



BANKS SCHOOL DISTRICT BOARD OF DIRECTORS
12950 NW Main St. Banks OR 97106
Administration Building
Special Work Session/Board Meeting
Minutes August 28, 2013

WORK SESSION

District Board Room

In Attendance: Kathy Edison, Bob Huston, Laurie Schlegel, Joni Spencer, Raymond Mott, Norie Dimeo-Ediger, Mark Everett

Review of Hiring Technology Assistant

Mr. Huston asked for consensus on the hiring of a technology assistant. He said he wanted to make sure everyone is on the same page.

Job Description: License highly preferred. Grant writing preferred.

The position will be a relief to the technology director and his duties.

ODE –data collections huge piece. Some districts hire data collections people. There are more and more collections for compliance. The state school report card is being done by administration.

Mike O'Reilly – only took five days vacation last year. He would tweak the server on weekends to keep it going. He is a highly competent technician and teacher. There is too much for one person to handle.

It would not be possible to keep employees with such an overloaded work schedule.

A high quality technical department is the goal. The district is looking at wireless systems and Ipads.

This can't work with just a technology director.

An assistant technology director is on the top of the hiring list for the administrative team.

Sustainability in hiring is very important.

There was a return of an elementary teacher for 2013-14.

Mr. Everett said there is no room to offer tech classes this year. With an assistant technology director, a help desk could be offered. Mr. Huston said that a part-time math teacher might also offer IT classes.

Mr. Huston said there are different hiring scenarios, but the district is in need right now, and cannot hold out for a teaching certificate. He said the cost is \$45,500 including benefits.

Consensus of the Board: Mr. Huston will move ahead with the hiring of an Assistant to the Technology Director, to be reviewed via the consent agenda as with other hirings. Laurie Schlegel – yes. Raymond Mott – yes. Norie Dimeo-Ediger – yes. Kathy Edison – yes.

Discussion on paying partial stipends to Tier I Varsity Assistant Coaches

Mark Everett said he was an advocate for the paying of partial stipends for assistant coaches. He said some programs can pay the assistants out of fundraising, some can't. Jacob Pence, Mark Everett, and the head coach would decide which assistant coach would receive the stipend. There are 18 to 20 assistant coaches that would be paid. Mr. Huston said this would be a good faith gesture, and will be revisited in September.

SPECIAL 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, Vice-Chair
Norie Dimeo-Ediger
Laurie Schlegel
Raymond Mott

Staff/Others

Bob Huston, Superintendent
Joni Spencer, Business Manager
Debra Mott, Pete Edison, Ron Frame, Will Moore
Bill Schlegel,
Rick Yeo, Cornerstone Consulting
Brad Esler, P&C Const. Superintendent, HS Project
Matt Burgard, P&C Const. Superintendent, MS Project
Parker Verhaeghe P&C Const. Project Manager

Bond/budget review and update – Rick Yeo

Rick Yeo discussed the bond budgets.

- There are 5 project budgets, and a program contingency budget.
- MS/HS; ES renovation (access road); HS Bleachers; District Projects (fire alarm system, card access, parking lot upgrades, etc.); District Costs (pre-bond work, attorney fees, management fees, etc.)
- 6 budgets equal \$10,851,899 (including \$174,864 from Buxton funds).
- Cornerstone Management is managing total bond proceeds.
- \$102,000 spend prior to Cornerstone coming on board.
- Costs are committed as the district becomes aware.
- The budgets are living documents. Each has a small contingency.
- Some budgets will have money left over; some will be under-funded.
- Bleacher project is complete; the savings can be moved up to program contingency.
- If the project is completed and the district has a permit of occupancy, the Facility Grant from the Dept of Education can be applied for by April 1. The money would be received in May 2014. The amount is estimated to be \$240,000.

Mr. Yeo would like to close the bleacher budget and move the savings to program contingency; and to transfer \$400,000 to the MS/HS budget.

There are two motions on the agenda. The only changes proposed, from what has already been approved in the Management Plan, is to change "board approval" to "approval of the superintendent".

Mr. Yeo said Cornerstone is tracking known and future change orders. Currently the budget is overspent by \$70,000 and uses up the \$400,000 contingency in the MS/HS budgeted at the start of the project. Recent unanticipated costs have been \$53,000 for the restroom permit from Clean Water Services and \$20,000 for the water meter.

Will Moore said he has no idea what is going on in the project. He said he is sure decisions have been made; he has no ideas of changes orders, or what the role of the Bond Core Management Committee is. He said he has heard nothing since the last meeting in May. Mr. Huston said there is a weekly Owner/Architect/Contractor meeting on Thursday which lasts three to four hours. He said the role of the bond core management committee has started to diminish. The OAC reviews and Rick Yeo manages the projects. Pete Edison said that he did not feel he is part of the process. Kathy Edison said she would like to get the bond core management committee meetings on a monthly schedule. Ron Frame said he felt the committee has not been part of any decisions made. Mr. Moore said he would like copies of the minutes, budget and budget updates. He said it is the board's responsibility to keep the committee engaged in the process. Rick Yeo said the budget has not changed since approved by the board. He said typically the bond oversight committee's task is looking to the future and is not involved in change orders. Ron Frame said it sounds like there has

been an exorbitant amount of RFIs. Mr. Yeo said he is concerned the committee may look at a lot of information to use in a punitive process. Kathy Edison said the board will move to have the bond core management committee brought up to date, with monthly meetings.

Action Items

Laurie Schlegel said it makes sense to move the savings when the project is finished to contingency.

Laurie Schlegel made the following motion: "I move that the Management Plan for the BSD 2012 Capital Improvement Program be modified to allow for unspent funds from the various Project Budgets to be transferred to the Program Contingency Budget, said transfer will require written approval of the District Superintendent and Board Chair." Norie Dimeo-Ediger seconded. Discussion: Ron Frame asked what constitutes "finished". Mr. Yeo said that no additional costs would be charged to the project. It would move all unspent funds to program contingency. The motion passed unanimously.

Mr. Mott asked if the transfer of \$400,000 to the HS/MS budget is for convenience. Mr. Yeo said he plans to move up to \$400,000 but smaller chunks can be moved as needed if the board so chooses.

Norie Dimeo-Ediger made the following motion: "I move that the Management Plan for the BSD 2012 Capital Improvement Program be modified to allow the transfer of funds from the Program Contingency Budget to the Banks High School/Middle School Budget as needed; transfer not to exceed \$400,000 and will require written approval of the District Superintendent and Board Chair". Raymond Mott seconded. There was no further discussion. The motion passed unanimously.

The meeting adjourned at 7:11 PM. There was a walk through after the meeting of the MS/HS project.