

Meeting of the Board of Directors
Forest Grove Community School
July 21, 2016
Regular Session Agenda

Individuals with questions about or requests for special needs accommodations should contact the Director of School Operations, Karen Torry, at 503-359-4600 or k.torry@fgcschool.org. Requests for accommodations should be made at least two business days prior to the meeting.

The meeting was called to order at 5:40 a.m.

Preliminaries

- Calendar Items
- Approval of agenda
- Unscheduled public appearance

Discussion Items

- Budget Update: Vanessa reviewed the history of the Board's discussion and approval of the 2016-17 budget. The Board approved the budget with the understanding that funding in some categories might need to be rolled back depending on how per-pupil funding turns out. Vanessa presented a slightly revised budget based on new information.
 - Vanessa showed the Board a balance sheet and explained how this document tracks school finances. She noted that our bookkeeper, Sherie Pitt, generates these reports and provides them periodically to the District in compliance with our charter agreement. Vanessa clarified a Board question from June about a budget line item listed as 'personal property taxes.' Vanessa explained that the term 'personal' should have been removed; the line refers to real property taxes that FGCS pays on the rental houses it owns that are not tax-exempt because they are not used for school/501(c)(3) purposes. The money market balance noted in the balance sheet is the school's contingency fund set aside for emergency expenses.
 - Vanessa shared that state unemployment tax has dropped significantly over time. Earlier budgets were based on a higher expected tax rate. She has now adjusted the budget to reflect current, lower rates.
 - Vanessa contacted Kaiser Permanente to gather information about making small adjustments in the employee health insurance plan to

reduce employee costs (and increase their take-home pay). She will present that information to the Board in September and make a recommendation about whether a change is advisable.

- The revised budget reflects a change in short- and long-term disability insurance coverage that increases the maximum available employee benefit.
- The revised budget also reflects anticipated higher costs for Level 3 and Level 4 overnight trips because an outdoor school grant not available this year.
- Vanessa explained that she prepared the initial budget and this revision based on 'worst case scenarios' with a fiscally conservative approach to ease the impact of possible funding downturns or unexpected expenses.
- Updated Work with Nonprofit Association of Oregon (NAO): Vanessa reviewed the work done last year, reminding the Board that the priority areas identified were: teacher and student support, finances, facilities, place-based learning and arts and extracurriculars.
 - Vanessa reviewed areas in the work plan where progress has been made and where additional work is needed.

Action Items

- June 2016 Board Minutes: Jon made a motion to approve the June 2016 Board minutes as revised (two minor corrections). Bob seconded. Unanimously approved.

Future Action Items

- Anita asked the minutes to reflect that the Board should discuss formalizing signatory authority as a Board policy.

Adjournment

- The meeting was adjourned at 8:51 p.m.