



MINUTES

February 15, 2024
6:00 pm
Howard Street Charter School -
Meeting held in person



Board Present: Jenny Hoelter Kelby Childers Erik Davis Leslie Savage Amy Baden Robyn Saunders Wilson	Board Absent: Andreas Wetzel	Guests: Christina Tracy Robert Salberg Lena James Ethan + Finn (special 8th grade superstar guests)
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OPENING REMARKS

Jenny called the meeting to order at 6:07 pm.

Guests in attendance included Christina Tracy, HSCS staff members Lena James and Robert Salberg, and 8th graders Ethan and Finn.

- **Curriculum review**

Lena James and Robert Salberg introduced 8th graders, Ethan and Finn, who presented on the performance masks created for the 8th grade production of Elf Jr. The students walked us through the creative process for this two month project, beginning with concept sketches, determining materials, making choices about aesthetics, and adjusting to ensure form and function for the production. Upon completion, the board was rewarded with a top notch vocal performance from the students.

- **Approval of previous months minutes** - January minutes reviewed. Motion to accept by Erik with a second by Leslie. Minutes approved.

- **Principals Report**

- New term; new focus: 8th grade drama students have transitioned into health and 7th grade health students made the switch to drama.
- Info night for 5th graders is scheduled for Feb. 20.

- The Parent Club has been doing an incredible job at planning and implementing fund raisers. The basket raffle during the production of Elf Jr. raised \$1,417. Restaurant takeovers continue as follows:
 - March 7 - Red Robin
 - April 16 - McMennamins
 - May (date to be confirmed) - Papa Murphy's
- The last month has been marked with an uptick in sickness all around.
- Attendance - Christina shared statistics from around the U.S. post-pandemic that confirms attendance continues to be an issue everywhere (with the exception of Idaho and North Dakota – both have rebounded).
 - HSCS is no exception—absences continue to be on the uptick.
 - As of February 15, we had 33 students who had 100% attendance for the school year.
 - Attendance, obviously, is critical, as we build from day-to-day in concepts and community. Therefore, the brainstorming continues - what more can be done to communicate and motivate students/families to prioritize attending school? Budget-wise, as attendance is linked to funding, we can't drop below the current numbers. If this trend continues, we may be forced to drop certain programming. More discussion needed.
- **Finance**
 - Erik provided an update:
 - Expense perspective - HRA funds not used will stay in the pool. One detail of note, we have been able to provide internal coverage for subbing (rather than using district subs).
 - YTD - net operating income is up due to parking lot revenue from construction workers across the street, fundraising, and Christina's continued prudence.
- **Admissions**
 - Awareness campaign completed. Fliers were hand delivered to schools in which we did not have any applicants from last year. All feeder schools received fliers and a note by mail. Our social media campaign is designed to share reminders up until the deadline.
 - Tour for lottery applicants scheduled for Feb 20 and 21.
 - Leslie and Robyn to meet up March 6 to review applications and prepare for the lottery.
- **Old business**
 - Blurb for newsletter - monthly (next one February 15) - Leslie to take the next one. Goal is to highlight why we're on the board.
 - Board recruitment - Looking for diversity of backgrounds (e.g. attorney, higher education, community members, downtown business owners). Ideally, we'd like to grow the board to nine.

- **Action item:**
 - Onboarding packet + articulate board goals – how do we know we’ve met our goals or made progress? (Cadence: Spring time goals); approval of budget in June.
 - Determine at least one measurable goal per year.
 - Bio piece for each member - potentially add to website and internal document.
 - Board 101 class for fall. Charter school law - Christina to help plan to help us!
 - May 14 - meet the board event.
 - Jenny is creating a calendar of events we need to be aware of throughout the year; needs to reach out to Brooke for the financial calendar
- **New business**
 - Chili feed - October 2024 fundraiser - Chef Leah to take the lead.
 - Parent Club - determine Spring events - next mtg – Feb 8
 - Civil Rights Coordinator - RSW to reach out to Suzanne West at the District so that we know who the coordinator is. Also add to the monthly agenda to capture any questions or concerns.
 - Chamber MeetUp - Erik to follow up for a June 28 event.
 - Look for additional ways to integrate into the community. Brainstormed:
 - On Your Feet Friday
 - First Friday Art Walk
 - Bush Barn (Salem Art Association)
 - Make friends with the new apartment complex (old Nordstrom spot)

Meeting adjourned at 7:26 pm.

Respectfully submitted by: Robyn Saunders Wilson