

# Board of Directors Meeting March 3rd, 2022

The work session of the Board of Directors of the Molalla River Academy, an Oregon nonprofit corporation, was held as an online Zoom meeting on March 3rd, 2022 at 6:00 pm.

The public was notified of this meeting with 24 hours notice.

Called to order at 6:03 pm

In attendance: Emily Frack, Robert Seubert, Mindy Zasky , Brandon Senn, Brad Kuhn

## Directors Attending:

Mindy Zasky - President - June 2022

Robert Seubert - Treasurer - April 2023

Brad Kuhn - Board Member - September 2023

Brandon Senn - Board Member - September 2023

Emily Frack - Board Secretary - December 2022

Directors Absent:

None

Directors Tardy:

None

Directors left early:

None

Executive Director Attending:

Melanie Marrone

Iva Quinlan

A sufficient number of directors were present to constitute a quorum.

The meeting was chaired by Mindy Zasky

The minutes were taken by Emily Frack

1. Call to Order of Work Session
2. Attendance
3. Bookkeeping Questions–Becky Finck
  - a. Melanie asks about line items in the credit card statements and seeing how they are billed
    - i. Becky responded that they are reflecting on the Profit and Loss statement but they can show the line items with a special report.

- b. Becky explains about the audit - they do a snapshot of the P&L and Balance Sheet and do a general look and then pick and choose some things to dive into. Then they provide recommendations to fix for the following year.
  - c.
4. 2020-21 Audit
- a. Rob asks questions about audit
  - b. Rob asks questions about Amazon transactions
    - i. Discussion of giving Rob login so he can view Amazon transactions
  - c. Brad asks questions about being on track with the budget and to be more informed.
  - d. Melanie discusses having a finance committee - we need one
  - e. Brandon asks Melanie about reserves left in our account. Melanie responds that we are burning about 12k per month but we still have a very healthy bank account. Started the year at 900k in the bank and now there is 800k.
  - f. Brandon asks if a certain amount is placed to the side for reserves
    - i. Melanie answers no we don't but we need to do this
    - ii. Iva mentioned that the auditors in the past have said we need to do this
  - g. The lottery is coming up in April, this will give us better enrollment figures next year to work with when looking to budget for 2022/2023
  - h. Brad asks if there is more money coming in and Melanie responds that yes we should be getting SIA (student investment act) money estimated around 125k
  - i. Melanie says there is a Summer Program grant that is coming. We will need to discuss another Summer Program.
5. RSSL Update
- a. Melanie presents RSSL Update slide show
  - b. Melanie doesn't think we should recommend that staff be masked. She recommends it being their choice.
  - c. In Clackamas County, we are now at a "Medium" level risk according to the CDC - which they recommend to allow people to choose to wear masks indoors.
  - d. Melanie recommends that we make masking an individual decision but keep cohorts and playground zones. Continue sanitizing.
  - e. MRA will keep with the previous decision by the board in making masks a choice after March 12th.
  - f. Brad asks a clarifying question about quarantine - no cohorts will have to quarantine under this new rule.
  - g. No more questions from the Board
6. Policy Clarifications:
- a. BD/BDA Firearms at public meetings are prohibited on district property
    - i. This does apply to us
    - ii. Brad withdraws his previous concern on this issue
  - b. BDDH-AR--unclear what question was
  - c. CBC--Executive Director "healthcare benefits for director no longer employed..."--Not common practice at nearby charter schools

- d. CHCA–unclear what the question was
- e. DGA–unclear what the question was
- f. Board discusses what our questions about the policies were

7. First Read of Policies:

a. Section E: EB, EBAC, EBAC-AR, EBB, EBBA, EBBB, EBC, EBCBM EBCD, ECAB, ECACB, EDC/KGF, EEAE, EEAE-AR, EEBB

i. Brad asks about having staff and parents involved with the safety committee (EBAC-AR)

ii. Brad asks about EDC/KGF - asks about conflicting use of school property taking away from the school property, for example, the teacher laptops. Melanie explains that there is a separate laptop/equipment agreement staff sign annually.

iii. Rob asks about AED on site - Melanie responds that staff are trained on using the AED.

iv. Brandon makes a motion to adopt Section E (with the exception of EBAC-AR). Rob seconds. All in favor.

b. Section G: GAB, GBA, GBA-AR, GBC, GBCA, GBDA, GBEA, GBEA-AR, GBEB, GBEB-AR, GBEBB, GBEC, GBED, GBH/JECAC, GBJ, GBK/KGC, GBM, GBMA, GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2), GBNA, GBNA-AR, GBNA/JHFF, GBNA/JHFF-AR, GBNAB/JHFE, GBNAB/JHFE-AR(1), GBNAB/JHFE-AR(2), GCA, GCAB, GCBDA/GDBDA, GCBDC/GDBDC, GCBDC/GDBDC-AR, GCDA/GDDA, GCDA/GDDA-AR, GCL, GCN/GDN, GCPC/GDPC, GCPD, GCPD-AR

i. Brad points out a few typos - Melanie mentions that the OSBA person we hired to draft these policies will do a final look through to make sure there are no typos. GBEC needs work on typos.

ii. Melanie is going to have the OSBA person take out the Employee Assistance Program verbiage - we don't have one right now.

a. Melanie wants to review the benefits package in the future

iv. Brandon makes a motion to adopt except (section GBEC). Mindy seconds. All in favor.

c. Section I: IGAC, IGAC-AR, IGAEB, IGAI, IGBAB/JO, IGBAB/JO-AR, IGDG, IIBGA, IIBGA-AR, IICA, IKI, IL, INDB, ING, ING-AR

i. Brad asks about IGAI curriculum questions about Health Education. Melanie catches him up on history on past board action on this.

ii. Brad asks about Electronic Communications access and when do students get email. Iva responds that the kids get their emails in Kindergarten but they don't use it until 5th grade and older. Distance learning was set up under the kid's emails.

iii. Rob makes a motion to adopt section I. Emily seconds. All in favor.

d. Section J: JB, JBA/GBN, JBA/GBN-AR(1), JBA/GBN-AR(2), JBAA, JBB, JE, JEA, JECAC/GBH, JED, JEDA, JF/JFA, JFC, JFCEB, JFCEB-AR, JFCF, JFCF-AR, JFCG/JFCH/JFCI, JFCJ, JFCM, JFG, JFG-AR, JG, JGA, JGAB, JGAB-AR, JGD, JGDA, JGDA-AR, JGE, JHC, JHCA, JHCC, JHCC-AR, JHCCA, JHCCF, JHCCF-AR, JHCD/JHCDA, JHCD/JHCDA-AR, JHDB, JHF, JHFE/GBNAB, JHFE/GBNAB-AR(1), JHFE/GBNAB-AR(2), JHFF/GBNAA, JHFF/GBNAA-AR, JHHB, JN, JO/IGBAB, JO/IGBAB-AR, JOA, JOB, JOC

i. Section JFCEB we want to strike verbiage about students using

phones during passing time, between classes and add that they not use them during before/after care.

ii. Same section to be revised about staff use of cell phones to align with the policy the board approved last year with regard to personal use of cell phones for school.

Iv. Brad makes the motion to adopt section J (except JFCEB), Brandon seconds. All in favor

e. Section KL: KAB, KAB-AR, KBA, KBA-AR, KGB, KGC/GBK, KGF/EDC, KJA, KK, KL, KL-AR, KN, KN-AR(1), KN-AR(2)

i. Brad comments about Director approval of drones or other flying craft on the property. Keeping policy for liabilities reasons.

ii. Brandon asks questions about use of school property by the public during non-school hours.

iii. Brad asks about section KN-AR (1) about the director attempting to notify students' parents in the event of an emergency when a police officer would interview a student. If they can't then the director could grant permission for the police officer to grant the interview.

a. Board discusses situations in which this could be acceptable and if to write this policy more strictly or to keep it as-is.

Iv. Brandon makes a motion to approve section KL. Rob seconds. All in

favor.

#### 8. General Discussion

a. No meeting on March 8th. Next Meeting March 29th.

b. Mindy reads a resignation letter as of March 31st, 2022.

i. Board discusses the President open position

Meeting was adjourned at 7:47 pm

Next meetings are scheduled for:

March 29th at 6:30pm - regular meeting

**Read and approved by the Board of Directors on \_\_\_\_\_ 2022,**

\_\_\_\_\_  
Secretary, Emily Frack.