



**Mission:** Empowering students to see the God-given gifts and purpose they have within them

## **Board Meeting Agenda**

**Monday, June 10<sup>th</sup>, 2019**

Board Members Present: Todd Young, Josh Bidwell, Scott Brown, Cherie Aaron, TJ Kelley, Ethan Holub, Mike LaSage

Audience in attendance: Kathy Young, Melissa and Nathaniel Long, Stuart Halden, Betsy Dixon

### **630 pm Opening Prayer - Mike**

### **634 pm Approve Agenda - Todd**

Motion to approve agenda – Josh  
Second – Scott  
Vote - unanimous

### **635 pm State of the School - Mike**

Mike intends to electronically address all families later this week. It will contain our financial situation, recent monthly actuals, programming changes between our first and our coming second year, highlights from year one. Regarding the possible staffing and grade configuration for next year: should it be in “state of the school” or a second communication? The general feeling was that they should be two separate messages.

### **650 pm Your Voice Matters - Mike**

We have a box in place, but haven't yet communicated well as to it's purpose. We plan to have a “kick-off” of the idea as part of our back to school activities, and like the idea of setting up a “your voice matters” email, as well as using a tagline directing families to the email and suggestion box on all school communications.

### **655 pm Operations –**

**Enrollment Update** – Mike. We are at 101% compared to this time last year. It looks like we will have two kinder classrooms next year. We are budgeted for 160 students this year but would really hope for a healthy 170-180. Summer program now has 17 kids and budget has been adjusted for that number.

**Part Time Contracted Teacher Policy**- Language needs to be adjusted to clarify that it is part-time, contracted teaching staff. Add: "to be reviewed on a year to year basis." Motion to approve – Ethan  
Second – Scott  
Vote - unanimous

**Maternity Leave Policy** – We would like to adopt the policy as it is, however, once we are outside the LLF umbrella, we would like to re-visit in in regard to paternity leave and adoption leave.  
Motion to approve –TJ  
Second – Scott  
Vote - unanimous

**Parent Policy**  
Motion to approve – Josh  
Second –Cherie  
Vote - unanimous

**Scholarship Policy** – Motion: Scott, Second, Ethan Discussion: Fix ...We have some question around general fund scholarships. Charles Schwab dollars are not showing in actuals. Exec. Team will run this down. An account will be given at the next board meeting. We need to be sure the scholarship policy in place marries up with reporting. We need to give more thought to how and when money will be distributed and what our reserves will look like. This is being sent back to the exec team for clarification.

**Staff Handbook** – Cherie. Motion to go with suggested edits and forward to LLF.  
Motion; Scott, second: We are going with suggested edits  
Motion to approve – Scott  
Second –  
Vote - unanimous

**Parent Suggestions/Questions:**

- More communication is desired, including signs at the front where parents come in, maybe at the drive-through area too. Families need 3-5 touches per event. We need a family training at "back to school" on navigating the school website, including an introduction to the school calendar. We might be able to link the Google calendar... Exec Committee will explore this.
- What is our vision for the school long term? Five years? Ten years? How will we get there? Answer: we have a 10,000 foot view document. We are still working out the details. Maybe some of this can be added to the state of the school address??

- Have we started interviewing for Bible/history teacher? We have a job description. Movement has begun, but is not yet in full motion. Exec team will move and report to the board.

**\*\*\* EXECUTIVE SESSION \*\*\* Began at 7:45pm**

7:10 pm Cards for Staff

715 pm Financials

730 pm LLF Update

735 pm Board Meetings 2020 - Todd

740 pm Close in prayer

**Next Meeting: Tuesday, July 16th**

## Board Proposal: Part-Time Contracted Teaching Staff Discount

Explanation: Willamette Christian School has always had a discount for part-time contracted teaching staff in addition to a full-time discount. This policy is still listed in our staff handbook that the Education Committee has been editing for the upcoming school year. I would like to propose that we keep the same discount for part-time contracted teaching staff that the school has traditionally offered. This will allow us to bring highly-qualified teachers into the school for a part-time position with the added benefit of a tuition discount for their student beyond the 30% that is offered to non-teaching staff employees. Financially, this will have a limited impact on the budget due to the fact that we rarely hire part-time staff and also due to the fact that our classrooms are not at capacity.

### Language to Remain in Updated Handbook:

Part-time, contracted employees: Part-time contracted employees receive a discount equal to the percent of time they are contracted (I.E. 20 hours = 50% which equaled a 50% discount).

Limitations: The tuition credit is not to exceed 50% of the total monthly tuition per student, up to two students per family. This credit will be limited to a maximum of 4 part-time contracted teaching staff per year.

This proposal is requested to be approved on a trial basis for the 2019-2020 school year, after which time it will be re-assessed based on feedback from the administration as to the overall effectiveness and helpfulness.

## Board Proposal: Maternity Leave Policy

Explanation: Willamette Christian School is in need of a maternity policy for our employees. We propose to adopt the policy that is currently in place at Lane Leadership Foundation.

Language proposed to be included in the updated employee handbook:

### WCS Pregnancy Leave

- The mother will be allowed to use her 6 PTO days as part of her maternity leave, at her discretion.
- Paid maternity leave of one (1) month will be extended to the mother. Up to twelve (12) weeks of unpaid maternity leave will also be available for her use.
- The mother may choose to start her maternity leave at any point prior to the birth of the child, but note that the above timeline still applies.
- The mother will receive her maternity leave and vacation pay in the same way that she was previously receiving her payroll.
- After maternity leave is taken, the mother will have the option of moving to a part time status. Hours, pay structure and benefits will be negotiated at such time.



### Summary:

Our current policy surrounding gossiping and conflict did not include a section describing the steps to handle conflict between a parent and the administration. Additionally, there was not a prescriptive, step-by-step process for how the school will deal with a contentious parent or family that is stirring up division and pulling other families into their conflict.

### Current Policy:

The policy currently included in the parent/student handbook addresses how to handle student to student conflict, student to teacher conflict, parent to teacher, and parent to parent. It does not include a procedure for repeated violations that result in division within the school culture.

### Need for Change:

As the Executive Team strives to create a positive, uplifting, and Jesus-centered culture at WCS, we understand that there must be a way to address and deal with parents and families that continuously bring other parties into their specific frustrations with decisions made at the administrative level. Families need a clear procedure to bring their complaints into the open in a healthy way. Then they must move forward after the complaint has been dealt with, whether or not they agree with the decision. Upset parents that continue to stir up division and do not support the school through their words or actions must be handled in a precise step-by-step procedure. Ultimately, this will potentially result in their removal from the school, if the Executive Team determines it is necessary to maintain the school culture.