



BANKS SCHOOL DISTRICT BOARD OF DIRECTORS
12950 NW Main St. Banks OR 97106
Administration Building
Regular Work Session/Board Meeting
Minutes December 9, 2013

WORK SESSION

District Board Room

In Attendance: Kathy Edison, Bob Huston, Laurie Schlegel, Ron Frame, Raymond Mott, Joni Spencer, Max Sigander, Kyle Merritt

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, 2013. 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.

Bond/BCMC Budget Information and Discussion

Mr. Huston discussed the report from Cornerstone.

Elementary School: Pihl will do most of the roadwork. Brian Peters will work on the project also
District Projects:

Cameras and card reader – 100% in the high school and elementary. F

Fire alarm – admin building – in progress.

Middle School:

Drywall started, glass panels going in, P&C will be heating the building for inside work.

Voltage panel for solar system is up

Project on schedule

Restroom Building:

Project scheduled to be completed by end of December.

Furniture lists for Middle school are being prepared

Shelley Mitchell is working with School Specialties

Great input from staff

New projectors will be installed.

Workstations for teachers will be in the front and back of rooms.

Continuity and interchangeability.

HS and JH should emulate each other.

No additions to the budget.

BSD Budget and Projections

Joni Spencer discussed the summary of financials through October.

Revenue projection has increased, due in part to the gain/share revenue and the beginning fund balance being larger than projected.

Expenses: there are timing differences in the reporting of expenses. Outside placements of students costs are down; and transportation costs are down. Gross salaries are at 97% of budget. Insurance costs are higher than budgeted.

Credit rating – Banks School District went from an AA-/negative to an AA-/stable. Reserves are better, funding is stable.

Board Members at School Events

Addition: Bag and Baggage from Hillsboro presentation of A Christmas Carol Sunday Dec 15 at 6:30PM.

Laurie Schlegel said she would attend the Holiday Concert for grades 7-12 on 12/19.

Ron Frame said he would attend the Holiday Concert for the elementary on 12/18.

Bell Placement and Plaque

Mr. Huston said action was not required tonight. The flag located in the high school parking lot may be moved and relocated. Discussion by the board on the placement of the bell – in front of the administration building, in front of the middle school, or in the plaza. Consensus of the board was to place the bell in the plaza area.

The board discussed two plaques – one general dedication plaque and the other for recognizing community members. Ron Frame said he was concerned missing people if listing names. Laurie Schlegel said she would be happy to have no names listed. It was discussed that the plaques are historical information, with the architect and construction company, administration, and board members listed. Kathy Edison said she would work on lists and share with the superintendent and board.

Independent Training on the Cloud/date for meeting with Kyle and Max

Board consensus was to set up one-on-one meetings with Max and Kyle for training.

Date for Board Evaluation/vision/goals meeting

Kathy Edison reported OSBA has shared charges for annual services on involvement with board evaluation/superintendent evaluation/online courses and additional services. Mrs. Edison recommended the Model Board Level for consideration. The cost will be \$125/month.

Consensus: board unanimously in favor of the Model Board Level Annual Services purchase from OSBA.

District Technology Steering Committee - Update

The committee is working well, and moving forward. There are two parent representatives on the committee, representatives from the schools, and Mark Everett is the administrative representative. There is a meeting this Friday at 7:30 AM. Kyle Merritt expressed concern with the Smarter balance testing starting next year. The testing will be done with touch screens, which the district does not currently have. The WiFi system cost has been reduced to \$25,000. The PTO groups will all contribute funds for the system. Mr. Merritt stated it is important to put the infrastructure in place prior to the purchase of new hardware.

Technology Related Budgeting/Expenditures 2013-14

Mr. Huston stated this expenditure is for temporary replacement lab equipment at the elementary school. Mr. Merritt said the equipment is necessary for OAKS testing. The current equipment will work until March for the 1st round of testing; the 2nd round will require new computers. Mr. Huston said this is an action item in the board meeting. Board consensus was to approve the expenditure up to \$10,000.

The work session adjourned at 7:00 PM.

REGULAR SESSION

District Board Room

Call to Order/Flag Salute Chair Kathy Edison called the meeting to order at 7:04 PM. She welcomed everyone to the meeting and led the flag salute.

The following were in attendance:

Board of Directors

Kathy Edison, Chair
Raymond Mott
Laurie Schlegel
Ron Frame

Staff/Others

Bob Huston, Superintendent
Joni Spencer, Business Manager
Mark Everett, Banks High School Principal
Shawnda Sewell, Banks Elementary Principal
Shelley Mitchell, Banks Jr. High Principal/
Student Services Director
Kyle Merritt, Technology Director
Max Sigander, Asst. Technology Director
Kendra Wasson, NWRES representative
Patrons

PUBLIC WELCOME/RECOGNITION/COMMENTS

There were no recognitions/comments.

APPROVAL OF AGENDA

There was a change to the agenda:

Consent Agenda 3.2 Personnel: Resignation: Melissa Hartley .49375FTE Playground supervisor
Action Items 5.6 and 5.7: Removed from the agenda
Laurie Schlegel moved to approve the agenda as amended. Ron Frame seconded. Discussion:
There was no discussion. Motion passed unanimously.

PRESENTATIONS/REPORTS

There were no presentations.

CONSENT AGENDA

Board Minutes: November 12, 2013
Personnel

Routine Personnel Matters

Recall: Lori Haney .8125FTE Instructional Asst effective 11/14/13
Hiring: Judith Kelsey .406FTE Instructional Asst effective 12/3/13
Resignation: Diane Coughlin 1.0FTE teacher effective 12/20/13
Melissa Hartley .49375FTE Playground Supervisor effective 12/4/13

Fiscal report

Student Expulsion

Laurie Schlegel moved to approve the consent agenda as amended. Raymond Mott seconded.
Discussion: There was no discussion. Motion passed unanimously.

DISCUSSION ITEMS

4.1 Revision of Board Policies and Administrative Regulations (1st Reading)

BBB: Board Elections
BBFA: Board Member Ethics and Conflicts of Interest
BBFB: Board Member Ethics and Nepotism
EBBB: Injury/Exposure Reports
GBC: Staff Ethics
GBC-AR: Staff Ethics
GBEDA: Drug and Alcohol Testing – Transportation Personnel
GCBDA/GCBDA-AR(1): Federal Family and Medical Leave/State Family Medical Leave
GCBDA/GCBDA-AR(2): Request for Family and Medical Leave
GCBDA/GCBDA-AR(4): FMLA/OFLA Eligibility Notice to Employees
GCDA/GDDA: Criminal Records Checks/Fingerprinting
GCDA/GDDA-AR: Criminal Records Checks/Fingerprinting
IA: Instructional Goals
IKF: Graduation Requirements
IKF-AR: Graduation Requirements
IGBAJ: Special Education: Free Appropriate Public Education (FAPE)
INDB: Flag Displays and Salutes
ING: Animals in District Facilities
ING-AR: Animals in District Facilities

JHCA/JHCB: Immunizations and Health Examinations
JHCDA: Administering Injectable Medicines to Students
JHCD/JHCDA-AR: Administering Noninjectables/Injectable Medicines to Students
KBA: Public Records
LBE-AR: Public Charter Schools

Mr. Huston briefly discussed the changes suggested by OSBA. These policies and administrative regulations will return next month for discussion and approval.

ACTION ITEMS

5.1 Revision of Administrative Regulation JFC-AR: Board Elections (2nd Reading and adoption)

Laurie Schlegel moved to approve JFC-AR as presented. Raymond Mott seconded. Discussion: Mr. Huston said there would be a review of the administrative regulation by the end of the school year. Motion passed unanimously.

5.2 Revision of Administrative Regulation BBB-AR: Board Elections (2nd Reading and adoption)

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

5.3 Approval of OSBA Board of Directors Candidates

Mr. Mott stated that he did not feel qualified to vote for the candidates.

Laurie Schlegel 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;

Maureen Wolf for OSBA Board of Directors Position 16;

Fred Marble for OSBA Legislative Policy Committee Position 15;

Jill Zurschmeide for OSBA Legislative Policy Committee Position 16".

Ron Frame seconded. Discussion: There was no discussion. Vote: Kathy Edison – aye; Laurie Schlegel – aye; Ron Frame – aye; Raymond Mott – abstain. Motion passed.

5.3 Approval of 2013 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. Ron Frame seconded. Discussion: There was no discussion. Vote: Kathy Edison – aye; Laurie Schlegel – aye; Ron Frame – aye; Raymond Mott – abstain. Motion passed.

5.4 Approval of expenditure for computers for the 2013-14 School Year

The item was discussed during the work session.

Raymond Mott moved to approve the expenditure up to \$10,000. Laurie Schlegel seconded. Discussion: There was no discussion. Motion passed unanimously.

BOARD COMMUNICATION

Superintendent Comments

Mr. Huston thanked everyone for their continuing efforts.

Administrator Comments

Mark Everett had nothing to add.

Joni Spencer had nothing to add.

Shelley Mitchell reported Santa's Breakfast is this coming Saturday 8:30 to 11:00. Friday morning there will be a spirit assembly.

Shawnda Sewell said that the winter concert is next week. Thursday at 11 AM is the holiday feast at lunch, and she invited the board members to come and serve.

Kyle Merritt said the district is moving forward with WiFi, new computers and getting the phone system straightened out.

Board Member Comments

Raymond Mott thanked Mark Everett for his efforts with the technology committee. He also thanked Max Sigander and Kyle Merritt for their work.

Laurie Schlegel thanked the business department for the budget audit.

Ron Frame seconded Laurie Schlegel's comment.

Kathy Edison thanked Mr. Everett for the technology committee work and the business office for the positive audit. She said she is glad to see technology moving forward.

AUDIENCE

There were no comments.

ADJOURNMENT

The meeting adjourned at 7:27 PM.