



BANKS SCHOOL DISTRICT BOARD OF DIRECTORS  
12950 NW Main St. Banks OR 97106  
Administration Building  
Regular Work Session/Board Meeting  
**Minutes July 14, 2014**

## **WORK SESSION**

District Board Room

**In Attendance:** Kathy Edison, Bob Huston, Ron Frame, Laurie Schlegel, Raymond Mott, Joni Spencer, Kyle Merritt, Tom Forest, Kelsey O'Halloran

### **Bond Project/Budget Update**

Slurry coat to be applied to main parking lot and relining starting 8/4

OAC meeting 7/17 8AM

Modulars – four have been taken by Washington County; one will go to Sweet Home School District

Gravel under portables needed for elementary emergency access road

Elementary emergency access road excavated

### **Middle School Update**

South field landscaping beginning

140 truckloads of topsoil to be brought in

Emergency stairwell south side of middle school had a leaking issue. Metal decking will be installed.

### **Plaza and Ball Field Update**

1,000 gallon fuel tank uncovered at the west end of the plaza during excavation

Tank is estimated to be 60 to 80 years old

Tank has leaked into soil – cleanup is required. EPA will be involved.

Costs estimated to be at least \$12,000.

### **Review process for approval of petitions for new extra-curricular activities and courses**

Process is needed for consideration of new extra-curricular activities and courses.

The draft was discussed. It will return for approval next month.

### **Interdistrict transfer amendment – 2 slots for 11<sup>th</sup> grade transfers out**

Revision of interdistrict transfer slots – addition of 2 slots for 11<sup>th</sup> grade transfers out.

The additional slots will be open for 7 days. Any interested students will need to apply.

### **OSBA Training Opportunities**

Kathy Edison has spoken to Steve Lamb. Since the board has not participated in the quarterly webinars, OSBA will offer a full day workshop to the board. The workshop would not be until fall. Mr. Huston said he planned to share information on Smarter Balance Assessment this fall. He said there is a guaranteed decline in test scores using the new assessment tool.

### **Middle School Dedication**

Dedication of the middle school, thanking all those involved in the project, tentatively scheduled for September 20.

### **2014-15 Fees Discussion**

5<sup>th</sup> and 6<sup>th</sup> graders are attending Outdoor School this year. This is the only year both grades will go.

High School Parking fee reduced. Parking lot will be more closely monitored in fall. Students parking in non-designated student spot or without parking sticker will lose ability to park on campus.

State play offs – OSAA reimburses costs – PTO covers expenses initially.  
Age for senior discounts? Needs to be specified.  
Third sport dollars – how is money allocated to these sports from pay to play?  
Gate fees for certain sports – not for others? How does the rest of the COWAPA league handle this?  
Signage is needed for parking for games. Parking lot spots are rented out for the sports season.

Concession stands – licenses/permits/food handler permits are needed due to new laws.  
Food handler permits were obtained in the past through the health class, and through the YTP specialist. PTO that handles the concession stands will have to follow the law. Middle school concession stand will also have to abide by the new laws.

Contractors will be receiving addendums to their contracts for 2014-15. MidCo has a 2.5% cost increase; Sodexo custodial has an increase of 3%. Meal prices are going up 10 cents across the board.

The district will go out for RFP's for all contracted services in 2014-15. This should be done every five years. Mr. Huston said there have been personnel issues in the contracted services. He said the custodial service did a good job with the middle school move.

Mrs. Edison asked if there is training for assistant coaches, and if there is a support system for them. Mr. Huston said he will discuss the questions with Mr. Pence and inform the board.

Mr. Huston introduced Kelsey O'Halloran from the Forest Grove Leader.

The meeting adjourned at 6:45 PM.

## **REGULAR SESSION**

### **District Board Room**

**Call to Order/Flag Salute** Chair Kathy Edison called the meeting to order at 7:00 PM. She welcomed everyone to the meeting and led the flag salute.

#### **The following were in attendance:**

##### **Board of Directors**

Kathy Edison, Chair  
Laurie Schlegel  
Ron Frame  
Raymond Mott

##### **Staff/Others**

Bob Huston, Superintendent  
Joni Spencer, Business Manager  
Kyle Merritt, Technology Director  
Kim Martin, Sodexo Manager  
Kelsey O'Hallorhan, Forest Grove Leader  
Tom Forest, Patron

#### **PUBLIC WELCOME/RECOGNITION/COMMENTS**

There were no recognitions or comments.

#### **ELECTION OF 2014-15 CHAIRPERSON**

Laurie Schlegel nominated Kathy Edison. There were no more nominations. Nominations closed. Vote for Kathy Edison as 2014-15 board chair. Vote was unanimous.

#### **ELECTION OF 2013-14 VICE-CHAIRPERSON**

Ron Frame nominated Laurie Schlegel and Raymond Mott. There were no more nominations. Nominations closed. Vote for Laurie Schlegel as 2014-15 board vice-chair. Kathy Edison – aye. Laurie Schlegel – aye. Vote for Raymond Mott as 2014-15 board vice-chair. Ron Frame aye. Election was postponed to the August 11, 2014 meeting.

## **APPROVAL OF AGENDA**

Addition to the agenda:

Consent Agenda 3.2 Routine Personnel Matters

Hiring: Addition of Erik Felkley 1.0FTE Maintenance/Groundskeeper effective 7/1/14

Designation:

Change name of Banks from West Coast to Columbia Banks

Ron Frame moved to move all action items to the consent agenda. Laurie Schlegel seconded.

Discussion: There was no discussion. Motion passed unanimously. Laurie Schlegel moved to approve the agenda as amended. Ron Frame seconded. Discussion: There was no discussion. Motion passed unanimously.

## **PRESENTATIONS/REPORTS**

There were no presentations or reports.

## **CONSENT AGENDA**

Board Minutes: June 3, 2014, June 9, 2014

Routine Personnel Matters:

Effective June 12, 2014

Hiring:

Erik Felkley 1.0FTE Maintenance/Groundskeeper effective 7/1/14

Start of 2014-15 School Year

Leann Gallien .5FTE Middle School Counselor/.5FTE TOSA – Student Services

David Imhoff 1.0FTE High School Social Studies Teacher

Loni Wren .406FTE Instructional Asst.

Fiscal report

Designations:

Appoint Superintendent as Chief Administrative Officer, School Clerk and Budget Officer

Authorize Superintendent to file for all grants

Appoint Business Manager and Superintendent as Custodian of Funds

Appoint Bob Huston, Joni Spencer and Marlo Mosser as signers on the Banks School District Bank Accounts

Authorize Superintendent and/or Business Manager to negotiate loans as necessary (e.g. TAN)

Authorize Superintendent and/or Business Manager to invest funds

Authorize fidelity bonds for:

Superintendent/Clerk	\$ 50,000
Business Manager	\$ 100,000

Designate News Times as official newspaper of record

Designate Nancy Hungerford/John Peterson as District's attorneys

Designate Waltz, Sheridan & Crawford as Insurance Agent of Record

Designate U.S. Bank, Columbia Bank and Local Government Investment Pool as Depository of Funds

Designate Pauly, Rogers, and Co., P.C. as District Auditors

Designate Board Meeting Dates as 2<sup>nd</sup> Monday at 7:00 PM

Designate Board Meeting Location as the District Board Room

Authorize expenditure of refunds received when purchased items are returned after an expenditure has been made

Authorize expenditure in the year of receipt of grants, gifts, bequests or devises transferred to the District

Designate Banks School District #13 Board of Directors as the Local Contract Review Board

Resolution to Establish 2014-15 Substitute Pay

Certified: \$ 171.52/day for 1<sup>st</sup> ten days in assignment (State rate)

1/190<sup>th</sup> of Column 1-Step 1 after 10 days in an assignment (State requirement)

Classified: 90% Step 1 in job classification

Approve 2014-15 Fee Schedule

Approve head coaches and assistant coaches for 2014-15

Approval of Overnight Trips 2014-15

Approval of Board Policies and Administrative regulations

GC-AR(8A) Teacher – Classroom

GC-AR(8B) Teacher – Physical Education/Health

GC-AR(8C) Counselor – High School

GC-AR (8D) Counselor – Middle School/Student Services – TOSA

Approval of the 2014-15 Sodexo Food Service Contract

Approval of the 2014-15 Sodexo Custodial Contract

Approval of the 2014-15 Mid Columbia Bus Company Contract

Approval of amended inter-district transfer allotment for students requesting to transfer out of Banks School District for 2014-15

Laurie Schlegel moved to approve the consent agenda as amended. Ron Frame seconded.  
Discussion: There was no discussion. Motion passed unanimously.

### **DISCUSSION ITEMS**

There were no discussion items.

### **ACTION ITEMS**

Moved to consent agenda.

### **BOARD COMMUNICATION**

#### **Superintendent Comments**

Mr. Huston said there has been a significant turnover at the high school. He said the mentors will be trained to work with the new teachers, so they have the opportunity and support to be successful.

Bond projects are wrapping up this summer.

.5FTE Language Arts High School teacher will be hired, and interviews are scheduled for 7/26.

#### **Administrator Comments**

Kyle Merritt said it has been a great summer. The technology department is getting rid of scrap, new employees have been added, and there have been some maintenance projects completed.

Joni Spencer said all is good in the business office.

Jacob Pence said the graduation ceremony was great. He said the sports season is wrapping up. Track had an outstanding year, and baseball also had a great year.

#### **Board Member Comments**

Ron Frame welcomed Darla Waite-Larkin to the district.

Laurie Schlegel thanked everyone for all their work.

### **AUDIENCE**

There were no audience comments.

### **ADJOURNMENT**

The meeting adjourned at 7:10 PM.