

SHERMAN COUNTY SCHOOL DISTRICT

REGULAR BOARD MEETING MINUTES

September 9, 2013

The Board of Directors of Sherman County School District met in the Sherman County Public/School Library Meeting Room in Moro, Oregon on September 9, 2013. The following were present: Chair, Bill Martin; Vice Chair, Angie Thompson; Directors: Kyle Blagg, Jim Macnab, Liz Mills; Superintendent, Brian Metke; Principals: Bill Blevins, Todd Swan; Business Manager, Kim McKinney; Board Secretary, Jeanie Pehlke; Staff Members: Gerald Casper, Deanna Christiansen, Jacob Gradek, Janet Pinkerton; Visitors: Kegan Forrester, Larry Hoctor Isabella Mills, Rilea Mills, Mike Parker, Lowell Smith, Erin Stone, Tyler Stone.

SUMMARY OF ACTIONS TAKEN

Motion by Director, Jim Macnab with second from Director Kyle Blagg to award Kegan Forrester a \$1,000 scholarship. **Action:** The motion carried unanimously.

Motion by Director, Kyle Blagg with second from Director, Angie Thompson to adopt the consent agenda as modified. **Action:** The motion carried unanimously.

Motion by Director, Jim Macnab with second by Director, Kyle Blagg to approve the Boundary Line Change and record the deed ourselves and have the invoice sent to the City of Grass Valley for payment. **Action:** The motion carried unanimously.

Motion by Director, Liz Mills with second by Director, Angie Thompson to fund the SKORE program at \$16,000 for the 2013-14 school year. **Action:** The motion carried unanimously.

Motion by Director, Kyle Blagg with second by Director, Jim Macnab to approve the Memorandum of Agreements related to employee insurance. **Action:** The motion carried unanimously.

Motion by Director, Kyle Blagg with second by Director, Angie Thompson to adopt the Section 125 Flexible Benefit Plan Adoption Agreement for the 2013-14 year. **Action:** The motion carried unanimously.

Gratitude

Special thanks to Gail Macnab and the Introduction to Foods Class for preparing a caprice salad appetizer.

CALL TO ORDER

Chair, Bill Martin opened the meeting with the Pledge of Allegiance to the American Flag at 7:03 p.m., and welcomed all those attending the board meeting.

Student Reports and Requests

Isabella Mills, 5th grade 4-H student brought her rabbits, Velvet and Beauty, and gave a report on her animals. After her presentation she was given the book, *The Velveteen Rabbit* by Elizabeth Miles that Isabella will share with the grade school at an upcoming assembly.

Kegan Forrester, 2011 Sherman High Graduate requested a scholarship from the School Board as he pursues metal fabrication at Linn-Benton Community College.

Motion by Director, Jim Macnab with second from Director Kyle Blagg to award Kegan Forrester a \$1,000 scholarship. **Action:** The motion carried unanimously.

COMMENTS FROM VISITORS

Parent, Erin Stone expressed her concern regarding the loss of the fine arts programs at both schools. She asked the School Board to consider looking at adding these programs back. Dr. Metke stated he will meet with the Stones personally to discuss the issue further.

ADOPTION OF CONSENT AGENDA

- Business
 - ✓ Approve Board Meeting Agenda, September 9, 2013 with Modifications (remove 3.26)
 - ✓ Approved Minutes of Regular Board Meeting on August 12, 2013
 - ✓ Approved Bill Listings/Financials with clarification
 - ✓ Approved Brain Pop/Gizmos Grant
- Personnel
 - ✓ Approved final hire of Bill Blevins, Principal, Sherman Jr./Sr. High School and Head High School Boys Basketball Coach
 - ✓ Approved 2013-14 contract for Todd Swan, (TOSA), Elementary School Stipend
 - ✓ Approved final hire of Kyle Pfeifer, Social Studies Teacher, Sherman Jr./S. High School and Head Jr. High Football Coach
 - ✓ Approved final hire of Deidra von Borstel, part-time ESL/ Instructional Assistant, Sherman Elementary
 - ✓ Approved hire of Kalie Rolfe, Head Tennis Coach
 - ✓ Final Approval Thad Eakin, Jr. High Football Volunteer
 - ✓ Accept Leave of Absence for Liz Cranston, Part-time Science Teacher for 2013-14 School Year
 - ✓ Approved Temporary Hire of Kathy Thompson, Part-time Science Teacher for the 2013-14 School Year

Director Macnab questioned why volunteer coaches are not paid for coaching. Chair Martin pointed out that volunteers are not scheduled to be paid under the current budget but said it can be a topic for discussion during the budget process next year.

Motion by Director, Kyle Blagg with second from Director, Angie Thompson to adopt the consent agenda as modified. **Action:** The motion carried unanimously.

REPORTS AND PRESENTATIONS

Director, Kyle Blagg gave a Board Policy A/B-G Review

Director Blagg explained that he met with Rick Stucky, the OSBA Policy Services Specialist, along with Dr. Metke, Todd Swan, and the Superintendents from Dufur and South Wasco County for their first meeting to review approximately one-third of the current Board Policies. Mr. Stucky gave recommendations, many of which are necessary due to changes in the law. Copies of the policy change recommendations will be made available for public reviewing for 30 days at any of the following locations: Wasco City Hall Library, the Public/School Library in Moro, and the Sherman Elementary Library in Grass Valley. The public will be notified that they have the opportunity to review the policy changes via the district website and through flyers that will be posted at all post offices within the county. There will be two readings of the policies, the first will be at the October 14, 2013 meeting.

Athletic Director, Todd Swan reported on the following:

Mr. Swan began his Athletic Director report by identifying his coaching staff, discussing team rosters and sharing upcoming game schedules. He noted that Judy Satoris, a private donor, donated funds to purchase new football pads for the entire football team. He then discussed the Junior High Football team, noting that when he agreed to allow the Arlington boys to participate in our program there was only six boys on the Arlington roster – not enough for Arlington to have a team. Now Arlington has ten players on the roster and Sherman has 25. Mr. Swan acknowledged Chair Martin's disappointment that with such a large group from Arlington many of our students will not be given the playing time that they would have otherwise received without Arlington. Mr. Swan has added several new games to the schedule to offset the playing time issue. Mr. Swan announced that this year we will be producing and printing high quality Sports Programs for each sport season. The Sports Programs will highlight players and provide opportunities for businesses to advertise. Funds raised will benefit athletics and the student body. Mr. Swan also reported that we will be receiving some free services from an athletic trainer. The trainer is coming tomorrow [September 10, 2013] to clean and stock our training room. In addition, the trainer will administer our athletes a pre-concussion test and offer services to our students one time per week. Finally, Mr. Swan stated that he will be attending the Big Sky AD meeting on Wednesday [September 11, 2013] and the New AD conference is scheduled for October 7th.

For Mr. Swan's Principal report he discussed class sizes, master schedule, and support strategies for students who need extra help. He noted Sherman Elementary School had a successful first day of school, kicking things off with an assembly and receiving an unexpected donation of \$250 from Oregon Raceway Park. The Kindergarten roundup was also very successful with 17 families in attendance. Izzy Mills and Jordan Barrett, who won the brand contest for Cottonwood State Park, will attend a fieldtrip along with all of the 3rd and 4th grade tag students to Cottonwood State Park for the Park's grand opening celebration on September 25th.

High School Principal, Bill Blevins gave a Jr./Sr. High School report:

Mr. Blevins discussed Sherman Junior/Senior High School student enrollment, class schedules, and the new Early College program. He described strategies that are being implemented to meet Common Core State Standards – he explained that teachers are working on completing curriculum maps that layout the scope and sequence of their entire year of lesson plans. Teachers then must review their curriculum maps to ensure each lesson aligns with Common Core State Standards. Teachers will then assess whether or not their students are learning the material. Mr. Blevins pointed out that there is a text shift that will be increasing non-fiction reading to 70% of the material read by a student's by their senior year. He also shared information regarding the Lexile Score, which is a chart that shows text complexity expectations have been increased significantly with the new Common Core State Standards. Mr. Blevins then reported on the Jr./Sr. High School first day assembly, the donation that was previously mentioned by Mr. Swan and expressed his appreciation for Kathy Thompson who is teaching the part-time science position this school year.

Superintendent, Brian Metke reported on the following:

Dr. Metke stated that he will be going to Salem tomorrow to meet with four specialists and will bring back core templates to help with social studies at Sherman Elementary. He then reported that the administrative team has already completed one observation on all certified staff and plans to conduct observations at least one time every month. Next month, to prepare students for the new mandated testing format, teachers will be implementing a lesson plan that will encourage students to think on a higher level by requiring free responses instead of multiple choice answers to complex questions. He then reported that every student involved with the Early College Program has committed to go to college. Dr. Metke assured the School Board that he will personally be assisting all seniors with their college applications and portfolios. He emphasized that one of his goals is to improve our academic culture by partnering with the community college. He stated that we need to encourage multiple day seminars, distance learning and recruit staff from the college. Next month, he will have a spreadsheet with information on all certified staff that will help determine credentials for every teacher on staff.

UNFINISHED BUSINESS

Boundary Line Change at Sherman Elementary

Business Manager McKinney assured the Board that the City of Grass Valley will pay for all costs associated with the boundary line change. Sherman County School District will not be responsible for any fees related to the Boundary Line Change. It was noted that the City of Grass Valley also paid for a survey of the Elementary School property that will be available to the District if it is ever needed.

Motion by Director, Jim Macnab with second by Director, Kyle Blagg to approve the Boundary Line Change and record the deed ourselves and have the invoice sent to the City of Grass Valley for payment. **Action:** The motion carried unanimously.

SKORE Program Funding

Dr. Metke recommended the School Board approve funding of \$16,000 to sustain the SKORE program for the 2013-14 school year. Deanna Christiansen stated that she has submitted a Letter of Request to the Weir District, filed a Letter of Intent with Sherman Development League, and has scheduled a meeting with Commissioner, Mike Smith to discuss the use of HUB Funds that the County has requested for use in our community. Parent, Erin Stone praised SKORE and expressed concern about the deficit of funds. Business Manager McKinney clarified that SKORE was not included in the 2013-14 Budget because it had been previously funded by a grant and the District did not receive notice from the grant source that we were not awarded grant money for the program until after the budget had been finalized. Chair Martin thanked Mrs. Stone for her comment, reiterated the timing on the budget process and explained that the Board is working to determine the best way to fund the program. Mrs. Christiansen expressed that she is concerned that, depending on enrollment, she may not have enough staff to support the number of children who may attend.

Motion by Director, Liz Mills with second by Director, Angie Thompson to fund the SKORE program at \$16,000 for the 2013-14 school year. **Action:** The motion carried unanimously.

Presentation, Mike Parker – Agent of Record Report

As Dr. Metke introduced Mike Parker, a Civil Engineer, he explained that he has arranged for three separate facility presentations, the first is with Mr. Parker tonight and the other two will be given over the next two School Board Meetings. He further explained the purpose of these presentations is to help assist the Board in determining the next step for the facilities project. He noted that each presentation will be given by a different professional (an engineer, a contractor and an architect) so the Board will be able to select the best fit and talent to proceed with the project.

Mr. Parker began his presentation by explaining that he has worked as a Project Manager (PM) in the past and has overseen a variety of projects including a school project with Dr. Metke. Mr. Parker noted that typically a consultant is hired through the Request for Proposal process; he mentioned that there is a limited State law requiring ranking proposals if the consultation fee will exceed \$100k. Mr. Parker suggested that the District may want to consider hiring an Owners Representative (OR) as the PM so that person would have the best interest of the School District in mind during the process. In this scenario, the Project Manager/Owner Representative would help determine the scope of the project and the design; then would handle the permitting, construction and verify that all material installed meets with the specifications. He noted that the City of Roseburg hired a civil engineer on staff, on a contract, as their Project Manager/Owner Representative for a recent project and they believe they saved the money that they paid for the contractor services by doing so. Another suggestion that Mr. Parker shared was that the Board may want to consider doing a master plan for the entire facility. That would include review of the existing facility, assessment of what we have and can utilize, and determine what is needed and then attach a dollar figure with it. Mr. Parker also cautioned that Board should be careful hiring an architect unless there is a very clear scope of work and a specific budget.

NEW BUSINESS

Memorandum Agreements

Business Manager McKinney reported that the school attorney wrote the Memorandums of Agreement for each union contract that, if approved by the Board, will allow employees to utilize the new health savings plan option. She noted that this option has no cost to the District and that both unions have already approved their respective Memorandums of Agreement at the in-service meeting on August 27th.

Motion by Director, Kyle Blagg with second by Director, Jim Macnab to approve the Memorandum of Agreements related to employee insurance. **Action:** The motion carried unanimously.

Section 125 Flexible Benefit Plan Adoption Agreement

Business Manager McKinney stated that this is a routine IRS requirement that the Board must adopt every year. She explained that this year some additional language has been added to include the health savings account option that will enable school employees to add money pre-tax. Director Macnab pointed out that Bank of Eastern Oregon is an option for employees who participate in the Section 125 Flexible Benefit Plan.

Motion by Director, Kyle Blagg with second by Director, Angie Thompson to adopt the Section 125 Flexible Benefit Plan Adoption Agreement for the 2013-14 year. **Action:** The motion carried unanimously.

WORK SESSION

The School Board identified four (4) key goals for the 2013-14 school year related to students, teachers, facilities, and relationships. Dr. Metke will write-up specific language for each goal for the next meeting.

Board Members joined committees for the 2013-14 year that best fit with their strengths and interests.

The Board determined that they will not attend the Annual OSBA Conference in November; instead they will meet for a one-day training session at a nearby location.

FUTURE AGENDA ITEMS, CLOSING COMMENTS

September 10 and October 8 – Oregon Investment Board – Salem

Dr. Metke stated that he will be going to see Wes Owens in Saint Paul tomorrow [September 10, 2013] and then will make his way to Salem for a meeting on the Oregon Investment Board. Chair Martin wondered if these meetings could be handled by telephone in the future.

October 14 – Board Meeting Report – Ed Champagne, Architects West

Dr. Metke announced that he has invited Architect, Ed Champagne to make a facilities presentation at the October 14, 2013 School Board Meeting and reiterated that he will invite the final candidate to make a facilities presentation at the November meeting. The Board expressed concern and disappointment that the timeframe of three months is too long to wait to determine the next step in the facilities planning process. Dr. Metke was asked to invite both of the remaining facility professionals to a work session prior to the next School Board Meeting.

November 14-17 – OSBA Convention – Portland

This was covered in the work session.

District Personnel Flow Chart / Staff Inventory - Detail Sheet

This will be available at the next meeting.

Roof Boiler, Pipe and Fire Alarm Service Quotes/Agreements

Dr. Metke stated that he will defer these projects to the Facilities Committee.

Other agenda items requested to be included at the next Board meeting include:

- Energy Savings Performance Contract Update
 - Reason the one window was not replaced.
 - Blinds for the rest of the school and fuel tank painting.
- Track Resurfacing Update
- Busing Schedule / Route Plan

NEXT MEETING

October 14, 2013, at 7:00 p.m.

The November meeting will occur on Veteran’s Day, November 11, 2013, at 7:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:51 p.m.

Chair, Bill Martin

Confidential Secretary, Jeanie Pehlke