take their students out of school at will.

Finance Committee: Recap of \$50,000 shortfall directly related to attendance. We are still in good shape, but the current numbers show that we are still expecting revenue. For example, Christina sent two reimbursements at the end of June, and is expecting those in July--but they aren't here yet. There is about \$100,000 of reimbursements. There are a lot of time delays on grant funding right now. Every submission this year had a documentation requirement to prove that the expenses did indeed qualify for Covid funding reimbursement. All of the grant money has to be in by August 30th.

Admissions Committee: We have lost 0 6th graders since June. 1 incoming 7th grader has been replaced because of a move. and 0 incoming 8th graders have made changes. 6th--64 7th--64 8th--62

HR Committee (all): Plan for interviews on August 3rd around 12:00-3:00 with Erik and Leslie. Christina will invite Brit, whose classroom the new hire will be working in. Requirements for this position: HS diploma, background check, and good work ethic with children. Starting pay is \$19/hr

Facilities Committee: See notes from principals report regarding fencing and construction. In August our annual inspection will take place. There has been no increase in demand for parking

- **Old Business:** Fall potluck will likely take place at River front park. We will put out a flier of who will bring entrees, desserts, sides--everyone brings their own silverware, plates, drinks etc. As far as new board members we are looking for committee members to help us and create better outreach. Christina will ask Robin to create the flier for the potluck. Are there volunteer opportunities? It would be really great if we could get parents to participate in the enrichment time/after school activities, help with concerts, field trips--there is a list available. August 31st--6:00--board members are all encouraged to attend. This is a good opportunity for organization of car pool lists. The board will stay on the message that attendance is a part of our financial trajectory in addition to the academic opportunities and consistency that students miss out on by being gone. Review of Howard Street Communication Planning with Robyn--see document in email.

- **New Business:** Leslie asked about the Mexican dinner, but Christina mentioned that Chef Leah has been asking about a Chili cook off with --community involvement project October (13th). There would possibly be tickets sold for voting on winning chilis--the board could help by finding judges. Board members agreed.
- Looking ahead--chamber during spring break 2024, so students are not in the building.

Adjourn: July 14, 2023 at 7:11 pm

Next BOG meeting Scheduled: August 17, 2023 6:00 on Zoom

Request to make Sep 21, 2023 in person

October over zoom

November in person--admissions Nov 14th to accommodate Leslie's schedule

Dec over zoom

Jan over zoom

Feb in person

Mar over zoom

April over zoom

May in person