

# School Board Minutes

Banks School District 13

September 8, 2008

*Minutes are official after Board approval*

**Board Members Present:**

Duane Lundsten, Chairman  
Angi Duyck  
Kathy Edison  
Doug Nordholm  
Will Moore

**Others Present:**

Keri Kassel, NWRESA  
Rick Rainone, Cornerstone Management Group,  
Inc.

**Administrators Present**

Marv Ott, Superintendent  
Simon Levear, Business Manager

**7:00 Regular Session**

**CALL TO ORDER-FLAG SALUTE**

Chairman Duane Lundsten called the meeting to order at 7:00PM and led the flag salute.

**PUBLIC WELCOME/RECOGNITION/COMMENTS**

Mr. Ott introduced Shelley Mitchell, the district's new Student Services Director. She said that she is from Winston, Oregon and has spent 27 years as a speech pathologist. She received her masters from the University of Oregon, and has worked in Rainier, Portland Public Schools, and the Hillsboro School District.

**APPROVAL OF AGENDA**

There were two additions to the agenda: 5.3 b. Hiring: Randal Metzger 1.0FTE High School Special Education Teacher effective September 8, 2008. 6.5 Appointment of Architectural Firm. Doug Nordholm made the following motion: "Be it resolved that the Banks School District Board of Directors approve the agenda as amended." Will Moore seconded and the motion passed unanimously.

**PRESENTATIONS**

There were no presentations.

**CONSENT AGENDA**

Approval of July 28, 2008 Regular Board Session Minutes  
Approval of July 28, 2008 Board Work Session Minutes  
Approval of July 28, 2008 Executive Board Session Minutes  
Approval of August 22, 2008 Special Board Session Minutes  
Fiscal Report

Personnel

Resignations

Whitney Sahlfeld, 1.0FTE High School Special Education Teacher effective 7/30/08

Hiring

Shelley Mitchell Student Services Director effective August 11, 2008

Randal Metzger 1.0FTE High School Special Education Teacher effective 9/8/08

Change of Status

Transfers:

Effective beginning 2008-09 school year

Rhonda Hancock .8125FTE Junior High Inst. Asst to 1.0FTE Elementary Media Aide

Shari Ragsdale .3125FTE Jr. High Asst. Sec/.16875FTE Elementary Inst. Asst. to .8125FTE Jr. High Inst. Asst.

Extra Duty Contracts

Effective 2008-09 SY

Jenny Compton 8<sup>th</sup> Grade VB Coach

Jeremy Kelley, 7<sup>th</sup> Grade Asst. FB Coach

Kurt Victor, 8<sup>th</sup> Grade FB Coach

Pat Marlia, 8<sup>th</sup> Grade Asst. FB Coach

Lori Martin 7<sup>th</sup> Grade VB Coach

Jon Small 7<sup>th</sup> FB Coach

Jonathan Pearson 8<sup>th</sup> Grade Boys Basketball Coach

Tim Hardie 8<sup>th</sup> Grade Girls Basketball Coach

Lori Martin 7<sup>th</sup> Grade Girls Basketball Coach

Jeremy Kelley, High School Asst. Wrestling Coach/ High School Athletic Night Supervisor

Will Moore made the following motion: "Be it resolved that the Banks School District Board of Directors approve the consent agenda as amended." Angi Duyck seconded and the motion passed unanimously.

#### **ACTION ITEMS**

##### **Approval of proposed travel for overnight athletic events 2008-09**

Mr. Foster stated that these were only the athletic events – the activities events will be brought to the board for approval in October. There was no discussion.

Kathy Edison made the following motion: "Be it resolved, the Banks School District Board of Directors approves the overnight athletic events for 2008-09 as presented." Doug Nordhom seconded and the motion passed unanimously.

##### **Policy and Administrative Regulations Revisions – 2<sup>nd</sup> Reading and Adoption**

There was no discussion. Will Moore made the following motion: "Be it resolved, the Banks School District Board of Directors approves Board policies and administrative regulations LBE-AR; BG/GBD; IGAL and IGAJ as presented." Kathy Edison seconded and the motion passed unanimously.

##### **Election of Regional Members to the OSBA Board of Directors**

Mr. Lundsten stated the background information was included in the board packets. There was no discussion.

Kathy Edison made the following resolution: "Be it resolved, the Banks School District Board of Directors casts its votes for Fred Marble for Position 15 and Patricia McLoed for Position 16 on the OSBA Board of Directors." Angi Duyck seconded and the motion passed unanimously.

##### **Change of November 2008 Board meeting date**

There was no discussion. Will Moore made the following resolution: "Be it resolved the Banks School District Board of Directors moves the November 2008 board meeting date to November 17, 2008." Doug Nordholm seconded and the motion passed unanimously.

##### **Appointment of architectural firm**

Mr. Ott introduced Rick Rainone. Mr. Rainone stated that the district received 8 proposals. The selection committee selected four architectural firms to be interviewed, and the interview committee unanimously recommended DLR Group to do the pre-bond work for the upcoming bond election. Mr. Rainone said that if the board appoints DLR Group, they will be present at the community forums on September 9 and 23. Mr. Rainone said that this action will hire the firm to develop the master plan pre-bond and provide the district with renderings and elevations of how the buildings will look placed on the campus, and will select them to do the proposed work if the bond passes. Mr. Rainone said the master plan will identify everything needed even if not in the November ballot measure, such as additional gyms and a performing arts center. Mr. Rainone said the firm would work very quickly to develop the master plan. Mr. Nordholm said that the board approved the budget of pre-bond expenditures at the last meeting. Mr. Moore said that all the architectural firms interviewed were strong. Mr. Nordholm made the following resolution: "Be it Resolved, the Banks School District Board of Directors approves the hiring of DLG Group to design the master plan and projects included in the bond supported by measure 34-157, and perform pre-bond work for the Banks School District within the existing budget." Will Moore seconded, and the motion passed unanimously.

#### **DISCUSSION ITEM**

There were no discussion items.

#### **REPORTS**

##### **Facilities Planning Committee Report.**

Mr. Moore stated that the Facilities Planning Committee actively participated in the recent meetings to bring the district to the point of the architectural selection. He said the PAC is picking up where the FPC left off. He said the facilities planning committee will assist the PAC in the distribution of pre-bond material, and have been an immense help.

##### **Administrators Reports**

Mr. Huston said that the elementary had a nice start to the school year. He reported there are 585 students at the elementary, with the kinder classes running about 25 students. He said he has 9 new licensed staff and 2 new classified staff members this year. He said the new reading program at the elementary is off to a great start.

Gary Hartman said the summer was busy, and he still is not caught up. He said the HS business lab has been totally redone. There has been new electrical and data wiring, and 50 new computers and 10 ceiling projectors have been installed. He said that he has completed a 5-year rotation cycle for the first time. He said currently we have 350 computers in the district, and 70 computers are recycled every year.

Shelley Mitchell said that she has been working on Title I, and March 19 will be Title I family night. She said that Scott Ryan has worked on the formalization of the ELL program, and staff is attending OIS workshops. She said Donna Niessner is out, and the district will have a long-term sub in the position.

Jim Foster said that freshman orientation went well. He said that credit recovery classes will be offered at the high school during the day and there is an on-line program through North Clackamas School District. Mr. Foster said Renaissance School is longer in existence. He said that the new teacher mentorship grant Banks School District is involved with gives 90+ hours of mentor time to new teachers, and the mentors visit in and out of the classroom.

Jim Smith said the high school will keep an eye on the freshman class in relation to the new graduation requirements. He said sports are underway, and the number of students participating is up and kids are engaged.

Mr. Everett welcomed Anthony Circoria, who is a temporary teacher this year at the junior high. He said the junior high is focusing on the PBS program, which he hopes will impact the number of detentions students receive. He said the program teaches kids the behavior desired, and acknowledges when positive behavior is seen, which will impact student behavior in a positive way.

Simon Levear said that the district has upcoming SAIF and IRS audits. He said he is working on developing a more detailed chart of accounts, and expand the chart of accounts in the athletic area.

#### **SUPERINTENDENT'S REPORT**

Mr. Ott said that all staff has received the Child Abuse Prevention Training, which is an internet-based program through the NWRESA.

#### **AUDIENCE TIME**

Keri Kassel introduced herself. She is the NWRESA representative to the Banks School District for the 2008-09 school year.

#### **BOARD OF DIRECTORS**

Kathy Edison welcomed everyone back.

Angi Duyck welcomed Shelly Mitchell to the district, and welcomed everyone back.

Doug Nordholm welcomed everyone back, and Shelley Mitchell to the district.

Will Moore asked about new offerings at the high school. Mr. Foster said there will be AP calculus, AP biology credit available through PCC, AP credit in English 11; and AP music and choir classes. He said there will be a drama production this year. Mr. Moore thanked Simon Levear and said he felt he has better knowledge of the district financial picture, and an improved confidence level. He also thanked Rick Rainone for his expertise.

Duane Lundsten thanked everyone in attendance.

#### **ADJOURNMENT**

The board meeting adjourned at 8:00 PM.

The next meeting of the Board of Directors is scheduled as follows:

**October 13, 2008**

|                       |         |                          |
|-----------------------|---------|--------------------------|
| Work Session          | 5:30 PM | District Conference Room |
| Executive Session     | 6:30 PM | District Conference Room |
| Regular Board Meeting | 7:00 PM | District Board Room      |

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Duane Lundsten, Chairman

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Marlo Mosser, Secretary

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Date approved by Board

## **BANKS SCHOOL DISTRICT 13.**

Board of Directors – Work Session

450 S. Main Banks, OR

September 8, 2008 5:30 PM

District Conference Room

Present: Doug Nordholm, Duane Lundsten, Angi Duyck, Kathy Edison  
Marv Ott, Superintendent, Simon Levear, Marlo Mosser, Secretary

### Bond Discussion

Mr. Ott discussed the architect selection. He said Rick Rainone created the RFP; it was reviewed by John Peterson, the district's attorney and was published according to professional and legal standards. On August 11, 24 architects and engineers attended a mandatory pre-proposal meeting. On August 26, proposals were due at 2PM. Eight firms submitted proposals. A screening committee selected four firms to interview. DLR Group was the unanimous choice of the interview committee. Mr. Ott said that DLR addressed the challenge of getting the bond passed, and they will be at the community forum tomorrow night if the board approves the hire. Mr. Moore commented that DLR group scored #1 with all the interview team members with a score of 7; and the other three groups scored 20, 21 and 22. Mr. Moore said that DLR group is probably the largest architectural firm in the nation. Mr. Nordholm asked what Washington County projects DLR had worked on. Mr. Moore said North Marion, he thought they had done some work in Hillsboro, and had built quite a few schools in Washington. Mr. Lundsten asked about costs. Mr. Ott said that by state law, costs cannot be considered at this stage. Mr. Ott said that Mr. Rainone felt the cost of the design piece will be probably be 1.6 million dollars. Mr. Ott said that the cost might vary about \$100,000 among the four firms. Mr. Moore said DLR had an 85% success rate when involved in the pre-bond phase; they become actively involved in the pre-bond phase as early as possible. Mr. Nordholm asked if the team reached consensus immediately after the interviews, or if phone calls had been made to superintendents or representatives of any of the schools that the group has worked in. Mr. Moore said that Mr. Rainone has worked with all the different architect firms, and since the decision was so strong for DLR group, they did not follow up with calls. Mr. Ott said that he talked to superintendents in district's where he himself had worked, and DLR had done architectural work. Mr. Moore said that DLR has also done work in Nestucca, Cloverdale, Turner and Hood River Middle School. The ballots will be mailed out October 17, and DLR plans to have a master plan prepared to present to the community very soon. The board discussed making a decision tonight versus waiting until a later board meeting. Mr. Ott said that if an architect is chosen tonight, a master plan might be ready by mid October to present the plan to the community. Mr. Moore said that the board would be hiring for pre-bond phase at this time, with the intent to hire for post-bond phase also. Mr. Lundsten said the board would not be committing any more funds past the \$50,000 already approved. The board discussed the political action committee flyer sent out to the community. Mr. Lundsten commented that the master plan is very important and at this current time, there isn't more concrete information available for the community. Mrs. Edison commented that she would like to see the district more pro-active, and have flyers out to the community as quickly as possible. Mr. Ott said that he based his timeframe for the distribution of information on advice from Jeanne Magmer, one of the experts in the bonding process. Mr. Nordholm said that information in the newsletter may not differ from what has already been presented by the PAC, but that it would be coming from the district, and that is an important point.

Administrative evaluation

Mr. Ott handed out the administrative evaluation packet. He said it would be used this year to evaluate the administrators. He handed out the superintendent's evaluation mid-year report for the board to review. Mr. Ott discussed the agenda for the community forum tomorrow night.

The Board adjourned the work session at 6:15 PM.

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Duane Lundsten, Chairman

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Marlo Mosser, Secretary

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Date approved by Board

September 8, 2008  
Executive Board Session  
Minutes

8:30 pm  
District Conference Room

Board: Duane Lundsten – Chairman  
Angi Duyck – Vice Chair  
Kathy Edison  
Will Moore  
Doug Nordholm

Others in attendance: Marv Ott, Superintendent  
Simon Levear, Business Manager  
Marlo Mosser, Board Secretary

**192.660 (2) (d) Labor Negotiator Consultations**

Duane Lundsten called the meeting to order at 6:15 pm.

The board discussed labor negotiations with the district negotiators according to ORS 192.660(2)(d).

No action taken.

The meeting adjourned at 7:00 pm.

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Duane Lundsten, Chairman

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Marv Ott, Superintendent

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Date approved by board