

BANKS SCHOOL DISTRICT 13

12950 NW Main Banks, OR

December 10, 2012

**Regular Session**

**Minutes**

***Minutes are official after Board approval***

**5:30 PM Board Work Session – District Conference Room**

In Attendance: Kathy Edison, Richard Bowden, Will Moore, Laurie Schlegel, Bob Huston, Joni Spencer, Tara Kamp, Rick Rainone, Norie Dimeo-Ediger

- **Annual Audit Report**

Joni Spencer introduced Tara Kamp from Pauly, Rogers. Ms. Kamp reported the district received a clean audit for 2011. She said that a federal single audit in addition to the overall financial audit had no issues of non-compliance. 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. The board thanked Ms. Spencer for her overview of the audit report.

- **Bond Projects Update**

There are two major projects – the middle school and high school. The High school is the more complex of the two. Mr. Huston gave the board a Bond Projects Status/Tracking report amended December 10, 2012. He reports items #1-High School Science Classroom Remodel; #2-High School HVAC Room Units and #9-High School Gym Bleachers were approved December 5, 2012.

#3-Positioning of the Stadium Outdoor Restroom & Design is up for approval. Mr. Rainone advised that, if the board felt the restroom building is in the right spot, to approve the location. Mr. Huston, Scott Rose, Pete Edison and Will Moore laid out the position of the restroom building, and both Mr. Edison and Mr. Moore would approve the location. Kathy Edison said she would approve the location also. There was discussion on the number of fixtures needed in the bathrooms. Mr. Rainone said that the architect follows their interpretation of the code for the number of fixtures needed. He said the high school is below code, and this bathroom would get the district closer to code. The code drives the number of sinks and toilet fixtures. Each plumbing fixture costs approximately \$4,000 and it costs \$1500 to rough in a fixture. Board consensus was to review the details and costs of the interior and exterior at a later date, but to approve the location. This becomes Action Item 6.7 in the board agenda: #3-Positioning of the Stadium Outdoor Restroom & Design.

#4–Batting Cages (Independent Project by Softball/Baseball). The batting cages plans have to be brought to the board for their approval. No Project Application Form has been submitted to date.

#5-Positioning of Replacement Maintenance Building. The board discussed the placement of the maintenance building. Consensus was that the master campus plan needs to be revised to reflect the placement of the maintenance building. This will be a discussion item for the high school design meeting.

#6-Hardscape for the Stadium Entrance Area; #7-Stadium Structural Posts.

Details were not available. Information will be presented to the high school design committee – visuals were requested. The approval of these items has been postponed until January.

#8-HVAC for Vocational Building and Heating for Shop Area. Mr. Huston reported this came up after the fact after the proposals for the high school HVAC room units. Mr. Rainone suggested this could be a bid alternate. Mr. Huston said this needs to be done within a month. Board consensus was to give the superintendent authority to move forward within certain perimeters. The board approved item #8 – HVAC for Vocational Building and Heating for Shop Area pending design. Mr. Huston will share the design with the board and design committee. Mr. Rainone said the project could have a “not to exceed” cost. If the superintendent has the authority to award

contracts under \$100,000 (Action Item 6.5) he could approve the project. This will become Action Item 6.8 in the board agenda - #8-HVAC for Vocational Building and Heating for Shop Area.

#11-High School Gym Walls (not in scope). Consensus was to leave the walls as is at this time, and look for inexpensive finishes that might help with acoustics.

#23-Elementary School Emergency Road Access. Mr. Huston said the district will need to amend their land use permit. Board consensus was to start the process. Mr. Huston said there may be less money spent on the access road than budgeted. The extra may be spent on the parking lot.

#19-Roof repair over gym, kitchen and cafeteria. Mr. Huston said this will be taken care of over the summer.

- **Bond Budget Approval/ Bond Budget Allocations for Superintendent Approval**

The Middle School and High School projects are combined. There is \$10.676 million to spend on the projects. He said there are 6 budgets, an overall budget, the elementary school parking lot/emergency access budget; the addition and remodel of the middle school and high school budget; the bleachers budget; district property security including locks and improvement of lighting budget; and a contingency budget. He said the smaller projects could be done independent of a big contractor. The contingency budget includes under expenditures of budget items. After transferred to contingency, expenditures can be allocated from there. An example was the budget for the bleachers – there appears to be a \$150,000 savings that could be transferred to the contingency budget, and then held there until the board decides how to spend the money. He recommended that nothing would be spent from contingency until the middle school/high school bidding is completed. Mr. Rainone said that funding is done by line item. The budget will be signed by the superintendent. The owner contingency cannot be spent without board approval. There will be a supplemental budget brought to the board in January – some budget money has already been spent. There will be an expenditure update monthly, and a reconciliation of the budget quarterly. Every expenditure over \$100,000 will go to the board. Consensus was for the superintendent to approve expenditures of existing contracts or new contracts up to \$100,000. Mr. Rainone said he did not feel there would be change orders of \$100,000 on the projects.

- **CM/GC Approval**

P & C Construction will be recommended for approval as CM/GC of the middle school/high school projects. Mr. Huston reported he completed 15 reference checks and all were extremely positive. P&C has experience working on occupied sites. They have completed a number of remodel/renovation. Brad Eslev will be the superintendent for the MS project. There will be separate project managers for the MS and HS. They have experienced people and were the unanimous choice of the selection committee. Mr. Huston recommended the board approve the awarding of the MS/HS project to them.

- **Achievement Compact Advisory Committee Update**

Minutes of the committee meeting have been sent to the board. There will be a new staff development program and delivery system. The compact will be the result of the collaboration of a number of employee groups. SB290 will be tied to the achievement compact, which incorporates student achievement and teacher performance.

- **Financial Report Update**

Joni Spencer reported the financial report was included in the board packet. She had nothing to add to the report.

Mr. Huston reported there will be 6<sup>th</sup> grade students at the board meeting to report on Outdoor School. Matt Pihl will be at the board meeting to receive recognition for his work on the baseball fields.

The work session adjourned at 6:55 PM.

### **Regular Board Meeting 7:00 PM**

#### **Board Present:**

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

#### **Others Present:**

BHS Students: Chris Munjar, Jessica Beatty, Maddie Turner, Abby VanLoo, Acacia Stewart, Aspen Slifka, Kim Carson, Shannon Dotson, Bonnie Mandish, Sodexo, Others

### **CALL TO ORDER-FLAG SALUTE**

Richard Bowden welcomed everyone to the meeting and led the flag salute.

### **PUBLIC WELCOME/RECOGNITION/COMMENTS**

Mr. Huston recognized Matt Pihl and presented him with a plaque for his contribution of materials and labor for work on the baseball fields. Mr. Huston said Mr. Pihl reconstructed the entire area. Mr. Pihl said that Ken Ackerman spearheaded the project.

Chris Munjar recognized the students of the quarter. He reported the wrestling team took 9<sup>th</sup> of the 20 teams at the tournament last Saturday. He said the canned food drive is off to a great start, and ends December 21. The students of the quarter were Jason Malcom, freshman; Oteka Todd, sophomore; Aaron Streblow, junior; and Chris Munjar, senior. He recognized the athletes of the month. He said the seniors are presenting papers on the gulf oil spill, and 10<sup>th</sup> graders are presenting papers on women's rights issues.

### **APPROVAL OF AGENDA**

Laurie Schlegel moved to include Action Items 6.8: Positioning of the Stadium Outdoor Restroom and Action Item 6.9: HVAC for Vocational Building and Heating for Shop Area Kathy Edison seconded. The motion passed unanimously.

### **PRESENTATIONS**

#### **Elementary Outdoor School Presentation**

Sixth grade teachers Shannon Dotson and Kim Carson, along with three 6<sup>th</sup> grade students Abby VanLoo, Acacia Stewart and Aspen Slifka reported to the board on their recent outdoor school experience at Camp Westwind. The students reported that they enjoyed the experience and thanked the board for their support of this activity.

### **CONSENT AGENDA**

Approve November 5, 2012 Board Work/Regular Session Minutes

Approve November 29, 2012 Special Board Session Minutes

Approve Fiscal Report

Approve Routine Personnel Matters

Kathy Edison moved to approve the consent agenda as presented. Will Moore seconded. The motion passed unanimously.

### **ACTION ITEMS**

#### **OSBA Board of Directors Candidate Election**

There was no discussion. Kathy Edison moved to cast the Banks School District Board of Directors vote for Karen Cunningham for OSBA Board Position 15. Laurie Schlegel seconded. The vote was unanimous.

#### **2013 OSBA Resolution**

There was no discussion. Kathy Edison moved to cast the Banks School District Board of Directors vote in favor of Resolution 1. Norie Dimeo-Ediger seconded. The vote was unanimous.

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

CCG/CCG-AR Administrative Evaluations/Standards  
GCN/GDN Evaluation of Staff  
GCN-AR Core Teaching Standards  
EEA Student Transportation Services  
EEACC Student Conduct on School Buses  
EEACD Use of District Activity Vehicle for Student Transportation  
IL – Assessment Program  
JECF/JECF-AR Inter-district Transfer of Resident Students  
GCDA/GDDA/ GCDA/GDDA-AR Criminal Records Check/Fingerprinting

There was no discussion. Kathy Edison moved to adopt the policies and administrative regulations as presented. Norie Dimeo-Ediger seconded. The motion passed unanimously.

### **Bond Budget Approval**

Mr. Huston said this item was discussed in the work session.  
Will Moore moved to approve the bond budget as discussed. Laurie Schlegel seconded. The motion passed unanimously.

### **Bond Budget Allocation Changes Approval**

Mr. Huston reported this item was discussed in the work session.  
Will Moore made the following motion: “Be it resolved that the Banks School District Board of Directors assigns the Banks School District superintendent to approve bond budget allocation changes up to \$100,000”. Kathy Edison seconded. The motion passed unanimously.

### **Appointment of CM/GC**

Mr. Huston reported that P & C was the unanimous choice of the selection committee. Kathy Edison made the following motion: “Be it resolved that the Banks School District Board of Directors approves P & C Construction as the CM/GC for the addition/renovation at Banks Junior High School and the addition/renovation at Banks High School.” Norie Dimeo-Ediger seconded. The motion passed unanimously.

### **Approval of positioning of the Stadium Outdoor Restroom**

Mr. Huston reported this item was discussed in the work session. Kathy Edison moved to approve the location of the stadium outdoor restroom as presented. Will Moore seconded. The motion passed unanimously.

### **Approval of HVAC for Vocational Building and Heating for Shop Area**

Mr. Huston reported this item was discussed in the work session. Will Moore moved to approve the HVAC for the vocational building and heating for the shop area, pending design approval. Norie Dimeo-Ediger seconded, and the motion passed unanimously.

## **DISCUSSION ITEMS**

There were no discussion items

## **REPORTS**

### **Administrators Reports**

Shawnda Sewell reported that the Christmas concert will be held December 21 in the Junior High gym. She said statewide assessment will begin after Christmas. They have 33 new tablets at the elementary and teachers had inservice time to get used to them. Brian Reed sponsored the 6<sup>th</sup> grade class to go see Peter Pan at the Children’s theatre in Portland.

Shelley Mitchell reported that the junior high recognizes outstanding students each six weeks. Recognition is for citizenship and academic growth. The junior high is holding a gold and silver coin and food drive. This Friday will be the holiday dance, with PTO parents and two new teachers chaperoning.

Joni Spencer had nothing to add to her written report.

Mark Everett said that boy's basketball would be playing at the Rose Garden against Estacada December 11. On December 17 the band/choir concert will be held at 7PM. The curriculum parent advisory committee has met, and will meet again on January 7.

Jacob Pence reported that girls and boys varsity basketball are playing tomorrow night. He reported the wrestling team placed well in the La Grande tournament. For fall sports recognition 10 football players, 6 volleyball players, 4 boys and 6 girls soccer players and three cross country players made all league, with Kalin VanDomelen making all state for volleyball. All fall coaches were voted coaches of the year for COWAPA.

Mike O'Reilly had nothing to add to his written report.

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

Mr. Huston thanked all administrators for their time. He said the district is moving forward on the bond projects with the approval of the CM/GC. This is the first step in district improvement, with upgrades and safety being addressed.

#### **AUDIENCE TIME**

There were no comments.

#### **BOARD OF DIRECTORS**

Will Moore asked that the administration pass on to the teachers his thanks for their great effort and contribution to the district. He thanked them for all they do.

Kathy Edison wished everyone happy holidays.

Richard Bowden concurred with Mr. Moore. He thanked the staff and coaches for all they do.

#### **ADJOURNMENT**

The meeting adjourned at 7:35 PM.