



BANKS SCHOOL DISTRICT BOARD OF DIRECTORS  
12950 NW Main St. Banks OR 97106  
Administration Building  
Regular Work Session/Board Meeting  
**Minutes December 8, 2014**

## **WORK SESSION**

District Board Room

**In Attendance:** Kathy Edison, Laurie Schlegel, Ron Frame, Raymond Mott, Joni Spencer, Max Sigander, Mark Everett

### **Annual Audit Discussion**

Joni Spencer introduced Tara Kamp from Pauly, Rogers. Ms. Kamp reported the district received a clean audit for the year ending June 30, 2014. She said that a federal single audit in addition to the overall financial audit had no issues of non-compliance, and the district received an unmodified clean opinion. She said due to the size of the district, separation of duties is difficult. Ms. Kamp said there were no accounting disagreements, and the district had excellent audit results. She commended Joni Spencer. Ms. Kamp has offered to have a representative from Pauly, Rogers come to the district and offer training to administrators and secretaries on student body funds expenditures.

### **Superintendent Search**

Mike Taylor from Window to Leadership reported to the board on the superintendent search process. The board will approve the superintendent search calendar during the board meeting. The board will declare the opening for superintendent, with the start date of 7/1/15. The dates on the calendar are fluid; however, 2/23 will be the date the application process closes.

In the January 12 board meeting the board will approve the superintendent qualities and qualifications, which will be used for the advertisement for the position. Representatives from Windows to Leadership will meet with focus groups, including board certified/classified/confidential/administrative staff, students and community members. There will be a survey available on the district web site for anyone interested in giving input to the board on the qualities and qualifications. The board was also asked to take the survey and provide input. The target date for announcing the hire is April 13.

During the January 12 work session, representatives will present on the results of the focus group meetings. The presentation will take approximately 30 minutes.

Applicant questions will be developed by the board during work session. W2L (Window to Leadership) will supply sample questions for the board consideration.

The board will appoint members to the superintendent search committee.

There will be at least two interviews of applicants. It is the board's decision if members of the superintendent search committee attend the first interview. Mr. Taylor emphasized the need for confidentiality. Mrs. Edison said she felt site visits of the finalists is very important.

### **Budget Input/Survey Discussion**

Max Sigander shared the staff results of the staffing priority survey with the board. The board requested that the survey results be emailed to them for the staff, community and combined. Mr. Sigander said he would do so.

Joni Spencer discussed the 2014-15 taxes imposed by district and category for districts near Banks; the general obligation bonds for the recent bond levy and reflecting past obligation bonds; and the timber revenue for the past 10 years. She explained the new bond levy is interest only until 2018. Timber revenue does not change the overall revenue the district receives but the timber revenue does affect cash flow for the current budget year.

She informed the board the district will not be going out for a custodial contract at this time. The district will continue to work with Sodexo, and evaluate the contract a year at a time. The bond proceeds have been spent except for a couple of DEQ billings and some Northwest Engineering Services invoices. Mrs. Edison said there should be a Bond Core Management Committee meeting bond wrap up in January or February.

**15 Year Maintenance Plan**

The board requested the 15 year maintenance plan be brought back after Mr. Huston returns. The board also requested Skip Smetana be present for the meeting. They requested more specific information, with prioritizing, including the year the work would be needed for budgeting purposes.

**State School Report Card Data Review**

Mr. Everett reported on the Elementary/Middle School/High School achievement detail. He said the percentage for the achievement level cutoffs went up 3%. Mr. Everett said that the growth comparing elementary standards compares the school to all schools across the state, and the results were confusing. Mr. Everett said that instruction aligning with Common Core State Standards will help the achievement results, and the district will strand data in areas. He said this will change, however, with Smarter Balance.

The work session adjourned at 6:50 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. She asked that if any public members would like to make comments, to please fill out a comment card and give to the board secretary.

**The following were in attendance:**

**Board of Directors**

Kathy Edison, Chair  
Raymond Mott  
Laurie Schlegel  
Ron Frame

**Staff/Others**

Mark Everett, Banks High School Principal  
Joni Spencer, Business Manager  
Darla Waite-Larkin, Banks Elementary Principal  
Shelley Mitchell, Banks Middle School Principal/  
Student Services Director  
Jacob Pence, AD/Asst. Principal, BHS  
Max Sigander, Technology Director  
Collin Cruess, Asst. Technology Director  
Rick Wahlstrom, Kendra Wasson, NWRES  
Kim Carson, Shannon Dotson, BES Teachers  
Elizabeth Bulgia, Emma White, Evan Reynolds,  
Lane Schoch, Kaylynn Fitzpatrick, Bay Nerheim,  
students  
Patrons

**PUBLIC WELCOME/RECOGNITION/COMMENTS**

There were no recognitions/comments.

## **Student Representative Report**

### **High School – Evan Reynolds**

**Sports:** Fall sports ended; winter sports practices began 11/17.

Athletes for the month: Jamie Borchers, Cross Country; Hunter Copley, Football; Lucy Plews, Girls Soccer; Alyssa Chung, Volleyball.

Basketball: all teams against N. Marion 12/9; JV and Varsity @ Estacada Friday.

Wrestling: Hank Schmidlin Wrestling Tournament @ BHS.

Tournament in LaGrande this coming weekend.

**NHS:** Applicants applied, and initiation 12/11 morning.

**Senior Class:** Orders have started for graduation.

**Fundraisers:** Grad Night Poinsettia sale finished. Shoe Drive for NHS started in all three schools. Leadership started “Pennies for Patients” fundraiser in all three schools. Winning class wins an ice cream social.

### **Middle School: Elizabeth Bulgia, Emma White**

**Sixth Grade:** Reading stories in the textbooks; Social Studies students are creating 3D pyramids in the ancient Egypt unit; Math classes are testing and in the middle of transition.

**Seventh Grade:** Tech is the CIS unit, which helps students to figure out career paths; Social Studies students are creating scrolls for the ancient Rome unit; Math students are working on ratios, dividing fractions, similar and congruent figures and proportions; PE has badminton as the current unit; Science students are working on Science Fair projects; Language Arts students are reading “The Outsiders” and learning to identify sentence fragments.

**Eighth Grade:** Tech is the CIS unit/ Social Studies students are working on posters; Math students are doing graphing and inequalities; Science students are creating their rough drafts for the Science Fair; Language Arts students are reading Flowers for Algernon; and creating alternate endings for “The Giver”.

In some of the elective classes: Band students are practicing; Leadership is working on Project Citizen; Art students are doing research projects on an artist; Basic Construction students are working on building walls, and Creative Writing students are writing science fiction.

## **APPROVAL OF AGENDA**

There was no change to the agenda:

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

## **PRESENTATIONS/REPORTS**

### **Outdoor School Presentation**

Lane Schoch, Kaylynn Fitzpatrick and Bay Nerheim reported on the 6<sup>th</sup> grade class recent attendance at Camp Westwind for Outdoor School. They each highlighted an area of study. They expressed their appreciation to the board for their continued support of the Outdoor School program.

### **Northwest Regional Education Service District Presentation**

Rick Wahlstrom, Technology Director, presented the annual report to the board. He reported Banks is receiving slightly more services in 2014-15. He highlighted the program and key accomplishments. The funding resolution for 2015-16 has been approved by the superintendents of the ESD's 20 districts, and will be approved in the December board meeting by the NWRES D board of directors. The Banks board will vote on the resolution in January.

## **AUDIENCE**

There were no audience comments.

## **CONSENT AGENDA**

Board Minutes: November 10, 2014

Routine Personnel Matters

Resigned:

Wymon Smith Assistant Baseball Coach effective 11/20/14

Fiscal Report

Laurie Schlegel moved to approve the consent agenda as presented. Ron Frame seconded.

Discussion: There was no discussion. Motion passed unanimously.

## **DISCUSSION ITEMS**

### **Revision of Board Policies and Administrative Regulations (1<sup>st</sup> Reading)**

EEA – Student Transportation Services

Mrs. Edison said the changes were suggested by OSBA. At this time, Banks does not have aides on any of the district buses. If in the future an aide was placed on a bus, they would receive the emergency training necessary. This policy will return next month for discussion and approval.

## **ACTION ITEMS**

### **Revision of Policies and Administrative Regulations (2<sup>nd</sup> Reading and adoption)**

BBFA: Board Member Ethics and Conflicts of Interest

BBFB: Board Member Ethics and Nepotism

GBC: Staff Ethics

GBC-AR: Staff Ethics

GBN/JBA: Sexual Harassment

GBNA: Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying - Staff

GBNA-AR: Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying Complaint Procedures-Staff

GC-AR14(B) Job Description: Technology Assistant

GCAB: Personal Electronic Devices and Social Media - Staff

GCEC-AR: Job Sharing – Licensed Employees

IK: Academic Achievement

IIA: Instructional Resources/Instructional Materials

ING-AR: Animals in District Facilities

JFCEB: Personal Electronic Devices and Social Media

JFCEB-AR: Personal Electronic Devices and Social Media

The policies and administrative regulations are returning for 2<sup>nd</sup> reading and adoption. All changes suggested by the board during the November board meeting have been made. Ron Frame moved to approve the policies and administrative regulations as presented. Laurie Schlegel seconded. Discussion: There was no discussion. The motion passed unanimously.

### **Approval of OSBA Board of Directors Candidates**

Ron Frame made the following motion: "Be it resolved that the Banks School District Board of Directors casts its vote for LeeAnn Larsen for OSBA Board of Directors Position 15.

Discussion: There was no discussion. The vote was unanimous.

### **Approval of 2014 OSBA Resolution 1**

Laurie Schlegel made the following motion: "Be it resolved that the Banks School District Board of Directors casts its vote in favor of Resolution 1.

Discussion: There was no discussion. The vote was unanimous.

### **Approval of 2014 OSBA Resolution 2**

Laurie Schlegel made the following motion: "Be it resolved that the Banks School District Board of Directors casts its vote in favor of Resolution 2.

Discussion: There was no discussion. The vote was unanimous.

### **Approval of 2014 OSBA Resolution 3**

Ron Frame made the following motion: "Be it resolved that the Banks School District Board of Directors casts its vote in favor of Resolution 3.

Discussion: There was no discussion. The vote was unanimous.

### **Declaration of Superintendent opening; with starting date 7/1/15**

The item was discussed during the work session.

Laurie Schlegel moved to declare the Superintendent opening with the starting date 7/1/15. Ray Mott seconded. Discussion: There was no discussion. Motion passed unanimously.

### **Declaration of Superintendent Search Calendar 2014-15**

The item was discussed during the work session.

Ron Frame moved to approve the superintendent search calendar 2014-15. Ray Mott seconded. Discussion: There was no discussion. Motion passed unanimously.

## **BOARD COMMUNICATION**

### **Superintendent Comments**

There was no verbal superintendent report.

### **Administrator Comments**

Mark Everett said there are 25 sophomores and 26 juniors being inducted into National Honor Society this Thursday. Wednesday night 12/17 the band and choir will have their winter concert starting at 7PM.

Max Sigander said this is a busy month. The new typing program has been installed in the elementary. There is ongoing evaluation of the network, looking at ways to improve what we have.

Jacob Pence said we are 1/3 the way through the school year. He said Leadership is spearheading Pennies for Patients. Banks had three volleyball athletes make all state for winter sports; girls soccer had two athletes make all state.

Shelley Mitchell reported Santa's Breakfast is this coming Saturday 8:30 to 11:00. There is an upcoming SPR&I all day training for special education staff.

Darla Waite-Larkin reported the elementary is working on assessment at the elementary during professional development time. Title 1 parents have been invited to the annual gingerbread house workshop. She reported in the past there has been 80% parental involvement.

### **Board Member Comments**

Laurie Schlegel welcomed Collin Cruess to the Banks School District.

Ron Frame complimented everyone involved with the traffic control during morning unloading of students.

Kathy Edison thanked the 6<sup>th</sup> grade class for their presentation on Outdoor School. She welcomed Collin Cruess to the district.

## **AUDIENCE**

There were no comments.

## **ADJOURNMENT**

The meeting adjourned at 7:37 PM.