

Meeting of the Board of Directors
BANKS SCHOOL DISTRICT 13
450 S. Main Banks, OR
October 10, 2011

Minutes

Work Session

5:30 PM

District Conference Room

Present:

Laurie Schlegel, Richard Bowden, Kathy Edison, Will Moore, Norie Dimeo-Ediger, Jim Foster, Simon Levear, Pete Edison

District Master Site Plan

Kathy Edison called the meeting to order at 5:30 PM. She turned the discussion of the site master plan over to Pete Edison. Mr. Edison said the plan has been presented to the board on prior occasions. He said the plan has the unanimous support of the Facilities Planning Committee (FPC). Mr. Edison said there are no material changes to this site plan from the plan presented previously – just one or two small changes. He said the site master plan develops the framework for future building and activities. It is a tool to help in decision-making.

Mr. Edison briefly discussed the report and touched on the following:

Summary: Mr. Edison said this discussed the process of the site plan development. He said the site plan work was ongoing during different bond processes.

Parameters: Mr. Edison said this was the thought process of the plan development. He said a goal of the site plan was to benefit all stakeholders. This was not a single-phase process, with student safety always a top priority.

Components: Mr. Edison said this lists the different considerations one by one.

Standards: Mr. Edison said the standards would be of value in any project proposal. Laurie Schlegel asked about maintenance of future projects - who would maintain any additions. Mr. Foster said that usually the district would have the responsibility to maintain building/fields.

Project budget guidelines: Mr. Edison said the FPC had architectural help on this piece. He said this would help the board have an idea of costs of projects.

The board discussed the wetland by the baseball field, and any allowance for change to an existing wetland. Mr. Edison said that there is documentation this area is a designated wetland, and there is a wetland area near the "practice" field by the "wrestling building" area. He said if the district is not impacting the area so the wetland concern would not be an issue. He said the site plan slides the varsity softball field 60' to the south; then the regulation soccer field fits well in the remaining area. He said the site plan moves a softball/t-ball field to the elementary area. Mr. Edison said that the central parking lots in the site plan reflect a "plaza" design. Mr. Edison said that in the football field/grandstand area the maintenance building is taken away from the current location. He said a batting tunnel is added, along with a new men/women bathroom. Mr. Edison said that outside the batting cages is a proposed athletic storage area. The grandstands are designed to seat 1000, and that the maintenance area may be moved to under the new grandstands. Mr. Edison said the plan allows for flexibility and the ability to pick and choose components, but the footprints are in the master site plan. Mr. Edison said the buildings are laid out so the district could build one at a time. Mr. Edison said the guidelines would address building appearance. Mr. Moore said that the parking at the elementary is a "back of the mind" issue. He said the district may sacrifice options to move the softball field. Mrs. Schlegel asked about parking problems during events. Mr. Foster said that sometimes Sunset Park is used for overflow. Mr. Moore said that land acquisition may be a consideration and the Board may want to look at need and prioritize. Mr. Edison said that city expansion is imminent, and development on the east side of the railroad tracks is possible. He said the landowner on the other side of the railroad track may be willing to discuss donating land to the district. Mr. Edison said a pedestrian bridge over the railroad tracks would have to be put in place, and this could allow for potential land for school district activities on the other side of the railroad tracks. He said this could be a long-term strategy.

Mr. Bowden said that with the upcoming open enrollment perhaps the district may choose to consider a grade 7-12 design. Mrs. Edison said this would be putting 7th graders with seniors. Mrs. Schlegel said that she would rather see a grades 5-8 design. Mr. Moore said the district will need to do the best we can with what we have. Mrs. Edison said consideration for land acquisition should go back to the FPC. Mr. Edison said there needs to be a survey of other districts on how they run their FPC. Mr. Edison said he would like to see the committee formalized, with a set # of members; terms of office; set meeting schedule. He said the FPC should be able to operate on its own. He said he will come back to the board with information on other districts FPC. Mr. Moore said the main issue is to consider property acquisitions and make recommendations. Mr. Edison said that 240 acres will come into the UGB and is already zoned. He said there are no schools in the plan, and nothing happens until annexation. Board consensus was to approve the site plan next month.

District Goal Setting

The board confirmed the meeting November 18 and 19 to work on goals, starting at 1:00 PM on the 18th. Location to be determined.

Superintendent Search

The board discussed the need to establish qualifications, and Mr. Moore said that qualifications need to be separate from qualities. He said the board needs to develop the qualification/expectations/qualities. Mrs. Dimeo-Ediger asked about the process, and said that some steps in the superintendent search are critical.

Mr. Bowden said that there is a need for diversity in a small district versus a big district. He said in the bigger districts a superintendent has more of a CEO role versus the hands-on role the superintendent assumes in the smaller district. The board discussed if they didn't find a candidate they could agree on the possibility of an interim. The board discussed the possibility of a hire from within the district. Mrs. Dimeo-Ediger asked if the board has money for an outside group implementing the search. Mr. Levear said there is \$70,000 in contingency and \$250,000 in the Buxton fund. Mrs. Edison said there is an intensity in the hiring process calendar. Board consensus was to have a presentation from OSBA on the executive search process, on October 17th or 24th at 6:00 PM.

HVAC Discussion

Mr. Levear reported that McKinstry has found that the roof HVAC units on the high school are failing. He said he received three bids today, \$82,000, \$63,000 and \$50,000 for the replacement of the 4 units. He said that the district is looking at preventative maintenance having been put off so long, they are failing, and one classroom barely has heat. He said to replace the units will blow the maintenance budget for the rest of the year. He said there is some contingency money that could be used for maintenance, and Buxton money could be used to move forward. He said the external ductwork has to be replaced – what is in place is not insulated. He said all three quotations include ductwork. Mrs. Schlegel asked about a future bond and if current work being done could be expensed through the bond. Mr. Levear said that it would depend on what the bond would look like. He said the last 10.5 million bond did not include money for the replacement of the units in question. He said Hybrid Heating bid \$39,000 but did not include electrical work, which they costed at approximately \$10,000. Mr. Levear said the bids were for similar units – he did not know if they were identical units. Mr. Moore requested Mr. Levear obtain another quote from TCMS. Mr. Bowden said everything should be high efficiency, and that is where costs vary. He said the bids could be on dissimilar units and the district needs to tell the companies what we are looking for, then all may bid on the same product, and replace with like. Board consensus was to move forward, find out more, and to ultimately spend the money needed.

Mr. Foster said there will be representatives from the elementary parents club tonight on math textbooks. He reminded the board their role is to take input, and not make a decision tonight.

Mr. Levear said the financial report was included in the board packet. He said if the board would like anything presented differently, or more information to give him a call.

The work session adjourned at 6:55 PM.

The work session reconvened at 7:50 PM.

Simon Levear said the contingency fund is the first cushion when we've had funding losses. Currently there is \$70,000 in contingency. The repair/replacement for the heating system is not known. Mr. Levear said we do not have an inter-fund loan from Buxton, and the balance is \$253,000 with \$100,000 budgeted to balance this year's budget at this time. He said it would be easier to make estimations of additional dollars needed in April or May. If we have to make cuts down the road we have the \$70,000 cushion.

Bob Huston stated that the elementary is at the point now that the old math books are 8 to 11 yrs old, and don't align to standards. He said the teachers look at state standards, and find materials on their own and present information. Mr. Huston said that the staff have the online version of what Becca Freeman and Erin Wilson have in print. He said this online program has been a morale boost and is a freebie from the company. Mr. Huston said that Go Math is one of the newer products, and the company has really dropped down from the initial bid. Jim Foster asked about purchasing the math books without manipulatives? Mr. Huston said the teachers have saved up materials over the years and he felt we could buy manipulatives ourselves cheaper. He said most manipulatives are used in K-2. Mr. Huston said there are separate books for different levels, and the teachers can use the materials in classrooms right now. Mr. Bowden asked if the board has to vote to authorize the expenditure. Simon Levear said that for use of contingency funds, the money has to be moved to the area it will be spent out of. He said a resolution gives the district the legal authority to do so. Bob Huston said the staff did not want to let the purchase of the manipulatives keep the district from getting the program. Mrs. Dimeo-Ediger said she was torn on making the expenditure. She said the administrators went through the budgeting process and this was not included. Mr. Huston said back at the time of the budgeting the cost was \$64,000. Mr. Huston said this district will receive extra from the publisher, and the purchase price is less than the \$64,000. Mr. Bowden said this purchase could be supported by the district vision and goals. Mr. Huston said this is a one-time expenditure. Mr. Moore said the approval of the purchase is being consistent with the goals of the district, but still allows the district to make a unique decision. He said the board does not want to necessarily lock themselves in, and be allowed to take these expenditure considerations on a case-by-case basis. Bob Huston said if the PTO wants the manipulatives, they could raise the money. Kathy Edison said the district needs a consistent math program. Laurie Schlegel said that we have data on testing scores on math that supports the decision. Board consensus is to put the resolution in the November board packet. They gave Mr. Huston permission to send a good faith letter to the company. Mr. Huston said the district would have to pay whole thing up front. Mr. Huston said he would contact the company and commit the district to the adoption. Board consensus was to move \$25,000 from contingency to the General Fund.

The work session adjourned at 8:15PM.

Regular Board Meeting – District Board Room 7:00 pm

Board Present:

Kathy Edison, Chair
Richard Bowden
Norie Dimeo-Ediger
Laurie Schlegel
Will Moore

Others Present:

Greg Mosser, Mid Columbia Bus Co.
Sue Bair, Solina Krickovich, Wendy Holland,
Leslee Sipp, Ellen Hall-Chave, Carolina Malmedal,
Amy Updike, Lt. John Koch

Administrators Present

Jim Foster, Superintendent
Mike O'Reilly, Technology Director
Bob Huston, BES Principal

Mark Everett, BJHS Principal
Shelley Mitchell, Student Services Director
Simon Levear, Business Manager

CALL TO ORDER-FLAG SALUTE

Board chair Kathy Edison welcomed everyone to the board meeting, and said there is time for audience comment later in the meeting.

PUBLIC WELCOME/RECOGNITION/COMMENTS

There were no comments.

APPROVAL OF AGENDA

There were the following additions to the agenda:

Board Work Session

Bond Scope discussion

Regular Board Session

Hiring

2011-12 SY only

Cermaliz Ruiz 4th Grade Aide increase FTE from .46875 to .71875

Kris Bunn 4th Grade Aide increase FTE from .46875 to .71875

Norie Dimeo-Ediger made the following motion: "Be it resolved that the Board of Directors approve the agenda as amended." Laurie Schlegel seconded and the motion passed unanimously.

PRESENTATIONS

Lt. John Koch from the Sheriff's office discussed the upcoming Banks Public Safety Levy in November. Lt. Koch said the City of Banks contracts 1½ deputy from the Sheriff's Office. The new levy includes funding for dispatch. Lt. Koch said that only city of Banks voters will vote on it. He said the cost per \$1000 has been \$1.89/\$1000 historically. He said with the new fees the cost will be \$2.35/\$1000. Lt. Koch said that without the levy the city would not have services available for them. Mr. Moore said the sheriff's office has done a great job and it is a good partnership. Lt. Koch left pamphlets. Mr. Bowden asked what the presence at the school district would be without the levy – Lt. Koch said there would be no presence. He said the staffing would be general fund staffing such as Timber has. Lt. Koch said there would be one deputy in the west end of the county.

CONSENT AGENDA

Approve September 12, 2011 Board Work/Regular Session Minutes

Approve Fiscal Report

Approve Routine Personnel Matters

Hiring

2011-12 SY only

Cermaliz Ruiz 4th Grade Aide increase FTE from .46875 to .71875

Kris Bunn 4th Grade Aide increase FTE from .46875 to .71875

Student Expulsion

Approve out of district trips:

Wrestling to LaGrande December 8-12

NW District FFA Leadership Camp

Will Moore made the following motion: "Be it resolved that the Board of Directors approve the consent agenda as amended. Richard Bowden seconded and the motion passed unanimously.

ACTION ITEMS

Policy and Administrative Regulations Revision

Mr. Foster said the only revision was to the gate fees for games. Richard Bowden asked what the "snack fee" for kindergarten is. Mr. Huston said it was used as reimbursement to staff for snacks for students.

Richard Bowden made the following motion: "Be it resolved that the Board of Directors approve administrative regulation KG-AR as presented." Will Moore seconded and the motion passed unanimously.

DISCUSSION ITEMS

There were no discussion items.

REPORTS

Administrators Reports

Mr. Everett said he had clarification to his written report regarding parent contacts. He said in the past a list of students failing classes was generated, and then there were phone calls made to parents. He said that Esis, the current student information system, doesn't have same feature. He said that the junior high is still making calls, and the teachers have the best information on their students. He said Mr. O'Reilly is working on creating a report that could generate the needed list, but the statement in the board packet was incorrect for this fall. Mr. Bowden asked Jim Smith about this situation. Mr. Smith said his goal is to operate in the same manner also. He said for the juniors and seniors the list is critical, and it is important to get the needed information quickly and easily. Mr. Everett said he does keep a paper trail of parental contact, and he still

needs to make personal contact even though the grade information is available online. Mr. Everett said that conferences are just a snapshot of the student's progress. He said the new automated system has produced positive results, so far so good.

Bob Huston said the state report cards are out, and even though the elementary didn't make AYP, the elementary did receive a high satisfactory level. He said this is very good with the scarcity of resources. Mr. Huston reported outdoor school went well and thanked the 6th grade teachers for their participation. He said only 1 student didn't go – the reasons were not financial, the reasons were personal. Mr. Huston said there are three counselors from Lifeworks at the elementary. All are part time, with coverage everyday but Thursday. Mr. Bowden asked if the program is going all right. Mr. Huston said the program is going well. He has a counseling watch-list of students, and will refer kids to them. He said Lifeworks has a supervisor that works closely with the counselors, and he is pleased with the progress of the program.

Will Moore asked about bullying at the elementary. He said his impression is that it is almost nonexistent and asked if it is indeed at a low level? Bob Huston said bullying at the elementary is indeed at a low level. He said 2nd grade is, according to the literature, the worst grade, and the staff puts a lot of effort into watching for signs of bullying. He said there have been a few minor incidents this year.

Shelley Mitchell said that when parents come forth with concerns of bullying, the district looks at the true definition of bullying, which is the act is targeted, persistent and ongoing. She said when incidents are brought to the attention of the district the problem can be taken care of at a low level.

Mark Everett said at the junior high bullying can run rampant. He said counselors give an anti-bullying presentation twice a year, and classroom teachers talk about cyberbullying. He said the junior high staff spends quite a bit of time being proactive.

Shelley Mitchell had nothing to add to her written report.

Mike O'Reilly had nothing to add to his written report. He said the K-12 helpdesk is scheduled to be open before conferences. He said he has 18 students involved in the helpdesk project.

SUPERINTENDENT'S REPORT

Mr. Foster reported that homecoming was last week with the high school and junior high involved. He said on the most part students were well behaved. He reported 280 students attended the homecoming dance. He said it was a good turnout without any incidents.

Will Moore asked if juniors and seniors take an aptitude test. Mr. Foster said most do not. Mr. Moore said the ASVAB was one of the best predictors of aptitude that there is and has been proven over decades. He said he hopes the district would look at this test. He said it can be a huge help to students to see where they want to go in life. Jim Foster said that Tim Hardie goes into classrooms and discusses the ASVAB test with the students. Kathy Edison said the CIS program is still available for parents and students. Mr. Smith said it allows for the student to create a personal profile and the student can keep record of activities throughout school years. He said that practice tests are also available. Mr. Smith said changes are planned for CIS for next year.

Mr. Foster said he has been in contact with ODOT concerning a pedestrian signal – a flashing light warning for drivers, and to see who would pay for it.

Kathy Edison asked about the test results for math and reading in the board report by classes and gender and how the information is reviewed. Mr. Everett said the district looks at data over time, not just year to year.

AUDIENCE TIME

Ellen Hall-Chave addressed the board and asked if the board has considered a local options levy. Mrs. Edison said the board had considered a levy, and that a consideration is that a levy could compete with future bond possibilities. Mrs. Hall-Chave asked, with secondary local class sizes and less electives, about the state of student/teacher morale. Mr. Foster said that students have been more cordial than normal, and that everyone understands the situation. He said that considering the situation, things have gone smoother than anticipated. He said that Banks is not alone with increased class sizes and decreases in electives.

Richard Bowden asked if the district has been looking at testing scores? Mr. Foster said that testing has not started yet, but that grades at the freshman level are higher than in the past. Mr. Moore said that the cost for a local option levy of \$900,000 would be about \$1.97/\$1000. He said an option levy was not necessarily renewable, and would be for only 5 years.

Solina Krickovich and Amy Updike from Banks Elementary School PTO addressed the board concerning new math books for the elementary school. The board was first approached March 2011 concerning the need for new math books. At that time there was no fund available. The elementary PTO formed a textbook adoption funding committee. Through donations and fundraisers, \$10,000 was raised to help fund math textbook adoption. They are anticipating the upcoming Harvest festival to raise \$3,000 toward textbooks. The PTO understands the budget constraints, but feels there is an immediate need. They are asking for a monetary donation toward the textbooks. Payment for the books is due by November 18th in order to receive the reduced pricing, from \$60,000 to \$40,000. Mr. Moore asked what dollar amount the committee had in mind to request from the district. They said the PTO will be able to raise \$13,000 of the \$41,000 total. If math manipulatives is not added, the cost will be approximately \$34,000. Mr. Huston said the purchase now would be for next year. Currently the 2nd and 6th grades are using Go Math this year, and all the elementary teachers are using the online program. He said the teachers are comfortable with the books and online information. Mr. Foster said the incentive for buying now is the 20% discount. Mr. Huston said there will be a one time 3.35% shipping cost as a one-time fee next year. He said this is a five-year adoption program. Mr. Huston said the consumable materials are recycled paper, and will change each year if there is a change in common core state standards. With no manipulatives the cost is \$34,000. He said this is a K-6 adoption.

BOARD OF DIRECTORS

Board consensus was to reconvene in work session immediately after the board meeting.

ADJOURNMENT

The board meeting adjourned at 7:45 PM. The board reconvened in the work session.