

Meeting of the Board of Directors
BANKS SCHOOL DISTRICT 13
450 S. Main Banks, OR

August 13, 2012

**Regular Session
Minutes**

Minutes are official after Board approval

Work Session

5:30 PM

District Board Room

Present:

Board: Laurie Schlegel, Norie Dimeo-Ediger, Kathy Edison, Will Moore

Others Present: Joni Spencer, Bob Huston, Mark Everett

Elementary School Staffing – Bob Huston

- With proposed savings due to having a TOSA instead of an administrator; a maintenance layoff and the reduction of a route in transportation, the district will restore one 1st grade teacher. This will allow for smaller class sizes. Instructional Assistants have already been taken out of the budget.
- Cindy West resigned to go to Montana. This opens a 3rd grade teacher position. Staff will be moved around, and the resulting opening will be for a kindergarten teacher.
- Dan Harris is back full time in 2012-13. Elementary Staffing will be set in two weeks.

High School Dean of Students – Bob Huston

- Jacob Pence started August 6 as Dean of Students/Athletic Director.
- Jacob and Mark Everett have had experience working together in the junior high.
- Coaches are looking forward to working with Jacob.
- The high school will report in September on the Career Information System.

Campus Plan Protocol and Policy – Bob Huston

- Pete Edison sent over a campus design application form
- A policy and administrative regulation will be presented to the board at a later date.

Board Calendar – Bob Huston

- 2012-13 Board Calendar will be emailed to the Board

Middle School Transition Communication Plan /Information to Community on Bond Project– Bob Huston

- 6th grade teachers will be invited to the middle school design committee meeting later this week. There is a school within a school concept.
- Community meeting set for September 10. Advertisement will be in town, in papers, and on the district website.

ES Playground Lawsuit Bob Huston

- Last Spring a 5th grade student broke her ankle when the swing seat broke in half. The District would be responsible for the \$500 deductible. The family has sought legal counsel.
- The district has replaced all swing seats.

On-Line Course Status - Mark Everett

- Mr. Everett distributed his August 6 letter to parents and information on online classes and distributed copies to the board.
- Online education. Every university offers courses to High School students.
- Educational Options – Credit recovery. Draws drop-outs back into school.
- Mr. Everett's plan is to offer electives to High School students online.
- Oversight of the NWRES D for cost/quality assurance.
- High School Parent's Club will be contacted to see if they could help with the cost.

Board consensus was for the high school to move ahead with the project.

McKinstry – Bob Huston

- Systems just firing up.
- Systems will be operational before the district makes the final payment to McKinstry.
- Skip Smetana has not been trained in all systems yet.

Board Policy and Staff Awareness – Bob Huston

- Recommending when a new board policy is up for 1st reading to notify district employees.
- Keep employees aware of all policy changes.
- Mike O'Reilly is looking at an online sign off document.
- Minimally sending out an email to all employees.

Handbooks – Bob Huston

- Junior High and High School Handbooks – corrections suggested and will be passed on to building administration. Mr. Huston handed out the elementary handbook.

JH Health Technology Teacher hiring – Bob Huston

- Hiring process is in the screening stage.
- Scheduled to be hired prior to inservice.

Questions from Patrons – Bob Huston

- Junior High bell has time capsules in the base.
- Question on having to move the bell is under discussion.

Superintendent Goals – Bob Huston

- Draft of goals thru Goal 6.
- Goal statements with performance indicators for each.
- Goal 5: Curriculum/Instruction and Assessment.
 - Maintain current Tier 4 ranking. The current ODE model may change – it now focuses on kids and student growth models. This is a better method than the AYP model.
- There will be a Monday morning memo to all district staff, updating the staff on ongoing activities in the district, and updates after board meetings. Mr. Huston will go to staff meetings and plans to go to buildings at times when teachers are in staff rooms. Mr. Huston has an open door policy, but will establish ground rules on the way complaints may be registered.

On August 27, 2012 there will be a continental breakfast from 8 to 8:30 AM. The board is invited to attend. At 8:30 Mr. Huston will present the board members to the staff.

Next month the board will discuss an upcoming retreat to continue the district vision process.

The meeting adjourned 6:58 PM

Regular Board Meeting – District Board Room
7:00 pm

Board Present:
Kathy Edison, Vice Chair
Will Moore
Laurie Schlegel
Norie Dimeo-Ediger

Administrators Present:
Bob Huston, Superintendent
Joni Spencer, Business Manager

CALL TO ORDER-FLAG SALUTE

Board Vice Chair Kathy Edison called the meeting to order at 7:00 PM.

PUBLIC WELCOME/RECOGNITION/COMMENTS

There was no public recognition.

APPROVAL OF AGENDA

Laurie Schlegel moved to approve the agenda as presented. Will Moore seconded. Motion passed unanimously.

PRESENTATIONS

There were no presentations.

CONSENT AGENDA

Approve July 9, 2012 Work/Board Session Minutes

Approve Fiscal Report

Approve Personnel Matters

Hiring

Effective beginning of 2012-13 SY

Molly Rafferty .62FTE Elementary Kindergarten Teacher

Change of Status

Effective beginning of 2012-13 SY

Jacob Pence 1.0FTE JH Teacher to 1.0FTE HS Dean of Students/AD

Bethany Exline .62FTE Elementary Kindergarten Teacher to 1.0 FTE

Reduction in Force

Effective beginning of 2012-13 SY

Kris Bunn .71875FTE Instructional Assistant

Bobbie Gregg .375FTE Instructional Assistant

Lori Haney .375FTE Instructional Assistant

Cerma Ruiz .71875FTE Instructional Assistant

Julie Turner .375FTE Instructional Assistant

Changes to July 9 minutes:

- Add Laurie Schlegel, Will Moore and Richard Bowden to Junior High Design Committee- although only 2 board members will attend the meetings.
- Change Election of 2012-13 Vice-Chair to Kathy Edison. District Policy BCB states that no member shall serve more than two years in succession as chairman.
- The financial report was handed out in the work session.

Norie Dimeo-Ediger made the motion to approve the Consent Agenda as amended. Laurie Schlegel seconded. Motion passed unanimously.

ACTION ITEMS

There were no action items.

DISCUSSION ITEMS

There are no discussion items.

ADMINISTRATOR'S REPORT

There were no administrator's reports.

SUPERINTENDENT'S REPORT

Mr. Huston reported Shawda Sewell attended a recent literacy conference with the principal of Joseph Gale Elementary in Forest Grove.

Skip Smetana is pleased with the part time groundskeepers. Locks are being changed on the wrestling building, community gym, and select doors of the high school.

An MOU has been signed with Kurt Victor, BEA president, on the Dean of Students/AD concept.

There will be a hiring of a kindergarten teacher due the resignation of Cindy West.

The district inservice schedule has been shared with the board, and all board members are invited to attend the August 27 2012 morning inservice starting at 8:00 AM.

The district has received a Tier 4 ranking from ODE. This is a source of pride for the district as it was accomplished with very little funding.

Sodexo has cut hours, but the buildings look beautiful and will be ready for school.

Nancy Townsley of the News Time will write an article on the administrators and the changes in administration. It will be in the paper this week or next.

There will be drafts of any new/revised board policies sent to all staff.

AUDIENCE TIME

There were no comments.

BOARD OF DIRECTORS COMMENTS

Kathy Edison welcomed Bob Huston and all the administrators. She said the district has made changes in key roles. She thanked everyone for the patience during the transition.

ADJOURN

The meeting adjourned at 7:08 PM.