



**Board of Directors Meeting
Archived Minutes July 2007-December 2010 - 7:00 PM**

**AGENDA - EXPLANATION
Friday, December 31, 2010
NSSD District Office/Santiam Room
1155 N 3rd Ave
Stayton, OR 97383**

VISION

*We change kids' lives through a commitment to excellence,
integrity, equity, and community engagement*

NSSD MISSION STATEMENT

*Ensure students reach their highest academic and vocational
potential and develop into productive citizens*

GUIDING PRINCIPLE

Do what is best for all kids

BOARD GOALS

- 1. Offer the most comprehensive program possible for students and the appropriate staffing to support our commitment to doing what is best for all kids*
- 2. Celebrate the successes of the District and community*
- 3. Routinely monitor the effectiveness of District programs and services in order to better serve all kids*
- 4. Build and sustain dynamic relationships with stakeholders of the District through proactive communication exchanges*

The board packet is available on the District's website at www.nstantiam.k12.or.us under District>Board of Directors>Agendas/Minutes.

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EQUAL OPPORTUNITY EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION**

**MINUTES
July 7, 2007**

The North Santiam School District's Board of Directors met in a Special Session at 8:00 a.m. on July 7, 2007 at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

The meeting was called to order at 8:00 a.m. Those present included: Current Board Members—Laura Wipper and David Kinney and Board Members Elect—Tass Morrison, Dick Morley, Tracy Stoutenburg, Tim McCollister, and Mike Wagner, Secretary—Mary Richards and Associates to the Superintendent—Michael Ann McIlvenny and Doug Middlestetter. Dr. Jack Adams notified the Board he would be out of town.

SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

Using Policy BBB—Board Members Out of Office, Laura Wipper swore in all newly elected members of the Board including: Tracy Stoutenburg, Tim McCollister, Tass Morrison, Dick Morley, and Mike Wagner.

ELECTION OF BOARD CHAIR AND VICE CHAIR

Nominations were opened for Board Chair. Nominee(s): Tracy Stoutenburg nominated Laura Wipper.

MOTION: Tass Morrison made a motion to close the nominations for Board Chair and take a vote to elect Laura Wipper. It was seconded by David Kinney and passed unanimously 7-0.

Nominations were opened for Board Vice-Chair: Nominee(s): Tracy Stoutenburg nominated Tass Morrison.

MOTION: David Kinney made a motion to close the nominations for Vice-Chair and unanimously elect Tass Morrison. It was seconded by Dick Morley and passed unanimously 7-0.

ACTION CONSENT AGENDA FOR ORGANIZATIONAL ITEMS

MOTION: David Kinney made a motion for the Board to approve Action Consent Agenda items 5.1, 5.2, and 5.3 as presented (including to Identify Confidential Supervisors and Employees: Doug Middlestetter, Barbara Walton, Lorna Schwanke, Toni Silbernagel, Teri Butler, Nancy Peterson, Mary Richards, Tiffany Walbridge, Keith Butler, Sharon Etzel, Sara Moberg, Debbie Johnston, and Ron Osborne; to Designate and Authorize: Chief Administrative Officer—Dr. Jack Adams, District Clerk—Dr. Jack Adams, Deputy Clerk – Doug Middlestetter, Legal Counsel—Garrett, Hemann, et al., Official Auditors for School Year—Boldt, Carlisle & Smith, Budget Officer—Dr. Jack Adams, Board Meeting Dates—3rd Thursday of Each Month, 7:00 p.m., Locations on Calendar, Custodian of Funds—Doug Middlestetter, Depository (ies) For School Funds—LGIP, US Bank Stayton, Facsimile Signature—Dr. Jack Adams & Doug Middlestetter, Inter-Fund Borrowing Within Fiscal Year; and to Authorize Grant Applications for Title Grants, IDEA Grants, and NCLB/CDIP Consolidated Sub Grants including the filing of the 2007-08 ESEA: No Child Left Behind Consolidated Sub Grant for the following: Title 1 (A)-Improving Basic Programs Operated by LEA’s, Title I (C) -Education of Migratory Children, Title 1 (D)-Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk, Title II (A) Preparing, Training and Recruiting High Quality Teachers, and Principals, Title II (D) Enhancing Education Through Technology, Title III-Language Instruction for Limited English Proficient and Immigrant Students, Title IV (A) Safe and Drug-Free Schools and Communities, Title V (A) Promoting Informed Parental Choice and Innovative Programs, and Title VI (B) Rural Education Initiative). It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

SUPERINTENDENT EVALUATION

Interim Evaluation Process for 2006-07 & Discussion of Timeline: Pink Handout

Dick Morley prepared a condensed version of the current Superintendent Evaluation document as a starting point for the 2006-07 Superintendent’s Evaluation. It has the same format with the board goals identified. It is consistent with the initial intent of what was expected when Dr. Adams was hired. All “sub” information has been deleted as well as duties 9 and 10. Dr. Adams goals and achievements, as submitted to the Board are included in the document. This current evaluation was based on policy CBA—Qualifications and Duties of the Superintendent. The Board went over the document and clarified areas. A draft timeline was submitted as a starting point.

MOTION: David Kinney made a motion for the Board to approve the use of the current Superintendent Evaluation document in its condensed form, as presented, for the evaluation year 2006-07 with the adjusted timeline (to return completed documents to the District Office by July 16th). It was seconded by Dick Morley and passed 7-0.

Discussion: It was agreed that the Board would email their completed documents to Mary by July 16th. She will make sure that the Board Chair (Laura) and Vice Chair (Tass) get them and they will compile them along with comments. A Work Session will be called if necessary to review the evaluation scores if there are any irregularities. Laura and Tass will meet with Doug Middlestetter to go over salary comparisons and then meet with the Superintendent to discuss salary and any contract issues. Laura and Tass will be prepared to make a recommendation to the Board on a salary increase and contract language/length, based on the outcome of the evaluation and on their meetings with both Doug and Dr. Adams. On the 16th the Board will meet in Executive Session to discuss the evaluation with Dr. Adams before the Regular Session. In the Regular Session, the Board will discuss Laura and Tass's recommendations and make a motion on a salary increase and contract language if needed.

Discussion of New Evaluation Document and Timeline for 2007-08: Blue Handout

The new document for the Superintendent's Evaluation that is being considered for adoption was discussed. The new document was put together by Laura Wipper with input from Donald Blades in the early stages of development. It is based on the Lighthouse Study for High Performance Districts with seven points of reference. It also includes the Superintendent's goals as presented at the Spring Workshop. It was suggested and agreed upon to incorporate a submitted list from the Superintendent of his goals and accomplishments for each year. Also needed is a personnel action form or some type of area where a board member can mark if they feel that employment should be continued and if a salary increase is recommended. Mary will work on these two additions and get an updated revision out to the Board for review. The Board asked that Michael Ann and Mary review policies on the Board, Superintendent evaluation, duties, etc. and update as necessary before the new evaluation document is adopted (August). A timeline was presented and will be updated to include the 2006-07, 2007-08, and the beginning of 2008-09 for goals and evaluations. The timeline will show the overlap of the evaluations and how the goal setting and review takes place.

INSURANCE OPENERS

Mary checked with the Negotiation team to see what their schedules would be for the upcoming insurance openers for OSEA and NSEA. Since Laura is now Board Chair, Mike Wagner was appointed to take her place on the Team. The team now consists of Doug Middlestetter, Dr. Jack Adams, Dick Morley, Tim McCollister, and Mike Wagner. Mary will contact Paulie Lime and Gary Rychard with available dates and set up a meeting time during the next month. Doug will bring information regarding insurance costs to the Executive Session to be held after the next Regular Session to discuss negotiations for insurance.

ADJOURN

The meeting was adjourned at approximately 9:45 a.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Vice-Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES
Thursday, July 19, 2007**

The North Santiam School District's Board of Directors met in Regular Session on July 19, 2007 at 7:00 p.m. followed by an Executive Session under ORS 192.660 (2) (d)—Labor Negotiator Consultations. Both sessions were held at the District Office, located at 1155 North Third Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Dick Morley, Tim McCollister, Tass Morrison, Tracy Stoutenburg, and Mike Wagner, Superintendent—Dr. Jack Adams, Board Executive Secretary—Mary Richards, and Associate to the Superintendent in Finance—Doug Middlestetter. Board members David Kinney and Laura Wipper were absent.

SPOTLIGHT

Meth Presentation: Rich Sebens and Colleen Arient

A presentation on what is happening in our community with Meth and its impact on families and children was presented to the Board. The Meth Busters would like to present information to students in their health classes in grades 5, 8, and 10. They would also like to do presentations at staff meetings.

COMMUNICATION

Superintendent's Report:

The July board report was in the board packet. It was shorter than usual with schools being closed.

ACTION/CONSENT ITEMS

MOTION: Dick Morley made a motion for the Board to approve items 5.1, 5.2, and 5.3 of the Action/Consent Agenda (including the minutes of the June 21, 2007—Budget Hearing & Regular Session, the July 7, 2007—Special Session; the approval of new hires: Samantha Frank, Tal Wold, Kathryn Hamburger, and Shannon Sheppard; the acceptance of the resignations of: Ryan Somerville and Chad Meadors; the adoption/revision of policy JGAB—Use of Restraint and Seclusion, and waving the first reading and approval of policies BC/BCA—Board Organization/Board Organization Meeting, CBG—Evaluation of the Superintendent, and CCA—Organizational Chart). It was seconded by Tracy Stoutenburg and passed unanimously 5-0.

ADDED AGENDA ITEMS

The Laidlaw Contract—Resolution #071907B was added as agenda item 7.1a and the Bond was added as 8.1 on the agenda.

NEW BUSINESS—ACTION

Bread and Milk Contracts—Resolution #071907A

Toni Silbernagel gathered information on bread and milk bids and included it in the board packet. The bread bid was sent out to four vendors and the milk bid was sent out to three. There were two responses for the bread contract; one from Spring Valley Dairy and one from Goodyman Distributing. Spring Valley Dairy was the low bidder. For the milk contract, Spring Valley was the only bidder. Toni recommended that the Board award both contracts to Spring Valley Dairy.

MOTION: Dick Morley made a motion to adopt *Resolution #071907A—Awarding the Milk and Bread Contracts for the 2007-08 School Year to Spring Valley Dairy*. It was seconded by Tim McCollister and passed unanimously 5-0.

Facsimile Signatures:

The recent letter sent out by the Board to OSBA was prepared and ready to send out on a Thursday, but could not be mailed until the following Monday evening because everyone had not been able to come in and sign it. It was suggested that Board members have a facsimile signature that could be printed onto a letter electronically for similar letters in the future. It would expedite the process and board members would not have to make a trip to the DO just for a signature.

MOTION: Mike Wagner made a motion for the Board to approve the use of facsimile board signatures on approved letters that are requested to be sent out from the Board (the facsimile signature would only be used as a back-up on time sensitive materials, as discussed). It was seconded by Tracy Stoutenburg and passed unanimously 5-0.

REPORT/DISCUSSION

Policy Adoptions and Revisions:

A review of several policies in section B and C of the policy manual was made as requested by the Board. The following policy revisions and additional administrative rules were recommended:

- **BBF & AR—Board Member Ethics/Board Member Operating Protocol:** In policy BBF, number 17 has been added to include the Board adoption of the Operating Protocol last August. The Operating Protocol has been added as the administrative rule (AR).
- **CBA & AR—Qualifications and Duties of the Superintendent/Superintendent Qualifications:** On the first sections of the policy, OSBA language has been used to replace the function of the Superintendent and also to reduce the redundancy of the information. The new AR is the Superintendent Qualifications adopted by the Board on April 20, 2006.

- CBB AR—Recruitment and Appointment of the Superintendent/
Superintendent’s Contract/NSSD Rating Sheet: The NSSD Rating Sheet that was approved and used in the interview process was added as the AR.

These policies will be brought back to the August meeting and put on the Consent Agenda.

ELL Program Improvement Plan:

Beth Brown prepared information on the ELL program and its plan for improvement during the next year. The next steps will be to align the curriculum and add a full day Kindergarten for approximately 20 ELL students.

OLD BUSINESS

Bond:

The Board discussed the timeline for the next bond and the consensus was to plan for the next bond election in November of 2008.

INFORMATION ONLY

Projected FTE Enrollment 2007-08:

To project enrollment, students that were enrolled at the end of the school year are rolled up to the next grade level and pre-registered K students are added in. A spreadsheet with the projected FTE enrollment and actual student count was included in the board packet. The District is projecting 2408 students with a basic 2317.5 FTE.

Recognition of Gifts:

Thank you letters have been sent out to the following:

Holiday Retirement	\$2500	ARMF Sponsor
Karen Weddl	\$50 Pizza	SIS/SMS ASB Program
Michelle Werkner	Blood Sugar Monitors	District Nursing Program

Upcoming Board Meetings/Activities:

August 16, 2007	Executive Session-Supt Evaluation	6:00 p.m.	DO
August 16, 2007	Regular Session	7:00 p.m.	DO

BOARD REPORT

OSBA Workshop:

Six board members attended the OSBA Summer Board Workshop on July 14-15, 2007. They listened to a variety of speakers and came away with ideas and information for the District.

ADJOURN TO EXECUTIVE SESSION

EXECUTIVE SESSION

The Board met in Executive Session under ORS 192.660 (2) (d)—Labor Negotiator Consultations to discuss the upcoming negotiation sessions with NSEA and OSEA on insurance.

RETURN TO REGULAR SESSION

ADJOURN

The meeting adjourned at approximately 9:45 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J
EXECUTIVE SESSION
5:30 PM**

**MINUTES
August 8, 2007
District Office—Santiam Room**

The North Santiam School District's Board of Directors met in an Executive Session under ORS 1992.660 (2)(i)—Performance Evaluation at 5:30 p.m. on August 8, 2007 at the District Office located at 1155 North Third Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Those in attendance included: Laura Wipper, Tass Morrison, Dick Morley, Tracy Stoutenburg, Tim McCollister, and Mike Wagner. David Kinney was absent.

PERFORMANCE EVALUATION REVIEW

The Board went over their input on the performance evaluation of the Superintendent, Dr. Jack Adams.

ADJOURN

The meeting adjourned at approximately 8:30 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

NORTH SANTIAM SCHOOL DISTRICT 29J

BOARD MEETING MINUTES

August 16, 2007

The North Santiam School District's Board of Directors met in an Executive Session under ORS 192.660 (2) (i)—Performance Evaluation and under ORS 192.660 (2) (d)—Negotiator Consultations at 6:00 PM with the Regular Session scheduled to begin at 7:00 PM. Both meetings were held at the District Office, located at 1155 North Third Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Those present included: Board Chair—Laura Wipper, Vice Chair—Tass Morrison, Board Members—Dick Morley, Tim McCollister, and Mike Wagner, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, and Reporter—Pat Johnson from the Stayton Mail. Board Members—David Kinney and Tracy Stoutenburg were absent.

PERFORMANCE EVALUATIONS: ORS 192.660 (2)(i)

The Board went over the Superintendent's Evaluation with Dr. Jack Adams, using the older version as discussed in previous sessions.

NEGOTIATOR CONSULTATIONS: ORS 192.660 (2)(d)

The Board was brought up to date on the current status of negotiations on insurance with both the NSEA (certified) and OSEA (classified) unions.

ADJOURN EXECUTIVE SESSION

The Executive Session was adjourned at approximately 7:00 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Chair—Laura Wipper, Vice Chair—Tass Morrison, Board Members—Dick Morley, Tim McCollister, and Mike Wagner, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards, and Associates to the Superintendent—Michael Ann McIlvenny and Doug Middlestetter. Board Members—David Kinney and Tracy Stoutenburg were absent. Also present were administrative staff members, district office staff members, several teachers, and reporter—Pat Johnson from the Stayton Mail.

SPOTLIGHT

Chanticlairs Scotland Easter Parade Participation (2009): Diane Allen Jackson talked to the Board about the plans for the SHS Chanticlairs to attend and participate in the Scotland Easter Parade and Celebration in the spring of 2009. This trip will be out of the country and Diane asked for board approval to continue with plans for the trip.

Students will have ample time to raise money for the trip with fundraisers, if they choose to participate.

MOTION: Dick Morley made a motion for the Board to approve the 2009 Chantclairs trip to Scotland and their participation in the Scotland Easter Parade. It was seconded by Tim McCollister and passed unanimously, 5-0.

COMMUNICATION

Board Report from the Superintendent: The August Superintendent Board Report was included in the board packet. It included information on the recent Administrative Workshop held in early August.

Community Outreach: The Board asked that this be added as a regular agenda item to discuss what events are coming up in the community. This will give members a chance to discuss the need for District representation at specific events by members of the Board or by members of the Management Team. Coming up in September is the Harvest Festival. The Superintendent plans to attend the Harvest Festival Dinner. Also coming up in late August is the Back to School Fair and the SHS Varsity Football Jamboree. Michael Ann McIlvenny noted that she and Susy Saray would be going to an upcoming Rotary meeting to ask for help in raising money for the dental van.

CONSENT AGENDA

MOTION: Dick Morley made a motion for the Board to approve Consent Agenda items 8.1, 8.2, and 8.3 (including: the minutes from the July 19, 2007—Regular/Executive Sessions and the August 8, 2007—Executive Session; the approval of new hires: Martin Reid, Ruth Russell-Hasel, Michelle Mendonsa, Shannon Sheppard, Stan Talbot, Patricia Shepard, Justin Danek, Teleia Goddard, Jacob Miller, Matthew Olson, and Ramie Moody; the acceptance of the resignations of Eric Clendenin and Marsha Applegate; and the adoptions/revisions to policies BBF-Board Member Ethics and CBA-Qualifications and Duties of the Superintendent). It was seconded by Tim McCollister and passed unanimously, 5-0.

ADDED AGENDA ITEMS

Added to the agenda were: Community Outreach (7.2), Policy (10.1), and Lawsuit Review (10.4).

NEW BUSINESS

REPORT/DISCUSSION

Policy Adoptions/Revisions:

- EBBCC & AR—Use of Automated External Defibrillator (AED): This is a new policy, since our District now has AED equipment. Dr. Jack Adams and Gary Rychard went over the policy and administrative rule and recommended that the Board adopt them.

- GBNAA/JFCFA—Cyberbullying: This is a recommended policy from OSBA. With the increased use of technology, internet harassment and stalking is becoming a problem that all districts are dealing with. The Director of Technology, Keith Butler, and Dr. Jack Adams went over the policy and recommended it for adoption.
- JHCD-AR—Administering Noninjectable Medicines to Students: Gary Rychard (Security and Safety) and Denise Cardinali (Registered District Nurse) have taken a lot of time to go over this policy and make changes based on OSBA recommendations and on their experience. The main changes are in the forms.
- BBD—Board Member Removal from Office: This policy has recommended OSBA language changes. A copy was passed out to each member of the Board along with updated procedures on notification if a board member is absent.

The above policies, which does not include the administrative rules will be put on the September Regular Session Consent Agenda for final approval.

Facilities Plan Brochure: Mary condensed information from the Master Facilities Plan into a brochure format, and made it available in the board packet. She is getting quotes together and will be working with a graphic designer in the area to make the brochure look professional. White space and color will be added with pictures. The wording will be condensed and some sections will be removed. Samples of the brochure should be available by the September board meeting.

Plan of Improvement for SMS/SIS:Dr. Adams presented a PowerPoint presentation with some basic information about SMS/SIS assessment scores and behavior issues and a plan for improvement in these areas during 2007-08. The District will be giving additional support to SIS/SMS in several different areas to assist in improvement. New administrators to the building, Andy Gardner and Debra Hilfiker, will give the Board periodic updates on progress throughout the year.

Lawsuit Review and Role of Board: Review of lawsuits will be done in Executive Session. Jack will set up a session in September for an update to the Board by the District’s attorneys.

OLD BUSINESS

ACTION

Superintendent Salary:

During the Executive Session the Board discussed the Superintendent’s Evaluation. It was noted by Dick Morley during the Regular Session that Dr. Adams got one of the best evaluations seen in many years. Board members received comparison information on the salaries of Superintendents in Capital Conference School Districts to help in their decision regarding a salary increase. A salary of \$107,500 would put Dr. Adams in the mid-range of salaries in the Capital Conference.

MOTION: Tass Morrison made a motion for the Board to increase the Superintendent’s salary to \$107,500 for 2007-08 based on his job performance and the comparisons from other Capital Conference Districts. It was seconded by Dick Morley and passed unanimously, 5-0.

Superintendent Contract:

A draft with suggested changes to the Superintendent’s contract has been received by the Board. Comparisons of other Capital Conference Superintendent contracts have been received and the Board had a chance to review those before the meeting. The Salary was changed to \$107,500; an additional year was added to the contract; and the language on vacation was revised as follows:

Vacation and Personal Leave: The SUPERINTENDENT shall be entitled to twenty-five (25) days of vacation annually, and three (3) personal days, annually. ~~Time taken off during Spring Vacation shall be charged to vacation.~~ Time taken off during scheduled student vacation periods, shall be charged to vacation. SUPERINTENDENT shall give prior notice to the Board Chair when taking days off. ~~(Unused vacation days will not accumulate from year to year; unused vacation will be forfeited without compensation.~~ SUPERINTENDENT shall be compensated on a per diem basis for up to ten (10) unused vacation days at the end of each year; no more than ten (10) unused vacation days at the end of each year may be carried over from year to year. SUPERINTENDENT is also entitled to eight (8) legal holidays, listed in Policy CNI, with pay that are included in the above-prescribed annual salary.

All other language was kept in tact. Mary will update the contract and have it checked by the Board Chair and then get signatures after approval.

MOTION: Dick Morley made a motion for the Board to approve the new 2007-2010 Superintendent’s Contract for Dr. Jack Adams with changes as discussed. It was seconded by Tim McCollister and passed unanimously, 5-0.

REPORTS/DISCUSSION

Revisions to New Superintendent Evaluation Document:

The original timeline was to approve the new Superintendent Evaluation document to be used for 2007-08 during the August Session. Some format and grammar issues need to be addressed before the final approval. Tass and Mary will review and work on the document together and bring it back for approval in September.

Review of Board Protocol and Signatures:

Those in attendance signed the Board Protocol. Hopefully, during the September Regular Session board members will have their picture taken so the new picture and protocol can be displayed in buildings by the end of September. Keith will be available to take a joint picture of the Board right after the September meeting.

INFORMATION ONLY

Upcoming Meetings:

September 20, 2007	Regular Session	7:00 p.m.	SES
November 9-11, 2007	OSBA Convention	TBA	Portland
March 29-April 1, 2008	NSBA Convention	TBA	Orlando, FL

ADJOURN

The meeting was adjourned at 9:20 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Chair Woman

NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

MINUTES September 20, 2007

The North Santiam School District's Board of Directors met in Regular Session on September 20, 2007 at 7:00 p.m. in the Stayton Elementary School Library located at 875 North Third Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Dick Morley, Tass Morrison, Laura Wipper, David Kinney, Mike Wagner, Tracy Stoutenburg, Superintendent—Dr. Jack Adams, Secretary—Mary Richards, and Associates to the Superintendent—Michael Ann McIlvenny and Doug Middlestetter. Tim McCollister was absent.

SPOTLIGHT

SWIS Presentation: Principal, David Bolin, went over the SWIS behavioral software and how it supports the PBS system used throughout the District. SWIS links with the District's new software—Pentamation, and provides reports that help to track student behavior. With the information gained, principals can work with small groups or individual students to help them improve their behavior. David and Jeri Harbison are meeting with Laidlaw Transportation Supervisor—Lin Tanamachi on October 5th to discuss the use of PBS by bus drivers.

Custodial Presentation: Ron Osborne gave a PowerPoint presentation on the accomplishments of the custodial staff over the summer. He mentioned the major housecleaning that took place along with the 250 gallons of paint that went onto and into buildings. The Board would like to recognize the efforts made by the "I Serve" group from the Foothills Church in Stayton for all the additional painting they did across the District this summer.

COMMUNICATION

Board Report from the Superintendent: The Superintendent's report was included in the board packet along with individual reports from Management Team members. Dr. Adams asked the Board if they had any questions and he mentioned that school start up went very well this year.

Upcoming Community and School Events:

Mary put together a list of upcoming community events that she was aware of. Principals are also emailing dates of activities and sporting events to all board members. Coming up on the 27th of September is Open House at all schools with students up to grade 8.

CONSENT AGENDA

David Kinney requested that policy BBD—Board Member Removal from Office be removed from the consent agenda for additional discussion.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 5.1, 5.2, and 5.3 (excluding policy BBD and including the approval of the August 16, 2007—Executive/Regular Session minutes; the approval of the adoption/revisions to policies EBBCC—Use of Automated External Defibrillator (AED), and GBNAA/JFCFA—Cyberbullying; and the approval of new hires: Linda Lanning, Karen Osborne, Lisa Glavey, Katrina Hunsaker, and Kari Miller). It was seconded by Dick Morley and passed unanimously 6-0.

Policy BBD—Board Member Removal from Office: The Board discussed some changes they wanted to see to Policy BBD.

- Under the first section only current numbers 1, 2, 5, and 6 are to be listed;
- Make a new section with numbers 3 and 4 using “may declare” instead of “will declare” in the first sentence;
- Add that any declaration be considered during a Regular Session with a motion involved;
- Look for better wording from OSBA on what “ceases to discharge the duties of office” would include; and
- Bring back the changes at the next board meeting in October.

NEW BUSINESS

REPORT/DISCUSSION

Facilities Plan Brochure: Mary has been working with Kim Minten on the facilities plan brochure. A copy was in the board packet. A sample copy of the actual brochure was handed out to board members at the meeting for discussion.

Changes Needed to Brochure:

- Use North Santiam School District instead of NSSD throughout the document;
- Paragraph 2: Change “six schools” to “seven schools”
- Change the population to “approximately 2500”; and
- Double check second paragraph on second side to make sure it has good sentence structure.

OLD BUSINESS

ACTION

Adoption of New Superintendent Evaluation Document: A copy of the new *Superintendent Evaluation* document was enclosed in the board packet. Donnie Blades, Laura Wipper, Tracy Stoutenburg, Tim McCollister, and Tass Morrison have worked on the document during the past year. The draft form is the outcome of all their work. The document has been available for public input at two previous Regular Sessions. Superintendent—Dr. Jack Adams noted that the evaluation document was appropriate and adequately addressed areas normally reviewed each year by boards.

Change wording on page 3 from “Annual Work **Boards** and Objectives” to “Annual **Goals** and Objectives”.

MOTION: David Kinney made a motion for the Board to adopt the new Superintendent Evaluation as presented (with revisions as discussed on page 3). It was seconded by Tass Morrison and passed 6-0.

New Board Attendance Procedures:

A copy of a draft for board attendance procedures was included in the board packet for discussion.

Changes:

- First Sentence—delete “for any reason” and add “from any agreed upon board session or training activity”;
- Delete—“and to come up with a plan for improvement” from number 5; and
- Reference the need to follow the adopted “board protocol” within the document.

Resolution #092007—Ratification of Contract Changes:

Both OSEA and NSEA have ratified the changes to the contract regarding Insurance. Doug put together Resolution #092007 for the Board to ratify the contract changes.

MOTION: David Kinney made a motion for the Board to approve the \$78.00 per month (pooled) increase in the insurance premiums paid for by the District for both the Licensed and Classified employee groups as a result of recent contract openers and subsequent negotiations (as indicated in Resolution #092007). It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

REPORTS/DISCUSSION

Resident Attendance Area and Board Zone Maps:

Mary has been working with the Linn County GIS Department on Board Zone and Resident Attendance Area maps for the District. They have been completed and a copy of each of them was in the board packet. Large maps are being put together for display in buildings.

INFORMATION ONLY

Enrollment:

Student count is at 2463 and FTE Enrollment is at 2374. This is up 56.5 FTE from the projected enrollment done in June (based on the “roll up” of student from one grade to another).

There was a question on transfers to Sublimity Schools. Transfers have been open between schools as long as there is room and behavior, attendance, and academics are okay. Parents are told that the District is not responsible for transportation. Currently most classes at Sublimity are closed.

September and October Field Trips:

SUB Grade K EZ Orchard Farms Pumpkin Patch
SHS ASB Leadership Retreat: Newberg

Gifts: The Board acknowledged the following gifts to the District and thank you notes have been sent out.

Power Chevrolet 4 Days Free Van Rental Textbooks/DO
Smith Family School Supplies for Needy Mari-Linn School

Upcoming Meeting Notification: The following is notification of upcoming meetings of the Board.

September 24, 2007 Executive Session 7:00 p.m. DO
October 18, 2007 Work Session—Bond 5:30 p.m. DO
October 18, 2007 Regular Session 7:00 p.m. DO

BOARD REPORTS

Work Session in October: Discussion on the bond should include how the Management Team is to participate, and setting up a plan for getting together a community group for bond discussion purposes.

Congratulations to Dick Morley for receiving a letter of commendation for his leadership from OSBA. He has obtained leadership points over the past few years by attending various workshops and conventions on board activities.

ADJOURN

The meeting adjourned at 8:20 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair Woman

**NORTH SANTIAM SCHOOL DISTRICT 29J
EXECUTIVE SESSION**

**MINUTES
September 24, 2007**

The North Santiam School District's Board of Directors met in an Executive Session under *ORS 1992.660 (2)(h)—Legal Counsel* on September 24, 2007 at 7:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Those present included Board Members—Tracy Stoutenburg, Tim McCollister, Laura Wipper, David Kinney, Dick Morley, Attorney—Karen Vickers, Superintendent—Dr. Jack Adams, and Human Resources Director—Teri Butler. Tass Morrison, Mike Wagner, and Mary Richards were absent.

ORS 192.660 (2)(h)—LEGAL COUNSEL

The Board met with Legal Counsel—Karen Vickers to discuss several issue and give legal advice.

ADJOURN

The meeting adjourned at approximately 7:40 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair Woman

**NORTH SANTIAM SCHOOL DISTRICT 29J
WORK SESSION/REGULAR SESSION**

**MINUTES
October 18, 2007**

The North Santiam School District's Board of Directors met in a Work Session on October 18, 2007 at 5:30 p.m. with the Regular Session following at 7:00 p.m. Both sessions were held at the District Office located at 1155 North Third Avenue in Stayton.

WORK SESSION

CALL TO ORDER

Those present included: Board Members—Laura Wipper, Tass Morrison, Dick Morley, Tracy Stoutenburg, Tim McCollister, David Kinney, and Mike Wagner, Superintendent—Dr. Jack Adams, and Board Executive Secretary—Mary Richards.

BOND

The Board discussed the need for a bond advisory committee to review bond options and report back to the Board with recommendations. They gave direction to the superintendent to put together a committee of 20-25 people and report back to the Board with recommendations and calendar plans at the November Regular Session.

Discussion included the following:

- Past bond attempts;
- Management Team involvement;
- Community participation;
- Need for bond advisory committee;
- Need for a committee facilitator—Michael Ann McIlvenny;
- Possible bond options;
- Committee tours;
- Voter registration drive;
- Capital construction tax and its impact on school districts; and
- Plans for new developments within the North Santiam School District.

ADJOURN TO REGULAR SESSION

The Work Session adjourned at 6:50 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Laura Wipper, Tass Morrison, Dick Morley, Tracy Stoutenburg, Tim McCollister, David Kinney, and Mike Wagner, Superintendent—Dr. Jack Adams, and Board Executive Secretary—Mary Richards.

SPOTLIGHT

Presentation of District/School Report Cards & Action Plans: Dawn Baker and Michael Ann McIlvenny presented information to the Board on the current status of schools with regard to the ODE District and School Report Cards. A copy of each report card was included in the October Board Report booklet as part of the board packet.

Information to note:

- Assessment Scores at SHS need to improve
- Assessment Scores at SMS/SIS need to improve
- Sublimity and Stayton Elementary were rated as *Exceptional*
- All other schools were rated as *Satisfactory*
- Drop Out rates at high school are higher than normal
- Complete science assessment information was not available due to problems with TESA
- Plan of Action:
 - K-5 teachers will be working together to address reading scores
 - 6-12 teachers will be working to address content area reading
 - Teachers will review how to read and use data and assess expected gains
 - A math curriculum review in will be done in January
 - Teachers will review state content standards
 - An review will be done on the alignment of the curriculum with standards
 - Teachers will be using TESA scores for immediate feedback on instructional needs of students to help them continue to meet standards
 - Administrators will continue to encourage and cheerlead growth made by students and teachers

COMMUNICATION

Board Report from the Superintendent:

The October Board Report was included as part of the board packet. A report from the Superintendent and each Management Team member was included. Additional updates on revenue expenditures and cash flow projections were handed out at the meeting with Business Manager, Doug Middlestetter available to answer questions.

Upcoming Community Events:

A list of upcoming community events was included in the board packet, including an update on the Regis Auction in October and information on the upcoming SHS Booster Auction in early November.

CONSENT AGENDA

5.3 was added to the consent agenda as a revision in wording to BBA-Powers and Duties of the Board, to include the words “*children residing* in the district” for clarification purposes.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 5.1, 5.2, and 5.3 (including the approval of the September 20, 2007-Regular Session Minutes and the September 24, 2007- Executive Session Minutes; the approval of new hire—Barbara Currier as the District Media Specialist; the acceptance of the resignation of Linda Lanning; and the approval of policy revisions to BBA-Powers and Duties of the Board). It was seconded by Tracy Stoutenburg, and passed unanimously, 7-0.

NEW BUSINESS

ACTION

Policy Revision/Adoption: BBD—Board Member Removal from Office

Mary made the recommended changes to this policy and added cross references from policy BBA—Power and Duties of the Board and policy BBF-AR—Board Protocol. A revised copy of policy BBA was included in the board packet along with the revised copy of policy BBD.

MOTION: David Kinney made a motion for the Board to approve the revisions to policy BBD—Board Member Removal from Office. It was seconded by Tracy Stoutenburg and passed unanimously, 7-0.

OLD BUSINESS

ACTION

Approval of New Board Attendance Procedures:

Mary made the recommended changes to the *Board Attendance Procedures* as discussed at the September Regular Session. This procedure states the expectations of board members if they are going to be absent from a planned meeting of the Board. A copy of the revised procedure was included in the board packet.

MOTION: David Kinney made a motion for the Board to approve the Board Attendance Procedures as presented. It was seconded by Mike Wagner and Tass Morrison and passed unanimously, 7-0.

INFORMATION ONLY

Enrollment: Actual Student count is at 2461 and FTE Enrollment is at 2374.5, which is up 57 students over the June projection based on rolling kids up into the next grade level.

Field Trips: A list of requested field trips is in the board packet along with requests for overnight field trips passed out at the meeting for the following:

SHS:

11/02/07-11/03/07	FBLA	National Fall Leadership Conference—Portland
11/03/07-11/05/07	ASB	Leadership Conference—Seaside
01/24/08-01/28/08	Ski Club	Annual Ski Trip

Gift Acknowledgement (Thank You letters have been sent out to the following):

Jacki Valentine	School Supplies	(\$50 Value)	Mari-Linn School
R & J Keuscher	VCR Tapes/Boxes		Mari-Linn School
Gail Hill	Jeweled Carousel Horse	(\$250 Value)	Mari-Linn School

Upcoming Meetings:

November 9-11, 2007	OSBA Convention	All Day	Portland
November 15, 2007	Regular Session	7:00 p.m.	Sublimity School

ADJOURN

The meeting adjourned at 8:12 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair Woman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
November 15, 2007**

The North Santiam School District's Board of Directors met in Regular Session on November 15, 2007 at 7:00 p.m. in the Sublimity Elementary School located at 431 Main Street in Sublimity.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Board Members—Laura Wipper, Tass Morrison, Dick Morley, Tracy Stoutenburg, David Kinney, Tim McCollister, Superintendent—Dr. Jack Adams, and Board Executive Secretary—Mary Richards. Mike Wagner was absent.

ADDED AGENDA ITEMS AND APPROVAL OF THE AGENDA

MOTION: Tim McCollister made a motion to approve the agenda (with the addition of Food Service as 7.2 on the agenda). It was seconded by David Kinney and passed unanimously, 6-0.

SPOTLIGHT

Sublimity School Presentation: 5th Grade Outdoor School

The Board viewed a nice video production of the recent outdoor school experienced by Sublimity students in grade 5. Over a five day period OMSI instructors taught students about fire and survival, lead field studies, discussed and taught about water quality, forestry, natural disasters, nutrient cycles, dune formations, etc. Students also used microscopes on the beach, made state maps out of sand, dissected squid, and bonded through team challenges.

Continuous Improvement Plan (CIP): Michael Ann McIlvenny

Michael Ann has been working on the Continuous Improvement Plan (CIP) and gave a PowerPoint presentation to the Board about the changes to the 2007-2009 Plan. Below are highlights of her presentation:

- The District is using a data researched based quality curriculum
- It is using effective instructors
- It is using high quality staff development
- It is using an effective team to manage the goals of the District
- The Board has four focused goals
- The Superintendent embraces the principals of an effective district
- Resources from grants are in place to support staff and curriculum
- Significant efforts have been put into reading and building a team

- The 2005-2007 Plan tried to meet too many needs and the action plan was too general
- There is a need for more ownership in the new plan
- The District needs to narrow its focus to be successful
- Proposed Goals for 2007-2009 Plan:
 - **Emphasis on Literacy**—By 2011, at least 85% of students at benchmarks 1 and 2 and at least 70 % of students at benchmark 3 will meet or exceed state standards in reading and writing. At least 70% of students at the CIM level will meet or exceed state standards in reading and at least 85% of students will meet or exceed state standards in writing.
 - **Emphasis on math and science**—By 2009, all students will receive high quality instruction aligned with Oregon state standards in science and math. Baseline performance data will be available in science, social science, the arts, health, and PE from either Oregon state assessment scores or district assessment scores.
 - **Emphasis on PBS**—By 2011, the District will show a commitment to providing safe and healthy learning environments through pro-social education to increase positive behavior in schools.
 - **Put Hold on Post High School Goals**—Once data is available and reliable, the Perkins is reauthorized, the CIM and CAM are gone, more career related activities are available, and the new diploma requirements are in place, we should be able to go forward with the post high school goal: All students will complete their K-12 schooling with an attainable post-high school plan with the knowledge and skills necessary to enter the work force, military service, attend a technical skills institute or attend a community college or university.

COMMUNICATION

Board Report from the Superintendent:

Included in the board packet was the board report for November from the Superintendent. Attached were individual reports from each Management Team member. A list of upcoming community events was also given to the board as listed on the Stayton Events website.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 6.1 and 6.2 (including the approval of the October 18, 2007—Regular Session Minutes; the approval of new hire: Wendy Timm; and the acceptance of the resignation of Jessica Brenden, Michael Putnam, and Gail Hill). It was seconded by Dick Morley and passed unanimously, 6-0.

NEW BUSINESS

REPORT/DISCUSSION

Phase IV Energy Conservation Measures—Presentation: Ron Osborn

Ron presented information on Phase IV of the Energy Conservation Measures. This phase will have additional retrofits for more energy savings. Additional sensors and stand by modes will be added to save even more energy. On-line use of new software called “School

Dude” will keep schedules up to date so energy is not wasted when buildings are not in use. The gym lights will be updated to allow for a quick turn off and turn on without having a lag time for the lights to warm up. Money from the “Green fund”, energy conservation money saved up to this point, will be used to help pay for the cost of Phase IV. Work on Phase IV will mostly be done during Spring Break. Phase IV should qualify for “Betsy Credits” of about \$42,000 and should save the District about \$13,000 per year in energy costs.

Food Service Update:

Keith Butler explained to the Board about the three point mathematical string used for identification in the “finger print scan” for the lunch program at SMS. This system does not store any fingerprints, only the mathematical id formed from the fingerprint. No fingerprint can be obtained or reproduced with the mathematical string. Five people contacted the school to review the system personally, all decided to keep their students involved. Eighteen districts across Oregon are using the system as well as many states across the nation. A complaint by one parent which stated that her child was “forced” to input their fingerprint into the system was received. Dr. Adams decided to have it investigated by police due to the seriousness of the allegations. The police found the complaint to be without merit.

The scan system speeds up the lunch line giving students about 12 additional minutes to eat. It allows for better privacy to students on a free or reduce meal program. Students cannot access another student’s lunch account and parents can verify that their child actually did eat on any particular day. Parents can opt out of having the scan done with other options used to keep meal accounts up to date for their individual student.

UNFINISHED BUSINESS

REPORTS/DISCUSSION

Bond Advisory Committee Update:

Dr. Jack Adams and Michael Ann McIlvenny updated the Board on the progress of getting a bond advisory committee together. A draft list of people who made a commitment to be on the committee along with a draft calendar with agenda items for the meetings was given to the Board. The first meeting will be held in mid December.

INFORMATION ONLY

Enrollment:

The student count was at 2471 and basic FTE enrollment was at 2383.5 as of November 6, 2007.

Field Trips:

A list of field trips requests was included in the board packet. There were no overnight requests.

Gifts to the District:

Below is a list of gifts or donations given to the District during the past 30 days.

Jensen-Kreitzer Family Clothing	Singlets and Warm-Ups (Value \$50)	SMS
Stayton Ford	Singlets and Warm-Ups (Value \$150)	SMS
Stayton Builder’s Mart	Painting Supplies (Value \$40)	SMS
Freres Building Supply	Painting Supplies (Value \$87)	SMS
Ace Hardware	Painting Supplies (Value \$100)	SMS
Lexi Waters	Library Books (Value \$150)	ML

Upcoming Meetings Scheduled:

December (TBA)	Bond Advisory Committee	7:30 pm	DO
December 20, 2007	Regular Session	7:00 pm	DO

BOARD REPORTS

OSBA Conference:

Six board members were able to attend the Oregon School Board Conference held in Portland during the second week in November. Comments included the need for continued professional development for board members and the nice program presented.

ADJOURN

The meeting adjourned at 9:15 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

MINUTES December 20, 2007

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. on December 20, 2007 at the District Office located at 1155 North Third Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Dick Morley, Tim McCollister, Tass Morrison, Laura Wipper, David Kinney, Mike Wagner, Superintendent—Dr. Jack Adams, and Board Executive Secretary—Mary Richards. Tracy Stoutenburg was absent.

SPOTLIGHT

Bronze Leadership Award Presentation: OSBA

Steve Lamb, a representative from OSBA, was on hand to present an award to Dick Morley for achieving the Bronze Leadership Award for his participation in leadership trainings sponsored by OSBA. A press release was prepared by OSBA and faxed to the Stayton Mail.

COMMUNICATION

Board Report from the Superintendent:

The Superintendent's Report to the Board for December was included in the board packet. Attached were individual reports from Management Team members with additional information. The Board was informed that since the report went out there was a problem with water overflowing in the kitchen at SES this week and the kitchen had to be shut down to clean up the mess. Charlotte Klampe reminded the Board that former SHS graduate, Jesse Cromer, was giving a practice recital on December 28th for Habitat for Humanity and invited them to attend. Mr. Vaslev's class gave each board member a cup with festive greenery and candy for the holidays (a thank you note has been sent out to the class).

Dick Morley wanted to take the time to thank OSEA president, Gary Rychard for the recent OSEA donation of \$5000 to the bond effort. They have also promised to match any donations by the community, up to an additional \$5000.

Upcoming Community Events:

A list of community events was printed off from the Stayton Events website and included in the board packet.

Bond Advisory Committee Update:

The first meeting of the Bond Advisory Committee was held on Tuesday, December 18th. Michael Ann McIlvenny, Associate to the Superintendent and facilitator for the committee, gave the Board a written update on how that meeting went and what is next

on the agenda. Unofficial minutes from the meeting and a list of committee members was given to the Board. Gary Rychard was on hand to talk with the Board about his perceptions on how the first meeting went. There was a very diverse group of people with multiple reasons for wanting to be on this committee. It was made clear to the committee that they needed to take in data, process it, tour the buildings, and then give a recommendation to the Board. Committee members were also asked to contact principals and plan to attend at least one school during lunch time, and eat in the cafeteria to get a feel for the space and kitchen prep needs. School lunches will be provided at no cost with their name tag as access. Board members are welcome to attend the tours of the buildings as a refresher on what is needed for the bond. Part of the tour will be to look at the new auditorium added to Cascade High School. Since the tour and visitations are essential in gaining first hand knowledge for what students in the North Santiam School District need in the upcoming bond, committee members who are not willing to go on the tours and visitations will be asked to step down and allow someone else to take their place.

At the request of committee members, the dates for meetings have been changed to Wednesdays from 6:30-8:30. An additional tour during the week will be added as an option for those who have the ability to attend during school hours. A new schedule will be posted and mailed out to all committee members by January 8, 2007. The next meeting will be held on Wednesday, January 16th.

CONSENT AGENDA

MOTION: Tass Morrison made a motion for the Board to approve Consent Agenda Items 6.1 and 6.2, including the approval of the November 15, 2007— Regular Session minutes; and the approval of personnel changes as presented (New hire—Peggy Polk and the retirements of Catherine Cromer, Jill Simpson, and Mark Miler). It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS

REPORT/DISCUSSION

New Web Site for NSSD Policies:

Policies are now available on line at <http://policy.osba.org/> . No password or sign-on is necessary, which allows for community access. They are still working on posting the policy revisions made during the summer. Mary has found about 30 policies that were missed on the first round of postings. If you are looking for a specific policy and cannot find it on line, please call Mary for help. All updates should be completed by January, and then periodic updates will be done as revisions and adoptions are approved by the Board.

Policies Revision/Adoption:

Board members received a copy of each policy listed below in the board packet.

BDDDB/BDD—Board Meeting Agenda: This policy was updated so that once an agenda is posted for the community it is automatically considered as the final agenda. Additional items may be added to the agenda upon a consensus of the board at the beginning of each

session. A slight change was added to the third paragraph to state that the agenda with supporting materials will be “distributed” to board members by the Friday preceding the board meeting. No other new wording needed to be revised.

JHCCF & AR—Pediculosis (Head Lice): This policy and administrative rule is based on the requirements of the State Health Department and was recommended for approval by the District Nurse, Denise Cardinali, R.N. The policy and administrative rule will be edited for typographical errors.

These policies will be brought back in January for final approval.

NSSD 2006-07 Annual Report:

A copy of the Annual Report was included in the board packet. It has been reduced down from 16 pages to four pages. It is in color and on a glossy paper. Mary Richards worked on it with Kim Minten, a local graphic designer, to add color and white space. The goal was to come up with a report that looks interesting enough to pick up, is easy to read, short and concise. Copies are available upon request from each school and it has been posted on the District website at [www.nasantiam.k12.or.us](http://www.nisantiam.k12.or.us). The Board would like to see the Superintendent’s and board member names added to the last page of the report for 2007-08.

Calendar Revision:

The board calendar has been revised. All “Work Sessions” have been changed to “Special Sessions” based on information from the recent OSBA Conference. Mary added a Special Session for March 13th to accommodate for the approval of contracts before the March 15th deadline, and will change the January Special Session time from 5:30 p.m. to 6:00 p.m. as requested by the Board. The newly revised calendar will be posted at local post offices and also on the district website.

SB 1036—Construction Excise Tax and SB 336 Land Use Planning:

Doug and Jack shared information with the Board on their findings regarding the new Construction Excise Tax (SB 1036) and the new restriction to Land Use Planning (SB 336).

SB 1036 will bring money into the District from new construction projects within its boundaries. The District must have a written agreement with the city for administering the additional taxes as part of the Standard Development Costs (SDC). The District would get \$1 per square foot for newly constructed residential properties and \$.50 per square foot for newly constructed business properties (up to \$25,000). SB 1036 was added to help school districts deal with additional student enrollment due to new construction. This money could only be used towards capital improvements. Sample agreements between the District and the City/Counties are available, but the facilities plan would need to be updated with specific information as required by the new law before the next steps toward the implementation of SB 1036 can be taken. The updates to the facilities plan should be completed in the next few months and will be brought back to the Board for final approval.

SB 336 was added to allow school districts with more than 2500 students to request (to the city or county) that new construction be denied due to lack of school capacity. Again, the facilities plan update is necessary before it can be implemented. Currently NSSD has

2475 students and is not eligible to access this restriction. It is expected that by the fall of 2008-09, the District will have over 2500 students.

New Sex Education Law:

Jack shared with the Board the requirements of the District regarding the new sex education law recently passed by the legislature. Michael Ann will be reviewing the new law, as it pertains to curriculum for grades 4-6, with Denise Cardinali, R.N. and principals during the next month.

NSBA Annual Convention:

Mary has received information on the upcoming NSBA Annual Convention. Last year the Board Chairman and Vice Chairman attended as representative from the Board. The Board discussed the knowledge to be gained. Much like staff development, the Board also needs time for the development of leadership skills as well as a time to see what is happening across the country in education. This year's Vice Chairman, Tass Morrison, will attend the convention in late March.

Evaluation of Board Goals:

Laura Wipper led a discussion to see if there was an interest in putting together an evaluation tool, other than the Superintendent's evaluation, to look at the accomplishment of board goals. Tass and Tim volunteered to be on a committee with Laura to come up with a draft supplemental evaluation tool for the Board to review.

UNFINISHED BUSINESS

ACTION

Resolution #122007—Phase IV Energy Conservation Measures:

Ron discussed Phase IV of the Energy Conservation Measures at the Regular Session in November. The resolution is the final approval so that Phase IV of the Energy Conservation Measures can begin. A copy of the resolution to approve this project was included in the board packet.

MOTION: Dave Kinney made a motion for the Board to approve Resolution #122007—Phase IV of the Energy Conservation Measure with Siemens Building Technologies as the contractor with a project cost of \$175,318. It was seconded by Dick Morley and passed unanimously 6-0.

INFORMATION

Enrollment:

Student count in early December was at 2475 with basic FTE enrollment at 2387, up 69.5 from the September projection (based on rolling students up from one grade to the next).

Overnight and Day Field Trip Requests:

A list of day field trip requests received during the last month was included in the board packet. There was also a request from SHS Ski Club to go out of state on their annual trip to Big Mountain in Whitefish, Montana. They plan to leave on January 24th and return on the 28th. The group will be traveling in a chartered bus, district insurance

adequately covers the trip, and there is a large group of parents that will be going along to assist with supervision.

MOTION: David Kinney made a motion for the Board to approve the request for an out of state field trip by the SHS Ski Club to go to Big Mountain, located in Whitefish, Montana. It was seconded by Mike Wagner and passed unanimously 6-0.

Upcoming Meetings (Highlighted as Revised):

January 16, 2008	Bond Advisory Committee	6:30 p.m.	DO
January 17, 2008	Special Session: Board Goals	6:00 p.m.	DO
January 17, 2008	Regular Session	7:00 p.m.	DO

BOARD REPORTS

Laura stated that she was going to volunteer to adopt Stayton Elementary School as “her school”, and hoped that other board members would consider adopting a school also. Tass volunteered to adopt both Sublimity Elementary and Middle School. The Board discussed the need to talk about what “adopting” a school means, the criteria for involvement plus other opportunities available through the school. This agenda item will be added to one of the Special Sessions in the near future.

ADJOURN

With no further business, the meeting was adjourned at 8:30 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION & REGULAR SESSION

MINUTES January 17, 2008

The North Santiam School District's Board of Directors met in a Special Session at 6:00 p.m. with the Regular Session beginning at 7:00 p.m. Both sessions were held on January 17, 2008 at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those in attendance included: Board Chair—Laura Wipper, Tim McCollister, Dick Morley, Tracy Stoutenburg, David Kinney, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Board members Tass Morrison and Mike Wagner were absent.

BOARD GOALS

A copy of the 2007-08 Goals was included in the board packet. The Board reviewed the goals and discussed the difference between goals for the District and goals for the Board. There was some discussion about developing specific roles that members of the Board need to play in helping to meet District goals. Once the roles are defined, an evaluation or self assessment can be done to see if Board members are meeting their own goals.

One of the main goals of the Board has been to pass a bond. Putting together the Bond Advisory Committee has been a role played by the Board towards that goal. This also addresses the goal of the District being relevant to the community.

The Superintendent has put maps, signs, rugs, banners, and flags at each building to indicate that the name of the District is the North Santiam School District. The next step is to add the "North Santiam School District" to every school sign in front of their building. Administrators all have business cards that indicate the district name on them as well as the school. Mary will make sure that cards are made for each board member.

It was the consensus of the Board to keep the goals they have, and tackle them one at a time to assess how the Board can help the District to meet each goal. There is a Special Session in March that could be used to start this process.

The Board would like a 15-20 minute presentation on what the District has found out about "full day kindergarten". They would like to know the cost, how many teachers would be needed, space needed, etc.

The Board set Saturday, January 26th, as the date for members to tour facilities in the District.

ADOPT A SCHOOL

The Board has discussed adopting schools in the past, but no action to officially start the process has been taken. Several board members asked that criteria be set up so that members will know what is expected of them. Jack will discuss this with principals at their next meeting and Mary will look to see if other schools already have criteria set up for this type of activity. The Board will discuss this subject again at the next board meeting.

ADJOURN TO REGULAR SESSION

The Board adjourned to the Regular Session at 7:00 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Board Chair—Laura Wipper, Tim McCollister, Dick Morley, Tracy Stoutenburg, David Kinney, Mike Wagner, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Board member Tass Morrison was absent.

SPOTLIGHT

Audit Review:

Robert Case from Bolt, Carlisle & Smith LLB gave the Board a short explanation of the audit document and assisted Doug Middlestetter in answering questions about it. Robert explained that all papers were ready and that the District was cooperative and helpful. Internal controls were in place, federal grants were reviewed, and financial statements were fairly presented. He was very complementary, saying that it was a very clean audit and that if they gave grades the District would get an “A”.

School Board Recognition Month:

January is officially “School Board Recognition Month”. Dr. Adams thanked each board member for their many hours of service and for their dedication in meeting the educational needs of all children that live in the North Santiam School District. District staff and students gave board members thank you cards, candy, nuts, etc.

COMMUNICATION

Board Report from the Superintendent:

Board members received a copy of the *Superintendent’s Report to the Board for January* in their board packet. Individual reports from Management Team members were attached. Updated reports were given to the Board from the Business Department, the Human Resources Department, and the ISS Department. The Board was also informed that a lawsuit has been filed against the District. As soon as the District receives the official summons, more information will be available. The Superintendent assured the Board that the District took action based on the recommendations of OCR.

Upcoming Community Events:

Coming up soon is the Santiam Market Place to be held at the Stayton Middle School.

Bond Advisory Committee Update:

Michael Ann McIlvenny has been facilitating the Bond Advisory Committee meetings. The last meeting was held on January 16th. Committee members received presentations from the Business Department, the Technology Department, and the Maintenance Department. Committee members had a chance to ask questions after each presentation. Building tour dates have been set for February 1st and 2nd. Gary Rychard will talk with the committee in February about asbestos issues and student safety.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 6.1 & 6.2 including the approval of the December 20, 2007—Regular Session minutes; the approval of new hire Sara Gillaspie; and acceptance of the resignation of Brunk Conley. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

MOTION: David Kinney made a motion for the Board to approve the revisions/adoption of policy BDDDB/BDD—Board Meeting Agendas and JHCCF—Pediculosis (Head Lice). It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS

Budget Calendar Approval:

A draft budget calendar was included in the board packet. It is much like last year, no significant changes. Doug Middlestetter recommended its approval. He also announced that there are three vacancies on the Budget Committee.

MOTION: David Kinney made a motion for the Board to approve the budget calendar as presented. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

Surplus:

Some extra weights at SHS needed to be declared as surplus. SHS plans to put them on “Craig’s List” to come up with a buyer.

MOTION: David Kinney made a motion for the Board to declare the extra weights located at SHS as surplus. It was seconded by Dick Morley and passed unanimously 6-0.

REPORT/DISCUSSION

Division 22 Assurances:

Michael Ann McIlvenny has been reviewing the District’s compliance with Division 22 requirements with administrators over the past month. The assurances are to be submitted to ODE by February 15th. One of the things noted, was the need to review policy to make sure they have current procedures in place. A committee is needed to take on this task. Dick and Dave volunteered to be on the committee. Michael Ann will contact them as soon as she gets a meeting calendar set up.

Upcoming Policy Revisions/Adoptions:

There have been many new laws during the past legislative session that impact schools and student records. OSBA has sent out updates and administrators and directors/supervisors are currently reviewing the recommendations, revisions will be brought to the Board for the final review and approval over the next few months.

UNFINISHED BUSINESS

Continuous Improvement Plan (CIP) Update:

Michael Ann McIlvenny has completed the CIP as presented last month and gave the Board a final copy with the action plan included. The CIP goals were set up using current data and goals of the Board and the Management Team. Michael Ann was available to answer questions or clarify sections of the CIP for the Board.

INFORMATION ONLY

Enrollment:

As of January 10, 2008 the student count was at 2466 and the FTE enrollment was at 2377.5, up 60 students from the September “role-up” projection.

Overnight and Day Field Trip Requests:

A list of field trips was included in the board packet.

Gifts:

The Board acknowledged gifts/donations to the District from the following:

STC	\$500 cash	Money to Mari-Linn PBS Program
Sublimity Insurance	\$750 value	Monitors to SHS

Upcoming Meetings:

January 30, 2008	Bond Adv. Q & A Session	5:00 p.m.	DO
February 1, 2008	Building Tours	9:00 a.m.	DO
February 2, 2008	Building Tours	9:00 a.m.	DO
February 6, 2008	Bond Adv. Committee	6:30 p.m.	DO
February 20, 2008	Bond Adv. Committee	6:30 p.m.	DO
February 21, 2008	Regular Session	7:00 p.m.	SMS

BOARD REPORTS

Dick Morley talked to the Board about getting permission to name one of the fields at Joe Brock Park after a well known volunteer. The SHS Booster club would produce the signs. A motion was made by David Kinney and seconded by Mike Wagner to allow this designation. It passed unanimously 6-0. The volunteer is unaware of the designation at this time, but a ceremony will be planned as an acknowledgement of the contributions they have made to the District.

ADJOURN

The meeting was adjourned at approximately 8:30 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION-BUILDING TOURS**

**MINUTES
January 26, 2008**

The North Santiam School District's Board of Directors met at the District Office located at 1155 North Third Avenue in Stayton on January 26, 2008 to begin a tour of all school buildings in the North Santiam School District starting at 11:00.

TOUR SCHEDULE

ROLL CALL

Those present included board members—Laura Wipper, Tass Morrison, Mike Wagner, Dick Morley, and Tracy Stoutenburg; David Kinney and Tim McCollister were absent. Also attending were Superintendent—Dr. Jack Adams, Facilities Director—Ron Osborne, Associates to the Superintendent—Michael Ann McIlvenny and Doug Middlestetter, community member—Tom Anderson, and secretary—Trina Butler. Principals were present at each building to conduct the tours and help answer questions.

TOURS

The tour was designed to refresh the Board's knowledge about the infrastructure needs of the District while giving them an idea of what the Bond Advisory Committee members will be seeing on their tours scheduled for February 1st and 2nd.

All school facilities were toured beginning with Stayton Elementary, then Mari-Linn, Sublimity, Stayton Middle/Intermediate, and ended with Stayton High School.

ADJOURNED

The tours were completed at approximately 3:15 p.m.

Superintendent, Dr. Jack Adams

Board Chair, Laura Wipper

NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

MINUTES February 21, 2008

The North Santiam School District's Board of Directors met in a Regular Session at 7:00 p.m. at Stayton Middle School at 1021 Shaff Road in Stayton on February 21, 2008.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Laura Wipper, Tass Morrison, Tim McCollister, David Kinney, Dick Morley, Mike Wagner, Tracy Stoutenburg, Superintendent—Dr. Jack Adams, Associates to the Superintendent—Michael Ann McIlvenny and Doug Middlestetter, and Executive Secretary to the Board—Mary Richards. Others in attendance included District Administrators, staff members, and members of the Bond Advisory Committee.

ADDED AGENDA ITEMS

Emergency Boiler Replacement at SHS, SB 1036 Construction Excise Tax, and Special Education Policy Changes were added to the agenda.

SPOTLIGHT

SIS/SMS Behavior Program:

Andy Gardner gave a presentation on the changes that have been made at SIS/SMS with the new Positive Behavior Supports (PBS) that are now in place. Staff awareness has been raised regarding behavior expectations. Art and Science labs are great, and staff in general are planning better and keeping kids busy. Detention has been deleted, and students are given community service tasks to perform instead. When students are suspended, there is a parent meeting upon their return. Last year there were 4428 referrals for behavior at SIS/SMS. Projections for this year are expected to be about 1000 by end of the year. The Board commended the administrators and staff at SIS/SMS for their implementation of the PBS system and for the great results so far this year.

COMMUNICATION

Board Report from the Superintendent:

As always, the monthly report from the Superintendent was included in the board packet. Management Team reports were attached with an additional report from the Human Resources Department handed out at the meeting.

Dr. Adams gave the Board a letter from NSEA asking to open up negotiations for a new contract. The Board agreed that Dr. Adams be allowed to negotiate with NSEA representatives on contract language without board member representation present. The Board will become involved should there be an impasse in negotiations on contract language, or when salary and benefits are on the table for discussion.

Upcoming Community Events:

Board members are reminded to check out staytonevents.com for upcoming events in our area. Santiam MarketPlace is on March 1st and board members have signed up to help man an informational booth for the District.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve the minutes from the January 17, 2008—Regular Session and the revised minutes from the January 26, 2008—Special Session/Bond Tour. It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

1998 Bond Refunding Resolution #022108:

As was discussed at the January Regular Session, there is an opportunity to do a “Bond Refunding” on our existing general obligation debt of around 5 million. If we process this refunding (much like a refinance), it is estimated that the savings to our local taxpayers would be over \$127,000. Although the savings per taxed resident would be small, it is still a savings for the community. A six page resolution was included in the board packet and Doug was available to answer additional questions.

MOTION: David Kinney made a motion for the Board to approve Resolution #022108 for the refunding of the 1998 Bond. It was seconded by Mike Wagner and passed unanimously 7-0

ESD Resolution Service Plan Approval—Resolution #022108A:

Each year the District approves the planned services to be provided by the Willamette Educational Service District. A list of all available services has been given to the Board. Most services come under the umbrella of special programs. The District receives about \$800,000 per year in negotiated services, which are monitored and adjusted as needed.

MOTION: David Kinney made a motion for the Board to approve the 2008-09 Resolution Services provided by the WESD to NSSD as presented in Resolution #022108A. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

Resolution # 022108B—Emergency Boiler Replacement at SHS

Ron Osborne recommended that Alliant Systems be awarded the contract to replace the SHS steam boiler, based on the emergency status of the SHS heating system as declared by the Board in January. He expects the cost to be \$104,000 plus up to an additional \$6000 due to asbestos issues.

MOTION: David Kinney made a motion to adopt the revised Resolution #022108B, allowing the contract to be awarded to Alliant Systems for up to \$110,000. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

REPORT/DISCUSSION

OSBA Board of Directors Nominations:

Information was included in the board packet on how to nominate board members to the OSBA Board of Directors.

SB 1036 Construction Excise Tax:

Superintendent, Dr. Jack Adams and Doug Middlestetter went to a meeting at the WESD to discuss the SB 1036 Construction Excise Tax and how districts across the state are handling the agreements between the City/County for the collection of this tax. It was agreed that the ESD would supply a generic agreement for all districts to use so that legal issues would not be a problem. Once this generic agreement is completed, Dr. Adams will bring a copy to the Board for review. If approved, the District could move forward toward discussions with the cities and counties involved.

Kindergarten Study:

Dawn Baker presented information on the kindergarten study done by the District and what the options are for the future. The District does not receive full day funding for kindergarten students from the state. Currently K students get 2.25 hours of school. With full day kindergarten the hours would increase to 6.0 hours. Students would focus on literacy and math with curriculum elements in social studies, health, science, music and PE. Kindergarten students would be served both breakfast and lunch while in school. The District would save money on mid-day transportation, but would incur the costs for additional full time teachers. Studies show that students in full day kindergarten have less frustration and up to 17% more academic growth than students in a half day program.

The Board supports the positive effect that full day kindergarten would have on students and their academic growth and it is one of the strategies to obtain their goal of offering effective programs throughout the district. However, one of the stumbling blocks in the North Santiam School District is space. There is not enough classroom space to provide full day kindergarten at every site that houses kindergarten students. Unfortunately, the Board is unable to support a change from half day to full day kindergarten at this time due to space restraints.

Bond Advisory Committee Recommendations to the Board:

The Board was given draft options that individual groups from the Bond Advisory Committee came up with at the February 6th meeting in their board packets. Michael Ann McIlvenny presented the Board with updated information from the February 20th meeting and went over the process used to come up with a final bond amount. The committee was asked to come up with an amount that they felt the community would support for a bond and to look at what might be included in the scope. Committee members Ken Studnick, Jodi Hack, Fritz Jenkins, Matt Hill, Dennis Maurer, and Wendie

Bradley were on hand to hear the strong recommendation from the committee to the Board for a \$44.9 million bond. With this recommendation was a vision for the future growth of the community over the next 15-20 years. The committee was made up of a diverse group of citizens representing all communities within the North Santiam School District. The next step is for the Superintendent to sit down with the architects and come up with some preliminary drawings. The Board will take a hard look at numbers and what can be purchased for the recommended \$44.9 million that will address federal and state requirements, space, safety, technology, academic and community needs for the future. Several members of the committee have volunteered to give additional input, if the Board would like to include them in future discussions on the scope of the bond.

American Music Festival Fund Distribution:

The Board of Directors of the American Music Festival have distributed \$5,500 to NSSD schools for their music programs. Most of the funds will be used to buy musical instruments and sheet music for students.

Bond PowerPoint:

A PowerPoint presentation on the structure of support for the bond by members of the Management Team and the need for strong community based committees was presented to the Board by the Superintendent.

Policy Revisions/Adoptions:

The following policies were given to the Board with revisions based on new references to the law changes that took place in the legislature. They include:

IB—Academic Freedom

AC—Non Discrimination

JGDA/JDEA & AR—Discipline of Special Education Students

IGBAL-AR—Special Education Services for Home-Schooled Students with Disabilities

IGBAK—Special Education-Public Availability of State Application

IGBA—Students with Disabilities

IGBCA—Parental Involvement

IGBHA—Alternative Education Programs

IGBHB—Establishment of Alternative Education Programs

These policies will be brought back to the Board during the next session in March for final discussion and approval.

UNFINISHED BUSINESS

Spring Workshop Goal Presentation Committee:

The Spring Workshop will be held in April. Tass Morrison and Laura Wipper volunteered to put together the Board's presentation for the workshop, based on the current goals.

Supplemental Goal Evaluation Tool Update:

Laura has been working with several board members on a supplemental goal evaluation tool to be used to help the Board self evaluate how it is supporting its own goals throughout the District. It should be ready to review in April.

Adopt-A-School Information:

Information on adopting a school by community members, businesses, and board members was included in the board packet. Additional input on the expectations and criteria for board members will be gathered from NSSD administrators by board members and the information will be brought to the March 13th Special Session for discussion on the criteria and expectations when board members adopt a school.

INFORMATION ONLY

Enrollment:

Current FTE enrollment was 2360 and the student count was 2447 as of February 15, 2008. We are up 42.5 FTE from the roll up projections for September.

Overnight and Day Field Trip Requests:

A list of field trip requests was included in the board packet. There was one overnight request by FBLA for the State Business Leadership Conference to be held in Portland.

Gifts:

The Board recognized the \$1500 gift from David & Juanita Neitling to SHS towards the Neitling Scholarship fund.

Upcoming Meetings:

March 13, 2008	Special Session	6:00 p.m.	District Office
March 20, 2008	Regular Session	7:00 p.m.	District Office
April 17, 2008	Regular Session	7:00 p.m.	Mari-Linn
April 18-19, 2008	Spring Workshop	TBA	Santiam Golf Course

ADJOURN

The Board adjourned the Regular Session at approximately 9:30 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION

MINUTES March 15, 2008

The North Santiam School District's Board of Directors met in a Special Session on March 15, 2008 at 8:30 a.m. at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those in attendance included: Board Members—Laura Wipper, Tass Morrison, Tim McCollister, David Kinney, Dick Morley, Tracy Stoutenburg, and Mike Wagner, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Also in attendance were administrative staff and Human Resource Director—Teri Butler.

RENEWAL OF CONTRACTS

Each year the Board must extend/non-extend the contracts of permanent staff and renew/non-renew the contracts of probationary staff by March 15th. The Board received a list of 1-2-3 year probationary staff members and also a listing of permanent staff members. There are several people on plans of assistance with progress that must be made by the end of the year for their contracts to be extended. All temporary hires are listed as non-renewals as required, although some may be hired as full time for next year. A military leave of absence and recent retirees were also listed.

MOTION: Tass Morrison made a motion for the Board to extend and renew teaching staff contracts for the time and people specified (in the handout) as presented (by Human Resource Director—Teri Butler). It was seconded by Dick Morley and passed unanimously 7-0.

BOND UPDATE

Jack Adams updated the Board on the progress towards the bond. He has met with architects to get plans and costs, based on the scenarios being reviewed by the Board. The first round of drawings and costs should be ready by the April board meeting. The school tours that took place earlier this month went well and Jack has asked principals to get at least one bus load of parents and community members from their school to attend the tour to be held on April 26th. Lunch will be provided and the tours will last from 8:00 a.m. to 2:00 p.m. Mary Richards will look into the possibility of childcare through school PTA's and the high school ASB leadership. Keith is putting together a commercial to advertise the tours and principals are sending out information in their newsletters.

ADOPT-A-SCHOOL PROGRAM CRITERIA

Board members are in agreement that adopting a school is a great idea. Criteria would include:

- Board approval of assignments for adopting a school each fall
- Board members will follow the posted Board Protocol
- Board members and principals will work as a team to decide what activities fit both of their needs, the needs of the school, and time constraints
- Principals will convey to staff which board member has adopted their school

Board members are welcome in any building, even though it is not their adopted school. The idea was brought forward about the possibility of rotating between buildings so members would have a chance to be involved with every school. The Board will look into that possibility at the end of the first year of the program. If any problems arise, the Superintendent will intervene and determine a solution.

Board members will adopt the following for the remainder of this school year:

- Sublimity Schools—Tass Morrison
- Mari-Linn School—Tim McCollister and Mike Wagner
- Stayton High School—Dick Morley
- Stayton Elementary School—Laura Wipper
- Stayton Intermediate and Middle Schools—Tracy Stoutenburg and David Kinney

MOTION: Dick Morley made a motion to approve the Adopt-A-School Program with the criteria set forth. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

ADJOURN

The meeting adjourned at approximately 10:00 a.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J EXECUTIVE SESSION/REGULAR SESSION

MINUTES March 20, 2008

The North Santiam School District's Board of Directors met in an Executive Session under ORS 192.660 (2)(i)—Performance Evaluation, starting at 6:00 p.m. The Regular Session began at 7:00 p.m. Both sessions were held at the District Office located at 1155 North Third Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Those in attendance included: Board Members—Dick Morley, Laura Wipper, Tass Morrison, Tim McCollister, Tracy Stoutenburg, and Mike Wagner, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Board Legal Counsel—Bruce Zager, HR Director—Teri Butler, and Principal—Andy Gardner. Also in attendance representing the licensed employee for NSEA were UniServe Consultant—James Sundell and NSEA President—Paulie Lime. Board member, David Kinney was absent.

LEVEL III GRIEVANCE HEARING

The Board received written information ahead of time from both sides on the grievance regarding just cause in the placement of a letter of reprimand in a licensed employee file. Additional information and statements were handed out at the hearing and time was allotted to study and discuss the new information. The employee with representation from NSEA and the administration had equal opportunity to present their case regarding just cause.

ADJOURN TO REGULAR SESSION

The hearing was completed and the Executive Session adjourned at 6:58 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Board Members—Dick Morley, Laura Wipper, Tass Morrison, Tim McCollister, Tracy Stoutenburg, and Mike Wagner, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Board Legal Counsel—Bruce Zager, and Associates to the Superintendent—Michael Ann McIlvenny and Doug Middlestetter. Also in attendance were administrators, directors, staff members, and members of the public. Board member, David Kinney was absent.

ADDED AGENDA ITEMS

The following three items were added to the agenda: Decision on Level III Grievance Hearing, Surplus and Discards (7.3), and Resolution #032008—Purchase of Steam Boiler for SHS (8.1).

DECISION ON LEVEL III GRIEVANCE

MOTION: Dick Morley made a motion for the Board to deny the grievance and find there was just cause (in issuing the letter of reprimand), and requested that Board Legal Counsel draw up the appropriate response letter indicating the Board's decision. It was seconded by Tim McCollister and passed unanimously 6-0.

PUBLIC PARTICIPATION

Tricia Miller made a statement on behalf of a staff member, regarding parent-teacher conferences and Title I options.

SPOTLIGHT

M.A.R. Program-Technology Department:

John Kendall explained the Microsoft Authorized Refurbisher Program. This program provides a limited number of refurbished computers to families that have students in the North Santiam School District. The system includes a CPU, monitor, keyboard and mouse and is preloaded with Microsoft Windows 2000 and Open Office software. The cost for each system will be \$25 to help defray the cost of the program. Eligibility will be based on household need. As soon as all the paperwork is in place, and the Board declares the 117 older computers set aside as surplus, this program will begin to disperse the computers to needy families.

MOTION: Dick Morley made a motion to declare the 117 computer systems set aside for the M.A.R. program as surplus (to be distributed to eligible needy families as presented). It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

Alternative Education Options:

Superintendent Adams told the Board that in 2008-09 the Alternative Education Program would be revamped. He plans to present information on how that program will change at the Spring Workshop to be held in April.

COMMUNICATION

Board Report from the Superintendent:

The Board received a copy of the Superintendent's March Board Report with attached individual reports from Management Team members. Additional reports were given to the Board from Mari-Linn School and Stayton High School at the meeting.

Upcoming Community Events:

The Board was reminded to check out upcoming community events at www.staytonevents.com

CONSENT AGENDA

MOTION: Dick Morley made a motion for the Board to approved consent agenda items 6.1—Approval of Minutes, 6.2—Personnel, and 6.3—Approval of Policy Revisions/Adoptions (including the approval of the February 21, 2008—Regular Session minutes; the approval of personnel changes including the resignations of Patricia Shepherd and Justin Danek and the retirement of Jerald Schierling; and the approval of policy revisions/adoptions to AC—Non Discrimination, JGDA/JDEA—Discipline of Special Education Students, IB—Freedom of Expression, IGBAK—Special Education-Public Availability of State Application, IGBA—Students with Disabilities, IGBCA—Parental Involvement, IGBHA—Alternative Education Programs, and IGBHB—Establishment of Alternative Education Programs). It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

NEW BUSINESS

Appoint Budget Committee Members:

There were four openings on the Budget Committee. Doug contacted all the budget committee members whose terms were due to expire and also contacted community members to see if anyone would be interested in being on the committee. He got commitments from Ken Studnick (who is willing to fill the remainder of Tom Coates' term), Darin Goin, Greg Loberg, and Eric Nichols. Terms are for three years.

MOTION: Tass Morrison made a motion for the Board to appoint Ken Studnick (to fill the vacancy and complete the term of Tom Coates ending in April 2009), Darin Goin, Greg Loberg, and Eric Nichols (to three-year teams ending in April 2011). It was seconded by Mike Wagner and passed unanimously 6-0.

Surplus and Discards:

The District is replacing two older pianos, one at SHS and one at SES. They are upright type pianos, very hard to keep in tune, and one has a broken leg. It is also time for the District to weed out old library books and materials. They will be working on this from March 2008 through January 2009. As books are weeded out, teachers will have a chance to take the books they would like to have for their classroom libraries. All those left will be either donated to the Stayton Library for their used book sale or discarded (depending on their condition).

MOTION: Tass Morrison made a motion for the Board to declare the two pianos listed as surplus, and any library books that are weeded between March 2008 and January 2009 as surplus with the intent of donating weeded books in good condition to either teacher libraries or to the Stayton Library's annual used book sale. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

REPORT/DISCUSSION

2008-2010 Draft Calendars:

Draft calendars for 2008-09 and 2009-10 were in the board packet for review. Copies were given to the union for input and approval. The District has had good feedback about having professional development spread throughout the year. These calendars will be brought back to the Board in April for final approval.

UNFINISHED BUSINESS

SHS Steam Boiler—Resolution #032008:

The Board declared an emergency replacement of the main boiler in the high school when it was red tagged in January. Since then, it is apparent that the remaining boiler also needs to be replaced. Resolution #032008 approves the replacement of the remaining boiler and awards the contract to Alliant Systems for the amount of \$110,330.00.

MOTION: Dick Morley made a motion for the Board to approve Resolution #032008—to replace the remaining boiler at the high school. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

INFORMATION ONLY

Enrollment:

FTE enrollment was at 2336.5 and student count was at 2422 as of 3/14/08. This is a drop of 23.5 students during the last month. This is not unusual around the beginning of the second semester of the school year; historically, many people move during this time. We are still +19 FTE, compared to the projected September FTE for this year (based on roll-up from one year to another).

Overnight and Day Field Trip Requests:

A list of overnight and day field trip requests received during the last month was included in the board packet. The overnight trip request came from the Stayton High School drama class to travel to Ashland and see the widely acclaimed Oregon Shakespeare Festival in May.

Gifts:

The following people and businesses have made donations to the District during the last month and thank you letters have been sent out:

Doerfler Farms	400# Grass Seed (\$400 Value)	SHS Soccer Field
Loyd Fery Farms	Steel Tubing (\$75 Value)	SHS Fabrication Class
Diehl Family	Computer Systems (\$800 Value)	SHS Strut Program

Upcoming Meetings:

April 17, 2008	Regular Session	7:00 p.m.	ML
April 18, 2008	Spring Workshop	4:00 p.m.	Santiam Golf Course
April 19, 2008	Spring Workshop	7:30 a.m.	Santiam Golf Course
April 22, 2008	Special Session	6:00 p.m.	DO

BOARD REPORTS

Dick Morley shared a “success story” with the Board about how Susy Saray, who works as the Spanish Interpreter and Home Liaison for the District, helped a family in need recently and how grateful the family was for her help and guidance. He truly saw how Susy’s position helps students and their families find resources in times of need.

ADJOURN

The meeting adjourned at approximately 8:40 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
April 17, 2008**

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. on April 17, 2008 at Mari-Linn School located at 641 5th Street in Lyons.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Board members—Laura Wipper, Tass Morrison, Dick Morley, David Kinney, Mike Wagner, Tracy Stoutenburg, and Tim McCollister, Superintendent—Dr. Jack Adams, Associate to the Superintendent—Michael Ann McIlvenny, and Board Executive Secretary—Mary Richards. Others in attendance included architect—John Weekes, several administrators, district office staff, school staff, and members of the community.

ADDED AGENDA ITEMS

Special Education policy updates were added as 7.4 as a discussion item under new business.

PUBLIC PARTICIPATION

No public participation request was received for permission to speak to the Board.

SPOTLIGHT

Mari-Linn School:

Two students from Debbie Quady's class, Gracie Schafer and Chris Chandler, presented a PowerPoint presentation on why they like Saxton Math, which is being piloted at Mari-Linn School this year.

Presentation by John Weekes of Dull, Olson, and Weekes Architecture:

Jack Adams, along with several board members and other staff members, met with John Weekes to request conceptual drawings for bond scenarios. The scenarios were based on the needs of the District and were part of the discussion by the Bond Advisory Committee as they made a decision to recommend a bond amount of \$44.9 million to the Board in February. John was asked to come up with more concrete costs for each scenario, which originally came in around \$53-\$56 million dollars. After a second meeting, some of the discussion items were removed from the scenarios so that the amount would come in at the recommended amount of \$44.9 million. John made a PowerPoint presentation on how much each building would have in new construction and renovation/remodels to existing buildings.

COMMUNICATION

Board Report from the Superintendent: Dr. Jack Adams

The April Board Report was included with the board packet, along with individual reports from Management Team members. Additional information was given to the Board from the Instructional Student Services Team and an updated hire list was provided by HR Director, Teri Butler.

Upcoming Community Events:

A list of upcoming community events included the April 24, 2008—Stayton/Sublimity Chamber Community Awards Celebration at Regis High School starting at 5:30 p.m. and the April 26, 2008—NSSD Building Tours starting at 8:00 a.m. Tass Morrison also added that the Sublimity Auction is scheduled to be held on May 17th.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 6.1 and 6.2 with added personnel additions (including the approval of the minutes from the March 15, 2008—Special Session and the March 20, 2008—Executive/Regular Sessions; the approval of new hires for the 2008-09 school year: Abigail Huff, Travis Overley, Christine Shoji, Robert Abdou and Jessica Hock; the acceptance of the resignation of Michele Wells; and the approval of a Leave of Absence for Dodi Holm for the 2008-09 school year). It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

NEW BUSINESS

Decision on Bond Amount: Dr. Jack Adams

The Bond Advisory Committee made a recommendation to the Board for a bond, based on what they felt the community would support and what the needs of the District were, in the amount of \$44.9 million. John Weekes gave a presentation earlier in the session with conceptual drawings based on the amount. There was some discussion on the possible need for additional infrastructure and how that would affect the proposed bond amount. There was also some concern about how much infrastructure the Bond Advisory Committee expected as part of the bond package.

MOTION: David Kinney made a motion, which was seconded by Tass Morrison and passed unanimously 7-0, to proceed with preparations for a \$44+ million dollar bond with the following recommendations:

- (1) Convene the Bond Advisory Committee one time prior to the Board adoption of bond measure resolution to review the architect's proposal and costs and pole the committee on the proposal;**
- (2) Direct the Superintendent to determine the best estimate of the amount the District can direct to annual infrastructure needs;**
- (3) Direct the Superintendent to estimate BETC credits—Department of Energy Tax Credits which could be leveraged and used for infrastructure repairs at all schools;**
- (4) Direct the Superintendent to provide a priority list of infrastructure repairs up to \$10 million which could be done over a five year period;**
- (5) Direct the Superintendent to present a bond resolution and overall financing package to the Board at the May meeting.**

REPORT/DISCUSSION

Set Special Session to Discuss Bond: Laura Wipper

Board secretary, Mary Richards, was directed to set up a meeting with the Bond Advisory Committee to bring them up to speed on the bond scenarios as presented by John Weekes. They will be polled on their feelings about the use of these conceptual plans, with less infrastructure than discussed at the committee meetings, for the \$44.9 million they recommended.

ODE Special Education Report: Michael Ann McIlvenny

This year ODE released its first Special Education Report Card, using the same format as the School and District Report Cards. Michael Ann went over the report with the Board which was included in the board packet.

UNFINISHED BUSINESS

SB 336 & SB 1036—Construction Options: Jack Adams

SB 1036 Construction Excise Tax update: The District has received “boiler plate” wording used by Marion County for District/City-County agreements for the Senate Bill 1036 Construction Excise Tax. Marion County is moving ahead with their side of this document. Doug Middlestetter will be forwarding the same document to Linn County and the other cities within our taxing district for approval. When we have those all signed a resolution will be presented to the Board asking for implementation of this excise tax. Implementation will become effective within 14 days of the last signature.

SB 336 School Capacity Development Limitation update: This bill requires a student count of 2500 (during the month of October) in order to initiate this bill for the following year. We are not there yet, but expect to be within the next two years. It also requires more extensive additions to the current facilities plan than is required for SB 1036. Ron Osborne and Tom Hogstad are currently working on an update of the District’s Long Range Facilities Master Plan to meet the criteria.

8.2 Calendar Update: Michael Ann McIlvenny

Last year the union voted for a one year waiver to the contract that allows for professional development days to be spread out over the year, and which moves some of the work days for teachers around; most notably at the beginning and end of the year. This waiver was again approved for the 2008-09 school year. Approval by the Board is needed for the waiver and for the proposed 2008-09 school calendar as presented in March.

MOTION: Dick Morley made a motion for the Board to approve the contract waiver to Article 7 of the current contract between NSEA and the District and to adopt the School Calendar for 2008-09 (as presented). It was seconded by David Kinney and passed unanimously 7-0.

INFORMATION ONLY

Enrollment:

As of April 10, 2008 student enrollment was at 2420 and “Basic” FTE enrollment was at 2333; down 3.5 students from March, but still up 15.5 students from the September projection.

Overnight and Day Field Trip Requests:

A list of field trip requests received during the last month was included in the board packet. There was one overnight request from Stayton High School’s Drama Department to attend the Shakespeare Festival in Ashland from May 2nd thru May 4th.

Gifts:

The Board acknowledged gifts from Doerfler Farms for Grass Seed (\$600 value), and from Fitzmaurice Fertilizer for fertilizer (\$68 value) given to Stayton Middle School for the repair to the baseball and soccer fields. Thank you letters were sent out.

Upcoming Meetings:

A list of upcoming meetings was included as part of the Agenda-Explanation given to the Board.

BOARD REPORTS

NSBA Convention: Tass Morrison

Tass sent board members a written report on the Annual NSBA Convention she attended during the last month. She gave a brief verbal report and answered questions from the Board. She mentioned that one of the sessions she attended was about acknowledging achievements of district students, classrooms or teams with certificates, pins, plaques, or letters from boards. She mentioned that she would like to see the NSSD Board consider doing something like this in the future. It was noted that the students who presented to the Board at the meeting during the spotlight did receive pins from the Board and that Mary Richards has thank you cards, note cards, and certificates available for the Board’s use.

ADJOURN

The meeting adjourned at approximately 8:30 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION**

**MINUTES
April 22, 2008**

The North Santiam School District's Board of Directors met in a Special Session on April 22, 2008 at 6:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Mike Wagner, Tim McCollister, Tass Morrison, Dick Morley, Laura Wipper, and David Kinney, Superintendent—Dr. Jack Adams, Business Manager—Doug Middlestetter, and Secretary—Mary Richards. Tracy Stoutenburg was absent.

BOND

The Superintendent went over the bond tour packet with the Board. There was a discussion on possible revisions before the tours on Saturday, April 26th.

GOALS

Tass Morrison and Laura Wipper volunteered to review the goals and update the Board's strategies based on goals presented at the recent Management Team Spring Workshop. They will bring back their recommendations to the Board at a future meeting.

ADJOURN

The meeting was adjourned at 8:00 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION

MINUTES May 1, 2008

The North Santiam School District's Board of Directors met with the Bond Advisory Committee in a Special Session on May 1, 2008 at 7:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those in attendance were: Facilitator—Michael Ann McIlvenny, Committee Members—Jay Meyers, Dennis Maurer, Jody Hack, Matt Hill, Shannon Sheppard, Gerry Aboud, Steve Hack, Hazel Glover, Robert Abdou, Gary Rychard, Glenn Winders, Lilly Winders, and Fritz Jenkins, Board Members—Dick Morley, David Kinney, Tim McCollister, Tracy Stoutenburg, Laura Wipper, and Mike Wagner, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, District Employees—Keith Butler, Teri Butler, Ron Osborne, Jeri Harbison, Charlotte Klampe, and David Bolin. Board Member, Tass Morrison was absent.

BOND

Review of Updates and Infrastructure Discussion:

The Bond Advisory Committee was sent a bond update packet in the mail, which included a revised facilities plan brochure, a list of all school buildings and their age, a list of the cost of all maintenance repairs and energy conservation infrastructure done between 2000 and 2008 with the planned spending to be done the 2008-09 school year, a tax rate chart from Marion County, a copy of the conceptual drawings for the bond presented to the Board in April by the architects, and a summary of those options broken down by cost for new construction and remodels. At the meeting they were also handed out a draft copy of infrastructure repairs planned over the next 10 years that total \$8,032,372.

Michael Ann McIlvenny went over the packet with committee members and also presented the information she gave to the Board on their recommendation. She discussed the infrastructure needs and how they would be addressed with the bond and over the next 10 years. There was some question as to the average tax rate for Marion County. The District will check to see if business property is included in the average. If so, they will see if the county has an average for home dwellings only, to give taxpayers a better idea of what their tax increase would be.

In past bond requests, infrastructure needs have been addressed as part of the options. Of the \$44.9 million dollars recommended for this bond, \$5,150,000 will go for renovations and upgrades to infrastructure. Since the 2000-2001 school year, the District has put in

\$6,379,941 into school buildings for maintenance repairs and infrastructure for energy conservation. An additional \$434,500 is slated to be put into buildings during the 2008-09 school year, for a total of \$6,814,441 since the first bond requests.

The question for the Committee is—Do you think the community will support a bond for \$44.9 million dollars without a large sum of money going to infrastructure upgrades?

The Committee's answer was yes, as long as (1) the District focuses on new construction and renovations, (2) the District educates the community about what it has done since 2000-01 and what it plans to do over the next 10 years, and (3) the bond explanatory statement focuses on safety, technology, community access, and space that includes planned growth over the next 15-20 years.

The Board Chair thanked the Bond Advisory Committee for their time and input. Dr. Adams stated that once the bond is passed, committee members will be invited to attend planning meetings where more detailed aspects of how building will actually look will be discussed.

ADJOURN

The meeting adjourned at 8:00 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chair

NORTH SANTIAM SCHOOL DISTRICT 29J BUDGET COMMITTEE MEETING

MINUTES May 08, 2008

The North Santiam School District's Budget Committee met on May 08, 2008 at 7:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton to review the proposed 2008-09 Budget.

CALL TO ORDER

Those in attendance included: Budget Committee Members—Mike Wagner, David Kinney, Ken Studnick, Dick Morley, Wendie Bradley, Gina Chandler, Daren Goin, Greg Loberg, Tim McCollister, and Eric Nichols, Superintendent—Dr. Jack Adams, Executive Secretary—Mary Richards, Business Manager—Doug Middlestetter, and Assistant Business Manager—Lorna Schwanke, Associate to the Superintendent—Michael Ann McIlvenny, Human Resources Director—Teri Butler, Technology Director—Keith Butler, and Principal—David Bolin. Budget Committee members absent were: Tracy Stoutenburg, Tass Morrison, Laura Wipper, and John Mack.

Eric Nichols opened the meeting and Superintendent—Dr. Jack Adams welcomed Budget Committee members and thanked them for the time involved in the budget process.

ELECTION OF BUDGET COMMITTEE CHAIR AND VICE CHAIR

Greg Loberg nominated Eric Nichols for the Budget Committee Chairman, Wendie Bradley seconded the nomination. Dick Morley made a motion for the nominations to be closed with a unanimous ballot for Eric Nichols as Chairman. It was seconded by David Kinney and passed unanimously 10-0.

David Kinney made a motion to cast a unanimous ballot for Wendie Bradley as the Budget Committee Vice Chairman. It was seconded by Daren Goin and passed unanimously 10-0.

BUDGET MESSAGE FROM SUPERINTENDENT

Budget Committee members received a copy of the Budget Message from the Superintendent. Highlights included:

- The budget is based on estimated projections of resources available from state and local funding as well as carryover funds from the 2007-08 Budget.
- Both general funds and grants/special projects expenditures are found in the budget document.
- Districts are funded on a per-student amount based on attendance at a level determined by the state.
- This is a “living” document that may change due to carryover funds or changes to the amount of resources available. Changes in the economy may have unforeseen budget implications.

- The total of all funds is currently at \$27,856,831.
- 77% of the total budget represents contracted wage expenses.
- The permanent property tax rate is \$4.3973 per thousand of tax assessed valuation.
- This budget includes \$389,000 for PE and Health equipment and textbook adoptions and supplies for curriculum.
- Additional funding has been added for libraries and music programs across the District.
- The budget is in a new format this year due to the change in software programs.
- PERS costs remain significant.
- OEGB insurance costs are not solid at this point, but the District should know more soon.
- Technology support for the classroom continues to be a high priority for the District and Board.
- This budget takes significant steps towards getting the upkeep of our facilities back on track.
- Total increase in staff is projected at 3.75 full time equivalents of staff over the next year.
- This budget takes a strong step towards giving students the proper support for a 21st Century education.

RECEIVE AND REVIEW 2008-09 BUDGET

Each committee member received a copy of the 2008-09 Budget document. Business Manager—Doug Middlestetter presented a PowerPoint presentation explaining the new format and changes to the budget. He also handed out a function list with account number identifications.

Highlights of what he covered in the budget included:

- Medicaid administration funding is going away, but the committee will continue to see prior year amounts for history purposes only.
- Budget projections for 2007-08 were based on 2350 FTE of students; the 2008-09 projection is for 2375 FTE of students.
- Property tax revenues are expected to increase by \$335,791
- Approximately \$15,023,360 of the budget (77%) will be used to pay for staff and benefits
- Staff increases of 3.75 FTE includes two extra hours for the library specialist, additional hours for library assistants, one “on-site” payroll person (formerly located at WESD over the past few years), and one Test Coordinator/Dean of Students for Sublimity School (now at capacity with nearly 400 students enrolled).
- Goals for the District this year include improvements to the food service, library, music, and technology departments across the District.
- Additional textbook money is included to catch up on some area of curriculum and textbook adoptions and to cover additional purchases of textbooks needed for growth and replacements costs (including workbooks).
- Transportation costs were increased by \$200,000 due to fuel costs. Even with this increase, students will have to double up on buses to activities, field trips and sporting events as much as possible.

- Additional money has been allocated for building maintenance and upkeep
- There are no new portables in the budget for this year (last year there was \$200,000 budgeted for portables at the high school).
- Program increases include:
 - Payroll and Health Insurance +\$892,000
 - Services, Utilities and Transportation +\$265,000
 - Special Education Changes +\$66,000
 - Supplies and Books +\$77,000
 - Maintenance/Capital Costs and QZAB Loans +\$65,000
- QZAB bonds are low or not interest advance funds to be used for maintenance projects.
- Savings from energy conservation projects are channeled through the Green Fund.
- Lunch prices may increase next year due to increases in commodity prices and transportation of goods.
- Special funds include money for School Improvement Plans (upgrades to Science labs).
- 68% of the budget is funded through the state and federal government, 23% is funded through local taxes and 9% is the carryover fund balance from 2007-08.
- All revenue in the general fund is on the purple pages of the budget document.
- Instruction is on pages 1-60
- Support is on pages 60-101 (includes: safety, guidance, support staff, library, business office, Board, technology, etc.)
- The ending balance for 2007-08 is projected at \$1,600,000. The projection for the ending fund balance for 2008-09 is \$1,002,000.

NEXT MEETING DATE

The next meeting was scheduled for May 22nd, but there were many who had conflicts. It was decided to move the next meeting to the posted date of May 29th.

ADJOURN

Committee members were asked to look through the budget document and were directed to contact Doug with any questions they may have. The meeting adjourned at 8:40 p.m.

Dr. Jack Adams, Superintendent

Eric Nichols, Budget Committee Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

MINUTES May 15, 2008

The North Santiam School District's Board of Directors will meet in Regular Session at 7:00 p.m. at Stayton High School in the library, located at 757 W. Locust Street in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Board Members—Dick Morley, Tim McCollister, Tass Morrison, Tracy Stoutenburg (via phone), David Kinney, and Mike Wagner, Superintendent—Dr. Jack Adams, Board Executive Secretary—Mary Richards, Business Manager—Doug Middlestetter, and Associate to the Superintendent in Instruction and Student Services—Michael Ann McIlvenny.

ADDED AGENDA ITEMS

The Level III Grievance Hearing that was originally schedule for this night was canceled.

SPOTLIGHT

SHS Accreditation Report: Charlotte Klampe

Charlotte gave the Board a report on the how SHS did on its accreditation. There were several sections where the high school does not fully meet the criteria expected for a strong accreditation such as facilities. The District's professional development and curriculum as well as the effective instructional strategies and how data driven decisions are being made by teachers. John Kendall will be helping to bring the District's libraries up to standard. Students in the life skills classes over the past three years have gained an average of 6.1 points on their spelling and 5.1 on their writing scores.

COMMUNICATION

Board Report from the Superintendent: Dr. Jack Adams

A copy of the Superintendent's Report to the Board for May 2008 was included with the board packet. Additional information was attached from Management Team members. Dr. Adams reported that the District has reported some testing irregularities to ODE that happened during the second week in May. An investigation is ongoing, and a full report will be sent to the State and to TSPC as soon as the investigation is complete.

Upcoming Community Events:

A list of upcoming community events was given to the Board and they were reminded that events for the area are posted on the Stayton Events website at www.staytonevents.com.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 6.1, 6.2, 6.3, and 6.4 (including the approval of the minutes from April 17, 2008—Regular Session, April 22, 2008—Special Session, and May 1, 2008—Special Session; the approval of new hire—Desiree Satterfield, Lars Schindler, and Sean Potter; the approval of Special Education policies IGBAE, IGBAG, IGBAH, IGBAI, and IGBAJ; and the approval of the out of state field trip by the Skills USA Team to Kansas City Missouri in June of 2008). It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS—ACTION

Surplus: Michael Ann McIlvenny

The music department had some older musical instruments that were being replaced. They asked that the Board declare it as surplus. These included a “green” upright piano, a trombone, a tuba, and some recorders as described in the board packet.

MOTION: Dick Morley made a motion for the Board to declare the musical equipment that is being replaced by the music department and delineated in the board packet as surplus. It was seconded by Tracy Stoutenburg (via phone) and passed unanimously 6-0.

PE and Health Curriculum and Textbook Adoption: Michael Ann McIlvenny

Michael Ann McIlvenny has been working with representatives from each buildings PE and Health departments on the upcoming curriculum and textbook adoptions for PE and Health. PE is ready for adoption, and Health should be ready in June. The PE adoption uses technology to track student progress during their time enrolled in the North Santiam School District. This data will be used for decision making on future programs and needs of our students as well as help teachers track student progress towards the PE standards.

MOTION: David Kinney made a motion for the Board to approve the K-12 PE Curriculum and Equipment Adoption as presented. It was seconded by Dick Morley and passed 6-0.

REPORT/DISCUSSION

Senior Graduation—Expectations of Board: Jack Adams

Jack Adams and Charlotte Klampe shared with the Board the expectation for the role of the Board Chair in the senior graduation ceremony, board attendance at the ceremony, and time lines for signing diplomas.

Superintendent Evaluation: Tass Morrison

The Board should have received the Superintendent Evaluation form in the mail. Tass set May 30th as the day to turn in evaluations to her for compilation. The Board will meet on June 12th in Executive Session to review the evaluation document and prepare for the final evaluation session with the Superintendent on June 19th.

UNFINISHED BUSINESS

ACTION

Approval of Proposed Bond Amount and Conceptual Drawings:

The Board has met with the Bond Advisory Committee to review the conceptual drawings and the cost for construction and renovation, with additional discussion on how infrastructure repairs will be addressed through facilities planning over the next 10 years (see board packet). A draft bond resolution has been prepared for approval in August. The District needs to prepare information for the public about the bond over the next three months and needs direction from the Board as to their approval of the proposed plans.

MOTION: David Kinney made a motion for the Board to proceed with a proposal of a bond in the amount of \$44.9 million with the conceptual drawings as presented; and to prepare informational items for the bond. It was seconded by Dick Morley and passed 6-0.

INFORMATION ONLY

Enrollment:

Basic FTE enrollment was at 2326.5 (down 6.5 FTE from April, but still up 9 FTE from the September projection) and the student count is at 2415.

Overnight and Day Field Trip Requests:

A list of field trip requests was included in the Board packet.

Gifts:

Greg and Chelene Schafer donated a TV/VCR Combo (\$99 Value) to Mari-Linn School.

Upcoming Meetings:

May 22, 2008	Budget Committee Meeting	Canceled	DO
May 29, 2008	Budget Committee Meeting	7:00 pm	DO
June 19, 2008	Executive Session	5:30 pm	DO
June 19, 2008	Budget Hearing	6:30 pm	DO
June 19, 2008	Regular Session	7:00 pm	DO

BOARD REPORTS

Reminders: Emery Field dedication and Senior Awards to be held on May 22nd.

ADJOURN

The meeting was adjourned at 8:00 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J BUDGET COMMITTEE MEETING

MINUTES May 29, 2008

The North Santiam School District's Budget Committee met to review the 2008-09 Budget on May 29, 2008 at 7:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton.

CALL TO ORDER

Those in attendance included: Committee Members—Tracy Stoutenburg, David Kinney, Dick Morley, Wendie Bradley, Gina Chandler, Daren Goin, Tass Morrison, Greg Loberg, Tim McCollister, and Eric Nichols, Superintendent—Dr. Jack Adams, Business Manager—Doug Middlestetter, Assistant Business Manager—Lorna Schwanke, and Board Executive Secretary—Mary Richards. Other in attendance included: Human Resources Director—Teri Butler, Facilities Director—Ron Osborne, Technology Director—Keith Butler, and a representative from the Stayton Mail—Danielle Peterson. Committee members absent were: Mike Wagner, Ken Studnick, Laura Wipper, and John Mack.

APPROVAL OF THE MINUTES

Committee members were given a copy of the minutes from the May 8, 2008 budget meeting.

MOTION: Tass Morrison made a motion for the Committee to approve the May 8, 2008 minutes. It was seconded by Dick Morley and passed unanimously 10-0.

REVIEW AND DISCUSSION OF THE 2008-09 BUDGET

Committee members had the opportunity to review the budget document and get answers ahead of the meeting. There were several questions and clarifications on salary amounts and the cost of benefits. Currently, the year end cash looks like it will be between \$1.7 and \$1.8 million dollars, slightly up from the last projection. After some discussion on the need for facility improvement, increases projected for food service, and the need for informational materials about the District, the following was proposed as a revision to the proposed budget.

- (1) Add \$210,000 to the projected beginning balance
- (2) Budget an additional \$10,000 for Advertising
- (3) Budget an additional \$150,000 for Capital Projects
- (4) Budget an additional \$50,000 for Food Service

APPROVAL OF THE BUDGET

MOTION: David Kinney made a motion for the Budget Committee to approve the proposed 2008-09 Budget with the revisions as discussed with a recommended level of spending for the year set at \$28,266,831 and with a specified property tax rate of \$4.3973 per \$1000 of assessed value. It was seconded by Tass Morrison and passed unanimously 10-0.

ADJOURN

The meeting was adjourned at approximately 8:00 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION & EXECUTIVE SESSION**

**MINUTES
June 12, 2008**

The North Santiam School District's Board of Directors met in Special Session and had two Executive Sessions under ORS 192.660 (2) (b)—Discipline of Public Officer or Employee and ORS 192.660 (2) (i)—Performance Evaluation. The Special Session began at 6:00 p.m. on June 12, 2008 and was held at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Chair—Laura Wipper, Board Vice-Chair—Tass Morrison, Members—Tracy Stoutenburg, David Kinney, Dick Morley, Tim McCollister, and Mike Wagner. Also in attendance were Superintendent—Dr. Jack Adams and Board Executive Secretary—Mary Richards.

ADJOURN TO EXECUTIVE SESSION

The Board went into Executive Session at 6:07 p.m.

**EXECUTIVE SESSION
Under ORS 192.660 (2)(b)**

DISCIPLINE OF PUBLIC OFFICER OR EMPLOYEE

The Board reviewed the investigation of recent testing irregularities on the Oregon State Assessment.

RETURN TO SPECIAL SESSION

The Board returned to the Special Session at 6:34 p.m.

SPECIAL SESSION

ACTION BY BOARD

MOTION: Dick Morley made a motion to accept the resignation and the resignation agreement with all accompanying documentation for Nancy Hinderks, effective June 13, 2008. It was seconded by Mike Wagner and passed unanimously 7-0.

ADJOURN TO EXECUTIVE SESSION

The meeting adjourned to Executive Session at 6:36 p.m.

EXECUTIVE SESSION Under ORS 192.660 (2)(i)

SUPERINTENDENT PERFORMANCE EVALUATION REVIEW

Board members turned in their personal evaluations of Superintendent, Dr. Jack Adams, to the Board Chair in early June. Tass Morrison and Laura Wipper consolidated the information and put it onto a spreadsheet with scores and comments for the full Board to review. The Board discussed each category, the scores and the comments, making adjustments with consensus of the Board. Tass and Laura will review the drafted evaluation with Jack on Wednesday, June 18th. A final review with the full Board and the Superintendent will take place in an Executive Session to be held on the 19th of June prior to the Regular Session.

RETURN TO SPECIAL SESSION

The Board returned to the Special Session at 8:17 p.m.

SPECIAL SESSION

DISCUSSION—EVALUATION DOCUMENT AND SALARY

There was some discussion about revisions to the evaluation document that was adopted in August of 2007. Some board members felt there was a need to have some type of data measurement tool for each focus area. Other comments included:

- There is a need for possible survey input from the Management Team in the areas of Shared Leadership, Continuous Improvement and Staff Development.
- Community involvement is hard to measure, it doesn't always mean going to meetings or belonging to community groups.
- Looking at the duties, responsibilities, and qualifications of the Superintendent, as stated in policy, may be a better tool to evaluate with instead of using board goals.
- Meeting with the Superintendent mid-year to discuss how things are progressing would be beneficial to both the Superintendent and the Board.

SUPERINTENDENT'S SALARY

All Board members agreed that Dr. Adams is doing a good job overall, and should be compensated. The Board had information on the superintendent's salaries across the state for 2007-08, with a state average based on enrollment. They also had the average for Capital Conference Superintendent's and knowledge of raises already given to part of this group during the last month. A cost of living raise would be 3.25, based on the Portland index. The Board discussed an additional percentage raise based on the performance evaluation, but several members were concerned about how the economy might effect school funding over the next biennium. A cost of living raise would move the Superintendent's salary from \$107,500 to a base salary of \$110,997. An additional percentage point would add \$1075 to that base (1%=\$112,072, 2%=\$113,147,

3%=\$114,222, etc.). Tass and Laura will talk to Jack and get his input on salary when they review his evaluation with him on the 18th.

ADJOURN

The meeting adjourned at 8:50 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
EXECUTIVE SESSION/BUDGET HEARING/REGULAR SESSION**

**MINUTES
June 19, 2008**

The North Santiam School District's Board of Directors met in Executive Session under ORS 192.660 (2)(i)—Performance Evaluation at 5:30 p.m. The Budget Hearing began at 6:45 followed by the Regular Session at 7:00 p.m. All three sessions were held at the District Office located at 1155 North Third Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Board members present included: Dick Morley, Tim McCollister, Tass Morrison, Laura Wipper, David Kinney, Mike Wagner, and (by conference call) Tracy Stoutenburg. Also in attendance was Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, and Stayton Mail Reporter—Danielle Peterson.

SUPERINTENDENT'S PERFORMANCE EVALUATION

The Board went over the Superintendent's evaluation with Dr. Adams.

ADJOURN TO BUDGET HEARING

The Executive Session adjourned at approximately 6:30 p.m.

BUDGET HEARING

CALL TO ORDER

All those listed above in the Executive Session were present along with the following: Business Manager—Doug Middlestetter, Principals—Charlotte Klampe, David Bolin, and Paula Vawter, and District Office Staff—Teri Butler and Keith Butler.

PUBLIC PARTICIPATION

There was no public participation during the budget hearing.

BUDGET REVISIONS

Doug Middlestetter reviewed the revisions to Resolutions 061908A, B, and C that were previously given to the Board in the board packet. He reviewed the recommendation of the Budget Committee, and discussed the changes to the Bond Debt Service fund which will have two payments during the 2008-09 Budget (one on July 1, 2008 and one on June 15, 2009).

ADJOURN

The Budget Hearing adjourned at 6:55 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

All those listed above attended the Regular Session.

ADDED AGENDA ITEMS

The Health Adoption as was added as 6.5, the Superintendent's Salary was added as 6.6, and Resolution #061808H was added as 7.1.

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATION

Board Report from the Superintendent:

The June Board Report contained information from the Superintendent and each of the Management Team members. There were no questions from the Board regarding the report, however they did mention how much they liked seeing the parent survey from SES, and would like to see more goals and data shared during the upcoming year in each of the building reports from principals.

Upcoming Community Events:

The following list of community events was given to the Board; Tass Morrison added the Garden Tour, which she planned to attend, and the date and place for SummerFest was corrected:

Stayton Special Olympics	June 21, 2008	Starts at 10:00 a.m. @ SHS
4 th of July Festivities	July 04, 2008	All Day in Stayton
Relay for Life	July 11-12, 2008	Starts at 6:00 p.m. @ Regis
SummerFest	July 26, 2008	9:00 a.m. in Stayton

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 5.1 and 5.2 including the minutes and the personnel changes as presented (the minutes were from the May 15, 2008—Regular Session, the May 29, 2008—Budget Committee Meeting and the June 12, 2008—Special Session/Executive Sessions; the approval of personnel changes as presented included—new hires: Donna Benjamin, Richard Thompson, Taryn Lamb, John Prunty, and Ryan Kirch; the acceptance of the retirement of Lucretia Crosiar; and the acceptance of the resignations of Barbara Currier, Gail Gartner, Dawn Baker, Rochelle Merrick, Scott Pons, and Marty Reid). It was seconded by Dick Morley and pass unanimously 7-0.

NEW BUSINESS

ACTION

Resolution #061908A, B, & C—Approval of the 2008-09 Budget and Resolution #061908H—Transfer of Funds:

The Budget Committee met on May 29, 2008 and approved the proposed 2008-09 Budget with recommended revisions for a total of \$28,266,831. Doug prepared the budget

revisions and resolutions and presented them to the Board during the Budget Hearing. A detailed list of the revisions was included in the board packet.

Doug also presented a list of "housekeeping" appropriations transfers moving appropriations between "functions" as needed to comply with Oregon Budget Law to insure that no expenditures exceed amounts appropriated. This is done during the June meeting because there is still a considerable amount of business that will be done in the latter part of the month. The amounts are generous to stay within the prescribed limits of the budget and to cover the June's payroll, bond payments, and summer work projects ramping up as the 2007-2008 year draws to a close.

MOTION: David Kinney made a motion for the Board to adopt Resolution #061908A—Adopting the 2008-09 Budget in the amount of \$28,266,831; adopt Resolution #061908B—Making Appropriations; and adopt Resolution #061908C—Imposing & Categorizing Taxes-Combined as presented. It was seconded by Tass Morrison and passed unanimously 7-0.

MOTION: David Kinney made a motion for the Board to approve various transfers of appropriations as presented in Resolution # 061908H. It was seconded by Dick Morley and passed unanimously 7-0.

Resolution #061908D—Insurance Agent of Record:

Our three-year contract with JBL&K Risk Services expires June 30, 2008. An RFQ was circulated and the low bidder was our current agent, JBL&K (now doing business as Beecher-Carlson). Recognizing that our District is a valued client, our agent was able to reduce their fees considerably and save the District almost \$6,000. Jack and Doug recommended that the District renew its contract with Beecher-Carlson for another three (3) years.

MOTION: David Kinney made a motion for the District to approve Resolution #061908—D and enter into a three-year agreement with Beecher Carlson Insurance Agency, LLC (the District's Insurance Agent of Record for property and casualty services). It was seconded by Tim McCollister and passed unanimously 7-0.

Resolution #061908E—Authorization for P-Card (Limited Credit):

Purchase Cards or "P-Cards" are a "best practice" according to the Government Finance Officers Association (GFOA) banking industry and our auditors. They can help reduce the costs of processing purchase orders and check writing for many of the small and repetitive transactions the District engages in on a daily basis. Doug Middlestetter recommends that the Board authorize two P-cards; one for the Maintenance Supervisor and one for the Instructional Support Services Department. These would not only save

time and money for both sides of the transactions, but it could also help increase accuracy and save time in account code processing. P-Cards are more restrictive than regular credit cards and have a \$5,000 limit for purchases. The Business Department will be reviewing account purchases on a weekly basis, making sure to back up charges with receipts and account numbers.

MOTION: David Kinney made a motion for the Board to approve Resolution #061908E authorizing the use of two "Purchase Cards" for Maintenance and Instructional Support Services, with a \$5,000 authorized spending limit each. It was seconded by Mike Wagner and passed unanimously 7-0.

Resolution #061908F—First Student Contract Extension:

The District and First Student Transportation reached an agreement to extend the expiring contract for five (5) more years. Increases in fuel costs will, of course, be reflected in annual adjustments. However, First Student has agreed to work with us in any way they can to help keep our transportation costs down as the cost of fuel rises. Also, First Student is locating off-campus to allow us to regain the use of our facilities that have been used for bus storage and maintenance in the past. Their new location is behind Stayton Builders Mart off Wilco Road.

Dr. Adams noted that it was a fair and solid contract with a 40% formula for fuel spelled out. The fuel cost may be renegotiated at the end of each year. There is a cost of living index connected with the contract. Mid-Columbia Transportation also sent in a bid for review.

Motion: David Kinney made a motion for the Board to adopt Resolution #061908F, approving a five (5) year agreement with First Student Transportation (starting on July 1, 2008 and ending on June 30, 2013). It was seconded by Tass Morrison and passed 5-0 with two abstentions from Dick Morley and Mike Wagner due to conflicts of interest.

Tracy Stoutenburg had to leave the meeting at 7:30 p.m. (via phone).

Health Curriculum and Textbook Adoption:

The health curriculum and textbooks have been chosen for grades K-5 and 9-12. Due to the team's recommendation, Michael Ann will meet with ODE on August 25th to review options for grades 6-8, which includes sex education. With teen pregnancy increasing 1.7% and with 31% of those who are sexually active having some type of venereal disease, she would like to take a closer look at what is out there. By law students in grade 6 must now be taught about condoms, but parents do have a right to "opt-out" for this part of the health curriculum. Michael Ann hopes to bring back more information on the adoption in July and August. Board members are invited to be on the team to review this portion of the curriculum. Tracy, Dave and Dick said they would be interested. Michael Ann plans on presenting information on the new health curriculum to parents at an open house night or on another evening. The curriculum picked out for grades K-5

and 9-12 teaches refusal skills and focuses on healthy living. Grade K-5 will have health at least once a week which can be integrated into reading and literacy. It has a parent resource with a weekly reader format. Grade 9-12 have textbooks that are very visual. There is a technology piece using websites making health for high school credit radically different from the past. Health will be split up so that students take Health I in grade 10 and Health II in grade 11. Teen suicide is discussed along with HIV, alcohol, drugs, and sexually transmitted diseases.

MOTION: Dick Morley made a motion for the Board to adopt the 2007 Edition of *The Great Body Shop* published by The Children’s Health Market for grades K-5; and the 2007 Edition of *Pearson Prentice Hall Health* published by Pearson Prentice Hall for grades 9-12 as part of the Health Curriculum. It was seconded by Tass Morrison and passed unanimously 6-0.

Superintendent’s Salary:

The Board was in unanimous agreement that the evaluation of Superintendent, Dr. Jack Adams was very good. The Chair—Laura Wipper, and Vice Chair—Tass Morrison, will meet with Jack during the next few weeks to negotiate a salary increase. This increase will be retroactive to July 1, 2008. Laura and Tass will bring back their recommendation to the Board at the July Regular Session.

UNFINISHED BUSINESS

ACTION

Resolution #061908G—SB 1036 Construction Excise Tax:

Regarding the 1% Construction Tax for Schools, contacts have been made with Marion and Linn Counties, and the Cities of Sublimity, Stayton and Lyons. The City of Sublimity has approved the Inter-Governmental Agreement. A resolution is needed for the District to approve this agreement. It is worded so that any subsequent agreements from Lyons, Stayton, or Marion and Linn Counties are approved through a single resolution. It is expected that Lyons, Stayton, and Marion/Linn Counties will approve in the next month. The Sublimity agreement will go into effect by July 4th, 2008. Marion County’s agreement will be next.

MOTION: Tass Morrison made a motion for the Board to approve Resolution #061908G—The Intergovernmental Agreement between the District and the City of Sublimity (with subsequent authorizing of agreements with cities and counties as submitted) implementing a \$1.00 per square foot Construction Excise Tax as spelled out in SB 1036. It was seconded by David Kinney and passed unanimously 6-0.

INFORMATION ONLY

Enrollment:

June’s student enrollment count was at 2447. The Projection for 2008-09 is down slightly, based on roll-ups from one grade to the next, at 2385. It is hard to figure the number of Kindergarten students since some parents do not pre-register them for school.

Overnight and Day Field Trip Requests:

A list of field trips was included in the board packet.

Gifts:

The following are gifts or donations to the District during the past month. An additional letter will need to go out to Oregon Corrections who also made a permanent sign for Emery Field. It was also reported that Rotary was considering supporting the NSSD Homeless and Needy Program in the future.

John Risk	Computer (\$100 Value)	SHS
Marianne Lyons	Computer (\$25 Value)	SHS
Linda Chase	Computer Equipment	SHS
Daily Buzz	Coffee Coupons (\$400 Value)	SES
LaRoche Family	\$385 Donation	SUB Science Department
Oregon Corrections	Emery Field Banner	DO
Brian Mohr	Planer (\$500 Value)	SHS Wood Shop
Stayton Rotary	\$600 Donation	Dental Van

Upcoming Board Meetings:

July 17, 2008	Regular Session	7:00 PM	DO
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BOARD REPORTS

The Board was informed about a letter sent by ODE thanking those who were involved in the investigation of testing irregularities. They noted there was a high level of integrity in the documentation presented.

Mary requested that any board member who planned to go to the OSBA Summer Conference, contact her immediately to register.

Gary Rychard is working with ODOT on an assessment of the conditions for students who must walk to school. They will be looking at crosswalks, side walks, bike lanes, etc.

It was mentioned that the Board needed to lead by their actions with regard to the Bond. Perceptions are important and the Board needs to speak out about what the bond is all about. Points for the bond include: Space, Safety, Technology, and Community Access.

ADJOURN

The meeting adjourned at 8:15 p.m.

Dr. Jack Adams, Superintendent

Laura Wipper, Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES
Thursday, July 17, 2008**

The North Santiam School District's Board of Directors met in Regular Session on July 17, 2008 at 7:00 p.m. An Executive Session immediately followed under ORS 192.660 (2) (d)—Labor Negotiator Consultations. Both meetings were held at the District Office located at 1155 North Third Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Dick Morley, Tim McCollister, Tass Morrison, Tracy Stoutenburg, Laura Wipper, David Kinney, and Mike Wagner; Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards; Business Manager—Doug Middlestetter; and Staff Members—Teri Butler, Keith Butler, and Paulie Lime.

ELECTION OF BOARD CHAIR AND VICE CHAIR

David Kinney nominated Tass Morrison as the Board Chair and it was seconded by Mike Wagner.

MOTION: Dick Morley made a motion to close the nominations and cast a unanimous vote for Tass Morrison as the Board Chair. It was seconded by David Kinney and passed unanimously 7-0.

Tracy Stoutenburg nominated Dick Morley as Vice Chair and it was seconded by Tim McCollister.

MOTION: David Kinney made a motion to close the nominations and take a vote for Dick Morley as the Board Vice-Chair. It was seconded by Mike Wagner and passed unanimously 7-0.

SPOTLIGHT

Architect 3-D Bond DVD: Dull, Olson, and Weekes Architecture sent the requested DVD with a three dimensional view of the proposed bond construction and remodels. It currently does not have any voice over on the DVD, but Keith Butler and Michael Ann McIlvenny will work to get that completed before the end of August. Also the timing of slide changes needs to be adjusted.

COMMUNICATION

Superintendent's Report: The Board Report was included in the board packet. There were no questions from the Board.

Curriculum Report: Michael Ann McIlvenny had planned to bring back the Health Curriculum Adoption proposal for grades 6-8 to the Board. However she was not comfortable with the choices at this time. She plans to do some more in-depth research and meet with officials at ODE before making a final recommendation in the fall.

OEBB Update: Teri Butler and Doug Middlestetter gave the Board an update about what is happening with the Oregon Education Benefit Board (OEBB) insurance program. Unions will be going over the options with staff during In-Service at the end of August. Confidential and administrative employees must choose from the choices that the licensed staff have set for their membership. Staff members can register for their new insurance on-line before school starts.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 7.1 and 7.2 (including the minutes from the June 19, 2008—Executive Sessions/Budget Hearing/Regular Session and Personnel Changes that included the approval of new hires: Laura Murray, Michelle Heuberger, Jeanette Sherman, Laura Saiki, Amber Gardner, and Megan Hutchinson; the acceptance of the resignation of Janelle Hurst; and the rescinded acceptance of new hires Richard Thompson and Donna Benjamin. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

ORGANIZATIONAL AGENDA ITEMS

MOTION: David Kinney made a motion for the Board to approve Organizational Agenda Items 8.1, 8.2, and 8.3 (including the identification of confidential and supervisory employees; the approval of designations and authorizations; and the authorization to apply for the Title Grant/NCLB Consolidated Sub Grant as noted below). It was seconded by Dick Morley and passed unanimously 7-0.

Identify Confidential Supervisors and Employees:

Confidential and Supervisory Employees—Doug Middlestetter, Sheila Martin, Toni Silbernagel, Teri Butler, Nancy Peterson, Mary Richards, Tiffany Walbridge, Keith Butler, Sharon Etzel, Liisa Zeimantz, Trina Butler, Debbie Johnston, and Ron Osborne.

Designations and Authorizations:

- Chief Administrative Officer—Dr. Jack Adams
- District Clerk—Dr. Jack Adams
- Deputy Clerk – Doug Middlestetter
- Legal Counsel—Garrett, Hemann, et al.

- Official Auditors For School Year—Boldt, Carlisle & Smith
- Budget Officer—Dr. Jack Adams
- Board Meeting Dates—3rd Thursday of Each Month, 7:00 p.m., Locations on Calendar Handout
- Custodian of Funds—Doug Middlestetter
- Depository (ies) For School Funds—LGIP, US Bank Stayton
- Facsimile Signature—Dr. Jack Adams & Doug Middlestetter
- Inter-Fund Borrowing Within Fiscal Year

Title Grant Authorization-NCLB Consolidated Sub Grant:

- Title Grant Applications—NCLB/CDIP Consolidated Grant
- IDEA Grant Application
- The filing of the **2008-09** ESEA: No Child Left Behind Consolidated Sub Grant for the following:
 - Title 1 (A)-Improving Basic Programs Operated by LEA's
 - Title I (C) -Education of Migratory Children
 - Title 1 (D)-Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk
 - Title II (A) Preparing, Training and Recruiting High Quality Teachers, and Principals
 - Title II (D) Enhancing Education Through Technology
 - Title III-Language Instruction for Limited English Proficient and Immigrant Students
 - Title V (A) Promoting Informed Parental Choice and Innovative Programs
 - Title VI (B) Rural Education Initiative

NEW BUSINESS—ACTION

Bread and Milk Contracts: Doug gave the Board a handout with the details of the milk and bread contract bids. He recommended that the Board award the contract to the current supplier, Spring Valley Dairy for the 2008-09 School Year.

MOTION: David Kinney made a motion for the Board to award the milk and bread contracts for the 2008-09 School Year to Spring Valley Dairy. It was seconded by Dick Morley and passed unanimously 7-0.

UNFINISHED BUSINESS—ACTION

Superintendent's Salary: At the Executive Session in June, the Board reviewed the Superintendent's Evaluation with Dr. Jack Adams. Tass Morrison and Laura Wipper met with Jack on Friday, July 11th, to discuss salary and brought back a recommendation to the Board for a 4% salary increase with an additional year added to his contract.

MOTION: David Kinney made a motion for the Board to approve a salary increase of 4% for Superintendent, Dr. Jack Adams for the 2008-09 School Year, and to extend his current contract an additional year. It was seconded by Tim McCollister and passed unanimously 7-0.

Mike Wagner excused himself from the meeting at 8:07 p.m.

INFORMATION ONLY

Upcoming Meetings/Activities:

August 3-5, 2008	Administrator Workshop	TBA	Florence, Oregon
August 21, 2008	Regular Session	7:00 p.m.	District Office

Future Agenda Items:

- Bond Title—August
- Bond Resolution—August
- Health Adoption for grades 6-8—September/October
- Goal Review—Future
- Supt. Evaluation Document—Future
- Update on SB 1036 Approvals—Future
- Review of Finance Packet for Bond—August
- **Added Items:**
 - Alternative Education Update—Future
 - Policies Regarding Board Meetings/Agendas—Future
 - TAG Report—Future

BOARD REPORT

Dick Morley gave a report on the OSBA Summer Conference which he attended, and clarified some issues regarding board meetings and agenda items. Board Chair, Tass Morrison asked that policies regarding board meetings or agenda items be grouped together for a board review in the future.

ADJOURN TO EXECUTIVE SESSION

The meeting adjourned to the Executive Session at 8:35 p.m.

EXECUTIVE SESSION

LABOR NEGOTIATOR CONSULTATIONS ORS 192.660 (2)(d)

The Board heard an update on the progress being made in the licensed staff negotiations between the District and the North Santiam Education Association.

RETURN TO REGULAR SESSION

ADJOURN

MOTION: David Kinney made a motion to adjourn the Regular Session (at 9:00 p.m.). It was seconded by Dick Morley and passed unanimously 6-0.

**NORTH SANTIAM SCHOOL DISTRICT 29J
BOARD OF DIRECTORS—REGULAR SESSION**

MINUTES

Thursday, August 21, 2008

The North Santiam School District’s Board of Directors met in Regular Session on August 21, 2008 at 7:00 p.m. at Sublimity Elementary School located at 431 Main Street in Sublimity.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, Tim McCollister, Laura Wipper, David Kinney, and Mike Wagner, Superintendent—Dr. Jack Adams, Associate Superintendent—Michael Ann McIlvenny, Business Manager—Doug Middlestetter, and Board Secretary—Mary Richards. Tracy Stoutenburg was absent. Approximately 15 additional administrators, staff and community members were in attendance.

BOARD CHAIR COMMENTS

Expectations, Connecting with Community, & Goals: Tass Morrison

Newly elected Board Chair, Tass Morrison talked about her expectations and goals as the Board Chairman over the next year. She asked that board members work as a collaborative team capitalizing on the strengths of each. As Chairman, Tass plans to work on establishing a positive working document to use in monitoring the progress of the District in meeting the goals set by the Board. She encouraged each board member to communicate with the community and connect with schools through the “adopt a school” program.

SPOTLIGHT

Alternative Education: Robert Abdou

Robert Abdou, the newly hired Assistant Principal at Stayton High School, gave the Board a report on the changes to Alternative Education (AE) and the criteria for entering the program. He has reviewed the transcripts of students who were in the (AE) program last year, evaluating their credits and placement. His goal is to place kids where they are going to be most successful.

Robert would like to see a shift in the focus towards intervention to assist student in succeeding in the regular classroom instead of their removal and placement in AE. Senate Bill 300 allows for students to gain college and high school credit for educational and vocational coursework through a community college which will be a good fit for many students. His goal is to develop a plan for every type of learner and make them successful.

Options for students at SHS will include:

- Regular School—7 period day, 5 days a week
- Night School—3 hours a day, 5 days a week
- Combined School—1/2 day in afternoon in Regular School and 3 hours in Night School, 5 days a week
- Credit Recovery—3 hours a day, 5 days a week
- Winema—Chemeketa Community College
- GED—Chemeketa Community College (older students with few credits)
- Tutoring—Specialized Plan (based on needs)

Process for identifying students who need AE:

- Identify struggling students
- Start interventions with team discussions
- If interventions fail, look at other options available for student
- Do what is best for each student

Library Media: John Kendall

John Kendall discussed the changes to the Sublimity Library, including technology, renovation, and updates to materials and the automated check out system. During the summer, John oversaw the automation of the library system in every building throughout the District. His staff entered 51,585 books into the system. The board meeting was held in the newly renovated multi-media library/technology center where the Board could see the changes to the former music room. They also toured the music room which was moved into the former library space.

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATION

Superintendent's Report: Dr. Jack Adams

Administrators have been out during the summer but returned to work on August 3rd through 5th to attend an administrative workshop. Along with members of the Management Team, three board members attended the workshop including Tass, Laura, and Tracy. A copy of the agenda was included in the report.

AYP Report: Michael Ann McIlvenny

The Average Yearly Progress (AYP) Report was just recently published and Michael Ann went over it briefly with the Board. Math and reading are the only subjects that are taken into consideration for the AYP ratings. Stayton Elementary, Mari-Linn, and Sublimity schools all met AYP. Stayton High and Stayton Intermediate/Middle schools did not. All district schools did well on attendance and participation ratings.

If one school in the District does not meet AYP, then the District does not meet AYP. Likewise if one subgroup in a school does not meet AYP, then the school does not meet AYP. In September, Michael Ann will review with the Board the subgroup data to explain which group(s) at SHS and SIS/SMS did not meet AYP.

Community Events:

Board members were given a list of upcoming community events.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Consent Agenda Items 6.1 and 6.2 (including the minutes from the July 17, 2008—Regular Session; the approval of the new hires—Aaron Cupp, Paula Hoffman, Jeanette McDermott, and Kevin Murphy; and acceptance of the resignation of Janelle Hurst). It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS

ACTION

Bond Resolution #082108: Dr. Jack Adams and Doug Middlestetter

Doug has been working with bond counsel and Jack on the wording for the Bond Resolution, which was included in the board packet. The Board needed to adopt the resolution and the Ballot Title to put the bond of \$44.9 million on the general election ballot in November. Doug Middlestetter suggested that the Ballot Title be combined with Resolution #082108 and not be a separate resolution based on his conversation with bond counsel. Revisions to the Ballot Title moved safety issues lower on the list of items that would be addressed with the bond.

MOTION: David Kinney made a motion for the Board to adopt Bond Resolution #082108 along with the Ballot Title as revised, putting a \$44.9 million bond on the ballot in the 2008 General Election to be held on November 4, 2008. It was seconded by Dick Morley and passed unanimously 6-0.

REPORT/DISCUSSION

Restrictions on Political Campaigning by Public Employees:

Each board member was mailed a brochure on election guidelines. Board members can be active in the bond campaign and may ask voters to say “yes” for the bond. Staff members of the District must volunteer on their own time, however they may produce and give out factual information about the bond during work hours.

Bond Financing: Doug Middlestetter

Doug went over the financing of the bond. To get the bond rate as low as possible, it is set to be paid off in 25 years. The current rate for \$44.9 million is \$2.42 per \$1000 of assessed property value. During the next two weeks the District will file a notice of election with Marion County (Marion County will send the information to Linn County since voters in the District live in both counties). Voter pamphlet statements are due on September 8th and voter registration ends on October 14th.

ORS 455—New Nutritional Rules and Regulations for Schools: Toni Silbernagel

Toni presented a brief summary of the changes due to Oregon’s Nutrition Standards under ORS 455. Our Wellness Policy and State legislation are both guiding us to take steps to foster healthier eating habits for students. Toni explained that this legislation is targeted towards items that are sold in machines located in schools and at fundraising items sold during school hours such as “candy grahams”, candy bars, etc. Any snack or fundraising items sold during school hours must meet the standards set by OR 455 as shown on the handout provided. Rewards for students are not regulated through this legislation. Staff will be trained on the new regulations and all vendors must comply.

Review of Board Policy: Tass Morrison

Each board member was given a packet of the policies compiled by Mary on conducting board meetings and on agenda items. The Board was asked to review these based on the conversations held at the July Regular Session. Public participation was discussed and Mary was asked to come up with a welcoming statement to direct those who wish to address the Board. Additionally, a statement of caution about subject matter was to be put together and reviewed by Jack and Dick for use during public participation.

UNFINISHED BUSINESS

ACTION

Resolution #082108B—Increases to School Meal Prices: Toni Silbernagel

Toni presented information on the proposed increase in school meals of 25 cents per meal. The increase is consistent with numbers presented in the budget and is a step taken to help offset increases in food costs. The Board discussed the need to inform families of the change and suggested the new increase begin in October. It was noted that the changes will be published in the Stayton Mail, on the website, and in school newsletters.

MOTION: Dick Morley made a motion for the Board to adopt Resolution #082108B which provides for an increase of 25 cents per school meal to take effect on October 1, 2008. It was seconded by both Mike Wagner and Laura Wipper and passed unanimously 6-0.

INFORMATION ONLY

Gifts/Donations:

The Board received information on gifts and donations given to the District over the past month, which will be acknowledged with a letter of thanks.

Field Trips:

Overnight—SUB

10/21/08 to 10/24/08

5th Grade

OMSI Outdoor School/Camp Kiwanilong

Upcoming Meetings/Activities:

The Board received a list of upcoming meetings through September, 18, 2008.

Future Agenda Items:

A list of future agenda items was provided and the following was added to the list:

School and District Report Cards
Report on English Language Learners Program

BOARD REPORT

During the discussion on board procedures and agendas, the Board noted that if a board member wishes to add an item under “board report”(such as a report on a recent workshop attended) they should contact the Board Chairman or Vice Chairman to request it be added to this section at least one week before the Regular Session.

ADJOURN

David Kinney made a motion for the Board to Adjourn. It was seconded by Dick Morley and passed unanimously 6-0. The meeting was adjourned at approximately 9:00 p.m.

Superintendent, Dr. Jack Adams

Board Chairman, Tass Morrison

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION—7:00 PM**

**MINUTES
September 18, 2008
Mari-Linn School**

The North Santiam School District's Board of Directors will meet in Regular Session at 7:00 p.m. on September 18, 2008 at Mari-Linn School located at 641 5th Street in Lyons.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Mike Wagner, David Kinney, Dick Morley, Tass Morrison, Tracy Stoutenburg, Tim McCollister and Laura Wipper, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Also in attendance were district administrators, staff, and community members.

ADDED AGENDA ITEMS

The Approval of the Classified Letter of Agreement was added as 8.3 on the agenda.

APPROVAL OF THE AGENDA

MOTION: Laura Wipper made a motion to approve the revised agenda. It was seconded by Mike Wagner and passed unanimously 7-0.

PUBLIC PARTICIPATION

There was no public participation

SPOTLIGHT

Mari-Linn School—Science Lab: Paula Vawter

Paula took the Board around the school to show them the updated Science Lab. Science is connected with the forestry department and students at Mari-Linn will have the opportunity to attend field trips sponsored by the department this year. Teacher, Rick Jones, has been in charge of the science room improvements and has had lots of help from Assistant Principal of SMS, Debra Hilfiker and high school teachers—Nicole Duncan, and Lori LaMarshe. Most of the equipment and inventory has arrived, but they are waiting for some additional tables and microscopes. Paula wanted to thank Mike Carbaugh and the District Maintenance team for their help with the changes to the science lab.

Review of Hiring Processes: Human Resources Director—Teri Butler

Teri Butler reviewed the hiring process and the changes that have taken place over the past few years since Dr. Adams has been the Superintendent.

Teri has been updating the Board about process changes over the past few years during the Spring Workshop, pointing out where the District was headed. The Human Resources Department has expanded its recruitment for new teachers and is looking at low cost and no cost advertising of open positions. The HR department now has access to an electronic application process. Administrators will learn the new program during an October 9th training session. They are piloting the application process with licensed employees first. Digital signatures and scanner capabilities are being set up. The most exciting part of the new electronic application process for administrators is the ability to review applications on line instead of having to look through them at the District Office site. Administrators must still use a team to screen applications and to interview candidates. There must be a minimum of three phone reference checks. Once all is completed, a recommendation for hire goes to the HR Department for final review and is then signed off by the Superintendent. Applicants can accept the position electronically and then they are contacted by the HR department for orientation. Hires must be highly qualified. Hiring well is the most important action that an administrator does and this new process will help streamline the process and save lots of time. The one thing that seems to be a concern for applicants is the safety of their information and documents on the internet.

During the application process administrators have been taught to listen carefully and read between the lines. References should be current and the applicant must be a good fit for the position. Administrators have been advised not to influence the team in their decision. All applicants must explain any gaps in service as an educator and there are pre-employment background questions that must be submitted. Background and TSPC checks are done with every new hire before they are approved by the Superintendent. All licensed staff hires must be approved by the Board. The District and licensed union (NSEA) both have mentoring programs that support new teachers.

COMMUNICATION

Board Report from the Superintendent: Dr. Jack Adams

Jack gave a written monthly report to the Board with additional reports from the Management Team attached. Laura asked if First Student notified all Kindergarten parents of the changes to policy regarding drop offs without a parent present to pick up the child. If there is no one to pick the student up at the bus stop, the child will be brought back to the school. Dave Bolin noted that letters were sent out to his parents by First Student and also information was included in his weekly newsletter as a reminder.

Upcoming Community Events: As Listed

Board members were reminded to watch for sporting events and activities on school bulletins or in school newsletters, sent via email or on district, school, or community websites.

PAC Meeting—Sept. 22nd at 5:00 pm

Chamber-Greeters at SHS—Sept. 24th at 8:00 am

Lyons Firemen's Chili Cook-Off and Bazaar—Sept. 29th at 9:00 am

Stayton High School Jr./Sr. Night—Oct. 1st at 7:00 pm

Friends of the Library Used Book Sale—Oct. 3rd at 9:00 am

American Roots Festival—Oct. 11th

Added to the list: Stayton Fire Station Halloween Party—Oct. 31st

Upcoming Board Conferences: As Listed

OSBA labor and Employment Conference—Sept. 26th and 27th

No Attendees from Board

OSBA Regional Meeting—WESD Oct. 14th

Tass plans to attend

OSBA Annual Convention—Nov. 14th-16th

All board members plan to attend, along with Jack and Mary; Michael Ann will attend banquet dinner

NSBA National Annual Convention—April 4th -7th

Last two years it has been the chairman and vice chairman who have attended. Tass plans to attend, but Dick is unable to attend. Mary will find an alternate board member to take his place from those who have never attended.

CONSENT AGENDA

MOTION: Dave Kinney made a motion for the Board to approve Consent Agenda item 7.1 (including the approval of the minutes from the August 21, 2008—Regular Session). It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

OSBA Board Elections: Tass Morrison

The Board had the opportunity to vote for two candidates as representatives for the Marion County Region to work with the OSBA Board of Directors. There are 19 representatives serving 14 governance regions. The Marion County Region is represented with positions 11 and 12. The candidate for position number 11 is Krina Lemons who was nominated by both the Willamette ESD and Salem-Keizer School District. Krina will take the place of Larry Trott and serve a two (2) year term. David Beeson is the candidate for position number 12. He is from Silver Falls and has been serving as the representative for that position over the last several years. David would serve a three (3) year term. Both candidates are running unopposed.

MOTION: Dick Morley made a motion for the Board to officially vote for Krina Lemons for position number 11 and David Beeson for position number 12 as the OSBA Board Representatives for the Marion County Governance Region. It was seconded by Tracy Stoutenburg and passed unanimously.

Approval of Licensed Contract: Jack Adams

A copy of the changes to the licensed contract was mailed out to the Board in a separate mailing before the meeting. NSEA has presented the contract to members and 95% voted to ratify. NSEA chose not to open the early retirement benefits section of their contract and instead opted to keep their health benefits cap at the current rate. It was a win-win negotiation session and Union Representative, John Kendall, noted that there was give and take and each side was able to talk about how they perceived the issues.

MOTION: Laura Wipper made a motion for the Board to ratify the 2008-2011 Contract Agreement between the North Santiam School District and the North Santiam Education Association as presented. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

Approval of Classified Letter of Agreement: Jack Adams

The District met with OSEA, the classified union group on a re-opener on insurance. They were offered \$35 more on their insurance cap, which brings their cap total to \$842 per month. Last year the classified employees were moved from the bottom of the pay scale to the middle. With the pool of dollars, most employees are fully covered without any out of pocket costs for insurance. Union members present thanked Dr. Adams for the win-win approach used in bargaining this year.

MOTION: Laura Wipper made a motion for the Board to approve the Letter of Agreement between OSEA and the District regarding an increase in their insurance cap to \$842 per month. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

REPORT/DISCUSSION

District Goals: Tass Morrison

Tass gave the Board an update on the progress of defining the District goals and aligning them with the goals presented by the Management Team at the Spring Workshop. A draft copy was included in the board packet. Tim McCollister volunteered to be a member of the committee. The goal of the committee is to complete a workable document by the end of October. They see the committee as starting to fold into the process additional goals of the Continuous Improvement Plan (CIP). The draft was sent back to the committee to fill out the additional goals and how they align with MT goals. Mary will work with committee members to come up with a suitable date for a Special Session so board members can collaborate together to complete this process.

Board Procedures:

At the last Regular Session, the Board reviewed policies on board meeting procedures and processes. This item was placed on the agenda as an opportunity to answer any questions and finalize the process for public participation, adopting the agenda as opposed to having it final upon distribution, and adding agenda items at the beginning of the meeting. The Board liked the public participation statements added at the beginning of the board meeting. If additional items need to be added to the agenda, a revised agenda will be presented to the Board before the meeting starts. Instead of approving the agenda, it was requested that the Board “adopt” the agenda at the beginning of each meeting. There were no other changes.

UNFINISHED BUSINESS

Review of AYP Subgroup Data: Michael Ann

At the last Regular Session in August, Michael Ann gave the Board an overview report on the Average Yearly Progress (AYP) distributed by ODE. She discussed the progress

of each subgroup and its implications on the overall ratings at each school and at the district level.

Michael Ann gave the Board four (4) packets which showed the overview of how all students did on state assessment testing in math, reading and science. The additional information broke down subgroups for Limited English Proficiency (LEP), Special Education (SPED), Economically Disadvantaged, and Talented and Gifted (TAG). The most improved area was science. Writing is still a little low and the District will be asking for additional training to help raise these scores. Teachers are obtaining more and more data to use in assessing their own programs and making changes mid-year to accommodate the individual needs of students. Teachers will be required to test students three times in all three areas this year. The data showed that the District had several teachers who had 80% or more of their students meet the benchmark.

Ballot Measures:

Additional information was given to the Board on ballot measure 58 and 60. Measure 58 limits the amount of time an English Language Learner (ELL) student can have individualized instruction in English. Data for this measure was taken from Arizona, but the measure is written differently for Oregon. Measure 58 does not take into account learning curves, disabilities or special needs. It will cost voters hundreds of thousands of dollars to implement and is discriminatory in its nature. Data shows that it takes 7 years for a student to become proficient in English and this measure allows for only 1.5 years of instruction. High School students are required to take at least two years of a foreign language to graduate, but this measure is only allowing a Kindergarten student to have 1.5 years of instruction in a language that is foreign to them. Ballot measure 60 mandates classroom performance to replace seniority for teachers. We already have the NCLB law which requires that teachers be “highly qualified” to teach their subject matter. The law is vague in that it doesn’t tell how to assess classroom performance, which could be a nightmare and require additional staff to oversee. If this bill passes it would not be implemented until the next negotiated contract for licensed personnel in 2011.

INFORMATION ONLY

Enrollment:

Basic FTE enrollment was at 2371.5 and student count was at 2469 as of September 10th. This is a little higher than expected, but schools are still working through inputting data on those students who have not shown up. The projected basic FTE enrollment was for 2299. We should have a firmer number in the next week or so.

Overnight and Day Field Trip Requests: Presented as Listed

Overnight—

SHS	9/15-9/15	ASB Leadership	Retreat/Welches, OR
	4/2-4/4	Forestry Class	Fire School/Camp Cascade

Day—

SHS	9/17	Forestry Class	Silver Falls State Park
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Gifts: The Board acknowledged the gift from Ken Cartwright of \$834 worth of band and music books to SHS.

Upcoming Meetings: Presented as Listed

Sept. 29, 2008	Committee Meeting-Goals	5:00 pm	DO
Oct. 16, 2008	Regular Session	7:00 pm	DO
Nov. 20, 2008	Regular Session	7:00 pm	SMS

BOARD REPORTS

None

ADJOURN

The meeting adjourned at 8:35 pm.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
October 16, 2008**

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. on October 16, 2008 at the District Office located at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Tass Morrison, Dick Morley, Tracy Stoutenburg, Mike Wagner, Tim McCollister, Laura Wipper, Superintendent—Dr. Jack Adams, Secretary—Mary Richards, and Associate Superintendent—Michael Ann McIlvenny. David Kinney arrived at 8:00 p.m. Others in attendance during the session included administrators, district staff, and community members.

ADDED AGENDA ITEMS

Policy Revisions/Adoptions was added to the agenda as 8.3 under New Business/Discussion.

ADOPTION OF THE AGENDA

MOTION: Mike Wagner made a motion for the Board to adopt the agenda for October 16, 2008 as presented. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

PUBLIC PARTICIPATION

There were no public participation forms filled out.

SPOTLIGHT

Board Leadership Recognition: Jack Adams

Dr. Adams congratulated each and every board member for their dedication to improving as a school board member and their commitment to public education. The Board's efforts earned them an Outstanding Board Achievement Award to be given out at the OSBA Annual Convention in November.

COMMUNICATION

Board Report from the Superintendent: Jack Adams

The October board report was included with the board packet along with Management Team reports attached. A change to the format of the reports from MT members will be discussed at the next MT meeting held in November. A list of upcoming community events was included in the board packet, along with annual conventions dates for OSBA and NSBA.

CONSENT AGENDA

MOTION: Dick Morley made a motion for the Board to approve the Consent Agenda including 7.1 and 7.2 (including the approval of the minutes for the September 18, 2008—Regular Session and the September 29, 2008—Special Session/Goal Alignment Committee Meeting; plus the acceptance of the retirement of Jan Olson from Sublimity School). It was seconded by Tracy Stoutenburg and passed unanimously 6-0.

NEW BUSINESS

Surplus:

Stayton Middle School submitted a list of items from the school library to be declared as surplus. It included old and outdated equipment such as filmstrip projectors, film reels, record players, etc. A full list was included in the board packet.

MOTION: Dick Morley made a motion for the Board approve the items delineated in the board packet from the SMS library as surplus. It was seconded by Mike Wagner and passed unanimously 6-0.

REPORT/DISCUSSION

District and School Report Cards: Michael Ann McIlvenny (PowerPoint Handout)

Michael Ann presented a PowerPoint on how the District did on the ODE District and School Report Cards. A copy of each report card was included in the board packet.

Highlights of the PowerPoint are noted below:

- The reports are for the 2007-08 school year
- Each includes attendance rates and ratings for performance, improvement, school characteristics, and behavior
- The high school report card showed an improvement in the drop out rate for 2007-08
- Code issues have been resolved and no schools are in an improvement status
- Compares the District assessment scores to the State average assessment scores
- District is improving in 3rd grade math and 10th grade Science
- There has been positive growth in reading and computerized data has helped teachers focus on areas of need more quickly
- It is best to move up in scores slowly and not by spiking up and down each year
- Most principal have goals to help improve reading and math in their buildings

- Projected gains or growth for students—teachers set individual goals for each student based on data
- Teachers need to be able to explain to parents about the projected growth so they understand better, especially when they move from contained classrooms into scheduled classes
- Michael Ann will review the need for parent training on how to read a standard’s based report card and evaluate test scores
- Michael Ann stressed that teachers are not teaching to the test, but are teaching to the standards or expectations of grade level benchmarks

UNFINISHED BUSINESS

David Kinney arrived at the meeting at 8:00 p.m.

Goal Alignment Committee Report: Tass Morrison A copy of the minutes from the Goal Alignment Committee was included in the board packet as well as the worksheet to be used during the next few months. This worksheet should help board members track the MT goals and see what changes may be needed to the District goals. The committee:

- Completed the alignment and prepared the worksheet
- Used the four adopted goals of the District showing how they aligned with Management Team goals
- Plans to update the document each month based on the MT reports received

Policy Revisions/Adoptions:

The Board received a packet of OSBA changes to policy based on new laws or requirements for Districts across the state. A copy of all recommended changes was handed out at the meeting and will be included as part of the board packet. The revisions/adoptions will be included on the agenda for approval in November. See list below:

- JHCD & AR—Administering Non-Injectable Medicines to Students: Revision required by changes to law and recommended by OSBA. The District Nurse, Denise Cardinali reviewed the changes and made some additional recommendations.
- JHCDA—Administering Injectable Medicines to Students: Adoption required by law with language from OSBA.
- BBFA—Board Member Conflict of Interest: Revision required by law with language changes presented by OSBA.
- DLA—Payday Schedule: Revision based on current practices.
- EEACC-AR—Discipline Procedures for District-Approved Student Transportation: Revision required based on changes to law with OSBA recommended language and the current District appeal process for expulsions.
- EEAC—School Bus Safety Program: Revisions based on changes to the law with OSBA recommended language.
- EEA—Student Transportation Services: Revision based on changes to law with OSBA recommended language.
- EFA-AR—Local Wellness Program: Adoption of Administrative Rule to implement policy EFA approved in 2007.
- GCDA/GDDA & AR—Criminal Records Checks/Fingerprinting: Revision based on HB 2047 which reorganizes ODE and TSPC requirements into separate

statutes. The new law eliminates the required criminal records/fingerprinting for license renewal by TSPC.

- GCL/GDL—Staff Development: Combines policy GCL and GDL into one policy.
- GCQF—Sabbaticals: Revision based on recommendation by Teri Butler and Jack Adams based on current practices and contractual language.
- IIBGA & AR—Electronic Communications System: Revision required by law with OSBA recommended language. Reviewed by Keith Butler who added changes consistent with current practices.
- IKF-IKFC—Graduation Requirements: Revisions based on new modified diploma requirements by ODE.
- JB—Equal Educational Opportunity: Revisions recommended by OSBA with changes based on new law.
- JEC—Intra-District Transfers: Revision submitted by Jack Adams to allow for consistency for families that have students attending schools outside their normal boundaries within the North Santiam School District.
- JFCG/JFCH/JFCI—Use of Tobacco, Alcohol or Drugs: Revision based on changes to the law with OSBA recommended language. Gary Rychard added additional changes based on current practices.
- JFC—Student Conduct and Discipline: Revisions based on changes to law with OSBA recommended language.
- JFG—Administrative Search of Students: Revision based on changes to law with OSBA recommended language.

RECOMMENDATION TO DELETE

- JHCCBA/EBBAB/GBEBAA-AR—Exposure Control Plan: OSBA recommended that this be removed from our policy book because it is a plan and not a policy.
- IKGA—Certificate of Initial Mastery (CIM) Proficiency Standards: The CIM program has been deleted from state requirements, however benchmark assessments will continue to be administered to comply with the NCLB Act.

INFORMATION ONLY

Enrollment:

On October 10, 2008 student enrollment was at 2435 and the basic FTE enrollment was at 2341. This was up 42 students from the September projected enrollment, which is based on rolling students up from the prior year.

Overnight and Day Field Trip Requests:

SHS

11/01/08-11/03/08	ASB	Leadership Conference/Seaside
11/02/08-11/03/08	FBLA	Leadership Conference/Eugene
01/22/09-01/26/09	Ski Club	Out of state in Whitefish, Montana
04/02/09-04/04/09	Forestry	Fire School/Camp Cascade

MOTION: David Kinney made a motion for the Board to approve the out of state annual trip to Whitefish, Montana by the Ski club from January 22-26, 2009. It was seconded by Tracy Stoutenburg and Dick Morley simultaneously and passed unanimously 7-0.

Gifts:

Patti Curfman Soccer Equipment (Value \$500) SHS

Upcoming Meetings:

Nov. 20, 2008	Regular Session	7:00 pm	SMS
Dec. 18, 2008	Special Session	6:00 pm	DO
Dec. 18, 2008	Regular/Ex. Session	7:00 pm	DO

Future Agenda Items:

Health Adoption Grade 6 to 8—January (MA)
Superintendent Evaluation Document Recommendations—December
Update on SB1036—Construction Excise Tax Approvals—November (DM)
TAG Services—December (MA)
Nursing in NSSD—November (DC)
Legislative Updates—Hot Items as needed

BOARD REPORTS

OSBA Regional Meeting: Tass Morrison

Tass attended the OSBA Regional Meeting held at the WESD on October 14th.
Highlights of her report are below;

- Legislative Updates-daily newspaper clips (OSBA) are available to all board members
- Hot Topics—can be received by Email
- Need to establish a good working relationship with local legislators
- Promote what we need as a district—speak to legislature as one board (Laura and Tass interested in advocating for district)

ADJOURN

The meeting adjourned at 8:25 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES
November 20, 2008**

The North Santiam School District's Board of Directors met in a Regular Session at 7:00 p.m. on November 20, 2008. An Executive Session was held under *ORS 192.660, (2), (h)—Legal Counsel*. Both sessions were held at Stayton Middle School located at 1021 Shaff Road in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, Tim McCollister, David Kinney, and Laura Wipper, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Mike Wagner and Tracy Stoutenburg were both absent.

ADDED AGENDA ITEMS

There were no added agenda items.

ADOPTION OF THE AGENDA

MOTION: Laura Wipper made a motion for the Board to adopt the agenda as presented for November 20, 2008. It was seconded by Dick Morley and passed unanimously 5-0.

PUBLIC PARTICIPATION

There was no public participation requested.

SPOTLIGHT

SMS Elective Class: Teacher, Jason Hohnbaum along with two of his students, Brian Kerr and Anna Smith, talked about a new elective class started to challenge the thinking skills of students at SMS. Nine (9) students qualified for the class based on test scores. The project the group talked about was an artifact box exchange. Each student had included 2-3 items in the box to identify the town and state where the box came from. It will be shipped off to another school where a similar class tries to guess where it came from. The students showed the Board several of the "clue" items they were sending. Members of Mr. Hohnbaum's class are looking forward to their next project, a team Jeopardy contest.

5.2 District Nursing Services:

Denise Cardinali, R.N. gave the Board an overview of what the District's nursing services encompass. Below are highlights of her presentation:

- According to a task force report—by 2019-2020 there should be 1 nurse for every 750 students or at least one per district; funding will be a significant challenge in some districts;
- NSSD is currently able to fund two part-time nurses which seem to be meeting the day to day needs of the students;
- Health issues impact a large number of students;
- There is a new emphasis to keep students in school as much as possible;
- The Health Pyramid has three zones: Green Zone, Yellow Zone, and Red Zone
- Teachers are helping to remind students to cover their cough and to remember to wash their hands throughout the day;
- Stayton Elementary School is piloting the *Flu-Mist—Nasal Vaccine* this year;
- Diabetes, asthma, and urinary catheterization are the biggest issues in the district at this time;
- Nurses continue to promote good health and eating habits and to support the Health Curriculum when needed;
- Nurses work with area doctors, dental vans, and the homeless/needy/migrant team;
- About 60 students in the district have a written health plan;
- NSSD has a great partnership with Stayton Memorial Hospital; they have donated supplies and their doctors have volunteered to help with health programs in the District.

COMMUNICATION

Board Report from the Superintendent: Dr. Jack Adams

A written report was included in the board packet from the Superintendent with additional reports from Management Team members attached. Dr. Adams notified the Board that he was planning on meeting with MT members, and the executive boards from each of the unions regarding the economic situation and options for the District. The meeting will be held on November 25th at 3:15 in the SHS Auditorium. This meeting will be posted so that all board members may attend and discuss the information.

Board Chairman, Tass Morrison, acknowledged the work done by staff and community members on the bond. She gave special thanks to Dr. Adams and the Management Team for their leadership.

Michael Ann reported on an opportunity for the district to become involved on a national level looking at the evidenced based model for PBS. Four states were asked to participate and four districts were chosen to represent the State of Oregon. Michael Ann along with Tass Morrison, Jack Adams, and Jeri Harbison will meet with Oregon Department of Education representative on December 11th to discuss exactly what their role will be.

Upcoming Community Events: www.staytonevents.com

A list of upcoming community events and school programs was given to the Board for their information.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve the consent agenda (including the approval of the minutes from the October 16, 2008—Regular Session; the approval of the adoptions and/or revisions to policies JHCD, JHCDA, BBFA, DLA, EEAC, EEA, GCDA/GDDA, GCL/GDL, GCQF, IIBGA, IKF/IKFC, JB, JEC, JFCG/JFCH/JFCL, JFC, and JFG as presented in the board packet; and the approval to delete policy IKGA). It was seconded by Dick Morley and passed unanimously 5-0.

NEW BUSINESS

REPORT/DISCUSSION

Norpac Contract for Land Use:

Norpac has presented the District with a “draft” contract to lease a portion of their land for \$10 a year for the next 10 years. This land is connected to property the District owns across the street from the high school. The District is required to fence the land to separate it from the existing Norpac parking and has permission to install portables on the land if they wish. This is truly a “gift” from Norpac and the District is very lucky to have the space for additional portable buildings to ease overcrowding at the high school. A copy of the draft contract was included in the board packet. The consensus of the Board was to move forward to obtain the lease. The Superintendent will be looking into the following questions:

- Will there need to be a zone change to the land?
- When will the fence need to be installed?
- Is there a need for an easement?
- Are there any requirements upon termination?
- Can we use the land for two portable buildings?
- Is it okay to install parking areas?

New Policy Adoptions/Revisions: Tass Morrison

The District has had several issues over the past year regarding gifts or donations from volunteer groups. Some donations have had liability issues or have not conformed to District standards for signage. We do not currently have a policy that addresses these issues. Mary will bring a policy for the board to consider regarding donations to the District that includes stipulations for permanent fixtures, signage, and those that may have liability issues, to the next board meeting.

Set Special Session Date—Bond Discussion:

The Board set up a Special Session to review the bond election results and talk about the next steps. The meeting will be held on Saturday, December 13th from 8:00-10:30 a.m. in the Santiam Room.

UNFINISHED BUSINESS

Construction Excise Tax Update: Doug Middlestetter

Sublimity and Stayton have approved the Construction Excise Tax for the District and signed contracts. The next meeting for the Lyons City Council will be on December 18th

at 6:00 p.m. Several board members volunteered to go to the meeting with Doug to help answer any questions they may have.

INFORMATION ONLY

Enrollment:

Student enrollment in the District as of 11/14/08 was at 2429, with FTE enrollment at 2333.5. This is 34.5 FTE higher than the projected amount for September based on the roll up of students from the previous June.

Overnight and Day Field Trip Requests:

The Board received a list of field trip requests, including one overnight-out of state trip to the Western Invitational Band Contest in Seattle Washington.

MOTION: Dick Morley made a motion for the Board to approve the out of state trip to attend the Western International Band Contest in Seattle Washington on November 21-24, 2008. It was seconded by Laura Wipper and passed unanimously 5-0.

Gifts:

The Board acknowledged the donations given to the District's Needy Children Fund from Stayton Telephone, Stayton High School ASB, Sublimity Schools ASB, and Mari-Linn School ASB (total of \$ 2,582).

Upcoming Meetings:

The Board received a list of upcoming meetings during the month of December.

District and MT Goal Alignment Worksheet:

A copy of the goal alignment worksheet was handed out at the board meeting.

Future Agenda Items:

Health Adoption Grade 6 to 8 Update
Superintendent Evaluation Document Recommendations
Review of Goals
TAG Services
Plans of Assistance
Board Appreciation Month
Spring Workshop & District Goals

BOARD REPORTS

OSBA Convention:

Board members received a plaque for their leadership at the OSBA Convention held in November. They commented on the different presentations that they went to, on the good food, and on the wonderful music presented by students.

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to Executive Session under *ORS 192.660, (2), (h)*—*Legal Counsel* at 8:33 p.m.

EXECUTIVE SESSION

UPDATE ON LEGAL BUSINESS

The Board was given an update on litigation.

REGULAR SESSION

ADJOURN

The Board returned to the Regular Session at 8:51 p.m. David Kinney made a motion to adjourn; it was seconded by Dick Morley and passed unanimously 5-0.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION**

**MINUTES
November 25, 2008
SHS Auditorium**

Superintendent, Dr. Jack Adams met with the North Santiam School District Management Team, the OSEA Executive Board, and the NSEA Executive Board on Tuesday, November 25, 2008 at 3:15 p.m. in the Stayton High School Auditorium located at 757 W. Locust Street in Stayton. NSSD board members were invited and a quorum of the Board attended.

SPECIAL SESSION

CALL TO ORDER

The meeting was called to order at 3:20 p.m. The Management Team, Executive Boards of OSEA and NSEA, Reporter—Denise Ruttan, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards were in attendance. A quorum of the NSSD Board Directors attended and included: Tim McCollister, Tass Morrison, Dick Morley, Laura Wipper, and David Kinney. Mike Wagner and Tracy Stoutenburg were unable to attend.

POWERPOINT—2008 ECONOMIC CRISIS

Dr. Jack Adams presented a PowerPoint presentation on the economic crisis and how it is and will continue to affect the North Santiam School District.

A copy of the entire presentation was handed out to all those in attendance. Highlights included three options presented to help balance the budget:

1. Option 1—Cut days
2. Option 2—Cut jobs
3. Option 3—Close a Community School

There was no question and answer period at the end of the meeting. OSEA and NSEA representatives will make an appointment to meet with Jack to discuss the options sometime next week, and the Management Team will meet at their regularly scheduled time and place on Wednesday, December 3rd.

ADJOURN

The meeting adjourned at 3:55 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION

MINUTES December 13, 2008

The North Santiam School District's Board of Directors met in a Special Session on December 13, 2008 from 8:00 a.m. to 10:30 a.m. at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Laura Wipper, Tass Morrison, David Kinney, Dick Morley, Tim McCollister, Mike Wagner; Superintendent—Dr. Jack Adams; and Secretary—Mary Richards. Tracy Stoutenburg was absent. Also in attendance were Gerry Aboud, Dennis Maurer, Nancy Hinderks, Randy Burbe, and Reporter: Denise Ruttan.

BOND REVIEW—NEXT STEPS

Superintendent Adams gave a PowerPoint presentation on what had been done on the bond campaign for the November 2008 election, what new things were included, what areas the PAC was strongly involved in and things to think about for future campaigns. His recommendation was to wait for a couple of years before the next bond election, get some good community relations built up and allow the economy to recover.

The election summary showed that the bond passed in the cities of Stayton and Sublimity, but failed in rural Stayton, rural Lyons, and in the city of Lyons. The official election results showed that the bond failed with 3383 'yes' votes and 3870 'no' votes. There were 461 "under votes" or people that voted in the election but didn't vote on the bond.

The following were comments made during the meeting:

- It might be a good idea to poll those "vested" in the educational system (people who work here and those who are served here) to see if they would vote 'yes' for the bond
- A kiosk or large sign placed in front of each building that says what will happen at that site might be beneficial (add wheels to it and it can be moved throughout the community during events)
- People look to bus drivers, janitors, and cooks as people who know what is going on in the buildings—these people need to be on board to support the bond
- People thinking about living in a community look at the schools first if they have children

- Focus on what is good for the community also (which was done with the Arts Building slated for the high school and multi-purpose areas slated in various schools)
- The community owns the school buildings; they must invest in their assets to preserve them
- Connect with people that don't have any kids in the system
- The economic impact of passing a bond includes building and renovation that will put people to work in the community, long term it will make people want to live in the community
- Stress taking pride in our schools and community
- Use better signs that can be used year to year
- Identify yes voters more clearly
- Use a survey to find out what it would take to vote yes
- Stress what the schools are lacking to prepare students for the work force (computer access, equalized spaces for girls and boys, libraries, etc.); not just the age of the buildings
- Is there a way to raise funds to build some of the areas using the North Santiam Schools Foundation?
- Can we run a school levy to raise money for cafeterias and build them one at a time?
- Community members, besides those on the Board or those who work in schools, need to present information to community groups and senior citizen groups—we need a larger and more active PAC
- Economy is an issue and seniors are on a fixed income
- We can always count on at least 20% of the people always saying no to a bond, no matter how much it is for; with the demographics of the NSSD it is closer to 30%
- What are the negative consequences if the bond doesn't pass—need to get that message out there
- In 1990, school busing and activities had to be cut before a levy would pass
- Let people know that the more we spend on fixing buildings, the less we can spend on student programs
- We need to look at themes—Perhaps that all students will spend 1/3 of their school years at the high school
- Tours were a good tool; people seemed to really be able to see what was needed when they looked at areas that get missed
- Cascade ran their bond 10 times before it passed
- The intermediate building was built due to overcrowding at SMS and SES; grade 5 was housed within the Cascade School District until a bond was passed and the intermediate building was built—it passed by very little even with the extreme need for space
- Ask for only what you really need...credibility is needed
- Make sure your information is correct
- Do people know that the PAC was paying for all the vote 'yes' information being sent out and not the district?
- When you go on school tours, you can see the needs...especially in the cafeterias and the libraries
- Surveys cost between \$10,000-\$20,000

- Surveys could target themes, use “what if” scenarios, talk about benefits, tell us why people voted ‘no’
- Survey could tell you why people voted ‘no’
- Connect with the community and elderly now, use ‘golden age’ passes for seniors, send out free tickets to games, plays, etc.
- Economy played a part in the failure of the bond; two school districts that passed bonds cannot sell them
- Prepare clear messages on needs, contact rural community members
- Superintendent’s met on Friday and overwhelmingly suggested no bond elections during the economic downturn
- To run a bond in May, District must file by March 19th
- To run a bond in November, District must file by Sept. 3rd
- Keep message of needs in front of community, be consistent with committee recommendations and messages, scale back priorities if needed
- Concentrate on public relations—educate the community on money spent to keep buildings running
- Possible strategy—put a bond on every ballot until it passes, keeping message before the voters
- Ask the city council to pass a resolution to support the passage of a school bond
- Need a subcommittee to come up with a plan of action, invite people to join the PAC and start to build it into a large support group now
- Discuss subcommittee at next board meeting and decide on meeting calendar

VERIFICATION OF RECEIPT OF ELECTION RESULTS

MOTION: David Kinney made a motion for the Board to verify the receipt of the abstract from the election and accept it as the official election results for the November 4, 2008 general election. It was seconded by Mike Wagner and passed unanimously 6-0.

OSBA OFFICERS AND RESOLUTIONS VOTE

The Board reviewed the qualification of those who were running for OSBA Board offices and reviewed the information posted on the OSBA website on the resolutions up for a vote.

MOTION: Dick Morley made a motion for the Board to cast a ballot for the slate of officers to include Beth Gerot as President-Elect, Scott Pillar at Vice President, and Bobbie Regan as Secretary/Treasurer. It was seconded by Laura and passed unanimously 6-0

MOTION: David Kinney made a motion for the Board to adopt Resolution #1 (to amend the OSBA Constitution, making housekeeping changes to reflect the OSBA governance model). It was seconded by Dick Morley and passed unanimously 6-0

MOTION: Mike Wagner made a motion for the Board to adopt Resolution #2, (establishing rules for OSBA access to the endowment principa). It was seconded by Laura Wipper and passed unanimously 6-0

MOTION: Dick Morley made a motion for the Board to adopt Resolution #3, (accepting recommended legislative policies and priorities to include: Funding, Accountability, and Capital Improvements). It was seconded by Laura Wipper and passed unanimously 6-0.

ADJOURN

The meeting was adjourned at approximately 10:00 a.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J

MINUTES December 18, 2008

The North Santiam School District's Board of Directors met in a Special Session at 6:30 p.m. on December 18, 2008. The Regular Session began at 7:07 p.m. Both sessions were held at the District Office in the Santiam Room, located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Chairman—Tass Morrison, Vice Chair—Dick Morley, Members—Tim McCollister, David Kinney, and Mike Wagner, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Board members absent were: Laura Wipper and Tracy Stoutenburg.

DISTRICT AND SUPERINTENDENT GOAL REVIEW

Dr. Adams reviewed his goals with the Board in a PowerPoint presentation and discussed the impact of the recession on school funding and the bond failures effect on needed updates to facilities. He added an additional goal to adjust the budget to cuts due to revenue loss at the state level, while keeping employees working and programs in tact through the end of the 2008-2009 school year.

SUPERINTENDENT EVALUATION FORM REVIEW

Appointment of Committee:

Board Chairman—Tass Morrison appointed Laura Wipper, Tim McCollister and herself to a committee to review the current Superintendent Evaluation form and come up with more user friendly wording for the document. The committee plans to meet with the Superintendent to get his feedback on any suggestions for revisions before it is presented to the Board for final approval.

ADJOURN

The Special Session adjourned at 7:04 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The Regular Session was called to order at 7:07 p.m. Those present included: Chairman—Tass Morrison, Vice Chair—Dick Morley, Members—Tim McCollister, David Kinney, and Mike Wagner, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Board members absent were: Laura Wipper and Tracy Stoutenburg.

Tass Morrison welcomed those in attendance and explained the public participation expectations during the meeting.

ADDED AGENDA ITEMS

A revised agenda was handled out to the Board that included an addition to the consent agenda item 11.1—December 13, 2008—Special Session Minutes, the revision to the title of item 15.1—Scaling-Up Committee Report and the addition of item 15.2—Bond Sub Committee Meeting Date.

ADOPTION OF THE AGENDA

MOTION: Mike Wagner made a motion for the Board to approve the revised agenda as presented. It was seconded by David Kinney and was passed unanimously (5-0).

PUBLIC PARTICIPATION

There was no public participation.

SPOTLIGHT

School Closures:

Dr. Adams reviewed the process used to decide when school would be closed due to inclement weather. Whenever the forecast is for inclement weather such as snow or freezing rain, Dr. Adams meets the Director of Transportation for First Student, Lin Tanamachi at 4:00 in the morning. They each take different routes and talk about the roads when they are finished driving. On Monday, December 15th there were areas that were very slick in the outlying areas of Lyons and Mehama, and with the weather forecasted to get worse during the day, school was closed. Jack continued to meet Lin everyday during the week, based on forecasted snow and ice. There were a few bus issues and processes that Dr. Adams will discuss with Lin Tanamachi after the winter break to insure that students will be transported home appropriately if weather gets bad during the school day.

COMMUNICATION

Board Report from the Superintendent, Dr. Jack Adams:

The November Board Report was sent out as part of the board packet. Progress towards goals presented last April was included as part of each Management Team member's report. Dr. Adams reported that both unions and the administrators, supervisory, and confidential employees overwhelmingly agreed to approve and/or support Option #1 of the plans presented at the Special Session held on November 25, 2008. This option will cut 4-6 contract days and save the District between \$240,000 and \$330,000 towards the mandated 2.4% cut to State School Funding (SSF) due to the recession and loss of revenue to the State. Dr. Adams made a point to let the Board know that additional money from the School Improvement Fund (SIF) had been cut by over \$50,000 during the past week and the grant may not be available at all next year. This grant brings in approximately \$550,000 each year to support student programs and professional development for staff. At this time, projections include an **additional** 2.4%-2.6% cut before the end of the year (-\$330,000), with a possible 7.5% cut projected for the 2009-2010 school year (-\$950,000). Hiring of open positions has been frozen unless mandated by the State and all expenditures between now and the end of the year must have the Superintendent's approval. Dr. Adams warned the Board that if there is a 7.5% cut in State School Funding for next year's budget that class sizes will be larger, days will have to be cut, and layoffs will be inevitable especially with the loss of the SIF grant (-\$550,000).

Upcoming Community Events:

A list of upcoming community events was listed in the board packet. December 22nd was added as the Holiday Open House to be held at Santiam Memorial Hospital at 7:00 p.m.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve consent agenda item 11.1 and 11.2 (including the minutes from the November 20, 2008—Regular Session, the November 25, 2008—Special Session and the December 13, 2008—Special Session; and the approval of the retirement of Scott Vaslev). It was seconded by Dick Morley and passed unanimously (5-0).

NEW BUSINESS

Surplus: John Kendall

A list of items requested to be designated as surplus from Stayton Elementary School was included in the board packet. Library items listed are either outdated or no longer needed due to the implementation of the new automated library system across the District.

MOTION: David Kinney made a motion for the Board to approve the items delineated in the board packet as surplus. It was seconded by Dick Morley and passed unanimously (5-0).

Budget—Approval of Letters of Agreement:

Confidential/supervisory, classified, licensed, and administrative groups are all on board to allow for the implementation of Option #1 as previously discussed. Letters of Agreement and Statements of Support were prepared and presented to the Board for approval. The Board expressed their appreciation for the staff's contribution to help offset cuts by the State to State School Funding during these tough economic times.

MOTION: David Kinney made a motion for the Board to approve the Letter of Agreement from OSEA (classified union) and NSEA (licensed union) and accept the Statement of Support from the confidential/supervisory and administrative employee groups, to reduce the number of paid contract days to save money and jobs during the remainder of the 2008-09 school year. It was seconded by Mike Wagner and passed unanimously (5-0).

Controlled Disbursement System:

Doug Middlestetter has been gathering information to implement a better way to pay bills. He has been working with Commerce Bank of Kansas City, MO. to set up an electronic billing and payment system that is not only more efficient and secure, but has a cash refund feature that could net an annual "rebate" of around \$10,000 annually as described in the

Business Department's board report for December. Sixty percent (60%) of our current vendors qualify, however there are vendor fees attached to the use of the system. **The Board asked that additional information be brought back to a future session that showed what type of information vendors would received about the new process, how it would benefit our vendors as well as the District, and an assurance that those vendors who choose not to use the system would have that option.**

REPORT/DISCUSSION

Policy KH & AR—Public Gifts to the District: Jack Adams

A sample policy from the Greater Albany School District was used to draft a policy for NSSD which addresses gifts that are permanent structures placed on NSSD property or those gifts that may have a potential liability issue. Superintendent and Board notification will be a part of the administrative rule with a form to be used for approval.

The Board reviewed the policy and form and gave input towards revisions. **The revised policy will be brought back to the Board for additional discussion during the January Regular Session.**

UNFINISHED BUSINESS

Update on Construction Excise Tax—Lyons:

The Lyons City Council meeting's agenda was shortened due to unforeseeable circumstances and the Construction Excise Tax was tabled until January. **Doug Middlestetter will give the Board an updated report after that meeting in either January or February. Several board members have volunteered to attend the meeting with Doug.**

INFORMATION ONLY

Enrollment:

The student count as of 12/12/08 was 2403 and the FTE Enrollment was at 2308. This figure includes a large drop in the total number of high school and off campus students due to clerical and program errors in enrollment. The District is still over the September projection by nine (9) students.

Day Field Trip Requests:

A list of day field trip requests was given to the Board as part of the Agenda Explanation in the board packet.

Gifts:

The Board recognized the gift from Julie Nadeau of book bags (value: \$68) to Stayton Elementary School. A thank you letter will be sent out from the Board and Superintendent.

District and MT Goal Alignment Worksheet:

A copy of the District and Management Team Goal Alignment worksheet was updated and included in the board packet.

BOARD REPORTS

Scaling-Up Committee Report:

Michael Ann McIlvenny, Jeri Harbison, and Tass Morrison attended the "Scaling-Up" committee meeting that was held on December 11th. Four school districts in Oregon were chosen to have representation on this committee, which will discuss successful implementation of Positive Behavior Support (PBS) systems and Response to Intervention

(RTI) throughout Oregon. It is an honor for the District to be chosen to represent Oregon School Districts and have a voice in changes to education on a national level. Dr. Adams noted that since the PBS system and RIT processes have been put into place, discipline referrals are down by 60% across the District.

Bond Sub Committee Meeting Date:

January 6, 2009 was selected as a meeting date for the Bond Sub-Committee. The meeting will be posted as a Special Session so that more than three board members may attend and will be held at 6:30 a.m. at the Covered Bridge Café.

Upcoming Meetings:

January 6, 2008	Bond Sub-Committee	6:30 a.m.	Covered Bridge Café
January 15, 2008	Regular Session	7:00 p.m.	Stayton Elementary School

Future Agenda Items for January:

Budget Update—Monthly (JA and DM)
Policy Adoptions/Revisions (Transfers and Gifts to District)—(MR)
Health Adoption Grade 6 to 8 Update—January (MAM)
Superintendent Evaluation Document Recommendations—January (Committee)
TAG Services—January (MAM)
Plans of Assistance Report—January (JA & TB)
Board Appreciation Month—January (MR)
Norpac Lease Agreement Update—January (JA)

ADJOURN

The meeting was adjourned at 8:25 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
January 15, 2009**

The North Santiam School District's Board of Directors met in Regular Session at 7:00 pm on January 15, 2009 in the Stayton Elementary School library located at 875 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Dick Morley, Tim McCollister, Tass Morrison, and Laura Wipper, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Mike Wagner arrived at 7:05 p.m. Tracy Stoutenburg and David Kinney were absent.

ADDED AGENDA ITEMS

- 5.3 Spotlight—Donald Blades—Wilber Ellis Grant (\$5000)
- 10.2A Overnight Field Trip—State Cheerleading Competitions
- 11.4 Bonds and Ballots Registration

ADOPTION OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to adopt the agenda as presented with added agenda items (5.3 Wilber Ellis Grant; 10.2A Overnight field trips; and 11.4 Bonds and Ballots Registration). It was seconded by Laura Wipper and passed unanimously 4-0.

Mike Wagner arrived at 7:05 p.m.

PUBLIC PARTICIPATION

There was no request for public participation.

SPOTLIGHT

Stayton Elementary School: David Bolin

David Bolin, Principal of SES, gave a presentation on the school's literacy program. A copy of the PowerPoint will be included in the board packet information notebook under January 15, 2009. Highlights are below:

- Three tier model includes Benchmark, Strategic, and Intensive
- Students move around as they get better at reading
- Scheduling is important for strategic groups and ELL students; there are not to be interruptions to instruction in reading and math

- Consistent assessment and monitoring of students
- 22% getting strategic intervention—with multiple level movement
- School evidence sometimes shows that students using the very intense curriculum actually do not need SpEd services, but just a “kick start” to get them going
- DIBELS (Dynamic Indicators of Basic Early Literacy Skills) reports—show where they start, where they should be and their progress to see when they need to be put back into the classroom setting; this allows the students to move as needed
- Data sheets can show summary of effectiveness of program in school
- Graphs shows areas of weaknesses and strengths in classroom
- Key to schedule is the Master Schedule changes for 2008-09
- Literacy program is the same at all elementary schools in the District
- Progress monitoring of regular classroom students is done three times a year
- Progress monitoring of intensive students is done once a month by specialists
- Progress monitoring of bilingual students is done every two weeks by specialists

School Board Appreciation Month: Jack Adams

The Superintendent, Dr. Jack Adams, took a few minutes to thank board members for the time and effort they put into creating a vision for what students should know and be able to do; for helping to establish clear standards for student performance; for supporting student achievement; for supporting the philosophy that all students can learn; for working collaboratively with the Management Team and Superintendent; and for supporting the need to prepare students for work, continued education, and citizenship. Dr. Adams noted the board protocol and the leadership award the Board received in November from the OSBA; the Board’s support of the Spring Workshop; and their support in the current economic crisis. He recognized the dedication and hard work of board members and their continued support for educating today’s students for tomorrow’s world. The Board received many thank you notes, cards and candy from students and teachers thanking them for their support of all schools within the North Santiam School District.

Wilber Ellis Company \$5000 FFA Grant:

Former board member, Donald Blades, attended the meeting to present a check for \$5000 from the Wilber Ellis Company to help jumpstart the return of an FFA program to the District. The plan is to leverage the money received for additional grant opportunities from other sources to expand the program over time. The Willamette Valley has very diversified crops with many employment opportunities for those interested in agriculture. Highly qualified teachers for a program will be hard to find, but contacts are already being made with the University of Oregon for assistance. The District may use the money to help start an FFA Club to see how much student interest there is. This grant can be applied for every year. Jodi Hack will continue to work on this with the high school.

COMMUNICATION

Board Report from the Superintendent: Jack Adams

A copy of the January Board Report with Management Team information and attached reports on activities and goals was included in the board packet. Additional information from Jodi Hack was passed out at the meeting.

School Funding Update:

The Superintendent expects a modified forecast on the state budget and how it will affect state school funding in the next couple of weeks. At the time of the meeting, no official additional cuts have been made to education. Forecast is for an additional 2.6% cut in funding (for a total of 5%) with possible additional cuts to SIF grant money.

Upcoming Community Events:

A list of upcoming events was given to the Board for review. Additional information on community events can be found at www.staytonevents.com. The Board would like to see the District represented at the Santiam Market Place held in March.

CONSENT AGENDA

MOTION: Dick Morley made a motion for the Board to approve Consent Agenda items 7.1 and 7.2 (including the approval of the minutes from the December 18, 2008—Regular Session and the minutes from the January 6, 2009—Bond Sub-Committee; the approval of the retirements of Gail Grill and Stephen Zimmerman; and the approval of the leave of absence for Nicole Duncan). It was seconded by Laura Wipper and passed unanimously 5-0.

NEW BUSINESS

2009-10 Budget Calendar Approval: Jack Adams Pg 9-10

The budget calendar was submitted for approval by Doug Middlestetter as part of the board packet. It is based on last year’s calendar with no significant changes. Approval is needed so that budget committee members can be notified. There is also a need to replace at least one budget committee member this year.

MOTION: Dick Morley made a motion for the Board to approve the calendar for the 2009-2010 Budget, as presented. It was seconded by Laura Wipper and passed unanimously 5-0.

WESD Local Service Plan—Resolution #011509:

The Board adopted the WESD Local Service Plan based on information given by Dr. Jack Adams and Michael Ann McIlvenny. The services that the District receives were highlighted on the information presented in the board packet. These services are provided through resolution dollars, or the ESD’s tax base, and are of no additional cost to the District.

MOTION: Laura Wipper made a motion for the Board to adopt the 2009-2011 WESD Local Service Plan (through Resolution #011509). It was seconded by Mike Wagner and passed unanimously 5-0.

REPORT/DISCUSSION

Policy Revision JEC-AR—Intra District Transfers:

This administrative rule to policy JEC was revised based on the need for consistency in the educational setting for students as well as for parents. Administrators reviewed the changes and agreed that once a family begins school, they should have a right to stay at that school until they withdraw, as long as they remain in the District.

Building principals will now first approve or deny transfers for students between schools within the district boundaries. Appeals will go to the Superintendent (or designee) if the denial is based on anything other than class size. With no additional changes, the revisions to the administrative rule of policy JEC—Intra District Transfers is now active.

Division 22 Report:

Each year the District must report to the Oregon Department of Education an assurance that Division 22 rules are being followed. Michael Ann McIlvenny went over the Division 22's with principals earlier in the month and with the Board during the meeting. The District continues to work on drug and alcohol programs, sex education, and reviewing new pieces of the law that affect education. Required policies changes have been completed and instructional hours are within guidelines, even with the four-day cut. The discrepancies between a.m. and p.m. Kindergarten instructional hours need to be addressed so that K students are getting equal instructional hours. Bus runs play a part in the puzzle as well as lunch time for p.m. students.

Annual Report:

A draft of the 2007-2008 Annual Report, put together by Mary Richards and Jodi Hack was passed out at the board meeting and will be added to the board packet notebook. The District plans to have it printed and sent out in the February edition of "Our Town" newspaper in place of the February NSSD Newsletter. This will save the District money in printing and mailing costs. Jodi Hack's ability to work on the graphic design portion of the report saved the District an additional \$500.

UNFINISHED BUSINESS

Update on Construction Excise Tax:

Marion County signed the Construction Excise Tax Agreement on December 31, 2008 and will begin collecting taxes on permits filed on or after January 14, 2009. A second presentation is planned at the next Lyons City Council meeting to be held on January 22, 2009. Mike Wagner, David Kinney, and Doug Middlestetter plan to attend.

Policy Adoption KH & AR—Public Gifts to the District:

The policy presented at the last meeting originally came from Greater Albany Public School District. Revisions were made based on the discussion at the meeting. The principals will review the current language, specifically in section two (2) and bring it back to the Board for additional review in February.

NORPAC Lease Agreement:

The District received a final draft of the NORPAC Lease Agreement. Board members will review the new language and bring it back to the Board for final approval in February.

INFORMATION ONLY

Enrollment:

The basic FTE enrollment was at 2308 and the student count was at 2401 as of 01/10/09. The basic FTE is the same as in December.

Field Trip Requests:

A list of field trips was included in the board packet with additional overnight trip requests for Dance Team competitions added.

Gifts:

The following were sent thank you letters from the Board for their gifts/donations: Loyd Ferry Farms, Keeping the Beat, Wilco Farms, Charlotte Klampe, and the Neitling Family.

Upcoming Meetings:

The next Regular Session is scheduled for the February 19, 2009 at 7:00 p.m. at the District Office

District and MT Goal Alignment Worksheet:

A copy of the District and MT Goal Alignment Worksheet was included in the board packet. Members of the Management Team continue to work towards their goals for the year. Preparations will begin soon for the Spring

Future Agenda Items:

A list of future agenda items was included in the board packet.

BOARD REPORTS

Bond Sub-Committee—Report:

A copy of the minutes from the meeting was included in the board packet. The Sub-Committee members and members of the Board in attendance included: Mike Wagner, Laura Wipper, Dick Morley, and Tass Morrison plus Mary Richards, Jodi Hack, and Gary Rychard. The recommendations listed as part of the minutes included: (1) No bond election in May; (2) look at marketing and polling to help decide if an election survey would be helpful in decisions around the scope of the bond for the future; and (3) meet as a sub-committee to (a) review polling, (b) submit possible draft questions for a survey and (c) make final recommendations to the Board.

Board Elections Information:

The District received notification that three board member positions were up for election in May. They include Position #1—Sublimity, currently held by **Tass Morrison**; Position #3—Stayton Rural, currently held by **Laura Wipper**, and Position #7—At Large, currently held by **David Kinney**. The filing period for these positions is from February 7th through March 19th. Dave, Tass, and Laura were given

the proper paperwork to file for re-election. Additional copies are available at the District Office.

Committee Meeting Dates:

Two meeting dates were set up; one for the Bond Sub-Committee and one for the Supt. Evaluation Form Committee. The Bond Sub-Committee will meet based on the availability of the conference room at the Covered Bridge Café, but hopefully January 29th.

Bond Sub-Committee	TBA	6:30 a.m.	Covered Bridge Café
Supt. Form Committee	February 2, 2009	5:00 p.m.	Santiam Room/DO

Bonds and Ballots Workshop:

Tass Morrison plans to go to the Bonds and Ballots Workshop on Jan. 22nd and 23rd and wondered if anyone else was interested in attending. Jack may attend one day and possibly have Jodi attend as well.

ADJOURN

The meeting was adjourned at 9:15 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES
February 19, 2009**

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. with an Executive Session under ORS 192.660 (2d)—Labor Negotiator Consultations. Both sessions were held on February 19, 2009 at the District Office located at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Present: Those present included Board Members—Tass Morrision, Dick Morley, Laura Wipper, David Kinney, Tim McCollister, Tracy Stoutenburg, and Mike Wagner, Superintendent—Dr. Jack Adams, Associate Superintendent—Michael Ann McIlvenny, Business Manager—Doug Middlestetter, and Board Secretary—Mary Richards.

ADDED AGENDA ITEMS

None

ADOPTION OF THE AGENDA

MOTION: David Kinney made a motion for the Board to adopt the agenda as presented. It was seconded by Mike Wagner and passed unanimously 7-0.

PUBLIC PARTICIPATION

None

SPOTLIGHT

IPOD Presentation:

Keith Butler and John Kendall engaged the Board in an iPod presentation and demonstrated how easily this technology could be implemented into the classroom. Members of the Board and audience had hands on experience learning how to navigate through this new hand held technology. The iPods were purchased with grant dollars to enhance reading, media, and teacher presentations and lessons.

COMMUNICATION

Board Report from the Superintendent:

The Board received the February Board Report from Dr. Jack Adams. Individual reports from Management Team members and the goal alignment worksheet were attached.

School Funding Update:

The Superintendent gave the Board an update on State School Funding adjustments. The February forecast with specific information was scheduled to be out the following day on February 20th. Information will be presented to the employees on March 5th and 6th. A copy of the PowerPoint was handed out to board members and is included in the board packet notebook.

Upcoming Community Events:

A list of upcoming community events was included as part of the Agenda Explanation. The District will have a technology booth at the Santiam Market Place to be held on March 7th. Communications Specialist, Jodi Hack, mentioned in her report to the Board that she would also have a booth aimed at SHS Alumni.

City Council/NSSD Liaisons:

Steve Frank from Stayton and Ryan Cauffman from Sublimity have been assigned by their City Councils as liaisons to the North Santiam School Board. Steve and Ryan will have a place on the agenda, under communications, each month to share information between the City and the School District. Their role is designed to enhance communication between the two governing bodies and promote interest in shared community involvement.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board approve Consent Agenda items 7.1 and 7.2 (including the minutes from the January 15, 2009—Regular Session; the acceptance of the retirements of Kristi LaFollett; and the acceptance of the resignation of Desiree Satterfield). It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

Approval of Designation of New/Separate School—SIS:

Moving the fourth grade into the middle school has caused some Title I and AYP issues. It has been suggested that SIS be officially designated as a separate school, with separate test data and separate Title I funding. MichaelAnn McIlvenny has looked into this and there are no cost factors involved. Dr. Adams recommended that the Board approve of the designation of Stayton Intermediate as a separate school instead of a “school within a school” as it is currently thought of and tracked. Requests must be received by ODE by May 22, 2009.

MOTION: David Kinney made a motion for the Board to approve an official request for the separation of Stayton Intermediate and Stayton Middle School, allowing ODE to designate SIS as a new and separate school with its own ID number. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

REPORT/DISCUSSION

March 5th Work Session Agenda: Tass Morrison

A Special Session was scheduled on the Board Calendar for March 5th to renew contracts and prepare for the Spring Workshop. It will be held at the District Office at 6:00 p.m. Added agenda items include: the review of board and district goals and the appointment of a committee to work on the PowerPoint presentation for the Spring Workshop to be held on Friday, April 10th and Saturday, April 11th. It was noted that the current goals are listed in the alignment worksheet at the end of the Superintendent's February Board Report. Tass Morrison asked Jack if he could appoint a facilitator to help with the board/district goal review.

2007-08 Audit Review:

Doug Middlestetter and Kevin Geinger went over the audit document that was passed out to board members at the last meeting in January. Kevin was in charge of the audit through Bolt Carlisle & Smith, which was scheduled for September 8, 2008. There were no difficulties or discrepancies. The independent auditors report stated that it was a "clean audit". The audit showed an increase in assets for the year with line by line budget analysis in four areas. Auditors looked at schedules, notes and support documents, the cash position of the district, long term debt, bond refinance, and fund comparisons. The ending fund balance was smaller than expected due to the boiler replacement at the high school. The audit for attendance, food service and federal programs went well. On page 60 of the audit document is a summary of financial disclosure.

Draft 2009-10 School Calendar: Pg 12, 19-20

During 2007-08, the District put together a school calendar for 2009-10 with input from both unions. It is in the board packet for your review along with draft calendars for 2010-11 and 2011-12. These last two calendars will stay in draft form until additional input has been received from principals and unions. The 2009-10 Calendar will be brought back for final board approval in March or April.

UNFINISHED BUSINESS

Policy Adoption KH & AR—Public Gifts to the District:

A copy of the working policy KH & AR was included in the board packet. New revisions discussed at the last meeting have been underlined. Principals had a chance to review the policy and make recommendations in early February. Slight changes were made to the policy in second paragraph. No changes were made to the Administrative Rule (AR). The policy will be brought back for a final review in March.

NORPAC Lease Approval:

A copy of the NORPAC Lease Agreement was passed out at the last board meeting for review. Dr. Adams recommended that the Board approve the lease. At this point the property will be used as parking facilities and for the placement of temporary modular buildings as needed for high school programs. The Lease will cost the District \$10 per year plus the cost of property taxes on that particular section of land. A fence will have to be put up at the District's expense if portables are installed. This land is in low density residential zoning.

MOTION: Dick Morley made a motion for the Board to accept the NORPAC Lease Agreement as presented, at a cost of \$10 per year plus property taxes. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.

INFORMATION ONLY

Enrollment:

A revised form on enrollment is now being used to show not only the ADMr (Average Daily Membership) enrollment, but also the ADMw (Weighted Membership) enrollment for the District. The current basic ADMr enrollment is at 2301.5 with the ADMw at 2728. The actual student count is at 2394, down 6.5 students from January.

Field Trip Requests:

A list of day field trip requests was included in the board packet.

Gifts:

The Board acknowledged the following gifts and/or donations given to the District:

Linda Chase	Laser Printer	SHS
Nancy Emery	Computer System	SHS
Rose Fuller Family	\$100	SHS Class of 1954

Upcoming Meetings with Corrections:

March 5, 2009	Special Session	District Office	6:00 pm
March 19, 2009	Regular Session	Sublimity School	7:00 pm
April 10, 2009	Spring Workshop-Day 1	District Office	4:00 pm
April 11, 2009	Spring Workshop-Day 2	District Office	8:00 am

Future Agenda Items:

A copy of future agenda items is included in the board packet. Tass Morrison asked that an Adopt a School report with changes to assignments be added to the list.

BOARD REPORTS

Bond Sub-Committee—Report:

Dick Morley gave a report to the Board on the discussion at the last Bond Sub-Committee meeting. Tass Morrison, Dick Morley, Laura Wipper, Mary Richards, and Jodi Hack attended the meeting on February 4th and a copy of the meeting notes was included in the board packet. Highlights of the discussion included:

- Bonds and ballots workshop information given by Tass Morrison
- Agreement that it will be a while before the next bond election; exactly when will be driven by economy
- Due to uncertainty of next election—focus should be on communications, marketing the district, and preparing a strategic communications plan with help from Jodi Hack as the Communications Specialist for the District

- When it is time to set a date for another bond election, the committee recommended the use of marketing surveys to help guide bond decisions

Supt. Evaluation Form Committee—Report:

Laura Wipper gave a report to the Board on the progress on the revisions to the Superintendent Evaluation Form. Tass Morrison, Laura Wipper, and Tim McCollister met twice to review of the evaluation form. A copy of the meeting notes from February 16th was included in the board packet. Mary will email a copy of the revised document to all board members for review.

EXECUTIVE SESSION

ADJOURN TO EXECUTIVE SESSION

Under ORS 192.660 (2d)—Labor Negotiator Consultations

The Board discussed the upcoming bargaining with the classified union.

RETURN TO REGULAR SESSION AND ADJOURN

The Board returned to the Regular Session 10:08 pm and at 10:10 pm adjourned.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION**

**MINUTES
March 5, 2009**

The North Santiam School District's Board of Directors met in a Special Session on March 5, 2009 at the District Office located at 1155 North Third Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Tass Morrison, Tim McCollister, Dick Morley, David Kinney, Laura Wipper, Mike Wagner, and Superintendent—Dr. Jack Adams, Secretary—Mary Richards, Associate Superintendent—Michael Ann McIlvenny, and Human Resource Director—Teri Butler. Tracy Stoutenburg was absent.

APPROVAL OF CONTRACTS

Each year before March 15th the Board must approve the extension/non-extension of permanent contracted licensed staff and approve the renewal/non-renewal of 1-2-3 year probationary staff. A list of licensed employees and administrators was given to the Board for review.

MOTION: Dick Morley made a motion for the Board to extend and renew probationary and non-probationary licensed staff contracts for the time and people specified and presented. It was seconded by Tim McCollister and passed unanimously 6-0.

GOAL REVIEW

The Board reviewed its current goals for 2007-09 and brainstormed ideas with the help of facilitator, Michael Ann McIlvenny. Below are the highlight of their discussion and brainstorming; ending with their final recommendations for the draft goals for 2009-12.

Discussion:

- Goals need to provide support, direction, and leadership
- Goals establish the work of the District and the Board
- Share ideas through brainstorming first
- Celebrate the work done so far

Brainstorming:

- Maintain or improve programs to meet the needs of all students
- Provide the best environment and tools to support student learning
- Achieve more with less

- Hire, retain, and develop a staff with vision and direction
- Maintain the employment of as many people as possible
- In all decisions, do what is best for kids
- Develop and maintain strong internal and external communication
- Develop community support for education
- Be honest and communicate needs of the District, foster transparency
- Communicate good and bad news
- Get the community into our schools, not just our newest school (SIS)
- Be a unified district
- Provide the best facilities for kids
- Provide safe, clean, cost effective facilities that are conducive to student learning
- Be frugal with district resources
- Students will meet or exceed the standards on district and state assessments, demonstrate proficiency in technology, and demonstrate the characteristics of good citizenship
- Students will be engaged in learning
- Change kids lives
- Enhance student learning to change kids lives
- Listen to the community, have two way communication
- Promote higher educational goals within the community
- Engage the community
- Look beyond/outside of the box for innovative solutions—be revolutionary
- Provide community school programs for adult education
- Keep people working and programs intact
- Celebrate successes

Draft Goal Sheet

VISION
NORTH SANTIAM SCHOOLS... We CHANGE KIDS LIVES!

MISSION STATEMENT
PREPARING ALL STUDENTS FOR CONTINUING EDUCATION, WORK, AND CITIZENSHIP

GUIDING PRINCIPLE
DO WHAT IS BEST FOR KIDS

DISTRICT GOALS

1. BE A UNIFIED DISTRICT
2. DELIVER INNOVATIVE EDUCATIONAL PROGRAMS

3. INVOLVE COMMUNITY MEMBERS IN OUR SCHOOLS
4. PROVIDE THE BEST FACILITIES

BOARD GOALS

1. **COMMIT TO DOING WHAT IS BEST FOR KIDS; MAKING ANY REDUCTIONS IN STAFFING IN A WAY THAT IS FAIR AND EQUITABLE TO ALL EMPLOYEES; AND MAKING AN EFFORT TO KEEP AS MANY PEOPLE EMPLOYED AS POSSIBLE WHILE MAINTAINING PROGRAMS**
2. **CELEBRATE THE SUCCESSES OF THE DISTRICT & COMMUNITY**

SPRING WORKSHOP PREPARATIONS

Tass, Laura, and Tim volunteered to prepare a draft of the Spring Workshop PowerPoint and bring it back to the Board for review before April 10th.

ADJOURN

The meeting adjourned at 8:00 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
March 19, 2009**

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. on March 19, 2009 at Sublimity Elementary School located at 431 Main Street in Sublimity.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Present: Those present included board members—Dick Morley, Tass Morrison, Tim McCollister, Laura Wipper, and David Kinney, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Business Manager—Doug Middlestetter, Associate Superintendent—Michael Ann McIlvenny, Principals—Charlotte Klampe and Andrew Gardner, HR Director—Teri Butler, Technology Director—Keith Butler, and Facilities Director—Ron Osborne. Board members—Tracy Stoutenburg and Mike Wagner were absent.

ADDED AGENDA ITEMS

(8.2a) Approval of Waivers of Agreement for OSEA and NSEA and (8.2b) Letter of Agreement for OSEA: Article 8—Layoff and Recall were added to the agenda.

ADOPTION OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to adopt the agenda with added agenda items 8.2a and 8.2b as discussed. It was seconded by Tim McCollister and passed unanimously 4-0.

PUBLIC PARTICIPATION

There was no request for public participation.

David Kinney arrived at 7:15 p.m.

SPOTLIGHT

Sublimity Schools—OSAT Goals: Missy Riesterer presented the OSAT goals for Sublimity School and discussed some of the incentives they plan to use. They are trying to build excitement around testing and have started providing class incentives. After the first round of testing, differentiated instruction was needed to meet the needs of all students. Missy met with all the teachers to help set goals for individual students. Students were asked for their input and parents were on board to help as well. Missy presented a handout that showed class goals as well as school wide goals for reading and

math. They have a goal of 92% of students meeting or exceeding in both math and reading set school wide. Teachers are learning to use data from testing as a tool and working on how learning styles play a part in how they teach. David Kinney mentioned that schools need to share this type of success with the community and Michael Ann McIlvenny noted that all schools are using the same type of system to evaluate data and make changes to instruction for student success. Keith will work with Missy and the Public Access Channel to get this presentation on tape so more people in the community can see what schools are doing.

COMMUNICATION

Board Report from the Superintendent: Jack Adams

The March Board Report was included in the board packet. Management Team Reports were attached, as well as the Goal Alignment Worksheet. Ron has been working with the Energy Conservation Program which has saved the District over \$500,000 during the past seven years. Ron noted that Tom Hogstad has been a big part of this effort and deserves much of the praise. The Board also really liked the document that Keith put together using “Google Docs” which allowed for collaboration on his report regarding the recent technology convention that he and members of the Tech Cadre attended in February, using grant dollars.

School Funding Update: Jack Adams

The Superintendent gave the Board an update on State School Funding. All employee groups have agreed to a salary and benefit freeze for 2009-10. The non-union represented group, which includes the confidential employees and all administrators, directors, and supervisors also agreed to a five (5) day cut in their contracted pay for 2009-10. The District could still be in deep water, even with the pay freezes if revenue to the State continues to drop. Oregon exceeded 12% unemployment as of the date of the meeting.

The Board might want to delay the budget committee meetings until the end of May so that the May forecast is available and we have a better idea of how much money will be available for school during 2009-10. Many school districts continue to lay off staff and cut school days. Over 80 school districts will have less than a 2-3% cash reserve for next year. Superintendents will be talking with the State about the requirements for graduation, unfunded mandates, co-curricular activities, etc. Oregon is among some of the worst states hit by the recession. The stimulus package will help, but most of it is earmarked for title programs, special education, and ELL.

Upcoming Community Events:

A list of community events found on the Stayton Events website located at www.staytonevents.com was included as part of the agenda explanation.

City Council Liaisons:

Steve Frank from the Stayton City Council and Brian Kauffman from the Sublimity City Council were in attendance. There is hope that federal stimulus dollars can be used jointly by the North Santiam School District Communities and Schools. Tass Morrison noted that she has contacted Lyons City Council and asked for a liaison representative to the District.

Site Council Building Principal Reports:

Building principals reviewed the 21st Century School's policy revisions and gave the Board a report on how they are complying with the current guidelines set up for Site Councils. Paula Vawter will give a report at a later date, since she was out of town this week.

Processes are being met with policies and guidelines. Several schools are making adjustments due to different levels of parental involvement. School Site Councils are looking towards data for their decision making. The BLIP (Building Level Improvement Plan) includes student achievement, test scores, school climate, and school surveys. The School Site Council works with school administrators to help revise the plan yearly and set goals for the school.

The District level plan (CIP—Continuous Improvement Plan) is put together using the BLIP from each school. This drives the plans for staff development each year as well. Dr. Adams noted that administrators are doing a decent job working with their Site Councils and following the processes set up in policy, but some could do a better job.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 7.1-7.3 (including the approval of the minutes from the February 19, 2009—Regular Session and the March 5, 2009—Special Session; the adoption of policy KH—Public Gifts to the District; and the acceptance of the resignation of Ron Wickett). It was seconded by Dick Morley and passed unanimously 5-0.

NEW BUSINESS

District/Board Goals and Spring Workshop: The Board met in a Special Session on March 5th and reviewed the goals for the District and the Board. Revisions were made and a draft is included in the board packet. It was recommended that the goals be adopted for 3-5 years with a yearly review.

The Board Chairman, Tass Morrison, set up a committee that included herself, Laura Wipper, and Tim McCollister to review the goals more closely and put together a draft PowerPoint for the Spring Workshop. The Board will meet in a Special Session to adopt the goals and review the presentation sometime before April 10th.

OSBA Legislative Policy Committee Nomination: Tass Morrison brought forward information that Laura Wipper was interested in being nominated for the OSBA Legislative Policy Committee. The Board officially nominated Laura and Tass passed on the nomination form and all the information to Laura so she could file for the position.

MOTION: David Kinney made a motion for the Board to nominate Laura Wipper for the OSBA Legislative Policy Committee. It was seconded by Dick Morley and passed unanimously 5-0.

Approval of Waivers of Agreement for OSEA and NSEA: Both the classified and licensed unions have approved the Waivers of Agreement regarding the freeze to salary roll up costs for 2009-10. The classified employees approved the waiver with a 95% vote and the licensed approved the waiver with an 84% vote.

MOTION: David Kinney made a motion for the Board to approve the Waiver of Agreement between the North Santiam School District and OSEA and the Waiver of Agreement between the North Santiam School District and NSEA regarding the freeze to wage and salary increases (including steps and stipends) for 2009-10. It was seconded by Dick Morley and passed unanimously 5-0.

MOTION: David Kinney made a motion for the District to produce a letter from the Board and Superintendent expressing their sincere thanks for working as a team to save jobs and programs for 2009-10. It was seconded by Dick Morley and passed unanimously 5-0.

Letter of Agreement for OSEA: Article 8—Layoff and Recall: The classified union brought forward changes that are good for both the NSSD and the union in clarification on layoff and recall procedures. These changes could be implemented into the new contract, but will be in effect as part of the 2006-09 bargaining agreement.

MOTION: David Kinney made a motion for the Board to approve the Letter of Agreement between the North Santiam School District and the Oregon School Employees Association (OSEA) regarding the changes to Article 8—Layoff and Recall (in the 2006-09 bargaining agreement). It was seconded by Dick Morley and passed unanimously 5-0.

REPORT/DISCUSSION

Policy Revision: IFCA & AR–21st Century Schools Councils

A copy of revisions to IFCA & AR recommended by OSBA was included in the board packet. The changes have been reviewed by all principals with a chance for input. This policy revision will be brought back for final review and approval in April.

Superintendent Evaluation Revision/Special Session: A copy of the revised Superintendent Evaluation Form was included in the board packet. The committee is recommending it be adopted in April and a Special Session be set up to review each section together before the formal evaluation process begins. There is a Special Session already on the Calendar for April 16th at 6:00 p.m. to accommodate this review process and adoption.

INFORMATION ONLY

Enrollment: Student count was at 2386 and basic FTE was at 2294.5 as of March 12, 2009. The ADMw was at 2724.5—down 28.5 since the revised projection in December.

Field Trip Requests:

A list of day field trip requests was included in the board packet.

Acknowledgement of Gifts/Donations: The following gifts/donations were made to the District during the months of February and March.

Freres Lumber	Use of tractor and bucket for gravel	Mari-Linn School
NS Paving	Gravel for driveway by bus barns	Mari-Linn School
Freres Lumber	\$2000 towards Outdoor School	Mari-Linn School

Upcoming Meetings: The following meetings have been set up with expected attendance by a quorum of the Board.

April 10, 2009	MT Spring Workshop	4:30 pm	District Office
April 11, 2009	MT Spring Workshop	8:00 am	District Office
April 16, 2009	Special Session	6:00 pm	District Office
April 16, 2009	Regular Session	7:00 pm	District Office

Future Agenda Items: A copy of future agenda items was included in the board packet. No additional items were added.

ADJOURN

The Board adjourned the meeting at 9:10 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION
7:00 p.m.**

**MINUTES
April 2, 2009**

The North Santiam School District Board of Directors will meet in a Special Session on April 2, 2009 at 7:00 p.m. in the Santiam Room, located on the District Office site at 1155 North 3rd Avenue in Stayton

SPECIAL SESSION

CALL TO ORDER

Present: Those present included Board Members—Tass Morrison, Laura Wipper, Tim McCollister, David Kinney, Dick Morley, Mike Wagner, and Board Secretary—Mary Richards.

DISCUSSION AND ADOPTION OF DISTRICT/BOARD GOALS

Several small changes were made to the District/Board Goals including the following:

DISTRICT GOALS:

1. Ensure that every student achieves measurable progress and personal growth each year
2. Provide the best facilities and learning environment
3. Involve the community in our schools
4. Be viewed by the community as a unified district

BOARD GOALS:

1. Maintain programs while striving to keep as many people employed as possible because of our commitment to doing what is best for kids; making any reductions in staffing in a way that is fair and equitable to all employees
2. Celebrate the successes of the district and community
3. Routinely monitor the effectiveness of district programs and services to better serve kids

MOTION: Mike Wagner made a motion for the Board to adopt the revised District and Board Goals as presented. It was seconded by Laura Wipper and passed unanimously 6-0.

SPRING WORKSHOP POWERPOINT REVIEW

Laura Wipper, with input from Tim McCollister, Tass Morrison, Michael Ann McIlvenny and Mary Richards put together a draft of the Spring Workshop PowerPoint Presentation. Changes were made to the goals as discussed earlier in the evening. Tass will present the PowerPoint at the workshop.

ADJOURN

The meeting adjourned at 9:30 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION /REGULAR SESSION**

**MINUTES
April 16, 2009**

The North Santiam School District's Board of Directors met in a Special Session at 6:15 p.m. with the Regular Session following at 7:05 p.m. Both sessions were held on April 16, 2009 at the District Office located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

The Special Session began at 6:15 when a quorum of the Board was present. Those in attendance included: Board Members—David Kinney, Tass Morrison, Dick Morley, and Tim McCollister, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards.

SUPERINTENDENT EVALUTION FORM REVIEW

A copy of the revised *Superintendent Evaluation Form* was included in the board packet. The Board began the review of the evaluation form and made some changes in wording to make sure everyone had the same understanding of what each section represented. The Board decided to continue the discussion during the Regular Session if time allowed.

ADJOURN

The Special Session adjourned at 7:00 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:05 p.m. Those in attendance included: Board Members—David Kinney, Tass Morrison, Dick Morley, and Tim McCollister, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Others in attendance included members of the Management Team, and staff and community members.

ADDED AGENDA ITEMS

Under Board Reports, 14.1 Legislative Hearings was added.

ADOPTION OF THE AGENDA

MOTION: David Kinney made a motion for the Board to adopt the agenda as modified, with the added agenda item. It was seconded by Dick Morley and passed unanimously 4-0.

PUBLIC PARTICIPATION

There was no public participation requested.

SPOTLIGHT

Site Council Report for Mari-Linn School: Paula Vawter

Paula was out of town during the last Regular Session when the other schools in the District presented their Site Council information to the Board. She presented how her building is meeting the 21st Century Site Council requirements.

There are three parents, one classified employee, three licensed employees, the Dean of Students, and the Principal on the Site Council. Right now the council is working on the parent activity nights for science and literacy, and the parent compact regarding Title I decision making. The council also helps to write the School Improvement Plan with input on training and professional development decisions for staff members. The current Site Council is the most active one that Mari-Linn School has had in a while.

Pentamation Administrative Dashboard Presentation: Keith Butler

Keith presented the Pentamation Dashboard that administrators and support staff will be using by the end of April. He showed what type of information is available including attendance (percentages—details—who/why, etc.), ethnic information, assessment scores, and special populations by code (overview only). The program allows the user to drill down into certain schools, by ethnic codes, grade levels, special populations, or gender. In the future it is expected that ODE reports/surveys and exchange of information between schools will be available using this program and will save time. A Teacher Dashboard is coming out next. All information is available through security sign-on and passwords access only.

COMMUNICATION

Board Report from the Superintendent: Dr. Jack Adams

The April Board Report was included in the board packet. Management Team Reports were attached. Michael Ann McIlvenny reported that NSSD hit the state target in drop out rates for 2007-08 with a little over 3%.

School Funding Update: Jack Adams

The Superintendent reported on State School Funding. He gave board members a handout that showed difference scenarios for expected levels of State School Funding. In October the \$6.55 billion in SSF for the 2007-09 Biennium went down to \$6.4 billion and by March it was down by 30%. The State is now looking at \$5.0-\$5.9 billion in school funding for the 2009-11 Biennium, but the numbers continue to change daily. At a recent meeting, superintendents reported that 52 districts would be broke with less than a 3% carryover into 2009-10. COSA and ODE say by the end of 09-10 over 150 districts will end the year with less than a 3% carryover into 2010-11. Many districts are discussing cutting lower levels of athletics such as freshman basketball, but keeping Varsity and Junior Varsity teams. Stimulus dollars will be available, but they are limited to specific programs. Many districts are looking at cutting up to 20 days of school for 2009-10. Laura Wipper plans to testify on April 23rd at the State Capitol on the need for additional funding for schools. Jack, Doug, and Mary will meet with Laura to put her planned testimony into writing for the Ways and Means Committee.

Upcoming Community Events: Stayton Events Web Site

A list of upcoming community events was included in the board packet.

City Council Liaison Communications: Steve Frank and Brian Kauffman

There was no report from either of the City Council Liaisons.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 10.1, 10.2 and 10.3 (including the approval of the minutes from the March 16, 2009-Regular Session and the April 2, 2009—Special Session; the approval of policy revisions to IFCA & AR—21st Century Schools Councils; and the acceptance of the resignation of Michelle Heiburger. It was seconded by Dick Morley and passed unanimously 4-0.

NEW BUSINESS

Budget Meeting Schedule Changes:

Doug brought revisions to the budget meeting schedule based on the timeline for getting the most updated information from the State on funding for 2009-10. The new schedule has the budget meetings set for the last week in the month of May on the 26th, 27th, and 28th.

MOTION: Dick Morley made a motion for the Board to approve the revisions to the budget meeting calendar as presented by the Business Manager. It was seconded by Tim McCollister and passed unanimously 4-0.

Budget Committee Member Vacancy:

Several people have indicated interest in the budget committee member vacancy, but none have followed through with an application letter. If you know of anyone interested, please have them contact Doug directly and “put their name in the hat”. Doug will bring information about anyone who has “officially” shown interest in the position to the next board meeting for approval.

Acceptance of Resignation—Tracy Stoutenburg:

Tracy Stoutenburg has been on the Board for six years and is currently an At-Large representative. She has turned in her official resignation as a member of the NSSD Board of Directors, effective immediately. A copy of the press release was sent out in the board packet. The Board needs to officially accept her resignation. Any interested parties in filling this position are encouraged to contact the board secretary, Mary Richards for more information. The Board will take action to fill this vacancy in May. Mary Richards will put together an official letter from the Board thanking Tracy for her years of service.

MOTION: Dick Morley made a motion for the Board to accept the resignation of board member, Tracy Stoutenburg, an At-Large representative of the NSSD District. It was seconded by Tim McCollister and passed unanimously 4-0.

Controlled Disbursement—Bill Pay: Doug Middlestetter

Doug Middlestetter has been working with the Commerce Bank of Kansas City, MO to set up an electronic billing and payment system that is more efficient, secure, and can generate an annual cash rebate. A presentation was made at the December 2008 Regular Session, after which Doug was asked to bring back additional information on the specifics of implementing the system. Doug addressed the type of information presented to vendors, how it would benefit the vendors, and noted that it is optional for vendors of the District to participate. Auditors say it is a best practice with benefits and security for the District. The program is geared towards larger volume vendors. Sixty percent (60%) of our current vendors are already set up with Visa cards in their business and would be interested in joining this program. Doug will bring back a resolution to adopt the use of Bill Pay at the next Regular Session in May.

REPORT/DISCUSSION

Spring Workshop Goal Alignment/Committee:

Last year a committee looked at the goals presented at the Spring Workshop and put together a goal alignment worksheet to track how the District/Board goals aligned with those of the Management Team. The Board Chairman, Tass Morrison, suggested that she could work on this worksheet along with one other board member (she plans to ask Laura Wipper). The committee would update the worksheet on a regular basis and share it with board members periodically.

MOTION: David Kinney made a motion for the Board Chairman to appoint a committee to work on the goal alignment worksheet (herself and one additional board member of her choosing). It was seconded by Tim McCollister and passed unanimously 4-0.

Policy Revision JHFDA/AR—DMV License Suspension Form:

There were several revisions to the form used when sending information to the Department of Motor Vehicles requesting the suspension of a driver's license based on a 10-day drop. These changes allow for information to be given to the DMV on poor attendance as well. Since this is an administrative rule, this is just for the Board's information; no action is needed.

Construction Excise Tax Update:

Doug Middlestetter reported that the District received its first payment based on the Construction Excise Tax implemented with Marion and Linn Counties, and with the City of Stayton and Sublimity. It was for \$5000 for two new construction and one new remodel project. The conversation with the City of Lyons has been put on hold since the legislature is currently changing wording in the law which make the tax required, with the limited administrative fees negotiable.

UNFINISHED BUSINESS

2009-10 District Calendar:

Even though the calendar may change during the next few months based on State School Funding for 2009-10, it was time to approve it so that processes can be put into place for the upcoming school year. Changes to the 2008-09 Calendar, based on the four day cut will be put on the Consent Agenda for the May Regular Session.

MOTION: David Kinney made a motion for the Board to approve the 2009-10 District Calendar. It was seconded by Dick Morley and passed unanimously 4-0.

Continued Discussion of Superintendent Evaluation Form:

The Board set a Special Session for May 7th at 5:00 p.m. to continue and complete the review of the revisions to the Superintendent Evaluation Form and adopt the form for use. Jack and Mary will work on modifying some language. Tass, Tim and Laura will meet with Jack and Mary before the Special Session to review the modifications.

INFORMATION ONLY

Enrollment:

As of April 6, 2009 the student count was at 2377, Basic FTE was at 2284.5 and the ADMw was at 2717.5—down 35.5 since the revised projection in December.

Field Trip Requests:

A list of field trip requests was included in the board packet.

Gifts:

There were no gifts or donations to the District between the March and April Regular Sessions.

Upcoming Meetings:

May 7, 2009	Special Sessions (added)	5:00 pm	DO
May 21, 2009	Board Regular Session	7:00 pm	SHS
May 26-28, 2009	Budget Committee Meetings	7:00 pm	DO
May 29 th	Graduation	TBA	Salem Armory
June 18, 2009	Executive Session	5:30 pm	DO
June 18, 2009	Budget Hearing	6:30 pm	DO
June 18, 2009	Regular Session	7:00 pm	DO

Goal Alignment Worksheet:

Mary handed out a copy of the new Management Team Goals for 2009-10 as presented at the Spring Workshop. The Goal Alignment Committee will use this as their guide when putting together the worksheet for the Board.

Future Agenda Items:

A copy of future agenda items was included in the board packet. Tass Morrison asked that ELL performance be added (report for June).

BOARD REPORTS

The legislative hearings were discussed earlier under school funding.

ADJOURN

The meeting adjourned at 8:40 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION**

**MINUTES
May 7, 2009**

The North Santiam School District Board of Directors will meet in a Special Session on May 7, 2009 at 5:00 p.m. in the Santiam Room, located on the District Office site at 1155 North 3rd Avenue in Stayton

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Tass Morrison, Dick Morley, Tim McCollister, David Kinney, Laura Wipper, Mike Wagner; Superintendent—Jack Adams; and Secretary—Mary Richards.

GOOGLE DOCS—COLLABORATION ON PROJECTS

The Director of Technology, Keith Butler, introduced Google Docs to the Board. This tool can be used by committees for collaboration on document revisions. It is Internet based and allows committee members to view revisions and type in their input before they meet. This could make meetings more productive and shorter. There is a security system in place with password access. Keith handed out a flyer with information on how to access and use Google Docs.

REVIEW OF REVISED SUPERINTENDENT EVALUATION FORM

Final revisions were made to the Superintendent Evaluation Form including some format and grammar changes.

Evaluation Timeline:

- 05/08/09 Mary to send out revised evaluation form by email to all board members
- 05/21/09 All evaluations to be turned into Tass Morrison or the DO
- 05/22/09 Laura Wipper to consolidate evaluation scores and comments and have ready by June 2nd
- 06/02/09 Executive Session at 5:00 at DO to review consolidated information and finalize the evaluation document
- 06/18/09 Executive Session at 5:30 at DO to review evaluation with Jack

David Kinney had to leave around 6:30 p.m.

APPROVAL OF REVISED SUPERINTENDENT EVALUATION FORM

MOTION: Dick Morley made a motion to approve the revised Superintendent Evaluation Form, incorporating the changes discussed (at tonight's meeting). It was seconded by Tim McCollister and passed unanimously 5-0.

OPEN BOARD POSITION—PROCESS AND INTERVIEW TIMELINES

Timelines for Appointment of New Board Member:

05/08/09	Letters of Interest Due Research Possible Interview Questions—Get Input from OSBA
05/11/09	Prepare and Send Out Possible Interview Questions to Board via Email Requesting Input Send Out Confirmation of Receipt of Letter of Interest with Appointment Time for Interviews
05/21/09	Board Receives Letters of Interest in their Board Packet
05/26/09	Board Chair and Vice Chair Review Questions and Input— Finalize Interview Questions
05/27/09	Prepare Interview Packets
06/02/09	Interviews in Special Session 6:30-8:00 (30 Min. Time Slots)
06/03/09	Board Chair and Vice Chair Consolidate Scores—Prepare Recommendation
06/18/09	Regular Session—Appoint New Board Member

ADJOURN

The meeting adjourned at 6:50 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

Minutes May 21, 2009

The North Santiam School District's Board of Directors met in Regular Session on May 21, 2009 at 7:00 p.m. in the Stayton High School library located at 757 W. Locust Street in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, Laura Wipper, and Mike Wagner; Superintendent—Dr. Jack Adams; and Secretary—Mary Richards. David Kinney and Tim McCollister were absent.

Others in attendance included building administrators, district directors and supervisors, union representatives, and several community members.

ADDED AGENDA ITEMS

There were no added agenda items.

ADOPTION OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to adopt the agenda as presented. It was seconded by Laura Wipper and passed unanimously 4-0.

PUBLIC PARTICIPATION

There was no public participation.

SPOTLIGHT

SHS Accreditation Summary: Charlotte Klampe

The accreditation summary was included in the Superintendent's May Board Report as part of the high school's submission. Charlotte discussed the accreditation process and gave highlights of the report to the Board including:

- There is an on site visit every 6 years
- Under Mission/Beliefs/Statements: It was noted that service learning projects and month of service in Feb. was impressive—recommends that vision should be on everything that goes out from the building
- Under Curriculum: SHS has a good offerings of elective classes including student opportunities with adv. placement and community college classes; "Power Standard" is used throughout the document and is the over arching standard with smaller standards underneath

- Under Instruction: Use of technology in classroom good; More SIOP training cultivation is needed for ELL students
- Under Assessment: Data is readily available; Assessment team is very well organized; Continue to develop data analysis for improvement on assessments
- Under Leadership and Organization: A teacher advisory team is a good idea; There is a high involvement of staff and a strong administrative team; Administration needs to present a smaller target of goals for teaching staff
- Under School Services: Good programs in nursing and counseling; Good use of the library and student involvement in recycling
- Under Facilities and Finance: There is a positive pride in facilities; With ASB audit take a look at procedures/practices
- Under School Improvement: There has been improvement in the Alternative Education and in Community Involvement programs
- Note: 75% of students intend to go into post secondary educational settings based on a recent school survey
- SHS is able to meet the need for AP classes due to larger student numbers in core classes
- PSAT—Is a good tool since it tells administrators what AP classes students would be good at, which helps with scheduling
- Jack—suggestions for accreditation team included bringing in a couple of principals and the rest of the team should be experts in specialized areas such as curriculum, libraries, accounting, etc.

District Health Adoption Update: Michael Ann McIlvenny

Michael Ann McIlvenny gave board members a handout on the finalized recommendations for the adoption of Health for grades 6-8. The sex education piece of the adoption was put on hold until more information was available from the State. Health adoptions for K-5 and 9-12 were approved and completed last June. Highlights of the handout included:

- The committee looked at four different curriculums and recommended “The Great Body Shop” for grades 6-8 published by The Children’s Health Market, Inc. 2007; Things the committee liked about the curriculum included:
 - Affordable and aligns with the K-5 adoption and the language and topics align with the 9-12 adoption
 - Can map it into other curriculum areas
 - Sex Ed part will be taught separately
 - Builds from K-5 and does not fragment into another area
- The committee reviewed the Sex Education curriculum with Brad Victor from ODE and recommended “Making a Difference! An Abstinence Approach to HIV/STD and Pregnancy Prevention” published by Select Media Publications 2005 for grades 6-8 and “Reducing the Risk, Building Skills to Prevent Pregnancy, STD & HIV” 4th Edition published by Education, Training and Research Associates, 2004 for grades 9-12; Reasons for these choices include:
 - Behavior choices can use PBS as a platform
 - Brakes down barriers
 - 6-8 curriculum feeds into the 9-12 curriculum
 - Parental component—review and explanation
 - Role playing is a component

- No cost, free from State (including training)
- Teaches how to say “no” with role play
- Other notes:
 - Option to “opt out” available; an alternative without a punitive feeling will be available
 - Mandated law that we have to present sex education to students in grades 6-12
 - Research shows “abstinence only” without prevention doesn’t keep teen pregnancy down—need to discuss health and safety risks also
 - 35% of teenagers in Oregon have had some type of communicable disease
 - Could be taught as co-ed or separate
 - Need parent meetings

MOTION: Laura Wipper made a motion for the Board to approve the Health Adoption as presented (including “The Great Body Shop” for grades 6-8 Health, published by The Children’s Health Market, Inc. 2007; “Making a Difference! An Abstinence Approach to HIV/STD and Pregnancy Prevention” published by Select Media Publications 2005 for grades 6-8 Sex Education; and “Reducing the Risk, Building Skills to Prevent Pregnancy, STD & HIV” 4th Edition published by Education, Training and Research Associates, 2004 for grades 9-12 Sex Education. It was seconded by Mike Wagner and passed unanimously 4-0.

COMMUNICATION

May Board Report from the Superintendent: Jack Adams

The May Board Report was included as part of the board packet. Department and building reports were also included from Management Team members.

School Funding Update: Jack Adams

The State School Funding (SSF) forecast came out on May 15th. Jack read an email stating that the State planned to use \$370 million of the 09-10 stimulus dollars to balance the budget for 08-09. The Ways and Means Committee recommended a \$6.0 billion allocation for K-12 Education. However to do that the State would need the following:

- 10 % increase in revenue
- Expected growth in economy
- Unemployment rate to decline
- Tax initiative must pass in January (additional cuts would have to be made in education if it fails)

If everything is met and education does get the projected \$6.0 billion allocated then the District’s allocation would not be available until May/June of 2010, but would allow for \$862,450 ending fund balance instead of \$106,450 to go into the 2010-2011 school year.

Upcoming Community Events: Stayton Events

For more information on the events listed, go to www.staytonevents.com .

May 16, 2009	SUB Annual Dinner Auction—Call for Tickets
May 17, 2009	Stayton Annual Firefighters Pancake Breakfast
May 22, 2009	SHS Drama—One Act Play Productions
May 23, 2009	SHS Ronald McDonald House Charity—FBLA
May 29, 2009	SHS Graduation Ceremony, Salem Armory 7:30 pm
June 6, 2009	Santiam Memorial Hospital Fun Run/Health Walk
June 13, 2009	Kiwanis 9 th Annual Special Olympics Track/Softball (SHS)
July 4, 2009	Road Runners Annual Run/Walk in Stayton
June 5, 2009	8th Grade Promotion at ML and SUB
June 8, 2009	8th Grade Promotion at SMS
July 10, 2009	Relay for Life Fundraiser (Regis HS)

City Council Liaison Communications: Steve Frank and Brian Kauffman

Steve Frank was in attendance and reported that there will be a meeting regarding Urban Renewal on June 1st. If anyone has any questions or concerns before the meeting they should call Dan Fleshman. The Stayton City Council continues to promote senior and youth services. Tass mentioned that she will contact the City of Lyons again regarding a liaison from the Lyons-Mehama area. Brian Kauffman from Sublimity City Council was absent.

CONSENT AGENDA

MOTION: Dick Morley made a motion for the Board to approve Consent Agenda items 7.1, 7.2, and 7.3 (including the approval of the minutes from the April 16, 2009—Special/Regular Session and the minutes from the May 7, 2009—Special Session; the approval of the revised 2008-09 Calendar; and the acceptance of the resignation of Aaron Cupp). It was seconded by Laura Wipper and passed unanimously 4-0.

NEW BUSINESS

Appoint Budget Committee Member: Doug Middlestetter

Tod Nau, a Stayton resident, contacted the District and volunteered for the open budget committee position. There have been no other formal requests. Tod volunteers in schools, has worked with Jodi Hack to provide grant money for screens in the gym, and is very kid focused.

MOTION: Laura Wipper made a motion for the Board to appoint Tod Nau to the Budget Committee for a period of three years (for budgets 2009-10, 2010-11, and 2011-12). It was seconded by Mike Wagner and passed unanimously 4-0.

Resolution #052109—Controlled Disbursement: Doug Middlestetter Pg 33

At the April board meeting, Doug Middlestetter discussed the option for having a controlled disbursement bill pay system. It is optional for our vendors, saves time and postage as well as being considered a “best practice” by the auditors. A representative from Commerce Bank, Brian Horacek, was in attendance to answer any questions that board members had.

Highlights of information included:

- Resolution is needed to streamline processes in the business department
- Saves money and time
- Brings in money also with revenue share
- New to Oregon, used widely in mid west
- Large regional bank with head quarters in Kansas City Missouri
- Number 7 in the country in bank ratings
- Did not accept TARP funds—didn’t need to
- Selected as number 1 for banks in customer service for second year
- Allows for electronic transactions instead of paper or traditional credit card transactions
- Questions:
 - How does credit card and money coming back work?
 - Vendors can pay their bill with Visa Card Accounts
 - Not a credit card—It is Visa’s purchasing card
 - Electronic transaction with same controls as PO
 - Processing once a week
 - Estimate of return to District is \$20,000 to \$30,000 a year
 - Save time it takes for mailing and delivery as long as it is processed by district quickly
 - Could implement processing on a daily basis
 - What type of Security System is in place?
 - Use of the highest security system available for banking
 - Why are their four names listed on the resolution?
 - To make sure certain people in the district are aware of the program—not so they can actually approve the use of a credit care
 - Credit cards issues
 - No payment made unless approved by District
 - Any Risk?
 - No risk to the District
 - Work with hospitals and school districts and at no cost for over 10 years (OR—two currently, several more ready to go)
 - Move to 21st century—safe best practice according to auditors
 - OSBA pushing out information
 - Commerce Bank—Highly Recommended
 - Resolution—Same as with all other districts... but there is an issue with wording “credit card account” (but no plastic) for full disclosure
 - What are the incentives for vendors?
 - Money captured faster for payments

- Less paper they have to process
- How can you give money back?
 - Through fees collected by Visa account, bank fees, etc.
 - Vendors understand the use of credit account includes fees they must pay

Issue for not approving resolution include: the basic wording of the resolution using “credit card” plus the fact that where names are listed it states they have authority to approve the use of credit card. The Board would like to have a new resolution from the bank that is updated and specifically states the process to be used with wording specific to the controlled disbursement bill pay system instead of the use of the term credit card.

REPORT/DISCUSSION

Policy Adoption/Revisions: Jack Adams

IGBAH—Special Education Evaluation Procedures: OSBA recommended changes due to changes in law. Parents can now opt out of SpEd with procedures and forms, so policies now reflect that change (can short circuit—but gives district leverage to take the time to restart process)

IGBAJ—Special Education Free Appropriate Public Education (FAPE): OSBA recommended changes due to changes in law... **same as above**

IKH—Credit for Proficiency: OSBA recommended adoption. The District will need to put together an administrative rule on how to implement the new policy and provide some guidelines.

KM & AR—Cooperation with Religious Organizations: This is a sample policy from Greater Albany Public Schools. The District has been getting requests to allow religious groups onto campus during lunch period to talk with students. This sets the policy so that parental and administrative permission must be granted before such activity and that it would be allowed only in unusual circumstances. Mary will add wording to number 6 “other than directed in policy JEFB” and check with OSBA regarding title of policy.

Open Board Position—Letters of Interest: Tass Morrison

The District received three letters of interest for the open District 6 At-Large position vacated by Tracy Stoutenburg. Those that submitted letters included: Mark Valentine, Steve Hack, and James McGehee. A copy of each letter is included in the board packet for review. Interviews have been set for June 2, 2009 from 6:30-8:00 p.m. at the District Office. The Board will appoint the new board member at the next Regular Session on June 18, 2009.

UNFINISHED BUSINESS

ACTION

SIS/SMS Changes—Explanation for ODE: Michael Ann McIlvenny and Andy Gardner (Handout)

ODE has reviewed the District’s request to officially separate Stayton Middle School and Stayton Intermediate School and Michael Ann and Andy shared information with the Board noting that nothing has changed since they last talked about it, but that this was part of a written explanation of the reasons for the request to separate SIS from SMS for ODE.

Highlights of their explanation included:

- 4-8 model not good, hard to compare
- Track changes over time
- EBIS grant/Scaling Up—need to look at best practices

MOTION: Dick Morley made a motion for the Board to approve the submission of the explanation as presented regarding the reasons for the official split of Stayton Intermediate (grades 4-5), and Stayton Middle School (grades 6-8) to ODE for further consideration. It was seconded by Laura Wipper and passed unanimously 4-0.

INFORMATION ONLY

Enrollment:

Student Count is at 2360, the basic FTE is at 2268.5, which is down 30.5 basic FTE from the September projection based on roll over enrollment from June of 2008.

Field Trip Requests: Pg 31

A list of requested day and overnight field trips was included in the board packet.

Gifts: Pg 34-35

Gifts to the District included:

STK Builders	School Supplies/Secretarial Desk (\$5,000 Value)	SUB
Titan Baseball	Field Equipment Shed (\$1,500 Value)	SUB

Upcoming Meetings:

May 26-28, 2009	Budget Meetings	7:00 pm	DO
June 2, 2009	Executive Session	5:00 pm	DO
June 2, 2009	Special Session	6:30 pm	DO
June 18, 2009	Executive Session	5:30 pm	DO
June 18, 2009	Budget Hearing	6:30 pm	DO
June 18, 2009	Regular Session	7:00 pm	DO

Future Agenda Items:

A list of future agenda items is included in the board packet.

BOARD REPORTS

Laura, Tass, and Dave were re-elected to the Board for a four (4) year term ending 2012.

ADJOURN

The meeting was adjourned at 9:35 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
EXECUTIVE /SPECIAL SESSION**

**MINUTES
June 2, 2009**

The North Santiam School District Board of Directors met in an Executive Session, under ORS 192.660 (2)(i)—Performance Evaluation, at 5:00 p.m. with a Special Session following at 6:30 p.m. on June 2, 2009. Both sessions were held in the Santiam Room, located on the District Office site at 1155 North 3rd Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Those present included Mike Wagner, Tim McCollister, Tass Morrison, Dick Morley, Laura Wipper, and Board Secretary—Mary Richards. David Kinney was absent.

SUPERINTENDENT EVALUATION COMPILATION

Board members turned their evaluation into Laura Wipper, who then compiled the information for a discussion on the Superintendent's evaluation.

ADJOURN

The meeting adjourned at approximately 6:15 p.m.

SPECIAL SESSION

CALL TO ORDER

Those present included Mike Wagner, Tim McCollister, Tass Morrison, Dick Morley, Laura Wipper, and Board Secretary—Mary Richards. David Kinney was absent.

OPEN BOARD POSITION INTERVIEWS

The board received letters of interest from members of the community and met during the Special Session to interview Steve Hack, James McGehee, and Mark Valentine for the open board position vacated by Tracy Stoutenburg. The candidates interviewed separately with the Board between 6:30-8:00 p.m. The open board position was for District 6—At Large. The remainder of term ends June 30, 2011.

MOTION: Laura Wipper made a motion for the Board to appoint Steve Hack to the District 6—At Large position vacated by Tracy Stoutenburg. It was seconded by Dick Morley and passed unanimously 5-0.

ADJOURN

The meeting adjourned at 8:15 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
EXECUTIVE SESSION
BUDGET HEARING/REGULAR SESSION**

**MINUTES
June 18, 2009**

The North Santiam School District's Board of Directors met in Executive Session under ORS 192.660 (2)(i)—Performance Evaluation at 5:30 p.m. and the Budget Hearing/Regular Session began at 7:00 p.m. on June 18, 2009. Both sessions, including the Budget Hearing were held at the District Office located at 1155 North Third Avenue in Stayton.

EXECUTIVE SESSION

CALL TO ORDER

Those present included Board Members—Tass Morrison, Dick Morley, David Kinney, and Tim McCollister, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Laura Wipper and Mike Wagner arrived at 5:40 p.m.

SUPERINTENDENT'S PERFORMANCE EVALUATION

The Board reviewed their evaluation of the Superintendent's performance with him and discussed how he was rated in each section.

ADJOURN

The Executive Session adjourned at 6:55 p.m.

BUDGET HEARING—REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included Board Members—Tass Morrison, Dick Morley, David Kinney, Laura Wipper, Mike Wagner, and Tim McCollister, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Also in attendance were District Office staff members, administrators, union representatives, and community members.

BUDGET HEARING

Board Chairman—Tass Morrison opened the hearing on the 2009-10 Budget and asked Doug Middlestetter to review the budget resolutions to be voted on later in the meeting. There was no public input on the proposed 2009-10 Budget.

ADDED AGENDA ITEMS

A resolution to provide for emergency boiler repairs at SHS and SMS was added to the agenda as 10.5 under new business.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as modified. It was seconded by Dick Morley and passed unanimously 6-0.

PUBLIC PARTICIPATION

Mark Hughes from the Lyons/Mehama area asked about the current status of the old Mehama School. He was directed to contact Mary Richards for an appointment with Dr. Adams for an update and to further discuss any questions he may have regarding the property.

SPOTLIGHT

Board Awards: Tass Morrison

One of the Board's goals is to celebrate the successes of the District and the community. The Board presented awards to Ron Osborne for his Resource Conservation Management of the District and to Gary Rychard for his leadership and contributions to the community. The Board had scheduled an award to Tracy Stoutenburg for her five years of service on the board, but she was unable to attend the meeting.

SHS Update on PBS: Ron Wickett and Jeri Harbison

Ron and Jeri gave the Board an update on the implementation of the Positive Behavior Supports (PBS) system at the high school. The implementation at this level is much different than at the K-8 level due to the expectation that high school students already know what to do and how to act. In the past classroom behavior was taken care of individually by each teacher. This process has been hard on students because what might be allowed in one classroom may not be allowed in another. The PBS team has developed clear definitions regarding major and minor offenses and this fall there will be PBS leadership training provided through the EBIS grant given by Dale Meyers to all administrators. In 2009-10 the high school will need to pull together the entire staff as a team and continue to look at behavior data in decision making. The high school PBS team plans to continue their monthly PBS meetings, communicate the SWIS behavior data to staff, to develop the expectation and acknowledgement phase of the program and to communicate what the next steps will be in the implementation of the program. SHS has chosen to use the PRIDE matrix during link crew to help integrate 9th graders into the high school. Culture and belief systems that are already in place for students in grades K-8 will be helpful in completing the implementation of PBS at the high school level. Additional tools and information about PBS can be found at www.pbs.org.

English as a Second Language (ESL) Report: Michael Ann McIlvenny

Michael Ann gave the Board 2008-09 assessment data broken down by ethnicity groups. Over the past five years the District has seen a marked increase in those who are meeting and exceeding the standards in reading and in math. Students in the ESL program have two years worth of data which shows growth in the number of students meeting the standard in reading.

During 2008-09 the District implemented a pilot for kindergarten students identified as ESL. These students were given more instructional hours in the classroom and were

taught and re-taught concepts in grade level reading and math. Expectations are that this will help student growth in meeting the standards for ESL students in the future which in turn will help schools meet the adequate yearly progress (AYP) federal requirement.

COMMUNICATION

Board Report from the Superintendent: Jack Adams

A copy of the June Board Report from the Superintendent was included with the board packet. Additional information was attached from Management Team members.

State School Funding Update: Jack Adams

An all staff meeting was held on June 10th to go over the details regarding the stipulations for a \$6.0 billion allocation for State School Funding. The Superintendent received a letter from COSA today, June 18th, recommending that districts build their budgets based on a \$5.6 billion allocation instead of a \$5.8 billion or higher. The proposed 2009-10 NSSD Budget was built on \$5.6 billion. The governor is expected to veto the original bill from the legislature that allocates \$6.0 billion to K-12 education.

City Council Liaison Communication: Urban Renewal-Dan Fleishman

Dan Fleishman presented information to the Board on the Urban Renewal (UR) plan and what that would mean for this area. A copy of the UR plan was mailed out to each board member ahead of time. This plan is a culmination of 20 years of planning efforts and three new zoning districts for the city. The vision is to unify the down town area that serves the “heart of the community”. Plan elements allow for mixed use of business and residential areas. The down town area would remain the government center with city hall, police, parks, etc. Some of the constraints of the down town area include older housing and poor sidewalks and roads. The plan calls for the adoption of the plan to upgrade the down town area, create an urban renewal agency and district, and use “go” bonds for financing. The impact on the school district could be beneficial in that the plan calls for adding residential areas around Stayton Elementary School and adding or repairing poor streets, sewer lines, and drainage systems.

The UR agency may be able to partner with the District on projects that would be beneficial to the community such as ball fields, playgrounds, etc. Long range goals for the UR would include parking and beautification of the area as well as the promotion of the down town areas, building rehab and loans and facade financing. The UR is not slated to pay for the finance of a new city hall building for at least 10 years. By law any property tax loss to a school district due to a UR will be made up by the State. The City Council will hold a public hearing on the issue at 7:00 p.m. on July 20th. UR can be decided by the council or referred to the voters.

Upcoming Community Events:

A list of upcoming events in the community was included in the board packet. Tass Morrison noted that on June 24th she would be talking about the graduating SHS class of 2009 during “Greeters”. Coming up in July is the Stayton 4th of July celebration, Relay for Life, and Stayton SummerFest.

CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 8.1, 8.2, and 8.3 (including the approval of the minutes from May 21, 2009—Regular Session, May 28, 2009—Budget Committee meetng, and June 2, 2009—Special Session; the acceptance of the resignations of Wendy Timm, Shannon Sheppard, and Travis Overley; and the approval of the adoptions/revisions to policy KM—Community Organization, IGBAH—SPED Evaluation Procedures, IGBAJ—SPED Free Appropriate Public Education, and IKH—Credit for Proficiency). It was seconded by Mike Wagner and passed unanimously 6-0.

CLOSURE OF BUDGET HEARING

With no additional public input, the Budget Hearing was officially closed at 8:00 p.m.

NEW BUSINESS

ACTION

Resolution #061809 A, B, C—Approval of the 2009-2010 Budget & Resolution #061909D—Transfer of Funds:

The Budget Committee, which includes members of the Board, met on May 26th and 28th and approved the budget with an emphasis on keeping as many programs as possible, while keeping people employed. The budget is built on the \$5.6 billion allocation from the State School Fund for K-12 education across the State. The Budget Committee recommended that if the State comes forth with additional money by the end of May 2010 that it be held in reserve for the future year; they also noted that any money that comes in from the State with a specific timeline or stipulations for spending should be spend as intended in the allocation. The Board must take action on the final approval of the budget.

MOTION: David Kinney made a motion for the Board to adopt Resolution #061809A—2009-10 Budget in the amount of \$26,815,981; Resolution #061809B—Making Appropriations; and Resolution #061809C—Imposing and Categorizing Taxes-Combined as presented. It was seconded simultaneously by Dick Morley and Laura Wipper and passed unanimously 6-0.

MOTION: David Kinney made a motion for the Board to approve various transfers of appropriations as presented in Resolution #061809D. It was seconded by Laura Wipper and passed unanimously 6-0.

Superintendent Contract Extension:

The Superintendent's evaluation has been completed. It is an outstanding evaluation and would normally allow for an increase in salary. However, the Superintendent has requested that that his salary and benefits be frozen at the 2008-09 level, just as all other employees have agreed to for the 2009-10 fiscal year. He has also voluntarily agreed to

take a five day cut to his contract salary, as all non-represented staff members agreed to for the 2009-10 fiscal year. It is expected that his compensation will be adjusted appropriately once State School Funding returns to the 2007-08 level or when salary and benefit freezes are no longer in force for all employee groups. There is one change to his contract which states that he will receive the same insurance benefits as the licensed or classified, whichever is higher. The Superintendent agreed to extend his current contract an additional year, making it a three-year contract which ends in June 2012.

MOTION: Laura Wipper made a motion for the Board to approve and extend the current contract for Superintendent, Dr. Jack Adams by one year (making it a three-year contract) with an ending date of June 30, 2012. It was seconded by Mike Wagner and passed unanimously 6-0.

Acceptance of May Election Results:

The results of the May Board Elections have been received and are in the board packet. The Board is required to verify the information sent and accept it as the official election results.

MOTION: David Kinney made a motion for the Board to verify the receipt of the abstract from the May 19, 2009 election and accept it as the official election results. It was seconded by Dick Morley and passed unanimously 6-0.

REPORT/DISCUSSION

Policy Adoptions/Revisions:

BBBA—Board Member Qualifications: Changes are being made so that only honest, ethical, and law abiding citizens can make decisions about what is best for students in the North Santiam School District. No employee who has been released or fired from the District due to dishonesty or unethical behavior may serve on the North Santiam School District Board of Education. Dr. Adams is having the District lawyer review the new wording before final approval by the Board.

DBEA—Budget Committee: Oregon law does not limit the number of terms that a budget committee member may serve. The District needs strong members who have taken the time to learn the budgetary process and understand budgets in general. Limiting the pool of qualified individuals is not encouraged. The current policy calls for the committee to select a committee chairman and secretary but since the Board Secretary keeps the minutes for the Budget Committee there is a greater need to appoint a vice-chairman to fill in if the chairman is unable to attend.

KM-AR—Religious Organizations: Revisions to the proposed adoption have been completed based on the discussion at the May Regular Session. Changes to the policy title have been made.

Boilers—Emergency Repair Project Resolution #061809F:

The door on the 1970 four pass boiler needs to be replaced at SMS and at SHS there are leaks in the cast iron sectional of the boiler in the field house, which is 12 years old. Lead time and availability make it so that an emergency repair project needs to be approved by the Board so that it will be ready for the fall.

MOTION: David Kinney made a motion for the Board to approve Resolution #061809F for the emergency repair of the boilers at SMS and SHS. It was seconded by Dick Morley and passed unanimously 6-0.

UNFINISHED BUSINESS

ACTION

Resolution #061809E—Commercial Accounts Payable: Doug Middlestetter

The resolution discussed at the May Regular Session has been revised by deleting reference to “credit cards” and replacing with “accounts” and “accounts payable” as requested. Also, the list of those to authorize commercial accounts has been limited to the Board Chairman and the Superintendent (with equal force and effect to their successors in office). This resolution allows the District to begin a more efficient bill pay process with its vendors and add additional revenue to the budget.

MOTION: Dick Morley made a motion for the Board to approve Resolution #061809E and begin a Commercial Accounts Payable system through Commerce Bank. It was seconded by Mike Wagner and passed unanimously 6-0.

REPORT/DISCUSSION
INFORMATION ONLY

Enrollment:

Enrollment continues to decline with many families leaving the area to find work. The student count as of June 8th was 2344, with an FTE of 2253. That is 46 students less than the projected enrollment for 2008-09.

Overnight and Day Field Trip Requests:

A list of overnight and day field trip requests was included in the board packet.

Gifts/Donations:

A list of items received as gifts/donations to the District from Robert Abdou, E. Czernowski, and Frank Forrette was included in the board packet.

Upcoming Meetings:

The next two Regular Sessions of the Board will be held on July 16th and August 20th. Both sessions will be held at the District Office at 7:00 p.m. There is also an OSBA Summer Board Workshop scheduled for July 17th, 18th, and 19th.

Future Agenda Items:

A list of future agenda items was included in the board packet. Added items included District 2008-09 Assessment Data in August and Board elections in July.

ADJOURN

The meeting adjourned at 9:15 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION—7:00 PM**

**MINUTES
Thursday, July 16, 2009**

The North Santiam School District's Board of Directors met in Regular Session on July 16, 2009 at 7:00 p.m. at the District Office, located at 1155 North Third Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Board members in attendance included: Tass Morrison, Dick Morley, Dave Kinney, Mike Wagner, Laura Wipper, Steve Hack, and Tim McCollister. Also in attendance were Superintendent—Dr. Jack Adams, Associate Superintendent—Michael Ann McIlvenny, Business Manager—Doug Middlestetter, Directors—Teri and Keith Butler, and Board Secretary—Mary Richards.

SWEAR IN NEWLY ELECTED AND APPOINTED BOARD MEMBERS

2008-09 Vice Chairman—Dick Morley opened the meeting and swore in re-elected board members: Tass Morrison, David Kinney, Laura Wipper, and newly appointed board member—Steve Hack.

ELECTION OF BOARD CHAIRMAN AND VICE CHAIRMAN

Nominations and Election of Board Chairman: Laura Wipper nominated Tass Morrison as Board Chairman.

MOTION: David Kinney made a motion to cast a unanimous ballot for Tass Morrison as the Board Chairman for 2009-10. It was seconded by Dick Morley and passed unanimously 7-0.

Nominations and Election of Vice Chairman: David Kinney nominated Dick Morley as Vice Chairman.

MOTION: David Kinney made a motion to cast a unanimous ballot for Dick Morley as the Board Vice Chairman for 2009-10. It was seconded by Mike Wagner and passed unanimously 7-0.

ADDED AGENDA ITEMS

There were no added agenda items, but Business Manager—Doug Middlestetter asked that the bread and milk bids be tabled until August.

ADOPTION OF THE AGENDA

MOTION: David Kinney made a motion for the Board to adopt the agenda as presented with the bread and milk bids tabled until August. It was seconded by Mike Wagner and passed unanimously 7-0.

PUBLIC PARTICIPATION

There was no public participation.

COMMUNICATION

Superintendent's Report: The Superintendent's message was included in the board packet along with several team reports. The Communications Coordinator, Jodi Hack, reported that the District was successful in obtaining over \$49,700 in grants, materials, and in-kind labor during the last month. This includes \$10,500 in-kind and cash awarded by Lowes Community Foundation toward an outdoor classroom to be used by all schools; \$7500 in-kind labor toward the outdoor classroom from Slayden Construction; \$1,500 for materials for the outdoor classroom from the Orville Roth Foundation; \$2,200 towards high school forestry field trips from the AJ Frank Foundation; and \$28,000 towards kitchen equipment and upgrades to SMS and SES from the Oregon Department of Education. That brings the total brought in during the past 10 months to \$97,364. The District has also passed into the second round for the large Carol White Grant. Jodi noted that she was successful in writing another grant on behalf of the Friends of the Family in obtaining funding for the Back to School Fair. The funding will enable 500 children in the District to receive bags of school supplies for the upcoming school year. By working closely with other organizations in the community, Jodi has been able to leverage resources to help meet the needs of the children in the North Santiam School District.

Foothills Church iServe Volunteers: Ken Rowling gave a presentation on the donation of time and effort from the Foothills iServe Church Group. On June 27th over 350 people from the Foothills group worked in the community and in schools to help paint and clear debris. They used 110 gallons of paint to complete the interior of the Sublimity School gymnasium, the exterior and interior of the Mari-Linn School gymnasium, and the exterior of B building at Stayton High School. They also worked on remodeling and repairing areas of room 112 at the Stayton High School and the gymnasium at the Stayton Intermediate School. Volunteers worked out in the "back forty" of Stayton Middle School clearing out debris.

State School Funding Update: There have been no significant changes to State School Funding for 2009-11 since the last board meeting. Dr. Adams explained that \$400 million additional dollars designated to go out to districts in the state are available only if (1) the economy improves significantly and (2) the proposed income tax, if brought before the voters, passes. If the budget for education drops to \$5.6 billion or less 120-150 school districts across the state will be broke causing layoffs and school days to be cut.

Dr. Adams also gave the Board an update on the WESD situation. Superintendents that are served by the WESD are requesting an audit of the business department over the past five years to see that money has been spent appropriately. Tass Morrison is a member of the WESD budget review committee which meets on Thursday, July 23rd.

City Council Liaison Communication: There was no report from city council liaisons Steve Frank or Brian Kauffman.

Upcoming Community Events: A list of upcoming events was included as part of the agenda explanation. It was noted that a town hall meeting was scheduled for July 22nd with representatives from the legislature, starting at 7:00 p.m. at the Stayton library.

Board Announcements/Committee Designations:

2009-10 Superintendent Evaluation Form Committee—Instead of appointing a committee, the *Supporting District Goals* section of the evaluation form will be revised by Mary Richards and presented for discussion at the August Regular Session. This revision is needed due to wording changes to the 2009-12 District Goals.

2009-10 Goal Alignment Committee—Goals presented at the Spring Workshop need to be discussed and implemented into the *Goal Alignment Worksheet* with periodic updates planned throughout the year. Tim, Steve, and Tass agreed to be on the committee and work on this during the Administrative Workshop in early August.

2009-10 Adopt-a-School Program—Board members can volunteer to adopt one of the six schools in the District and attend activities and award ceremonies at their adopted school throughout the year. Members were asked to look at the value of this program as a board member and at the value of it to the school. Board members will make a decision about the program in August.

2009-10 Board Awards Committee—One of the Board's goals is to acknowledge outstanding work and service to the District. Board members Dick, Dave, and Tass, along with Jodi Hack will make up the committee that designs the criteria.

Updating ID Cards—Board members should contact Teri Butler to update their District ID cards.

ACTION/CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve Action Consent Agenda items 8.1—the approval of the minutes from the June 18, 2009 Executive/Budget Hearing/Regular Session; 8.2—the approval of revisions to policy DBEA—Budget Committee; and 8.3—the approval of new licensed hires: Megan Pickett at SMS and Dannie Martin at SIS. It was seconded by Dick Morley and passed unanimously 7-0.

ORGANIZATIONAL AGENDA

MOTION: David Kinney made a motion for the Board to approve Organizational Agenda Item 9.1—Identification of Confidential and Supervisory Employees, 9.2—Designations and Authorizations, 9.3—Authorization to Apply for Title Grant/NCLB (ECIP) and Consolidated Sub Grants, and 9.4—Electronic Facsimile Signature for the Board of Directors. It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

ACTION

Bread and Milk Contracts: Due to an adjusted time line for bids on the bread and milk contracts, this agenda item was tabled until August.

Classified (OSEA) Collective Bargaining Agreement: The Classified Union and the District negotiating teams came to a tentative agreement, which was approved by the union membership on June 30th. A summary of the changes to the current agreement was sent out electronically to all board members and a hard copy was included in the board packet for review.

MOTION: Laura Wipper made a motion for the Board to approve the 2009-2013 Classified Collective Bargaining Agreement between the North Santiam School District and OSEA as presented. It was seconded by Mike Wagner and passed unanimously 7-0.

REPORT/DISCUSSION

Policy Adoptions and Revisions: As discussed in the July Board Report, policy revisions were proposed based on updated processes and procedures for the handling of ASB funds and accounts. Policies discussed included:

DFGA & AR—Student Body Accounts
IGDF & AR—Student Fundraising Activities
KI/JL—Fundraising
DM—Cash in School Buildings
BBBA—Board Member Qualifications

Recommended changes will be made and they will be put on the Consent Agenda for approval in August unless pulled for further discussion. The administrative rules (AR) discussed do not need board approval and therefore will not be brought back only for further discussion when additional revisions are added.

Review of Board Operating Protocol:

Each July, the Board reviews the Operating Protocol as listed in policy BBF under administrative rules (AR) and was last updated in 2006. The Board requested that #1 on the list of protocol include the wording “do what is best for kids in the District” and that #2 include the words “honesty, insight, and integrity”. The revision will come back to the Board for final review and signatures in August so that framed copies can be installed before school starts.

UNFINISHED BUSINESS

ACTION--DISCUSSION

Urban Renewal:

At the last Regular Session in June, the Board heard a presentation on the City of Stayton’s Urban Renewal Plan. This item was placed on the agenda for further discussion and action as needed.

Doug Middlestetter showed how the plan would impact the District due to the sidetrack of local property tax. The impact may be a reduction in revenue to every governmental agency. Without backfill from the State, the District would have slightly less revenue. If the State changes the way it funds schools and citizens go back to depending on property taxes for school funding, there may be even more of an impact on the District. Under the current system however, if Stayton becomes a more desirable place to live, more people would move here and the District would then get more money from increased enrollment.

It was noted that the Fire District voted against the Urban Renewal Plan because of its projected impact on their funding. Value growth in the urban growth area of Stayton has been 2-3% lower than other areas in the city. Some values in property will decrease instead of increase in this area due to the age of the buildings around the old downtown area that is close to Stayton Elementary School. The Urban Renewal Plan may end up going to the voters for approval.

David Kinney stated he had a conflict of interest and therefore would not vote on any motion that had to do with Urban Renewal. Dr. Adams noted that board members need to become well educated on the issue even though at this point it would not affect the District to a large degree. He recommended the Board remain neutral at this point. No action was taken by the Board.

INFORMATION ONLY

Recognition of Gifts: The Board recognized that Kari Talbot donated \$42 in books and games to Stayton Elementary School.

Upcoming Meetings/Activities:

July 17-19	OSBA Summer Conf.	TBA	Portland Area
August 2-4	Administrative Workshop	TBA	Florence
August 20	Regular Session	7pm	DO

Future Agenda Items: A list of future agenda items was included in the board packet. A review of the Master Facilities Plan was added to the list.

BOARD REPORT

The City of Stayton received a stimulus package to pay for repaving of Locust Street. This may affect access to the high school parking area, but should be completed before school starts on August 31st.

The Board presented a gift to Board Secretary, Mary Richards, in appreciation for her work with the Board over the past nine years.

ADJOURN

The meeting adjourned at approximately 9:30 p.m.

Superintendent, Dr. Jack Adams

Board Chairman, Tass Morrison

NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION—7:00 PM

MINUTES
Thursday, August 20, 2009

The North Santiam School District's Board of Directors met in Regular Session on August 20, 2009 at 7:00 p.m. at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included board members: Tass Morrison, Dick Morley, David Kinney, Tim McCollister, Mike Wagner, Laura Wipper, and Steve Hack. Also in attendance were Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Associate Superintendent—Michael Ann McIlvenny, Business Manager—Doug Middlestetter, Reporter—Denise Ruttan, and several district and school employees.

ADDED AGENDA ITEMS

Added Approval of Policy Adoptions and Revisions to DFEA—Admission to District Events and BBAA—Individual Board Member's Authority and Responsibilities as 8.4 on the agenda.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as amended. It was seconded by Dick Morley and passed unanimously, 7-0.

PUBLIC PARTICIPATION

There was no public participation.

SPOTLIGHT

ECIP and AYP Updates: Michael Ann McIlvenny updated the Board on the (Electronic) Continuous Improvement Plan (ECIP) and discussed the preliminary report on the Adequate Yearly Progress (AYP) of students in the District. Below are some highlights of her presentation:

AYP

- Handout presented—attendance and grad rates are very good
- Preliminary report was available in June
- Students did better than a year ago
- Two of our schools did not meet AYP, so the District did not meet (see handout)

- Sub groups were the issue last year and are still an issue, but gains have been made in almost every sub group, even though students did not meet the state target
- Plan for improvement—get data out to ELL and SPED teachers for adjustments to curriculum
- Reading—Sub Groups
 - Elementary level met in progress, but did not meet the State target
 - Middle school level, exceeded the targeted growth for sub groups
 - High school level met in progress, but did not meet the State target
- Math—Sub Groups
 - Elementary level got lower scores in sub groups, district has adjusted the curriculum for 2009-10...will meet with teachers and work with data analysis
 - Middle school level improved, but did not meet the target in sub groups
 - High school level SPED had growth, did not meet target...only sub group at SHS that did not have growth in math was the economically disadvantaged

ECIP

- Goals have been set in these areas
 - ELL*
 - SPED
 - Literacy*
 - Math*
 - School climate—PBS*
 - Career Ed

**Main Focus*

COMMUNICATION

Superintendent's Report: Dr. Adams submitted his August Board Report for the board packet along with written reports from several Management Team members. Additional information was given to the Board as a handout from the business department, food service department, and the facilities department. School starts for grades K-9 on August 31st and for grades 10-12 on September 1st. Grounds keepers watering fields again to keep green for sports safety. Teachers return on August 24th with a Welcome Back on August 25th starting at 7:30 am at the high school in the auditorium. Dr. Adams will do opening remarks and Tass Morrison will give a short *welcome back* talk from the Board, Board members were invited to go to the in-service scheduled with Dale Meyers on PBS scheduled for the 24th at SHS and SMS.

State School Funding Update: Dr. Adams updated the Board on current State School Funding. He reminded the Board of the stipulations for K-12 education to receive the promised \$6.0 Billion in State dollars. It doesn't look good for the goal of 10% growth as the State is currently at a negative 9%. If a referendum to put the tax vote to the people of Oregon is successful, the tax on corporations and high personal income is not likely to pass. The District built a budget based on \$5.6 billion for K-12 education, but more is needed to cover projected rollup costs. Unemployment is still very high in Oregon.

WESD—Audit Review: Dr. Adams has been asked to help with the audit review of the WESD. The Superintendent's within the Willamette ESD have formed a committee to review contracts with the ESD to make sure that districts have been fairly billed. The State will be doing an audit; make three audits currently in process.

There is an Executive Board meeting for the WESD scheduled in late August with the Regular Session scheduled for early September. Negotiations are currently upside down with the WESD Superintendent on administrative leave; there have been no freeze or cuts to wages, benefits or positions. With this in mind, the Superintendent's component group will look carefully at contracts for 2009-10 and for inconsistencies in billings for each school district's contracted services in the past. Jack will request that several WESD board members come and discuss what is going on and where the ESD is heading.

Stayton and Sublimity City Council Liaison Communication: Steve Frank and Brian Kauffman were not in attendance at the meeting and the Board did not receive a written report.

Update on Lyons City Council Liaison to District: Tass Morrison reported that there was a meeting scheduled on August 27th for the Lyons City Council to listen to a request from the District for a liaison representative. If they agree, there will be a representative from all three communities in the District.

Upcoming Community Events: A list of upcoming events was presented as part of the agenda explanation. The City Council Meet and Greet was removed from the list.

Board Announcements/Committee Reports/Special Session Scheduling:

This agenda item was added to provide an opportunity for board members to make announcements of interest, give committee reports, or to schedule a Special Sessions of the Board.

Committee Report—Board Awards Committee

- Board Goal—Celebrate the successes of the District (being part of the recognition process for staff, students, and community members that have highly contributed to the district)
- Jodi, Dick, and Tass met to discuss how to celebrate successes
 - Looked at developing a process with criteria
 - Need to recognize students also and should mean something
 - Possible ways to acknowledge could be notes/letters, award certificates, presentations of an award at a board meeting
- Other Possible Awards—Involvement in Chamber Awards Ceremony
 - Educator of the Year (employee)
 - Volunteer of the Year (community member)
 - Building to make awards first in January or February
 - Teri and Jack have talked about putting together a team to include several board members to develop a criteria that includes a grading process or point system for the Chamber Awards ceremony
 - District to prepare for process between Sept. and November
 - Questions???
 - How big of a night?
 - Is it a dinner or dessert?

- How do we get people there?
- How does it fit in board goals?

Goals and Alignment Committee

- Tass, Tim, and Steve met while at the Administrative Workshop in early August
- MT goals are strategies to help meet many of the District's goals
- Prepared a handout of the draft worksheet—District goals on left, MT goals on right
- A list of goals that didn't fit into District goals for alignment as listed at the end of the worksheet
- Additional information on Jack's goals on last page
- Committee plans to prepare the worksheet for review every three months

ACTION/CONSENT ITEMS

Policy Revisions to IGDF—ASB Fundraising Activities and KI/JL—Fundraising were pulled from the consent agenda for further discussion.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 7.1—Minutes from the July 16, 2009 Regular Session; 7.2—Approval of Licensed Hires: Stephanie Barber, Cynthia Schumacher, Desiree Satterfield, and Britney Shelton; and the acceptance of the Resignation of John Prunty; and 7.3—Policy Adoptions and Revisions to BBBA-Board Member Qualifications, DFGA—ASB Accounts, and DM—Cash in Buildings. It was seconded by Dick Morley and passed unanimously, 7-0.

Motion: Dick Morley made a motion for the Board to approve policy IGDF—ASB Fundraising Activities with the two minor corrections as discussed. It was seconded by David Kinney and passed unanimously, 7-0.

Motion: David Kinney made a motion for the Board to approve policy KI/JL—Fundraising as modified. It was seconded by Mike Wagner and passed unanimously, 7-0.

NEW BUSINESS—ACTION

Bread and Milk Contracts: Doug Middlestetter gave the Board a written report with an explanation of the bidding on bread and milk contracts for food-service. There were no competing bidders. The Food Service Director received a letter of “decline-to-bid” from Alpenrose Dairy, and the State Prison is not doing dairy work anymore. This has been documented in compliance with Oregon purchasing requirements. Our current supplier has been the only dairy available to the District for some time, although they have gone through name and ownership changes over the past eight years from *Wilcox Farms* to

Curly's Dairy to *Spring Valley Dairy*. *Dairygold* is the actual dairy that produces the milk, but they contract their sales and distribution through Spring Valley, and include bread with that as a packaged deal. Doug Middlestetter and Toni Silbernagel recommend that the Board approve the extension of the existing bread and milk contract with Spring Valley Dairy for an additional year.

Motion: David Kinney made a motion for the Board to approve the extension of the bread and milk contract with Spring Valley Dairy for an additional year. It was seconded by Dick Morley and passed unanimously, 7-0.

Budget Cuts to Extra-Curricular Sports: Dr. Adams went over the decision process for making cuts to extra-curricular sports for the school year, the proposed increases to athletic/activity fees, and the changes to the student fee schedule with reduced fees identified. These changes were not made earlier due to timing of the budget information from the State as well as the need to get salaries and benefits agreed upon first for the 2009-10 school year. There will be a 10-12% cut in coaching staff across the district. Track will be consolidated at the middle school starting in the Spring of 2010. The Superintendent proposed an increase of \$15 to the sport and activity participation fee at the high school level and a \$10 increase at the middle school level, with facility usage fees where applicable (for swimming and golf). He noted that NSSD has the second lowest fee structure in the Capital Conference. Any changes to the fee structure will be brought back to the Board for approval prior to the end of each school year. It was noted that approval prior to preparing for the budget in April would be best.

MOTION: David Kinney made a motion for the Board to approve the revised student fee schedule, including increases to the athletic/activity fees for 2009-10 with modifications, and to direct the Superintendent and his designee to decide fees for homeless and needy students on an individual basis. It was seconded by Dick Morley and passed unanimously, 7-0.

MOTION: David Kinney made a motion to direct the Superintendent to present changes to the annual (student) fee schedules prior to the next school year and budget process (in March or April as needed). It was seconded by Dick Morley and passed unanimously, 7-0.

REPORT/DISCUSSION

Policy Adoptions and Revisions: The Board reviewed the proposed changes to the following board policies—

- JFBA—Student Government: Revisions were based on the new policies and procedures for ASB. No changes were needed to this policy.

- DFGA-AR—ASB Funds and Accounts: Additional revisions based on a request from Board were brought back for further approval. Several grammatical errors were noted and this will be brought back with revisions for approval in September.
- BBF-AR—Board of Directors’ Operating Protocol: Revisions were made as requested by the Board. No further revisions were discussed.

Additional Policy Revisions Added to the Agenda as 8.4: The policies below were added to the agenda for approval.

- BBAA—Individual Board Member Authority and Responsibilities
- DFEA—Admissions to District Events

MOTION: David Kinney made a motion for the Board to approve policies BBAA—Individual Board Member Authority and Responsibilities, and BFEA—Admissions to District Events as revised. It was seconded by Dick Morley and approved 5-2 (Tim, Tass, Dick, Mike, and Steve voted yes with David and Laura voting no).

UNFINISHED BUSINESS

ACTION

Adoption of Board Operating Protocol and Signatures: A copy of the protocol to be displayed at each district facility was included in the board packet. Board members signed copies for the display.

MOTION: David Kinney made a motion for the Board to adopt the *Board of Directors’ Operating Protocol* as presented in the board packet. It was seconded by Laura Wipper and passed unanimously, 7-0.

REPORT/DISCUSSION

2009-10 Adopt-A-School Program: This agenda item was tabled for discussion in September.

Revisions to Superintendent Evaluation Form: This agenda item was tabled for discussion in September.

INFORMATION ONLY

Recognition of Gifts: The donations and/or gifts listed below have been acknowledged by the Board through thank you letters.

Dr. Large	\$400 donation	SHS Athletics
Wanda Vungulik	\$200 donation	SHS Class of ’54 Scholarship
Wayne Minten	\$200 donation	SHS Class of ’54 Scholarship
Cecil Bassett	\$100 donation	SHS Class of ’54 Scholarship
David Neitling	\$200 donation	SHS Class of ’54 Scholarship

Upcoming Meetings/Board Activities: The next board meeting will be held on September 17, 2009 at 7:00 pm at Mari-Linn School.

Future Agenda Items:

A list of future agenda items was included in the board packet. The Board Chairman asked that Community Engagement be added to the list.

BOARD REPORT

Summer Board Conference: Dick Morley, Mary Richards, Tass Morrison, and Michael Ann McIlvenny attended the recent Summer Board Conference held in Wilsonville. Dick Morley talked about informed data decision making. He would like more information and examples on how other districts are using their data. Community engagement was another topic and Dick mentioned the need to focus on how to get the community engaged in schools and prepare for a bond in the future.

ADJOURN

The meeting adjourned at 10:10 p.m.

Superintendent, Dr. Jack Adams

Board Chairman, Tass Morrison

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

REVISED MINUTES

September 17, 2009

The North Santiam School District's Board of Directors met in Regular Session on September 17, 2009 at 7:00 p.m. in the Mari-Linn School Cafeteria located at 641 5th Street in Lyons.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, Tim McCollister, Laura Wipper, David Kinney, Mike Wagner, and Steve Hack (arrival—7:20), Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Business Manager—Doug Middlestetter, and Associate Superintendent—Michael Ann McIlvenny. Also in attendance were administrators, staff, community members, and representatives from Slayden Construction Group, Inc.

ADDED AGENDA ITEMS

An overnight field trip request from Sublimity School for Outdoor School was added as 10.5—Field Trip—Overnight Notification.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as modified. It was seconded by Dick Morley and passed unanimously 6-0.

PUBLIC PARTICIPATION

There was no requested public participation.

SPOTLIGHT

Slayden Construction—Presentation of Grant Project to District: April Von Backstrom and JJ Masseto

Jodi Hack and Dave Kinney met with representatives from Slayden Construction to discuss project needs for NSSD. Dave introduced April Von Backstrom and JJ Masseto who went over their project plans for improvement of the baseball field at SHS.

April presented a PowerPoint presentation with the following highlights:

- New drainage design and overlay design was shown
- Dirt turf and field turf are the same material, just different colors
- Project to start in mid October 2009, finish mid-November 2009
- Turf could last up to 15 years

- Reduced maintenance could save up to \$20,000 per year
- Can play on turf all year long, rain or shine
- Plans for additional SHS field improvements are being developed for 2010 and 2012

Answers to Questions:

- Regarding Safety—Rubber pellets in turf are used to soften falls. The turf is long like grass and is not installed on concrete. The surface is safer, flatter, and a little quicker than a regular field. No special shoes are needed.
- Regarding Gift—New owners of Slayden Construction want to give back to the communities that support their company.
- Regarding Oversight—Ron and Coaches will be available to help answer questions and assist Slayden Construction in this project.
- Regarding Approvals—No approvals are needed from the City of Stayton for this project.
- Regarding Replacement—If a areas becomes damaged it can be replaced in sections.

Motion: David Kinney made a motion to accept the gift (\$120,000 project grant) and thanked Slayden Construction Group for their generosity. It was seconded by Laura Wipper and passed unanimously 7-0.

Mari-Linn School Spotlight: Paula Vawter

Principal, Paula Vawter gave a PowerPoint presentation on the areas of responsibility she has assigned to staff at Mari-Linn School for 2009-10. She highlighted the Site Committee, the Response Team, Reading Coaches, and State Assessment Data as well as the team members for PBS and SWIS data.

COMMUNICATION

Superintendent’s Report: Jack Adams

A copy of the *September Board Report* was in the board packet along with written reports from Management Team members. The Board noted the significant contribution by Food-Service employee, Sherry Galloway as described in the Finance/Food Service report.

H1N1 Response: Michael Ann McIlvenny

On September 9th, Michael Ann, Gary Rychard, and Denise Cardinali went to a meeting with the Marion County Health Department to discuss the appropriate responses to the H1N1 (Swine) flu. Michael Ann gave the Board a summary of the information gained at the meeting and Jack discussed the plans for NSSD. A handout was provided for the Board that included flyers about Season and H1N1 flu viruses.

Highlights of the presentation:

- H1N1 is pandemic because it is a major change in the flu strain, is contacted from person to person, is in two or more regions of the globe, and causes severe illness
- Vaccine—Seasonal and H1N1 available (separately)
- There is an economic impact for all flu due to absences

- H1N1—children and younger adults are at high risk, it is mild for majority and they will recover but if there are underlying health conditions it will hit people harder, older people seem to be more immune
- There is a need to educate our youth and their parents on how to avoid spreading the flu
- Doctors are not testing for a specific type of flue unless a hospitalization or death occurs
- Schools are to report if a large amount of absences are from flu symptoms
- Warning to staff and students to stay home 24 hours after fever is gone to avoid spreading the virus
- NSSD to revise its response plan due to the lower response needed according to the Health Department
- Plan to have Flu Mist available at all schools this winter
- Adding information in Health curriculum and will partner with hospital if shots are needed
- Additional cleaning on keyboards and phones (2-8 hr. flu life cycle on objects) is being done each day
- Remain Calm! Jack—will get input on any decision to close schools from the Health Dept.
- Don't expect shut down of schools unless a large portion of teachers or students are out ill with flu symptoms
- Informational DVD with facts is available, information is available on Internet, and flyers have been sent home with students

Questions and Answers:

Regarding High Risk Kids—District will look into this better...injections will be needed for these students

Regarding Cost for Flyers—Free to District from M.C. Health Department

Regarding Symptoms of Fever—Students allowed to return after 24 hours fever free, date cards will be given to parents of students that leave school during the day with flu symptoms along with nurse contact information if they have questions

Regarding Extra Precautions—Maintenance teams are cleaning surfaces, keyboards, and buses several times a day and teachers are educating students about the use of other people's cell phones and water bottles

State School Funding Update: Jack Adams

At this time there are enough signatures to put the proposed tax on the ballot in January. If the tax is voted down, K-12 schools will lose \$7.73 million in funding and there will be a major crisis for all schools in Oregon. Look for a Special Session of the Legislature take back a portion of the funds promised to schools if the tax fails. Jack doesn't expect any concessions from unions until at least February. As things unfold, Jack will put together a communication plan for all staff and noted that board members should be prepared to make presentations to the community.

City Council Liaison Communication: Steve Frank, Brian Kauffman, and Steven Baldwin (Brian Kauffman absent)

The Board welcomed Steven Baldwin as the new liaison representing the Lyons City Council. Steve is a member of the Lyons Planning Commission. Steve Frank thanked the Board for what they are doing in these difficult times.

Upcoming Community Events: www.staytonevents.com

Area events were listed on the agenda explanation. Additional information is available from the Stayton Events website, including high school sports and activities. Tass asked if dates for city council meetings could be added to the events list for the Board in the future.

Board Announcements/Committee Reports: Tass Morrison

A special session was set up for October 8th from 5:00-6:00 pm for an update from the WESD Board Chair, Jack Stoops and the WESD Deputy Superintendent, Dave Novotney. There will be time for questions and answers about budget, consortium fees, interim plans, etc. This meeting is scheduled to end promptly at 6:00 pm due to the SHS Homecoming Game.

Mary will contact board members to set up a Special Session to discuss strategies for new “board” goals. Members are to let Mary know if there are dates that won’t work for them via email by Monday, September 21st. David Kinney noted that he would not be at the next board meeting in October.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Action Consent Agenda item 7.1—the approval of the August 20, 2009—Regular Session minutes, 7.2—the approval of new hire, Hollie Carlile and 7.3—the approval of the revisions to policy JECB—Transfers To & From A Non-Resident District and JFBA—Student Government. It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

ACTION

OSBA Election of Legislative Policy Committee: Tass Morrison

Each ESD has representatives on the Legislative Policy Committee. The WESD is in region 10 with positions 11 and 12 that need to be voted on by NSSD board members. There is one candidate running for position 11 from Gervais School District, Maria Caballero and one candidate running for position 12 from North Santiam School District, Laura Wipper. Mary Richards will enter the Board’s vote on-line.

MOTION: Dick Morley made a motion for the Board to cast their votes for Maria Caballero (position 11) and Laura Wipper (position 12) to serve as the Willamette Educational Service District’s representatives on the 2010 Legislative Policy Committee. It was seconded by David Kinney and passed unanimously 7-0.

REPORT/DISCUSSION

Policy Adoptions and Revisions:

The Board reviewed the revisions requested to the administrative rule (AR) for policy DFGA—ASB Funds and Accounts. With no further revisions requested, it will be implemented.

Teen Pregnant and Parenting Program Start-Up at SHS: Jeri Harbison and MA

Michael Ann McIlvenny is working with Jeri Harbison and Robert Abdou who will be overseeing the Teen Pregnant and Parenting Program. This program was started based on the needs of students who live in the District. Historically, during each school year 8-12 students request transfers to attend pregnant and parenting programs in alternate districts. It is one of the goals of the Superintendent to provide for the needs of students within NSSD rather than releasing them to another district for services. This will add revenue to the budget, avoid transportation costs for parents, and allows students to continue in the same school with their peers. Additional services such as transportation and childcare are provided based on need.

Highlights of the presentation and handout included:

- Program is set up to serve both male and female students
- Student eligible if under age 21 and have not graduated
- Parent education is part of the program
- A post high school plan is set up for each student (case management)
- Child care for the baby is provided as needed
- It is not a one size fits all program, individual needs are looked at on a case by case basis
- These kids get priority placement—what ever works for them and their family situation: tutoring, part day, etc. with transportation and childcare taken into consideration
- Special program needs are met
- Goals are set and closely monitored by Robert if it is a high school student.
- Students that are 18-21 years old are overseen by Jeri. Jeri will work with principal if a middle school student needs services
- Case Management—Susy Saray, Valerie DeLoretto, and Jeri will meet with student (and parent, if appropriate)
- Childcare can no longer be paid for by Oregon Health Plan
- Accountability—Student plan will be reviewed annually
- Transportation is provided as needed
- Ten students are currently enrolled
- Pregnant and Parenting Students gain an additional 1.0 FTE
- Reviewed enrollment form—shows who is responsible for what
- Data shows that 70% of kids get pregnant between 3:00 to 5:30 p.m. when their parents aren't home

Increasing Opportunities in Agriculture at SHS: Charlotte Klampe

The District received a grant last spring and an additional grant this fall to help evaluate the need for agriculture classes for students attending Stayton High School. Agriculture includes forestry, animal husbandry, and cooking as well as farming, seeding, farm equipment operations, FFA clubs and activities, etc. Charlotte Klampe discussed the two

newly scheduled periods of beginning agriculture available at SHS this year. There are about 22 students enrolled in the classes at this time.

UNFINISHED BUSINESS

REPORT/DISCUSSION

2009-10 Adopt-A-School Program: Tass Morrison

Several board members were very active in the Adopt-A-School Program in 2009-10, but not every board member had time to attend all the activities at any one school. Board members adopted the following schools:

- Steve Hack—High School and Stayton Middle School
- Tass Morrison—Stayton Intermediate/Middle School and Mari-Linn School
- Dick Morley—Stayton High School
- Laura Wipper—Stayton Elementary School
- Tim McCollister and Mike Wagner—Mari-Linn School
- Dave Kinney—Sublimity Schools

Revisions to Superintendent Evaluation Form: Mary Richards

Mary prepared a draft of the changes to the *Superintendent Evaluation Form* based on the revised District Goals adopted last spring. The Board reviewed the changes and asked that they be added to the Consent Agenda in October.

Construction Excise Tax Update: Doug Middlestetter

Linn County has signed the agreement for the Construction Excise Tax with NSSD, and Doug plans on meeting with Lyons City Council on Sept. 24th at 6:00 p.m. to present the new information on the changes to the tax in HB 2014. David Kinney volunteered to attend the meeting with Doug.

INFORMATION ONLY

Enrollment Update:

The projected FTE (full time equivalent) enrollment is based on last June’s enrollment and rolling up students from one grade to another for the following year. Historically September and October have higher enrollment numbers due to students moving in and out at the beginning of the year with June having the lowest numbers. The projected FTE enrollment for 2009-10 was 2265.5 for the average daily membership of regular students (ADMr). The actual FTE enrollment on September 11, 2009 was at 2377.5 ADMr. This is up 112 from the projected amount, but up only 6.0 from the September 2008 enrollment numbers. Doug plans to be able to give a more accurate count for the additional weighting to the average daily membership for special program students (ADMw) by November. The actual number of enrolled students is 2465 as of Sept. 11th.

Recognition of Gifts:

Slayden Construction	Baseball Field Improvements (\$120,000)	SHS
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Upcoming Meetings/Board Activities:

10/07/09	Management Team Meeting	9am	DO
10/08/09	Special Session—WESD Update	5pm	DO
10/15/09	Special Session—State School Funding	6pm	DO
10/15/09	Regular Session	7pm	DO

Future Agenda Items:

A list of future agenda items was included in the board packet. No new items were added to the list.

Field Trip Notification:

Overnight—Sublimity School
10/20 to 10/23 5th Graders OMSI Outdoor School/Warrenton Oregon

ADJOURN

The meeting adjourned at 9:15 p.m.

Superintendent, Dr. Jack Adams

Board Chairman, Tass Morrison

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION

MINUTES October 1, 2009

The North Santiam School District Board of Directors met in a Special Session on October 1, 2009 at 7:00 pm in the Santiam Room, located on the District Office site at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included Board Members—Tass Morrison, Laura Wipper, David Kinney, Dick Morley, and Tim McCollister, and Board Secretary—Mary Richards. Mike Wagner and Steve Hack were absent.

BOARD GOALS--STRATEGIES

The Board brainstormed the following ideas for the three “board” goals:

Board Goal #1: Maintain programs while striving to keep as many people employed as possible because of our commitment to doing what is best for kids; making any reductions in staffing in a way that is fair and equitable to all employees

1. Track State School Funding (SSF) closely with monthly updates from Superintendent.
2. Be aware of how SSF impacts the District.
3. Support the work and decisions of the Superintendent and Management Team.
4. Be involved in an early SSF communication plans for both the staff and the community.
5. Continue to have Superintendent prepare and present scenarios and prioritize programs.
6. Be involved in prioritizing programs.
7. Communicate to the Superintendent to cut programs first and staff second.
8. Communicate to the Superintendent to cut staff first and programs second.
9. Pursue grants and donations that support current programs.

Board Goal #2: Celebrate the successes of the District and community

1. Devise a method of measuring student and staff successes looking at measurable gains, volunteerism, school spirit, community involvement, etc.
2. Be involved in the planning of events, district and community wide, that celebrate the success of staff and students (i.e. Educator of the Year Dessert, Chamber Awards, Dollars for Scholars, etc.).

3. Recognize the activities and accomplishments of students and others at the board level.
4. Participate in awards assemblies at “adopted” schools.
5. Communicate with the community about district, student, and staff successes and community involvement via newspaper, public access channel, slides in theatre, etc.

<p>Board Goal #3: Routinely monitor the effectiveness of District programs and services, in order to better serve kids</p>

1. Encourage parental/user feedback in the evaluation of programs and presentations.
2. Schedule yearly, mid-year, quarterly, and monthly board presentations on current and future programs, data, and goals (i.e. AYP, Report Card, ECIP, OSAT Data, PBS, SWIS, New Programs, etc.).
3. Review programs first hand in “adopted” schools.
4. Support the use of surveys and focus groups as a tool to assist in the evaluation of program effectiveness.

NEXT STEPS

Mary Richards will type up the brainstorming ideas and email out to board members for review. At the Special Session set up for October 15th, the agenda will include 30 minutes for the SSF Communication Plan and 30 minutes to narrow down the list of strategies for the goals listed above.

ADJOURN

The meeting adjourned at 8:06 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION

REVISED MINUTES

October 8, 2009

The North Santiam School District Board of Directors met in a Special Session on October 8, 2009 at 5:00 pm in the Santiam Room, located on the District Office site at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Present: Board Members—Dick Morley, Tass Morrison, Tim McCollister, Steve Hack, Laura Wipper, David Kinney, and Mike Wagner; Superintendent—Dr. Jack Adams; Board Secretary—Mary Richards; Directors, Administrators, and Staff Members—Doug Middlestetter, Michael Ann McIlvenny, Andy Gardner, David Bolin, Paula Vawter, Jamie McCarty, Teri Butler, Ron Osborne, Keith Butler, Missy Reisterer, Jeri Harbison, and Linda Hendricks; WESD Representatives—Jack Stoops and Dave Novotney.

WESD DISCUSSION

The Board gave a list of questions to WESD Representatives, Jack Stoops and Dave Novotney, before the meeting. The meeting was planned for one hour, but went for an hour and a half. Dick Morley excused himself at 6:00 due to another engagement.

Jack Stoops is the current Board Chairman and Dave Novotney is the Deputy Superintendent of the Willamette Educational Service District. Below are the highlights of their discussion with the Board.

- Past audits did not show any significant issues, suggestions for some changes to internal processes were made by the auditors (Boldt, Carlisle, and Smith LLC, CPA)
- Jack Stoops noted the Board needs to look at the budget more carefully; they need a more in depth audit
- Enhanced communication is needed for an open meaningful dialog between boards
- Local service plans need to be kept aside and taken care of separately
- Jack noted that the WESD Board plans to meet with local school boards more regularly, and understands the need for better transparency for building trust
- Terms for WESD board members end on July 1st; new members and will have to go forward with the effort to build trust
- Dave Novotney recognized the need for enhanced collaboration and transparency as well

- A local service plan sub committee has been established that has four superintendent; they are looking at every service, its budget, its service delivery, and its cost effectiveness
- This sub committee is about 1/3 of the way through their process and has brought some recommendations forward
- It is important to have a checks and balance system within the WESD
- The WESD is looking at their business practices and plan to hire new auditors
- The State of Oregon is providing a performance audit on established internal controls
- The Board needs to have a culture of inquiry to improve the WESD as a whole, with this in mind an Audit Sub Committee has been established with two Superintendent representatives (one is Dr. Jack Adams), and the chief financial officer of Salem-Keizer School District.
- The two sub committees formed are advisory committees to the WESD Board and Superintendent representatives were chosen based on their expertise, size, and demographics
- Dave Novotney noted that there was a technology department audit going on
- WESD needs to problem solve the money used from resolution dollars to support Pentamation and how that will be returned to member districts (loss of \$3.4 million); the original contract with Sunguard was poorly written and was not beneficial to the WESD
- The business office has been very busy helping with the auditors, and Dave Novotney is confident that significant changes can be made with the business office, they have been able to keep up with the work load and maintain a positive direction so far
- Jack Stoops said he would urge the Board to respond quickly if changes are needed
- Dave Novotney acknowledged that there have been inconsistencies in charges, especially in technology; some of this was due to rates that were locked in at certain times, but this is not acceptable and will change
- WESD plans to make sure that there is consistency across the board for the same services at the same price
- WESD service rates should be competitive, but school districts should not have to pay more than the public sector
- The WESD must look at the constraints of their contracts, their staff levels, and their collective bargaining agreement
- A quick answer would be to change district contracts to pay less than the public sector in areas where they get services, but the WESD is upside down right now and technology rates do not allow for cost recovery; within the next 90 days the technology department should become more cost effective
- The sub committee for Technology will need to agree on a rate and look at its Pentamation services
- Regarding the collective bargaining unit and the need for salary and/or benefit freezes at the WESD, Dave Novotney noted that when Maureen was put on administrative leave bargaining was going on; he recognizes that they may have to engage with unions and ask for concessions
- The loan the WESD took out, which was for \$2.3 million was due to a cash flow issue based on when the State planned to pay the WESD and a misrepresentation of the amount of carryover for 2008-09

- The administration at the WESD took a cut of 3 days in 08-09; the licensed got a 3% increase (+ step) and the classified got a 2.75% increase (+ step); once they know what the State is going to do, they can ask for concessions and deal with reductions; they have a good relationship with their unions and practice the win/win process for negotiations
- Cuts have been made to travel and workshops, the Board will not be reimbursed for travel outside the state; other controls have been to shut down open purchase orders, and no food at meetings
- The next board meeting at the WESD will have presentations on the status of Pentamation, Special Programs, and the Health and Status of WESD Finances
- There is a plan to pay back the loan, but they will have less income and less revenue from the State
- The WESD Board plans to train their budget committee members on how to read the budget; committee members will also look more closely different department budgets; plan is to roll up their sleeves and walk through the budget, talk about contracts and limitations
- WESD Board members will get better, more accurate, monthly reports from the business office and ask more questions about the structure of the budget
- The WESD administration is making contingency plans for a loss of the tax referendum and will have to prepared for such a financial reality
- The 21 member districts of the WESD would like to see it more streamlined
- Due to low cash reserves of member districts, hours for services may have to be cut
- There will be a change in behavior specialist schedules; they will be in house five days a week (instead of spending Friday's at the WESD)
- It will take a while to regain trust with WESD; complaints should be handled right away; if a board member has an issue, they should contact Jack Stoops; if the Superintendent has an issue, it should be addressed by the department administrator, and then by the WESD Superintendent or Deputy Superintendent
- WESD representatives acknowledged that they need to walk the walk and talk the talk and take responsibility for the current issues they are facing
- The contract with Sunguard and the use of Pentamation will be re-negotiated in two more years; better marketing is needed
- The WESD Board plans to meet again on October 20th to make a final determination regarding the removal of the current WESD Superintendent, Maureen Casey; Board has not decided the next step
- Local Service is 30% of the WESD budget; WESD should be serving children at the highest possible level and serving school districts first
- The WESD has too much outside agency work though a loophole that allows them to compete for public service jobs
- An Educational Service District doesn't have to be huge; they have to engage in two year employee contracts to keep their highly skilled staff
- Priorities for the WESD at this time is to look at Special Services, look at local service plan agreements and obligations, come up with contingency plans
- The WESD must prepare a contingency plan for how member district will be charged if they must cut school days
- WESD Special Services employees who go to IEP meetings need to recommend only what is needed for the student, not the most they can get

- The NSSD Board is willing to help the WESD in whatever way possible to rebuild their relationship

ADJOURN

The meeting adjourned at 6:30 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/REGULAR SESSION**

**MINUTES
October 15, 2009**

The North Santiam School District's Board of Directors met in a Special Session at 6:00 p.m. followed by a Regular Session at 7:00 p.m. on October 15, 2009. Both sessions were held at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Mike Wagner, Tass Morrison, Dick Morley, Tim McCollister, Laura Wipper, and Steve Hack, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. David Kinney was absent.

Also in attendance were: NSSD Staff Members—Doug Middlestetter, Michael Ann McIlvenny, Andy Gardner, Paula Vawter, Jamie McCarty, Teri Butler, Keith Butler, Sella Bemrose, and Jodi Hack, Community Members—Nancy Henderks and Mark Valentine.

STATE SCHOOL FUNDING UPDATE

Jack plans to go over the sequence of events that led to State Funding cuts during 2008-09 and through October 2009. He explained to the Board the two taxes that will be voted on in January and what could happen to funding by February if the tax measures fail. A copy of the PowerPoint presentation was passed out and scenarios for different levels of spending were discussed.

BOARD GOALS—STRATEGIES

Board members were sent an electronic copy of the brainstorming ideas presented at the Special Session held on October 1st. They were also listed in the meeting minutes included in the board packet. The Board prioritized and decided on the following strategies for their board goals:

STRATEGIES FOR BOARD GOALS

Board Goal #1: Maintain programs while striving to keep as many people employed as possible because of our commitment to doing what is best for kids; making any reductions in staffing in a way that is fair and equitable to all employees

1. Track State School Funding (SSF) closely with monthly updates from Superintendent with an explanation of how changes are impacting the District.
2. Support the work and decisions of the Superintendent and Management Team.
3. Be involved in (a) prioritizing programs and (b) the early SSF communication plan for both the staff and the community.

Board Goal #2: Celebrate the successes of the District and community

1. Devise a method of measuring student and staff successes looking at measurable gains, volunteerism, school spirit, community involvement, etc.
2. Recognize the activities and accomplishments of students and others at the board level.
3. Communicate with the community about district, student, and staff successes and community involvement via newspaper, public access channel, slides in theatre, etc. and participate in awards assemblies at “adopted” schools.

Board Goal #3: Routinely monitor the effectiveness of District programs and services, in order to better serve kids

1. Schedule yearly, mid-year, quarterly, and regular monthly board presentations on current and future programs, data, and goals (i.e. AYP, Report Card, eCIP, OSAT Data, PBS, SWIS, New Programs, etc.).

ADJOURN

The Special Session adjourned at 7:00 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present at the meeting included: Board Members—Mike Wagner, Tass Morrison, Dick Morley, Tim McCollister, Laura Wipper, and Steve Hack, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. David Kinney was absent.

Also in attendance were: NSSD Staff Members—Doug Middlestetter, Michael Ann McIlvenny, Andy Gardner, Paula Vawter, Jamie McCarty, Teri Butler, Keith Butler, Sella Bemrose, and Jodi Hack, Community Members—Nancy Henderks and Mark Valentine.

ADDED AGENDA ITEMS

The Continuous Improvement Plan (eCIP) Update was added to the agenda as a spotlight item.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as modified. It was seconded by Tim McCollister and passed unanimously 6-0.

PUBLIC PARTICIPATION

There was no public participation requested.

SPOTLIGHT

Presentation of \$5000 AG Grant from Wilber Ellis: Donnie Blades

Donnie was unable to present a \$5000 agricultural grant to the District from Wilber Ellis Company. This presentation was tabled until Donnie Blades can attend, hopefully in November or December.

NSSD Website Review: Keith Butler

Keith Butler and Jodi Hack have been working on the new version of the NSSD website located at <http://nsantiam.orvsd.org> . The basic formation of each school's website is being prepared and schools will begin putting in their own information during trainings that are to take place during the last two weeks of October. The District and all school websites should be up and running by November 1st. Keith did a quick overview of the website showing the revamp of the NSSD Apple, how pictures can be rotated, the easy navigation, the hot topics area, articles, side bars, emergency notification, and school site links.

Continuous Improvement Plan (eCIP): Michael Ann McIlvenny

Michael Ann went over the goals on the eCIP and brought the Board up to date on what will be submitted to ODE on November 15th. It has been prepared with a realistic action plan and the focus has been narrowed with improved outcomes in all areas. Staff is aware of the goals which are directed by data. The following are highlights of the two year plan:

1 Goal—Meet AYP in Math

- Need to grow 3% per year in math
- High school needs to grow even more
- Next year SUB will have one more algebra class (approx. 50 students)

2 Goal—Show Growth in Literacy

- Additional help is needed in subgroups for ELL and SPED
- Literacy is good, but writing must improve
- Need to raise expectations
- K-2 will have internal benchmarking to prepare for writing at grade 4

Goal #3—Improve School Climate

- Continue on current plan

Goal #4—Implement Essential Skills and Post Secondary Preparation Needed to Prepare Students for the Workforce

- Prepare strategies for helping kids obtain essential skills such as job shadows, volunteer work, connecting skills to content areas, and real life connections
- Hold kids accountable and teach skills earlier

The CIP is distributed to parents, it is on the new NSSD website, it is emailed to staff, and it is sent to the local newspaper (Stayton Mail).

Professional development supports eCIP goals with a K-8 writing and reading in-service held in October and January and the speaking and science in-service held in November.

COMMUNICATION

Superintendent’s Report:

A copy of the *October Board Report* was included in the board packet along with written reports from Management Team members. Denise and Gary were prepared to give vaccines as soon as they were received. As of October 15th over 1200 flu vaccines have been given by the District.

City Council Liaison Communication: Steve Frank, Brian Kauffman, and Steven Baldwin

There were no city council liaisons at the meeting.

Upcoming Community Events:

A list of upcoming community events was in the board packet. The Stayton Town Hall meeting on October 22nd was added to the list.

Board Announcements/Committee Reports:

Laura Wipper was elected to the 2010 Legislative Policy Committee. She will report back to the Board periodically on what is happening in the committee.

ACTION/CONSENT ITEMS

MOTION: Dick Morley made a motion for the Board to approve Consent Agenda item 7.1, the minutes from the September 17, 2009—Regular Session (Revised), October 1, 2009—Special Session, and October 8, 2009—Special Session (Revised); and item 7.3, the revisions to the Superintendent Evaluation Form. It was seconded by Tim McCollister and Mike Wagner and passed unanimously 6-0.

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

Construction Excise Tax Update: Doug Middlestetter

Doug has been talking with the City of Lyons and the next City Council meeting will be held towards the end of the month. Currently the Construction Excise Tax is on their agenda. Dave and Mike offered to attend the meeting with Doug. The newly revised law says that Lyons has to implement the tax and the District will pay them an administrative fee.

INFORMATION ONLY

Enrollment Update:

FTE enrollment as of October 8, 2009 was 2369.5 with a student count of 2457. That equals 104 FTE over the projected roll up amount from June 2009.

Field Trip Requests:

There were two overnight and twelve day field trip requests between September and October. The two overnight trips are listed below:

11/01-11/02	SHS ASB Leadership	OLI Leadership Training/Bend
11/07-11/09	SHS ASB Leadership	OASC Leadership Conf/ Seaside

Recognition of Gifts/Donations:

The following gifts and donations were given to the District during the months of September and October:

Daily Buzz Coffee Co.	Free Drink and \$5 Off Cert (\$655.50)	SHS
Joan and Thomas Mertz	Washer and Dryer (\$400)	SHS
Stayton/Sublimity Rotary	Dental Van Support (\$700)	DO
Sherry Gallaway	Upgrades to Kitchen (\$1000)	SUB
Pacific Metals	Aluminum to Skills USA (\$240)	SHS

Upcoming Meetings/Board Activities:

A list of upcoming meetings and board activities was included in the board packet.

Added Future Agenda Items:

The following items were added to the list of future agenda items:

- Implementation of Stayton Intermediate/Middle School and Stayton High School PBS—January/February
- Survey Information—November
- Community Engagement Committee Report—December/January

BOARD REPORT

Board Member Ethics: Mary Richards

Mary put together a handout of the highlights covered at the Summer Board Conference on new ethics guidelines for those who serve in public office. Copies were given to board members at the meeting.

ADJOURN

The meeting adjourned at 8:15 p.m.

Superintendent, Dr. Jack Adams

Board Chairman, Tass Morrison

NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

MINUTES

Thursday, November 19, 2009

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. on November 19, 2009 in the Stayton Middle School library located at 1021 Shaff Road in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included Board Members—Tass Morrison, Dick Morley, Tim McCollister, Steve Hack, and David Kinney, Superintendent—Dr. Jack Adams, Associate Superintendent—Michael Ann McIlvenny, Business Manager—Doug Middlestetter, and Board Executive Secretary—Mary Richards. Board Members—Mike Wagner and Laura Wipper were absent with notice.

ADDED AGENDA ITEMS

Surplus (8.2a) and an out of state field trip approval (8.2b) were added to the agenda under new business.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as presented with the addition of 8.2a (surplus) and 8.2b (out of state field trip). It was seconded by David Kinney and passed unanimously 5-0.

PUBLIC PARTICIPATION

There was no public participation.

SPOTLIGHT

Board Awards:

The Board acknowledged Lori LaMarche and Diane Allen-Jackson for their contributions to the District. They also acknowledged the nomination of Dr. Jack Adams for the OSBA Superintendent of the Year as submitted by members of the Management Team and by members of the Board.

Spotlight: Stayton Intermediate School—Response to Intervention (RTI)

One of the goals for SIS this year was to revamp the reading program. Principal, Andy Gardner presented information on how SIS is making changes and using interventions in their reading program to improve instruction and student performance. Highlights are listed below:

- Created a 90-minute literacy block that improves classroom instruction
- Implemented a comprehensive plan using the RTI in grades 4 and 5

- Moved music to the afternoon (ML agreed to change schedule to morning)
- Changed lunch from 5 to 4 periods
- Incorporated the daily five reading program in the core reading block
- Focused on the integration of reading programs
- Students were grouped into green, yellow and red with additional time spent with yellow and red students (curriculum is different for each group)
- Added an orange classroom, allowing the red group to split into two groups (one red, one orange with 12 students each)
- Created a culture of confidence in students and staff
- Goal is to improve the use of student performance data by teachers so that instruction and curriculum changes can be made between rounds of testing throughout the year

COMMUNICATION

Superintendent's Report: Jack Adams

A copy of the *November Board Report* was included in the board packet along with written reports from Management Team members. Additional MT reports were handed out at the meeting.

City Council Liaison Communication: Steve Frank, Brian Kauffman, and Steven Baldwin

In attendance was Steven Baldwin. Steve Frank was unable to attend the meeting, but met with Dr. Adams earlier in the day to share that the City Council voted 3 to 2 for the Urban Renewal Plan.

Upcoming Community Events:

A list of upcoming community events was included in the Agenda-Explanation as part of the board packet.

Board Announcements/Committee Reports:

There will be a State playoff football game on Saturday, November 20th. Friday evening there will be a parade and dinner for football team members. A pancake feed is scheduled for Saturday morning for team members. A tailgate party is planned for Saturday, before the game starts at 1:00 p.m. Board members are invited to attend any and all of these events.

The presentation of a \$5000 Agricultural Grant from the Wilber Ellis Company had to be rescheduled until December. This grant will help support agricultural experiences and classes at Stayton High School.

Committee Meetings: The Community Engagement Committee plans to meet on December 3, 2009 at 8:00 a.m. at the District Office. Board members on the committee include Tass Morrison and Dick Morley. The Awards Committee will meet sometime in December to discuss the criteria for future board awards. Board members on the committee will review their calendars after the meeting to come up with a date and time.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Consent Agenda item 7.1, the minutes from the October 15, 2009—Special/Regular Session. It was seconded by Dick Morley and passed unanimously 5-0.

NEW BUSINESS

ACTION

Master Facilities Plan Review:

Ron Osborne prepared a short summary on the Long Range Master Facilities Plan (LRMFP) which was included in the board packet. He gave a PowerPoint presentation with the following highlights:

- The last time the LRMFP was revised was in April of 2007
- The current revision of the LRMFP meets the district's facilities needs and is sound; changes are needed in areas of enrollment and capacity, educational programs, technology plan, and district goals
- An intermediate plan (5 year plan) is needed that includes Resource Conservation Management (RCM) and a utility tracking system used to compare a variety of benchmarks for utility costs and consumption
- The budget crisis and the cycle of increasingly aged facilities is a challenge in meeting many of the LRMFP goals
- The LRMFP plays a key role in the formation of district, board and facility department goals, which were reviewed in the PowerPoint
- The plan is a road map for upgrades to facilities based on priority and enrollment
- Stimulus dollars are available through a consortium to help with facility upgrades this year
- Working through a consortium allows for cooperatively developing RCM programs and taking advantage of the funding available
- For successful plan implementation, the District needs money to pay for a Facilities Conditions Assessment (FCA) to help determine priorities within the deferred maintenance backlog
- The Partnership for Public Resource Management should help with our buying power and allows for the expertise of more than 100 facility management staff who work for member agencies
- Barriers to getting the LRMFP updated with basic information and updated priorities includes staff and resources; the Superintendent offered secretarial help in updating basic information in the LRMFP (over the winter break)

2009 OSBA Officer and Resolution Election:

There are three offices open in the 2009 election of OSBA Board Officers: OSBA President Elect with one person running—Bobbie Regan; OSBA Vice President with one person running—Randy Tweten; and OSBA Secretary-Treasurer with one person running—Kris Howatt.

MOTION: Dick Morley made a motion for the Board to submit a unanimous ballot for Bobbie Regan as OSBA President Elect, Randy Tweten as OSBA Vice President, and Kris Howatt as OSBA Secretary-Treasurer. It was seconded by Steve Hack and passed unanimously 5-0.

A copy of the resolutions being voted on by OSBA membership boards was included in the board packet. The Board may only submit one vote per resolution. Board members agreed with changes presented in Resolutions #1, #2, and #4, but they would like to continue to vote for OSBA officers as in the past (casting a no vote for Resolution #3).

MOTION: David Kinney made a motion for the Board to submit a yes vote on Resolution #1 (Voting by ESD's and Community Colleges), #2 (Establishing a Finance Committee in the OSBA Constitution), and #4 (New OSBA Board of Director Positions) and submit a no vote on Resolution #3 (Election of OSBA Officers) as presented in the OSBA Election Packet. It was seconded by Dick Morley and passed unanimously 5-0.

Mary will electronically send in the Board's vote to OSBA on Friday, November 20th.

8.2a Surplus: Handout

The District kitchens are doing some house cleaning and have replaced many of the "supply" items that are listed. The small kitchen equipment items listed are no longer used. Food Service Director, Toni Silbernagel, has contacted a few restaurants in the area to see if they would be interested in buying the used equipment items. Other items that are declared surplus may be sold in a "garage sale" if approved by Dr. Adams.

MOTION: David Kinney made a motion for the Board to declare the items listed on the handout as surplus. It was seconded by Dick Morley and passed unanimously 5-0.

8.2b Out of State Field Trip: Handout

Richard Dickson made a field trip request to take two students to an "honors band clinic" in SeaTac, Washington. A copy of the request and an itinerary was provided to the Board. The group will ride in private transportation and plan to leave on 11/20/09 at 2:30 a.m. and will return around 7:00 p.m. of the same day. This is an out of state trip and must be approved by the Board.

MOTION: David Kinney made a motion for the Board to approve the out of state trip to Washington for the honors band clinic to be held on November 20, 2009. It was seconded by Steve Hack and passed unanimously 5-0.

REPORT/DISCUSSION

District and School Report Cards:

A copy of the District and School Report Cards was included in the board packet. Michael Ann McIlvenny was available to present the report cards and to answer questions. Below are highlights of her presentation.

- The District is starting to see long term changes
- The District did not meet AYP
- 3 out of our 5 schools are in Outstanding Status; the expectation is that the other 2 schools will bring their status up to Outstanding soon
- District Central Support—Figure is high because early retirement must be captured, without it we are below the state average for central support costs
- ML—attendance was good; they showed growth in subgroups
- SES—100% of students took the test; they had a 95% attendance rate
- SES—Showed a big jump in reading due to solid reading time for past three years
- SES—Shows the importance of core instruction and the need to keep subgroups in those core times
- SIS/SMS—Subgroups all did better in 2008-09 than in previous years
- SUB—Goals were set in reading at 95% (only 2 kids did not make that goal); math at was set at 90% (only 10 kids did not make that goal)
- Teacher dashboards are going to be available at SUB as a pilot next month, and will be rolled out to all schools in January
- SHS—Got an Outstanding Status based on their growth in reading over past three years; they did not make AYP in math
- SHS—Had a 94% attendance rate and drop out rates were 3.7%
- SHS—Math is still below the state average, but are working on it
- SHS—Science scored have risen 20 points over a three year period

Policy Adoptions/Revisions:

Mary Richards has been working with staff and OSBA on some recommended policy adoptions/revisions. She sent copies out to the Board electronically and handed hard copies out at meeting. The following policies were submitted for review and discussion:

BD/BDA/DBB—Regular and Special Board Meetings: Allows for the Board to refer some matters to a hearing officer for a final resolution.

BDDH & AR—Public Participation in Board Meetings: Adds sections with additional language that allows the Board to refer matters to a hearing officer for a final resolution.

BDE—Public Hearings: Allows for the Board to refer some matters to a hearing officer for a final resolution.

DJ—District Purchasing: Revisions based to new laws as highlighted.

DJC—Bidding Requirements: Revisions based on changes to current law.

DJCA—Personal Services Contracts: Required policy based on new laws.

GBA—Equal Employment Opportunity: Required revisions based on update to the Americans with Disabilities Act with amendments to the 2008 version.

GCAB—Personal Communication Devices and Social Media-Staff: Required adoption based on new laws.

ING—Animals in District Facilities: New adoption based on assumption that dogs may be needed for some students with Autism.

JFCM—Threats of Violence: Revision based on changes to the law.

JHFF—Reporting Requirements Regarding Sexual Conduct with Students: Required adoption based on new laws as highlighted.

JOA—Directory Information: Revisions based on new law and revisions to existing laws.

CNA—Contracts and Working Agreements for Non-Represented Employees: Revised based on current practice.

CNI—Leaves for Confidential/Supervisory Employees: This is dealt with in their working agreements and is no longer needed in policy—request for deletion.

CNJ—Vacation and Holidays for Certificated Administrative, Supervisory and Confidential Employees: This is dealt with in their contracts and working agreements and is no longer needed in policy—request for deletion.

CNL—Early Retirement for Certificated Administrative/Supervisory and Confidential Employees: This is dealt with in their working agreements and is no longer needed in policy—request for deletion.

Board members were directed to contact Mary by December 8th if they want any of the policies pulled for further discussion at the next board meeting on December 17th. Otherwise, these policies will be put on the consent agenda.

INFORMATION ONLY

Enrollment Update:

The student count across the District was at 2459 as of November 11, 2009 and the FTE enrollment was at 2370.5. That is up 105 FTE over the projected September ADMr (based on the June 2009 enrollment rollups).

Day Field Trip Requests:

A list of day field trips was included in the Agenda-Explanation section of the board packet.

Recognition of Gifts/Donations:

The following gifts and donations were acknowledged by the Board and thank you letters will be sent out.

Emery & Sons	Services for Playground (\$4000 Value)	Mari-Linn School
Siegmund Ex.	Services for Playground (\$800 Value)	Mari-Linn School
Allied Rock	Rock for Playground (\$470 Value)	Mari-Linn School
Freres	Veneer Chips for Playground (\$1,450)	Mari-Linn School
SCTC	\$1,212.00 from Schoolhouse Talk	Needy Child Fund

Upcoming Meetings/Board Activities:

A list of upcoming meetings and board activities was included in the Agenda-Explanation as part of the board packet.

BOARD REPORT

OSBA Convention:

Dr. Jack Adams noted that the Board received a plaque presented at the OSBA Convention for “Continuing Outstanding Board Achievement—Year 2”.

ADJOURN

The meeting adjourned at 8:45 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL/REGULAR/EXECUTIVE SESSION**

**MINUTES
December 17, 2009**

The North Santiam School District's Board of Directors met in a Special Session at 6:00 p.m. followed by the Regular Session at 7:00 p.m. on December 17, 2009. An Executive Session was held during a recess of the Regular Session under ORS 192.660 (2)(i)—Performance Evaluation. All three sessions were held at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included Board Members—Tass Morrison, Laura Wipper, David Kinney, Dick Morley, Tim McCollister, Mike Wagner, and Steve Hack; Superintendent—Dr. Jack Adams; Board Secretary—Mary Richards and Staff Members—David Bolin, Charlotte Klampe, and Gary Rychard.

UPDATE ON SUPERINTENDENT GOALS

Dr. Jack Adams gave a PowerPoint presentation on how his goals for 2009-10 aligned with the District goals, as well as the strategies and actions he has taken so far to meet those goals.

Dr. Adams also discussed plans for: (1) full implementation of the Teen Parent Program, (2) full implementation of the Agricultural Program, (3) a possible After-School Program sponsored by the YMCA, and (4) a review of the current vocational education program to gain additional federal funding.

ADJOURN

The Special Session adjourned at 6:55 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included Board Members—Tass Morrison, Laura Wipper, David Kinney, Dick Morley, Tim McCollister, Mike Wagner, and Steve Hack; Superintendent—Dr. Jack Adams; and Board Secretary—Mary Richards. Also in attendance were 14 additional district staff and community members.

ADDED AGENDA ITEMS

The retirement of Cheryl Klampe Van Hess, a math teacher at Stayton High School was added to the agenda.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as amended. It was seconded by Laura Wipper and passed unanimously 7-0.

PUBLIC PARTICIPATION

There was no one in attendance that requested to speak to the Board.

SPOTLIGHT

\$5000 Agricultural Grant: Wilber Ellis Company

Donnie Blades was in attendance to officially notify the Board of a \$5000 Agricultural grant awarded to Stayton High School from Wilber Ellis Company. Principal, Charlotte Klampe and AG teacher, Cindy Schumacher were in attendance to personally express their thanks for the grant.

COMMUNICATION

Superintendent's Report: A copy of the *December Board Report* from the Superintendent was included in the board packet along with written reports from Management Team members. A draft report on the Districts compliance with ORS Division 22 requirements from Michael Ann McIlvenny and an update on the Facilities EECBG Competitive Grant from Ron Osborne were also included in the report.

Dr. Adams read his letter of resignation to the Board, effective June 30, 2010.

City Council Liaison Communication: Steven Baldwin, the liaison for Lyons City Council, relayed the Council's frustration regarding information presented during the recent approval process for the implementation of the construction excise tax. District Business Manager, Doug Middlestetter, had reported to the Council that Lyons was the last signature needed on the agreement. However, the Council reported that they were notified that an agreement had not yet been signed between Linn County and the District. Doug Middlestetter stated that it was an assumption that led to the unintentional oversight on his part, and that he is working to get the final paperwork completed and signed by Linn County.

Upcoming Community Events: A list of upcoming City Council meetings and community events was included in the agenda-explanation, as part of the board packet.

Board Announcements/Committee Reports: The Awards Committee met on Tuesday, December 15th. They recommended that the Board implement a recognition program for staff. The Superintendent will put a committee together to set up the process and procedures for the recognition program.

The Community Engagement Committee met on December 3, 2009 for their initial organizational meeting. Their next meeting is scheduled for January 7, 2010 at 8:00 a.m. at the District Office in the Santiam Room.

ACTION/CONSENT AGENDA

Policies DJ, DJC, DJCA (district purchasing, contract services, and bidding requirements) and policy CNJ (vacations and holidays for non-represented staff) were pulled from the consent agenda for further review and discussion at a later date.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda Item 7.1—The minutes from the November 19, 2009—Regular Session; 7.2 The approval of the retirement of Cheryl Klampe VanHess and the Reluctant acceptance of the resignation of Superintendent, Dr. Jack Adams; and 7.3—The policy adoptions and revisions as presented (including revisions to policies: CNA, BD/BDA/DBB, BDDH & AR, BDE, GBA, GCAB, ING, JFCM, JHFF, JOA, the deletion of policies CNI, and CNL). It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

ACTION—REPORT/DISCUSSION

Policy Adoptions/Revisions: The following policies were submitted for discussion based on new law and OSBA recommendations for revisions.

- JHFE & AR—Reporting of Suspected Child Abuse
- KAB-AR—Parental Rights

District Surveys and Use of Information: Michael Ann McIlvenny

Michael Ann gave a short report on the annual surveys currently being done throughout the District and how the data is used in preparing reports for ODE, federal grants, and competitive grants. A chart listing the surveys was handed out to board members. Michael Ann noted that the Wellness Survey and the Healthy Teen Survey are given on alternate years and needed to be added to the chart. Survey Monkey was piloted last year by SIS/SMS and is available to all schools this year if they wish to take advantage of it for parent or student surveys. It could also be used to do a community perception survey.

INFORMATION ONLY

Enrollment Update: Student Count is at 2451 and FTE enrollment is at 2362.5, which is 97 FTE above the projected amount for September 2009 (based on rolling students up from grade to the next at the end of June).

Overnight and Day Field Trip Requests: A list of requested field trips received from November 11th through December 11th was included in the agenda-explanation as part of the board packet.

Recognition of Gifts/Donations: The Board acknowledged donations made by Tass Morrison and Gary Richards to the District. A thank you letter will be sent out from the Board.

Added Future Agenda Items: A list of future agenda items was included in the board packet.

Upcoming Meetings/Board Activities: A list of upcoming meetings in January was included in the agenda-explanation as part of the board packet. The next Regular Session will be held on January 21, 2010 at 7:00 p.m. at Stayton Elementary School.

RECESS TO EXECUTIVE SESSION

The Board recessed the Regular Session at 7:45 p.m. and went into Executive Session.

EXECUTIVE SESSION

UNDER ORS 192.660 (2) (i)—PERFORMANCE EVALUATION

The Board discussed performance evaluations and returned to the Regular Session at 8:17 p.m.

REGULAR SESSION

RETURN TO REGULAR SESSION

Federally Funded Position: The Board discussed the creation of a new federally funded district position, the Director of Assessment and Career Related Learning, to assist with assessment data and vocational education, as well as a variety of other duties. This position would last as long as federal funding was available. The superintendent would make transfers as needed to fill the position, with the start date scheduled for early January.

MOTION: David Kinney made a motion for the Board to create the position of Director of Assessment and Career Related Learning to be funded with federal dollars. It was seconded by both Laura Wipper and Steve Hack simultaneously and passed unanimously 7-0.

Superintendent Search: Dr. Adams went over options for a Superintendent Search. The cost for a search outside the District starts at a base price of \$12,000-\$18,000. Dr. Adams recommended that the Board look at candidates inside the District since there are two very qualified administrators that currently work in the District who may be interested: Michael Ann McIlvenny and Andy Gardner.

A Special Session was scheduled for January 4, 2010 at 5:30 p.m. at the District Office to collect public input on the qualities and qualifications of a superintendent and a discussion on the process to be used for the Superintendent Search. Executive Sessions will be set up at later dates for discussions, interviews, etc. connected with the Superintendent Search.

ADJOURN

The Regular Session adjourned at 8:55 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/EXECUTIVE SESSION**

**MINUTES
January 4, 2010
District Office—5:30 PM**

A Special Session for the North Santiam School District's Board of Directors was held on January 4, 2010, at 5:30 p.m. at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tim McCollister, Tass Morrison, David Kinney, Dick Morley, Laura Wipper, Mike Wagner, and Steve Hack; Superintendent—Dr. Jack Adams; and Executive Secretary—Mary Richards.

Others in attendance included: Denise Ruttan, Paula Vawter, Jeri Harbison, Toni Silbernagel, Paulie Lime, Doug Middlestetter, Ron Osborne, Ron Wickett, Gary Rychard, Andy Gardner, Teri Butler, Charlotte Klampe, Debra Hilfiker, Michael Ann McIlvenny, Keith Butler, Jodi Hack, Jamie McCarty, Lin Tanamachi, Sella Bemrose, and Linda Hendricks.

SUPERINTENDENT SEARCH

Review Superintendent Qualifications:

The Board reviewed the headings in the administrative rule (AR) to policy CBA—North Santiam School District Qualifications of the Superintendent and asked for public input as to what members of the audience wanted to see in a new superintendent.

Public Input:

Members of the audience spoke about the strengths of the district and what they would like to see continue, and what type of qualities they would like to see in a new superintendent (commenting on what they like about Superintendent Adams). Those who spoke and the highlights of their comments are listed below:

Teri Butler:

- Comments about qualities in Dr. Adams and those she hopes the new superintendent will have:
 - Does what is best for kids—philosophy
 - Able to look at and separate the issue from the emotion of the situation
 - Transparency—Honesty
 - Able to agree to disagree
 - Able to take on difficult decisions
 - Clear and strong leader
 - Leads ALL staff
 - Makes decisions without emotion
 - Financial ability to understand the budget
- Comments about programs/concepts to continue with:
 - Embrace Management Team (MT) concept
 - Continue with yearly goal setting+Spring Workshop (goals) concept

Ron Osborne

- Comments about programs/concepts to continue with:
 - Continue with Management Team
 - Work toward unifying the District
 - Support Resource Management—Energy Savings
- Pleasure to work with Dr. Adams

Robert Abdou

- Comments about qualities in Dr. Adams and those he hopes the new superintendent will have:
 - Since of community
 - Visible and PR
 - Focus is known throughout the district
 - Change with a purpose
- Carry on with what we have started with MT and goals

Doug Middlestetter

- Comments about programs/concepts to continue with:
 - Continue with improvements and team concepts
 - Continue with district level controls for budget savings
 - Continue with goal setting concept and accountability
- Comments about qualities in Dr. Adams and those he hopes the new superintendent will have:
 - Need someone who is not afraid to make hard decisions
 - Financial and Educational experience

Toni Silbernagel

- Comments about programs/concepts to continue with:
 - Continue with Management Team concept
 - Continue with positive community relations
 - Continue with district team concept—work together, grow together, sacrifice in hard times together

Keith Butler

- Comments about qualities in Dr. Adams and those he hopes the new superintendent will have:
 - Need a strong leader who is capable of making strong solid decisions based on what is best for kids
 - Need a forward thinker who can see the value of what has been put into place
 - Transparency—knows when to share information at the appropriate time
 - Need someone who knows how to investigate, interrogate, and review information; someone who will already know the answers before asking the question
 - Must be fair and equitable in decision making
 - Well versed with correct statistics to back up statements
 - Know where we are headed, how we are going to get there, and know the risks to all involved
 - Good Negotiator

- Comments about programs/concepts to continue with:
 - Continue with Management Team—the process brings all elements together
 - Continue with goal setting—evaluate and set goals, then review and rethink
 - Continue with one district view—seen more movement in the past four years

Lin Tanamachi

- Must have experience driving a school bus (joke)
- Comments about programs/concepts to continue with:
 - Continue with concepts used to signal we are one district (i.e. phones, letterhead, etc.)
 - Continue with Management Team concept—gives us all knowledge of what we do to keep this district running and how we can help each other

Gary Rychard

- Comments about qualities in Dr. Adams and those he hopes the new superintendent will have:
 - Need someone who treats all the people the same, no matter if they are a teacher, custodian or secretary
 - Meet with employees face to face...in the buildings, during breaks, at union meetings, etc.
 - Need to understand that it takes the whole staff to make the district work
- Comments about programs/concepts to continue with:
 - Continue with the foundation that Jack has given us (i.e. Management Team, Spring Workshop, feeling of trust, unity)

Sella Bemrose

- Comments about qualities in Dr. Adams and those she hopes the new superintendent will have:
 - Need someone who is fair and honest
 - Treats everyone equally, with respect
- Comments about programs/concepts to continue with:
 - Continue with Management Team concept, working as a team
 - Proud to say that this district treated all groups equally during budget crisis

Charlotte Klampe

- Comments about programs/concepts to continue with:
 - Continue with Management Team concept
- Comments about qualities in Dr. Adams and those she hopes the new superintendent will have:
 - Need a good communicator (speaks well, writes well, can provide staff development at Adm. Workshop, knows curriculum)
 - A good role model
 - Need to be a small school advocate
 - A good listener
 - Approachable with an optimistic personality

Jodi Hack

- Comments about qualities in Dr. Adams and those she hopes the new superintendent will have:
 - Should have the innate ability to make people be more than they already are

- Deflects credit and gives people credit where it is due—gives staff self esteem and allow them to feel a part of the team
- True motivator

Debra Hilfiker

- Comments about qualities in Dr. Adams and those she hopes the new superintendent will have:
 - Vested in our community
 - Visible in the community
 - Loyal to the District

Jamie McCarty

- Comments about qualities in Dr. Adams and those she hopes the new superintendent will have:
 - Motivate to stay passionate about what we do
 - Need people to continue to rise to a high expectation
 - Same path—someone to monitor and evaluate
 - We have people within that can take the role, start internally
- Comments about programs/concepts to continue with:
 - Changes come with processes and procedure review
 - Continue with MT and goal setting

Board Member Comments:

- It is clear that there is a high degree of satisfaction with what we have in our current superintendent
- The current list of qualifications was used when we hired Dr. Adams
- Need someone with the proven ability to improve schools
- Should be mission driven and set challenging goals for staff
- Continue with MT and Spring Workshop
- Should be result oriented
- Focus on problem solving
- Should make decisions based on research and data
- Challenge administrators and teachers to achieve goals for students
- Clearly define administrative roles
- Focus on thorough evaluation of teaching effectiveness
- Take a personal interest in and respect all employees for the job they do
- Direct, truthful, look at issues, be a dynamic leader
- Take the good things and build on them in the future
- Be proactive, analytical eye, able to implement
- Go the extra mile, take pride
- Top down leadership style with collegial involvement
- Need to be able to connect with the community and pass a bond

Adoption of Superintendent Qualifications:

The Board discussed what was currently in the administrative rule (AR) to policy CBA and what would be additional qualifications/qualities that should be added based on public input.

MOTION: David Kinney made a motion to make the following revisions and readopt policy CBA-AR—North Santiam School District Qualifications of the Superintendent: Under Leadership Qualities add (1) Mission driven organizational skills with the vision to “Do What is Best for Kids” and (2) Goal oriented with established Management Team that includes the Board in an annual goal setting process; Under Management Skills add (1) Demonstrates the ability to implement goals set for the District. It was seconded by Dick Morley and passed unanimously 7-0.

Hiring Process:

The Board recognized that there are several administrators in the District that have the credentials to become a superintendent and Dr. Adams stated that any one of them would make an excellent superintendent. If the Board chooses an in-district candidate to fill the position it would allow up to four months of transition time between Dr. Adams and the new superintendent. An option for the Board could be to open the position to in-district applicants first and go through an interview process. If the Board felt that the in-district candidates were not suited to take over the position at this time, then they could open the application process to external applicants. Dr. Adams recommended that the Board look at in-district candidates first. Hiring within the District could save the district a million dollars over the next five years. It was noted that if an external candidate was chosen the amount of time for a transition would be very short and they may not choose to continue with the Management Team and goal setting that has been so successful in the District. An accelerated in-district search calendar was handed out to board members for their review.

The Board decided not to go into Executive Session to discuss additional aspects of the hiring process and time lines, but to continue the discussion in open session. The Board agreed that an in-district search should be done first, with clear expectations of what type of specific skills, traits, and leadership they would be looking for. Dr. Adams recommended that the Board look at their interview questions carefully keeping in mind where they want the District to be in five years.

Adoption of Superintendent Search Process/Adoption of Search Calendar:

MOTION: Dick Morley made a motion for the Board to adopt the search calendar as presented and post the superintendent position for in-district applicants only starting on January 5th and closing on January 20th. It was seconded by Laura Wipper and passed unanimously 7-0.

The Board agreed to set an Executive Session for further confidential discussions on the Superintendent Search for January 21, 2010 at the end of the Regular Session.

ADJOURN

The meeting adjourned at 6:45 p.m.

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES
January 21, 2010**

The North Santiam School District's Board of Directors met at 7:00 p.m. on January 21, 2010 for the Regular Session. An Executive Session was also held, under ORS 192.660 (2)(a)—Employment of Public Officers and ORS 192.660 (2)(b)—Discipline of Public Officer or Employee. Both sessions were held in the Stayton Elementary School library located at 875 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, David Kinney, Mike Wagner, Tim McCollister, Laura Wipper, and Steve Hack; Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Others in attendance included administrators, directors, staff members, community members, and a member of the press.

ADDED AGENDA ITEMS

The Board discussed moving items from the Regular Session agenda under Superintendent Search to the Executive Session. It was decided to discuss the items listed on the Regular Session agenda regarding the Superintendent Search without modification.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as presented. It was seconded by Laura Wipper and passed unanimously 7-0.

PUBLIC PARTICIPATION

Stayton High School ASB members gave the Board a thank you card, and provided cake and punch for the meeting. ASB President, Erika Camacho, publicly thanked the Board for what they do for kids in the District.

SPOTLIGHT

School Board Appreciation Month: January is School Board Appreciation Month. Superintendent Adams thanked the Board for their unselfish, voluntary commitment to students in the North Santiam School District. Our vision is fulfilled each time the Board makes decisions that enhance and make a difference in the lives of children in the North Santiam School District. Students gave little thank you gifts such as cards, pens, candy, cookies, nuts, posters, etc. to board members for their many hours of service to the District.

SES Spotlight: Principal, David Bolin, gave an outstanding presentation about the data collected from DIBELS (Dynamic Indicators of Basic Early Literacy Skills) and how it is used at Stayton Elementary School. DIBELS is used in all elementary level buildings to assess students in their early literacy skills and helps to identify their reading level. Each fall teachers are given data on each student in regards to assessment testing. They look at the prior year's data to set up action plans for each student. Once data has been compiled, the teacher can modify their lesson plans as needed. Additional highlights of the presentation are listed below:

- Administrators, Grade Level and Data Teams are asking these types of questions using the data to improve student performance:
 - What strategies and techniques are being used in the classroom to change student data?
 - How are students involved in goal setting process?
 - How do teachers individualize instruction for students?
 - How do teachers respond to student needs?
- Administrators, Data and Grade Level Teams, and Teachers look at data to also see class progress
- Data teams give a recommendation for instruction to teachers based on the data reports
- Administrators have access to all the reports and look at beginning and end of the year assessments to analyze where to move kids for the best instruction and decide where an aide might be needed
- All buildings in the District are using data to make decisions on how to help each student succeed

COMMUNICATION

Superintendent's Report: The January Board Report was included with the board packet. Attached to the Superintendent's report are individual reports from Management Team (MT) members. It was noted by members of the Board that the reports done by the MT members are very good. It was noted that they appreciated the reports that came from Charlotte Klampe and Robert Abdou based on their new positions in the District. Charlotte Klampe let the Board know that to move forward and increase the Agricultural options for students, they must officially approve of the concept to start an FFA Chapter at Stayton High School.

MOTION: Mike Wagner made a motion for the Board to approve the concept of an FFA Chapter at Stayton High School. It was seconded by Steve Hack and passed unanimously 7-0.

Upcoming Community Events: Upcoming community activities, meetings and events were listed as part of the Agenda Explanation. No additional information was added. Board members were reminded that the Stayton High School Booster Auction was coming up on January 23rd and that tickets were still available.

Board Announcements/Committee Reports: Tass Morrison

Minutes from board sub-committees were included in the board report for approval. The next Community Engagement Committee meeting will be held on February 4th at 8:00 a.m. in the Santiam Room at the District Office.

The Board thanked Dr. Adams for setting up a Celebrations Committee comprised of Management Team members to look at staff recognition and celebrating the successes of the District. Their first organizational meeting will be held on Jan. 27th at 3:15 in the Santiam Room at the District Office.

ACTION/CONSENT ITEMS

The Long Range Facilities Master Plan was pulled from the Consent Agenda and added to the regular agenda for further discussion.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 7.1—the minutes from the 12/03/09—CE Committee Meeting, the 12/15/09—Awards Committee Meeting, the 12/17/09—Regular Session, the 01/04/10—Special Session, and the 01/07/10—CE Committee Meeting; 7.2—the acceptance of the resignation of Teleia Goddard; 7.3—policy revisions to JHFE & AR—Reporting of Suspected Child Abuse and KAB-AR—Parental Rights; and 7.4—the approval of the submission of the Division 22 Assurances to ODE. It was seconded by Dick Morley and passed unanimously 7-0.

NEW BUSINESS

ACTION

Budget Calendar: Business Manager, Doug Middlestetter presented a calendar for the 2010-11 Budget approval process with the same time lines as last year. Many districts are waiting till the end of May or early June due to the possible changes in funding. He also noted that three (3) budget committee member terms have ended and advertising for the positions is ongoing until filled. Doug has received several responses already and he will bring any names of those interested in being on the committee to the Board at a future session for approval (February/March).

MOTION: Mike Wagner made a motion for the Board to approve the budget calendar for the 2010-11 Budget as presented. It was seconded simultaneously by Laura Wipper and Dick Morley. The motion passed unanimously 7-0.

REPORT/DISCUSSION

WESD Resolution Dollars: Jack gave the Board an update on the plans for WESD Resolution Dollars for the next year. Over \$700,000 comes to NSSD in Resolution dollars. Some districts have been allowed to use “flow-through” dollars in their own district (like Salem-Keizer)—14 districts were not allowed to do this. Because WESD is upside down, the fact that some district are being treated differently than others has come to the superintendent’s attention and they are working on changes to this process. Jack has been asked to go before the legislature and testify regarding this inequity and other issues with Educational Service Districts.

A sub-committee has been put together representing all 21 districts in the WESD. Their goal is to set up a process to request flow through dollars for “core” areas (regional and core areas to be defined) with all districts treated equally.

Two audits are going on dealing with regional resolution dollars. Once their findings have been made public Jack will bring the Board a list of the resolution services that the district will be getting from the WESD and what resolution dollars we will get as flow through dollars to spend on core areas. Superintendent’s can be powerful when they generate a 50% vote on the how resolution dollars should be spent.

Open WESD Board positions will be voted on this year, how many members will be replaced may be decided upon by the legislature in February. Hopefully one of the NSSD Board members may choose to apply for an open position. Concerns for 21 school districts that have been voiced include cuts to staff and school days in school districts, while WESD gave raises and borrowed money to make their payroll. Board members were invited to give input into what they would like to see in a new superintendent on Jan. 27th at the WESD.

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

PBS Update for SIS/SMS: Andy Gardner gave the Board a report on how SIS/SMS is doing in the second year of its PBS implementation. The school trained with Dale Meyers and began the implementation first with grades 4/5 last year and have followed through with implementation of grades 6/7/8 this year. The highlights of his presentation are below:

- The roundup and focus was on how kids will act in different areas of school stressing *Safe, Responsible, and Respectful* behavior
- Students are responding well and understand when they are told why they need to follow rules
- Teachers are now extending their responsible areas outside the classroom and supporting each other
- SWIS data is helping teachers and school administrators look at how PBS is working
- The SET (School Evaluation Team) surveyed students, staff and others in the building about PBS and how well the program is being deployed
- Administrators are looking at referral data, by problem behaviors (disrespect, disruption, etc.)
- This year there has been a lower number of all types of referrals
- Referrals in common areas (playground, hallways, cafeteria, library, etc.) have been very low
- The behavioral culture of the school is changing for the better, PBS is working
- Classroom behaviors continue to be worked on, which includes those students who are on behavior plans
- As students from Stayton Elementary move up to grade 4, they are coming in knowing the expectations for behavior at school and we are seeing the positive effects of PBS

CIP Update: Michael Ann McIlvenny updated the Board on the progress being made on the Continuous Improvement Plan for the District. She provided a handout to board members that will become part of the board packet. Buildings are currently reviewing data from the fall assessments and administrators are looking at three year data trends in reading, writing, and math. PBS is improving the climate of all buildings and Charlotte Klampe will be working on the Career Related Learning goals in the District. Student writing and speaking will be one of the topics at the upcoming professional development planned for staff on January 25th.

Superintendent Search Discussion: The Board decided to discuss as much as possible about the superintendent search in open session. Each board member discussed what they felt were priority qualifications that should be focused on in interview questions. Their discussion included the following:

- Mission Driven—goal driven with a focus on doing what is best for kids
- Management Style—needs to be open, honest, and supportive of all staff (an inclusive style)
- Visionary Leadership—continue with goal setting
- Involvement—district and community
- Unification of District—continue with that goal
- Strong Leadership—honest , transparent, well respected with high integrity, motivator
- Financial Leadership—knows budgeting, business practices
- Able to make decisions without emotion
- Not afraid to take on tough decisions
- Focuses on outcomes and data in decision making
- Strong communication and community involvement
- Proven ability to improve schools
- Goal driven
- Good public relations, community respect
- Good leader under crisis

Five Areas of Focus

1. Mission and Goal Driven (with guiding principal of doing what is best for kids)
2. Honest, Transparent, High Integrity
3. Strong Leadership, Respected and Trusted
4. Financial Leadership
5. Strong Communication Skills and Community Oriented

MT and Candidate Team Interviews

At least four members of the Board will meet with and interview Management Team members and Candidate Team members. The day of the interviews will make a difference as to who else can assist in the process. Random members of each team will

be interviewed (to include all administrators and DO directors, as well as immediate candidate team members) in 20 to 30 minute slots over a 1-2 day period.

In-District Application Review

The in-district candidate applications will be available to review between January 22nd and February 4th. Board members should contact the HR department to make an appointment for review.

The Board reviewed the Assurance Statement/Ethics and Confidentiality form. This is a standard form. The Board needed to approve of its use in the interview process.

MOTION: David Kinney made a motion for the Board to approve the use of the confidentiality form (in the interview process) as presented. It was seconded by Steve Hack and passed unanimously 7-0.

Superintendent's Contract

The Board noted that the current superintendent's contract language seems to be fair, and they would negotiate a fair salary. Salary information for Capital Conference Superintendents was handed out to all board members for review.

Superintendent Interviews

The Board finalized the interview schedule for in-district candidates for the Superintendent position. Letters will be sent out to each candidate, thanking them for their application and assigning them a time slot after 4:00 p.m.

MOTION: David Kinney made a motion for the Board to set the interview session for (in-district) superintendent candidates for February 17, 2010, with the Executive Session starting at 3:00. It was seconded by Dick Morley and passed unanimously 7-0.

Long Range Facilities Master Plan and Summary: Ron Osborne

Ron Osborne gave the Board a presentation on the Long Range Facilities Master Plan in November. He noted that the written plan from 2007 would be updated to include the scope of the bond presented to voters in the 2008 General Election.

The summary and plan have been updated and condensed with a separate appendix available for historical reference regarding past bond election failures. The newly revised 2010 plan, appendix, and summary were included in the electronic board packet, with only the summary included in the hard copy of the packet. The Board asked for the following additions to the 2010 LRFMP:

- Add information about how buildings are funded by district bonding, not by school state funding
- Make clear that modular/portable classrooms are paid for out of general fund dollars and note their cost
- Note that the Board will review the LRFMP every year

- Review the brochure for any updates needed

MOTION: Dave Kinney made a motion to approve the 2010 Facilities Plan (LRFMP) with amendments (revisions) added to the final document (and summary) that state how building construction is funded and how modulars (also known as portables) are funded. It was seconded by Laura Wipper and passed unanimously 7-0.

INFORMATION ONLY

Enrollment Update: Student count for the District was at 2451 as of January 14th and the basic FTE was at 2364, which is 98.5 FTE above the projected September enrollment based on rolling students up from one grade to the next.

Overnight and Day Field Trip Requests: A list of overnight and day field trips was included in the board packet as part of the agenda explanation.

Recognition of Gifts/Donations: The Neitling family, Power Chevrolet, and Stayton Police were recognized for their gifts/donations to the District.

Added Future Agenda Items: Future agenda items based on discussion during the session will be:

- Approval of New Budget Committee Members
- Update on WESD Resolution Dollars

Upcoming Meetings/Board Activities: A list of upcoming conferences, meetings, professional development opportunities, and Executive Sessions set up for the superintendent search were noted.

BOARD REPORT

Legislative Policy Committee Report: Laura Wipper handed out an issue brief from the Legislative Policy Committee. Forty people attend the meetings from districts all over the state. Laura noted that several ESD’s in state are struggling including the WESD. Issues that the committee has been looking at include facility needs, on-line education, and full day Kindergarten. Other highlights she noted as discussion items included:

- Religious attire worn by teachers, and other areas to address in future
- Charter Schools-online education costs vs. expenses
- Education with an integrated approach (alternatives that meet the needs of all students)
- Updating technical education requirements in Oregon
- Oregon Virtual School District—Sponsored by the State of Oregon
- Review of a priorities and policies
- Districts to vote for legislative priorities (advocate) in May
- Measures 66 & 67—close yes vote is expected

EXECUTIVE SESSION

The Board recessed the Regular Session and went into Executive Session at approximately 9:00 p.m. to discuss the *Discipline of Public Officer or Employee and To Consider the Employment of a Public Officer, Employee, or Staff Member.*

REGULAR SESSION

ACTION

The Board announced the recess of the Executive Session until February 4, 2010 at 5:30 p.m. at which time they will continue their discussion regarding the Superintendent Search.

ADJOURN

The Regular Session adjourned at 10:25 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION
EXECUTIVE SESSION CONTINUATION**

**MINUTES
February 4, 2010
District Office—5:30 PM**

The North Santiam School District's Board of Directors met in a Special Session and continued the Executive Session originally held on January 21, 2010, under ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member. Both Sessions were held at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, Laura Wipper, Mike Wagner, Tim McCollister, David Kinney, and Steve Hack; Superintendent—Dr. Jack Adams; Board Secretary—Mary Richards; and Human Resources Director—Teri Butler.

**CONTINUATION OF EXECUTIVE SESSION
UNDER ORS 192.660 (2)(a)
To Consider the Employment of a Public Officer**

SUPERINTENDENT SEARCH

The Board reviewed final interview schedules, confidentiality forms, team and reference questions, and candidate interview questions for the position of Superintendent.

RECESS EXECUTIVE SESSION

The Executive Session was recessed until February 5, 2010 at 8:00 a.m.

**RETURN TO
SPECIAL SESSION**

ADJOURN

The Board adjourned the Special Session at 7:20 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION
EXECUTIVE SESSION CONTINUATION**

**MINUTES
February 5, 2010
8:00 AM**

The North Santiam School District's Board of Directors met in a Special Session and continue the Executive Session held on February 5, 2010, under ORS 192.660 (2), (a)—
To Consider the Employment of a Public Officer, Employee, or Staff Member. Both sessions were held at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 8:00 a.m. Those present included board members: Tass Morrison, Dick Morley, Steve Hack, Mike Wagner, and Laura Wipper.

**CONTINUATION OF EXECUTIVE SESSION
UNDER ORS 192.660 (2)(a)
To Consider the Employment of a Public Officer**

SUPERINTENDENT SEARCH

The Board interviewed selected Management Team members regarding the Superintendent Search.

**RETURN TO
SPECIAL SESSION**

RECESS EXECUTIVE SESSION

The Board announced the recess of its Executive Session until February 12, 2010 at 8:00 a.m. in the Santiam Room.

ADJOURN

The meeting adjourned at 3:30 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION
EXECUTIVE SESSION CONTINUATION**

**MINUTES
February 12, 2010
8:00 AM**

The North Santiam School District's Board of Directors met in a Special Session and continue the Executive Session held on February 5, 2010, under ORS 192.660 (2), (a)—
To Consider the Employment of a Public Officer, Employee, or Staff Member. Both sessions were held at the District Office at in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 8:00 a.m. Those present included board members: Tass Morrison, Dick Morley, Steve Hack, Mike Wagner, and Laura Wipper.

**CONTINUATION OF EXECUTIVE SESSION
UNDER ORS 192.660 (2)(a)
To Consider the Employment of a Public Officer**

SUPERINTENDENT SEARCH

The Board interviewed members of both candidates "team" members (those who work, or have worked, directly with the candidate) and candidate references were called as part of the in-district Superintendent Search process.

**RETURN TO
SPECIAL SESSION**

RECESS EXECUTIVE SESSION

The Board announced the recess of its Executive Session until February 17, 2010 at 3:00 p.m.

ADJOURN

The meeting adjourned at approximately 3:05 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION
EXECUTIVE SESSION CONTINUATION**

**MINUTES
February 17, 2010
3:00 PM**

The North Santiam School District's Board of Directors met in a Special Session and continue the Executive Session held on February 12, 2010, under ORS 192.660 (2), (a)— To Consider the Employment of a Public Officer, Employee, or Staff Member. Both sessions were held at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The meeting was called to order at 3:00 p.m. Those present included board members: Tass Morrison, Dick Morley, Tim McCollister, David Kinney, Laura Wipper, Mike Wagner, and Steve Hack. Candidates interviewed included: Andrew Gardner and Michael Ann McIlvenny.

**CONTINUATION OF EXECUTIVE SESSION
UNDER ORS 192.660 (2)(a)
To Consider the Employment of a Public Officer**

SUPERINTENDENT SEARCH

The Board reviewed summary information from interviews and reference data; interviewed candidates, discussed strengths and weaknesses of the candidates, came to a consensus on hiring and appointed a negotiating team to offer the position to the successful candidate.

ADJOURN EXECUTIVE SESSION

The Executive Session adjourned at 7: 30

**RETURN TO
SPECIAL SESSION**

ACTION

MOTION: Mike Wagner made a motion for the Board to offer the position of Superintendent to Andrew Gardner with a start date of July 1, 2010. It was seconded by Laura Wipper and passed unanimously 7-0.

MOTION: David Kinney made a motion for the Board to delegate authority to the Board's officers (Tass Morrison and Dick Morley) to meet with Andrew Gardner and negotiate a contract (for the position of Superintendent). It was seconded by Steve Hack and passed unanimously 7-0.

ADJOURN

The meeting adjourned at 7:40 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION—7:00 PM

REVISED MINUTES
February 18, 2010

The North Santiam School District's Board of Directors met in Regular Session at 7:00 pm on February 18, 2010 at the District Office located at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Dick Morley, David Kinney, Tim McCollister, Laura Wipper, and Mike Wagner; Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Others in attendance included administrators, district staff, and community members. Board Member—Steve Hack was absent with notice.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the revised agenda as presented. It was seconded by David Kinney and passed unanimously 6-0.

SPOTLIGHT

Proclamation from the Governor: Classified Employees Week

The District received a proclamation in the mail declaring March 1-5, 2010 as Classified Employees Week. As the Board Chairman, Tass Morrison read the proclamation out loud and thanked the classified employees for their devotion to students in the North Santiam School District.

COMMUNICATION

Superintendent's Report: Jack Adams

The February Board Report was included in the board packet. Attached to the Superintendent's report were reports from Management Team members.

Budget Update: Jack Adams

Jack gave the Board an update regarding information received on the status of State School Funding and the expectations for reductions during the 2009-10 school year. Below are highlights of his communication:

- ❖ Today's paper says the State will pay the second year of the biennium at the \$6.0 Billion rate as promised to K-12 education
- ❖ A document provided by Doug noted the following:
 - Ending fund balance for 2010-11 is low
 - There is no rainy day fund to offset the low ending fund balance for 2010-11 budget (\$600,000 was available for the 2009-10 Budget)

- The District should be able to keep all programs, and give steps, but not cost of living raises for 2010-11
- If cost of living is given, the District must cut over \$300,000 worth of licensed positions
- The District should have at least a \$600,000 beginning fund balance to start each year
- A budget presentation to staff will be held on March 5th, and the Power Point will be available on website
- Meeting with union representatives to negotiate letters of agreement will start soon
- The District must “hold the line” through 2010-11 (freezes on budgets, etc.)
- The District should know more about how the State is recovering by end of 2010-11
- The next two years may still be hard—unemployment is still over 10% and growth is at very low (0% currently)
- Other unknowns—Federal Stimulus Package may be cut or run out
- Assume we will rehire for retirees for SPED and required positions, but that will depend on negotiations with unions
- Additional \$600,000 is expected from State as revenue because of commitment to K-12 education (at \$6.0 billion)

City Council Liaison Communication:

Brian Kauffman and Steven Baldwin were in attendance at the meeting. They had no communications for the District.

Upcoming Community Events:

A list of community events found on the Stayton Events website was included as part of the agenda explanation.

Board Announcements/Committee Reports:

Committee minutes were included in the board packet for approval at the meeting. Community Engagement Committee meetings are planned for the first Thursday of each month from 8-10 a.m. in the Santiam Room at the District Office.

A “Thank You Celebration” to Slayden Construction Group and all those who helped complete the SHS baseball field upgrades is planned for March 13th. Board members are invited to attend and present a plaque to Slayden for their huge donation towards this project and for their community partnership with the North Santiam School District.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve 7.1 and 7.2 of the Action Consent Agenda (including the minutes from the January 21, 2010—Regular/Executive Session, the February 4, 2010—Special/Executive Session, the February 4, 2010—Community Engagement Committee Meeting, the February 5, 2010—Special/Executive Session, the February 12, 2010—Special/Executive Session, and the February 17, 2010—Special/Executive Session; and the acceptance of the resignation of Ramie Moody). It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS

ACTION

Audit Review:

A copy of the audit was given to board members in December for review. Doug Middlestetter and Brad Bingenheimer, partner from Boldt, Carlisle & Smith, presented a brief overview of the 2008-09 Audit.

- ❖ There are six (6) parts to the audit
 - Opinion
 - Statements/Explanatory
 - Bulk of the Audit—Financial Statements
 - Details
 - State Laws
 - Reports and Info for Federal Laws
- ❖ Financial Statements—there was a decrease of \$900,000, due to the adjustment with the new accounting standard (includes post employment—retiree costs)
- ❖ Individual Funds—the fund balance decreased (\$1.3 million), not unusual due to economic crisis
- ❖ Less \$800,000 revenue
- ❖ No over expenditures
- ❖ Basic school support was noted, no property tax until Nov/Dec
- ❖ State law—accounting records and internal controls
 - Records in good shape, accounts reconciled
 - Good controls—some improvements could be made, no material weaknesses
 - Public funds—Security of funds (July 1, 2008—banks pool funds for security)
 - Debts of the district-bonds etc.
 - Timing issue with debt service area, other than that in compliance
 - Adopting the budget/Preparation—nothing glaring
 - Insurance coverage—adequate
 - Bonding—adequate
 - Programs funded by outside sources—compliant
 - Investments— compliant
 - Contracting— compliant
 - Basic School Support Allocation— compliant
- ❖ Federal Law—contracts/regulations
 - Federal Programs—audit selected programs
 - All ok with one exception—Stimulus money an issue at most schools due to lack of communication from federal government prior to distribution
 - Internal controls— adequate

Technical Issues

Financial Statements:

Segregation of duties—Cross training of staff can be needed in small departments but this can also cause security issues

Debt/Bonds:

- ❖ Deals with specifically collected tax dollars
- ❖ Recommendation to lower the amount to use up some of the excess
- ❖ District refinanced to save tax payers money—then adjusted because we did not have enough collected

❖ Should have bonds paid off in 2013

MOTION: David Kinney made a motion for the Board to accept the Audit for 2008-09 (fiscal-year) as presented. It was seconded by Tim McCollister and passed unanimously 6-0.

OSBA Board Nominations:

Krina Lemons from Salem-Keizer resigned her position on the OSBA Board. This caused a vacancy for region 10 on the board and nominations are being accepted until February 26th. Dick Morley has expressed an interest in serving on this Board.

MOTION: Mike Wagner made a motion for the Board to nominate Dick Morley as a representative for region 10 on the OSBA Board of Directors. It was seconded by David Kinney and passed unanimously 6-0.

WESD Resolution Dollars—Resolution #021810:

Jack presented information on WESD Resolution Dollars. The Board will need to certify that they will be using resolution services through WESD and adopt the resolution for the District to access these funds.

Resolution services have been reviewed over the past several months by the 21 Superintendents that are connected with WESD. Salem-Keizer got 95% of its funds as flow through dollars, and Cascade got 50% during 2008-09. No other districts under the WESD umbrella received any “flow through dollars”. Changes have been made to the contract so that all WESD districts can use resolution services or “contract for their own” services using these designated “flow through” dollars. NSSD gets about \$700,000 towards resolution type services and a breakdown will be given to the Board in April regarding how we will spend these dollars in 2010-11. NSSD is looking to hire a technology person and several behavioral specialists with flow through dollars.

Superintendents had a chance to look carefully at the WESD budget, especially the number of directors in the WESD, mileage and home base, etc. This helped to form the basis for the new contracts between the District and the WESD for “Resolution” services. WESD has cut over 22% out of its SPED budget, and the SPED director has resigned. Superintendents are now looking at technology services, where billings have been upside down. The WESD has over 600 people currently employed but as resolution dollars are used as flow through dollars, many people will be laid off. However, school districts will begin hiring many as their own employees. Services may also be purchased from other Educational Service Districts, which will help keep the prices charged by WESD in check.

MOTION: David Kinney made a motion for the Board to adopt Resolution #021810—WESD Resolution Services for 2010-11. It was seconded by Laura Wipper and passed unanimously 6-0.

REPORTS/DISCUSSION

District Celebration Committee Recommendations:

David Bolin presented recommendations from the District Celebration Committee in a PowerPoint Presentation. The committee was charged with looking at how to celebrate successes of buildings, staff, etc. Staff was very adamant that they didn't want a big celebration and they wanted the awards to be meaningful. There are four types of awards recommended.

- ❖ The Santiam Award—Recognition of a staff member or student for an outstanding accomplishment or success in meeting the District's mission of preparing all students for continuing education, work, and citizenship
- ❖ The Jack Adams Award—Recognition of an outstanding effort in “improving the life of a student” or “doing what is best for kids” in the District
- ❖ Retirement Acknowledgement—Celebrations to be held within the building where the employee worked
- ❖ Celebration of Achievement in Education Award—Recognition of a contribution or achievement that exemplifies the North Santiam School District's efforts to provide a quality educational experience

Nominations for the Santiam Award and the Jack Adams Award need to be turned into Mary by the end of each month and the awards will be given out at future board meetings. Retirement acknowledgements will take place in buildings at the end of the school year, and the Celebration of Achievement in Education Award will be presented during the August In-Service with nominations to be turned into Mary by the end of June.

Community Partners in Education—Award Criteria:

The Board asked the Celebration Committee to meet again and discuss criteria for the Community Partners in Education Award. Their recommendations will be brought back at a future session for discussion.

Santiam Market Place:

Santiam Market Place is open on Saturday, March 6th. Mary will check to see if there is still room to rent a booth. If so, the District would like to have information about our community partners and some of the District's programs available at the booth. Board members will man the booth that day and Andy Gardner will also be available to meet and greet people as the newly hired superintendent. Jodi and Keith will work together to get signs and flyers together for the booth and have it set up for the Board.

2008-09 Annual Report:

A copy of the 2008-09 Annual Report was included as part of the board packet. Mary and Jodi worked to update the report, using the same format as the 2007-08 report at this point. If there is time, Jodi would like to update the **format** further using same information. As you review it, keep in mind that this report is always looking at the prior school year.

UNFINISHED BUSINESS
ACTION—REPORT/DISCUSSION

PBS Implementation Update for SHS:

SHS Principal, Robert Abdou was unable to attend and help with this presentation due to other high school obligations, so Jeri Harbison presented how the implementation of PBS has been going at the high school. The following are highlights from her PowerPoint presentation.

- ❖ SHS has completed year zero
- ❖ Remember that there is a continuum of consequences for problem behaviors
- ❖ Jeri gave an update of where SHS is at in each of the areas listed
- ❖ Expectations have not been defined yet
- ❖ SWIS is being used as the data element
- ❖ SHS is at 59% of implementation which is a very good start
- ❖ John Kendall is working on getting some banners made up with “PRIDE” on them, and they will be displayed once the matrix has been taught to all students
- ❖ SHS will roll out the PBS plan for the high school in the fall, which will be age appropriate
- ❖ The Eagle Honor Award has being reinstated, and the matrix is being used for a monthly recognition
- ❖ There is a need for a lower recognition system
- ❖ Minor and Major referral forms have been completed for use by teachers, staff
- ❖ Problem behavior has been better defined
- ❖ The PBS team looks at the SWIS data on a regular basis
- ❖ Office referrals have gone up due to better recording

Middle School students have been surveyed and it shows that students are retaining and carrying over ideas behind PBS from SES to SIS and so on.

Superintendent Search:

Tass Morrison announced that Andy Gardner has been unanimously chosen by the Board as the next Superintendent of the NSSD. She thanked the members of the Management Team for their input, professionalism, honesty, and their determination to do what is best for kids.

Andy’s interview, presentation of materials, and his view of his role in the community were important elements in the final decision. Dr. Adams also thanked the Board for their professionalism during the hiring process.

INFORMATION ONLY

Enrollment Update:

An enrollment update was included as part of the board packet. Enrollment has dropped slightly, but it is normal for late January and early February due to the end of the semester when families move.

Overnight and Day Field Trip Requests:

A copy of an overnight field trip request with additional information was included in the board packet. A list of day field trips was passed out at the meeting.

Recognition of Gifts/Donations: Handout

A list of gifts and donations made to the District was handed out at the board meeting.

Fundraising Notification: Handout

A copy of each fundraising request form where a contractual agreement has been made was listed on the same handout as the field trips.

Added Future Agenda Items:

A list of future agenda items was included as part of the board packet. Two additional items were asked to be added:

Budget Committee Appointments—March

Retiree Recognition—May

Upcoming Meetings/Board Activities:

A list of upcoming meetings and board activities was included as part of the Agenda-Explanation.

ADJOURN

The meeting adjourned at 9:10 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/EXECUTIVE SESSION
6:00-8:00 pm**

**MINUTES
March 11, 2010**

The North Santiam School District Board of Directors met in a Special Session and in an Executive Session under *192.660 (2)(i)—Performance Evaluations* on March 11, 2010 at 6:00 pm in the Santiam Room, located on the District Office site at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included Board Members—Tass Morrison, Dick Morley, David Kinney, Laura Wipper, Mike Wagner, and Steve Hack; Secretary—Mary Richards; Human Resources Director—Teri Butler, and Administrator—Andy Gardner. Tim McCollister was absent.

APPROVAL OF SUPERINTENDENT’S CONTRACT

Dick Morley and Tass Morrison met with Andy Gardner to discuss his contract as the new superintendent. They brought a drafted contract to the Board and discussed the salary offered and the need for a “per diem” that was equal to or more than the per diem of other administrators. A salary of \$106,600 would make his per diem equal.

MOTION: Laura Wipper made an amended motion for the Board to hire Andy Gardner as the new superintendent and offer him the contract presented with a salary compensation of \$106,600 per year. It was seconded by Steve Hack and passed unanimously 6-0.

RENEWAL OF LICENSED AND ADMINISTRATIVE CONTRACTS

Because Andy Gardner would be present for the discussions regarding staff contracts during the Executive Session, he declared a conflict of interest with his wife’s contract. The Board made the following motion based on the recommendations from the Human Resources Department.

MOTION: Dick Morley made a motion for the Board to extend Amber Gardner’s 2nd year probationary contract to a 3rd year probationary contract for 2010-11. It was seconded by Steve Hack and passed unanimously 6-0.

EXECUTIVE SESSION

192.660 (2)(i)—Performance Evaluations

RENEWAL OF LICENSED AND ADMINISTRATIVE CONTRACTS

The Board went over the list of recommended extensions of probationary contract and the renewals of regular contracts. They also discussed those who were on an official plan of assistance and those who were on unofficial plans. The Board has to approve contracts by the 15th of March each year.

SPECIAL SESSION

RETURN TO REGULAR SESSION

The Board returned to the Special Session at 7:12 p.m. The following motion was made on the licensed contracts.

MOTION: Mike Wagner made a motion to extend and renew licensed and administrative contracts for the time and people as specified. It was seconded by Dick Morley and passed unanimously 6-0.

SPRING WORKSHOP DISCUSSION

Tass will connect with the FBLA and get help with the Power Point presentation for the Spring Workshop. As part of the Goal Alignment Committee, Tim, Steve, and Tass will look at how the goals align and review strategies if needed.

It was noted that the Spring Workshop is a strong process to communicate common goals and allow for Management Team members to continue along the same path. It was noted that the Board would like to see the high school's goals combined this year. In the past there have been separate goals for the high school, alternative education, and athletics/activities.

ADJOURN

The meeting adjourned at 7:43 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
March 18, 2010**

The North Santiam School District's Board of Directors met in Regular Session starting at 7:00 pm on March 18, 2010 in the Sublimity Elementary School library located at 431 Main Street in Sublimity.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tass Morrison, Mike Wagner, David Kinney, Dick Morley, Tim McCollister, and Laura Wipper; Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Steve Hack arrived at 7:05 p.m.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as presented. It was seconded by Laura Wipper and passed unanimously 6-0.

PUBLIC PARTICIPATION

There were no requests for public participation.

SPOTLIGHT

Santiam Award: The Board presented two Santiam Awards for outstanding accomplishments or successes. The recipients were the Aquila Student Staff & SHS student, Sarah Patty.

Jack Adams Award: Aquila Advisors Les Conley and Reina Pike were the recipients of this award for their leadership and outstanding effort toward improving student skills in the production of this outstanding student newspaper.

Sublimity Schools: Sublimity Principal, Jamie McCarty and Dean of Students, Missy Riesterer presented the strategies set up to keep kids motivated throughout the school year at Sublimity Elementary and Middle Schools. Sublimity School's Goal is for every student to love to come, and hate to leave school. Below are additional highlights of the presentation with student activities noted:

- This years theme was "Paw Pride"
- Fridays are black and red day
- Fun Run at the beginning of the school year
- Dinner at Open House (1100 attended in 2009)
- Spirit Week

- Class Pictures
- Messy Olympics—Middle School
- Halloween Dance
- Monthly PBS Store, Wildcat Pride, Students of the month, Awesome Kids
- PBS Incentive Days—Begin November
- Wildcat Cheer Club
- Snap Crackle Pop Assembly—OMSI
- School and Class Competitions
- Winter Formal
- Battle of the Books (HI-Q type team play)
- Haiti Assembly—Fundraised \$1650
- Family Fun Night
- Dr. Seuss Day
- “Drive In” Movie—Middle School PBS
- School Wide Celebration for Goals Met on Assessments
- Make a Wish Drive—Fundraised \$5248
- Race across Oregon and Salem Kids Relay
- Talent Show
- Sublimity Auction
- School Celebration—Field Day, Promotion, and Assessments
- Don’t Blink...the year goes by quickly!

COMMUNICATION

Superintendent’s Report: The March Board Report was included in the board packet. Attached to the Superintendent’s report were reports from Management Team members. Dr. Adams talked about some of the maintenance projects happening around the district.

Upcoming Community Events: A list of upcoming community events was included as part of the agenda explanation.

Board Announcements/Committee Reports: Subcommittees presented minutes and reports. The Community Engagement minutes were discussed and the purpose and outcomes of the committee were agreed upon. The Celebration Committee presented the criteria to be used for the Golden Eagle Award.

The Board was given information about the open board positions for the WESD. They also thanked Jodi Hack for the time and effort she put into the set up for the Santiam Market Place booth, including the production of signs, banners, and flyers. Board members attended and manned the booth along with Superintendent Elect, Andy Gardner.

The Board also discussed a possible change to the budget meeting calendar that was approved at a previous session. The board requested that the May 26th date be deleted due to a conflict with the Awards Night planned at the high school. Mike Wagner noted that he will be out of town during the budget committee meetings.

ACTION/CONSENT ITEMS

MOTION—David Kinney made a motion for the Board to approved the minutes from the February 18, 2010—Regular Session, the March 4, 2010—Community Engagement Committee, and the March 11, 2010—Special Session. It was seconded by Steve Hack and passed unanimously 7-0.

NEW BUSINESS

ACTION

Budget Committee Member Approval: There were three committee members whose terms expired at the end of the 2009-10 Budget process. The vacancies were advertised in the local newspaper and three people volunteered to fill the open positions. They are Charles Boyd, Leanne Bradley, and Guido Keiner. Information about each candidate was included in the board packet.

MOTION: Dick Morley made a motion for the Board to appoint Charles Boyd, Leanne Bradley, and Guido Keiner to a three-year term on the Budget Committee, starting with the 2010-11 and ending after the 2012-13 Budget process. It was seconded by David Kinney and passed unanimously 7-0.

OSBA Board Position: In February, the Board nominated Dick Morley as a candidate for the open OSBA Board Position for Region 10. Information on all three candidates running for the open position was distributed to board members at the Special Session on March 11th. The Board has one vote that needs to be submitted by the Board Secretary before April 16th.

MOTION: Mike Wagner made a motion for the Board to submit its vote for Dick Morley to fill the Region 10 OSBA Board Position. It was seconded by Steve Hack and passed unanimously 7-0.

Resolution #031810—SMS Roofing Project: Jack Adams and Ron Osborne noted that a number of projects are underway in the District, including the replacement of the roof at the SMS gymnasium. Sealed bids for the job were received and opened on March 5th. Arrow Roofing and Sheet Metal of Portland was the qualified low bidder. Resolution #031810 is to accept the bid of \$92,000 for the job. Four bidders responded with no local bidders. Arrow did the work on the roof at ML and Ron noted that he was pleased with workmanship. QZAB funds can be used on this project since the roof is expected to last more than 15 years. QZAB funds are available for capital projects at a very low interest rate, sometimes as low as 0%. Next month the Board will receive a full report on additional projects that will be completed with QZAB funds this year.

The roof will be guaranteed for 30 years. Remaining roofs are getting very bad and will have to be addressed soon. They are the biggest cost item in the district. Laura Wipper's

volunteered her husband to assist the maintenance department, for consultation on roofing projects if needed. She noted he has many years of experience and would be thrilled to voluntarily assist the district if needed.

MOTION: David Kinney made a motion that the Board adopt Resolution #031810—the SMS Roofing Project, accepting the bid of \$92,000 for the roofing of the middle school gymnasium from Arrow Roofing and Sheet Metal of Portland. It was seconded by Mike Wagner and passed unanimously 7-0.

REPORT/DISCUSSION

2008-09 Annual Report Format Changes: Jodi Hack changed the format of the Annual Report which the Board reviewed in February. All the written information is the same; it is just in a two column format which allows room for pictures. The Board asked that the font be black instead of gray for easier reading. This report will go out to parents and community members in April.

OAKS Data Report: Charlotte Klampe gave a report on OAKS data from rounds 1 and 2 of testing during the fall and winter of this year. Most kids have tested twice in reading and math with science skills tested only once. Charts were handed out and it was noted that the color green means students are ahead of last year's scores. Highlights of her presentation are below:

- 6th grade—4 points less than last year
- 7th grade—ahead of last year
- HS math—did not meet AYP last year
- When looking at scores, Charlotte looks at the whole district by grade level
- Strand data is shared with grade level teams and teachers to drive changes in curriculum
- Teachers will be able to see the assessment information on each of their kids in all areas using the dashboard
- Meetings are being set up to provide additional information on the dashboard and how to access data including DIBLES and OAKS
- In the fall, all teachers will be able to see dashboards
- There has been progression in grades 7-8 this year, scores are down in grade 10, and the district is preparing a plan for improvement
- Charlotte will have a block of time on the principal meeting agenda to discuss assessments
- 10th grade students should test at 11th grade year, starting in 2010-11
- We are weak in math and science and we need to gear up—Science goes on the State report card next year
- Girls in the US scored higher in math, science, reading and SAT scores for the first time (of those who are ready to enter college)
- Science curriculum—focus should help improve science scores
- Culture of the Math department at the high school—findings from the state show there has not been much research in what works and what doesn't in math
- Reading—need to look at the read 180 group at high school, looking at motivation factors, etc (intervention for low readers)
- At high school if they cannot read, they cannot improve in other areas as well

- Math labs are being added to help in many districts
- Limited resources and money to improve—Oregon 47th in the nation in resources to provide for education
- Full day K=13.7% growth rate compared to part day K classes
- Full day K would prepare students to read better as they move on from K-3 to grade 4 and up—Need to pound on legislature to provide funding for full day K
- Data provides the facts to see what is really happening and what we need to focus on
- Charlotte and Missy are good at data—teachers need to learn to be just as good and understand so they can then show the parents and eventual community members
- We need information on “gains” not just meets and exceeds
- Teachers need to look at individual data more closely to see where the gains are

2010-11 SY Calendar—First Reading: The Calendar Committee met on March 2nd to review drafts for the 2010-11 and 2011-12 School Year Calendars. Both calendars begin in late August. The committee discussed the reasons why starting in August is best for high school students (i.e. jobs and sports/activities), and it really doesn't matter either way for students in grades K-8. They agreed to try it for the next two years to see how it goes. There has only been a couple of people complain about the early start. Work days are based on contract. Members of the committee are getting comments back from staff, additional revisions may be made between now and the next meeting based on feedback given to the Superintendent. Next month the calendar will be on the consent agenda for approval if no revisions are needed.

UNFINISHED BUSINESS—REPORT/DISCUSSION

WESD meeting: Andy went with Jack to the Superintendent's meeting for March. There was discussion on transit dollars (flow through). 13 districts have gotten these dollars in the past, while the other 8 districts did not. There is a draft proposal that says that the 8 districts that haven't gotten these dollars in the past may now get up to 30%. All other district will be grandfathered in with some districts getting between 35% and 95%. Jack feels this is a discrimination issue. He would like to attend the next WESD board meeting and present information on what 21 superintendents voted on and supported regarding transit dollars. He asked if board members would attend with him.

Jack made the point that the transit dollars are flow through dollars used to pay for special services, and the money belongs to the district. He is concerned about the variable rate structures that are being imposed on different districts. Districts are getting a “Company Store” feeling when dealing with the WESD because they are not giving good programs at acceptable rates. Seventeen school districts approved resolutions last month with the expectation of being able to use transit dollars to pay for some services that are cheaper if they contract out for them on their own...but the new draft sent out today limits the transit dollars.

Mary will contact WESD to get Jack on the agenda to discuss transit dollars and then get the date and time to all board members so that they can come if they would like to support the discussion.

INFORMATION ONLY

Enrollment Update: Enrollment was up in March. The enrollment sheet was included in the board packet for review and contained the actual student count, the FTE count and the FTE weighted count.

Overnight and Day Field Trip Requests: A list of requested field trips between Feb. 10th and March 11th was included in the board packet. The overnight field trip for the football team this summer is to Gold Beach.

Recognition of Gifts/Donations: The following gave gifts or donations to the District during the past month:

Roth’s IGA-School House Fund	\$691	SES
Hanard Machine Inc.	Supplies (\$350 Value)	Skills USA-SHS

Fundraising Notification: A list of contract fundraisers was included on the Field Trip Request sheet as part of the board packet. Both fundraisers listed were for the Outdoor School Program at SIS/SMS.

Added Future Agenda Items: The board asked that a *Facilities Assessment Presentation* be added to the future agenda items list.

Upcoming Meetings/Board Activities: A list of board meetings and activities was included in the agenda-explanation.

04/09/10	First Day of Spring Workshop	4:30 pm	DO
04/10/10	Second Day of Spring Workshop	8:00 am	DO
04/15/10	Special Session	6:00 pm	DO
04/15/10	Regular Session	7:00 pm	DO

ADJOURN

The meeting adjourned at 9:10 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION/REGULAR SESSION

Minutes Thursday, April 15, 2010

The North Santiam School District's Board of Directors met in a Special Session at 6:00 pm followed by a Regular Session starting at 7:00 pm on April 15, 2010. Both sessions were held in the Santiam Room located on the District Office site at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

ROLL CALL

Present: Board Members—Tass Morrison, Dick Morley, David Kinney, Mike Wagner, Laura Wipper, Tim McCollister, and Steve Hack; Superintendent—Dr. Jack Adams; and Executive Secretary—Mary Richards.

REVIEW OF GOALS—STRATEGIES FOR 2010-11

The Board reviewed their own goals and came up with strategies for accomplishing the goals. They will review them again in May before they finalize the strategies. Below is the first draft:

Goal #1

To maintain programs while striving to keep as many people employed as possible, because of our commitment to doing what is best for kids; making any adjustments in staffing in a way that is fair and equitable to ALL employees.

Strategies:

1. Rebuild the general fund reserves between 5%-7% of budget.
2. Make decisions that maintain staff and public trust in budgeting process.
3. Support development of a long-range budget planning process.
4. Support the work of the Superintendent and Management Team.
5. Communicate budget information to staff and public in a timely manner.
6. Respond to the effects of increasing PERS deficit on our budget.
7. Advocate for a change in how the WESD determines LEA's share of transit dollars (flow-through funding).

Goal #2

Celebrate the successes of the District and community.

Strategies:

1. Support and engage in active efforts to communicate about District, student, and staff successes and challenges.
2. Participate with staff in developing a monthly calendar of topics for op-ed and newsletter contributions.
3. Recognize the activities and accomplishments of students, staff, and community members at board meetings.

Goal #3

Routinely monitor the effectiveness of District programs and services, in order to better serve kids.

Strategies:

1. Support staff members across all levels in their efforts to create positive learning environments for ALL learners.
2. Stay informed of progress in the math curriculum adoption process.
3. Support using surveys to determine the level of satisfaction with District programs and services.

SUMMER ADMINISTRATIVE WORKSHOP

The summer administrative workshop will be held on July 29th, 30th, and 31st at Black Butte Ranch. Up to three board members are allowed to attend. Everyone has attended over the past three years except Dick, Dave, and Mike. The Board discussed sending the new Board Chairman and Vice Chairman elected in July plus one other person. Dave Kinney noted that he will not be available during the dates planned.

ADJOURN

The Special Session adjourned at 6:55 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Present: Board Members—Tass Morrison, Dick Morley, David Kinney, Mike Wagner, Laura Wipper, Tim McCollister, and Steve Hack; Superintendent—Dr. Jack Adams; and Executive Secretary—Mary Richards. Also in attendance were NSSD administrators, directors, and staff members.

ADDED AGENDA ITEMS

Two new forms for Policy JGBA-AR were added as 8.6 to the agenda for review and discussion.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as modified with the addition of 8.6 (for review and discussion of JGBA-AR). It was seconded by Laura Wipper and passed unanimously 7-0.

PUBLIC PARTICIPATION

None

SPOTLIGHT & BOARD AWARDS

Chemeketa Collaboration with NSSD:

Dan Ostlund, a board member for Chemeketa Community College was in attendance and presented information about the college and how it is collaborating with Districts throughout the area and supporting students who want to go into higher education. Below are highlights from his presentation:

- There are over 40 colleges in Oregon, 17 of which are Community Colleges, which are less expensive and usually allow students to commute from home.
- At Chemeketa there are approximately 73,000 students that take at least one class, with 12,000 of those students that take 12 or more credit hours each year.
- Chemeketa is seeing more adults in school with the change in economy mostly for retraining after being laid off in their current field of work.
- Chemeketa recently opened the center for business and industry which helps small business and industrial growth in Oregon.
- Corporate sponsorships of the college have gone up in recent years.
- Students are able to dual enroll at other community colleges and take classes to complete their degrees in the medical field which is now training people to blend health care and technology together.
- Stayton High School students can access the Chemeketa Scholars Program—which gives students with a 3.5 GPA or above a full tuition scholarship to attend Chemeketa.
- College Credit Now is available to SHS students, through Chemeketa at 10% of normal cost for college credit.
- Once students have all the pre-requisites completed for program entrance, it takes about two years to get an Associate Arts or Science Degree.
- Due to higher enrollment, space has been an issue, but in the fall of 2011 the health sciences building will be up and running, with technology slated for additional space next.
- There are two dates for area residents to ask questions and make public comments to Chemeketa, these are May 12th and May 19th. Both meetings will be held at the Stayton Library.

SHS Dance Team Awards:

Tass Morrison noted that the SHS Highlights & Coaches were presented with their awards by board members at their banquet held on April 12th. Robert Abdou nominated the SHS Highlights Dance Team and their coach and assistant coach for board awards after the team won its eighth straight state championship in a row. Team members were presented with “Success Pins” and the Santiam Award. Coach, Robin Meier and her assistant, Alyssa Dalke, received the Jack Adams Award.

Community Partnership Award—SCTC:

Board members attended a recent Stayton Community Telephone Company board meeting to present the District’s Community Partnership Award to the company. Gary Rychard and Jodi Hack provided a list of SCTC contributions to the District between 1996 and 2010 as part of the presentation.

Golden Broom Award:

Ron Osborne gave out the maintenance department’s annual “Golden Broom” award during the board meeting to Jan Butler who works as a custodian at Stayton High School

and the District Office. This award is given out to maintenance employees who have outstanding abilities with attention to detail and safety. The award will be posted at SHS.

Group Recognition:

The board discussed how the presentation of awards went at different venues. SCTC appreciated getting their award in front of their board. Also when large groups are getting awards, such as the dance team, it makes sense to present the awards from the board at their awards banquet or at a school assembly. Most district employees that receive awards will still get them at board meetings.

COMMUNICATION

Superintendent's Report:

The Superintendent's April Board Report was included with the board packet. Attached were reports from Management Team members. Dr. Adams let the board know that it looks like State School Funding (SSF) will be less than the \$6.0 Billion budgeted for K-12 education. Reports given to Superintendents this week noted that the expected budget is now at \$5.75-\$5.85 Billion (K-12) because of lower than expected State revenue. Dr. Adams also noted the administrative position changes for 2010-11:

- Paula Vawter will move from Mari-Linn School to Stayton Intermediate/Middle School as the new principal, filling the vacancy of Andy Gardner;
- Jeri Harbison will take over the duties as principal of Mari-Linn School while continuing her duties as Intervention Coach for the District;
- John Kendall will take over the duties of retiring assistant principal, Ron Wickett at the High School while continuing his duties as the Director of Media/Libraries; and
- Mike Mannix will become a part-time assistant principal/teacher with duties as the athletic director for Stayton Middle School.

City Council Liaison Communications:

Steven Baldwin was present at the meeting and asked the Board if they would like to participate in the survey to the community of Lyons. The planning commission does the survey every ten (10) years and is willing to add five questions from the NSSD Board. In the last survey Lyons residents noted that they wanted K-8 retained locally and 82% favored upgrades to the school buildings. They had a 25% return rate during the last survey. Andy Gardner plans to attend the next planning commission meeting on April 20th to discuss what the district must do to get their questions on the survey.

Upcoming Community Events:

Upcoming community events were included in the Agenda-Explanation document. It was noted that the Sublimity Auction will be held on May 15th, the SHS Awards Night will be held on May 26th and SHS Graduation will be on May 28th. Board members will have special seating at the graduation ceremony and should let SHS Principal, Robert Abdou, know if they plan to attend. Andy Gardner will say a few words at Graduation as new superintendent. Tass Morrison as the Board Chair and Jack Adams as the Superintendent will help hand out diplomas.

Board Announcements & Committee Reports:

The Community Engagement Committee visited Tigard Tualatin School District on April 1st to discuss strategies for engaging the community and preparing for community

involvement in the bond process. Notes from the visitation were included in the board packet.

There was a lot of good information exchanged. TTSD has a 100% approval rate for their bonds and levies. They credit that to surveys, using the information gathered to educate their community about educational needs, finding key messages, and staying on those messages throughout the bond election campaign.

ACTION/CONSENT ITEMS

The Board pulled the approval of the 2010-11 Calendar from the Consent Agenda for further discussion.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 7.1—the minutes from the March 18, 2010—Regular Session, 7.2—the resignation of Megan Pickett, and 7.4 the out of state trip to Washington from July 24th to July 31st for SHS athletes to attend summer basketball camps. It was seconded by Dick Morley and passed unanimously 7-0.

Approval of 2010-11 School Year Calendar:

The Board received the proposed calendar for the 2010-11 SY as well as the drafted calendar for 2011-12. The calendar committee felt this was a good calendar and based its decision on what was best for kids and at the same time met contractual obligations for staff. It was noted that the high school will work with students who work at the cannery if needed, during the last week in August. The draft calendar for 2011-12 also has an early start in August recommended.

MOTION: Dick Morley made a motion for the Board to approve the drafted 2010-11 School Year Calendar as presented. It was seconded by Laura Wipper and passed unanimously 7-0.

NEW BUSINESS

ACTION

Budget Calendar:

Doug Middlestetter revised the adopted 2010-11 Budget Calendar due to a conflict with the Awards Night at the high school.

MOTION: David Kinney made a motion for the Board to adopt the revised 2010-11 Budget Calendar as presented. It was seconded by Dick Morley and passed unanimously 7-0.

WESD Update:

Dr. Adams gave the Board an update on the outstanding issue of “transit dollars” use with the WESD. At the last meeting of the WESD Board, Dr. Adams presented a request from district superintendents to be able to apply for more than the 30% set in the guidelines for

submission of transit dollar use to the WESD. Dr. Adams has been attending meetings and advocating for use of these dollars to buy special services at a lower rate than the WESD can provide.

Dr. Adams stated that NSSD is one of eight (8) districts that have not been allowed transit dollars in the past. The NSSD Board is in agreement to join these districts in a tort claim against the WESD for inequity if the use of transit dollars is denied. Board members were encouraged to attend upcoming WESD board meetings where this issue will be discussed further.

REPORTS/DISCUSSION

Projected Enrollment for Budget:

Dr. Adams and Doug Middlestetter talked about the projected enrollment numbers they are using to build the 2010-11 Budget. There are two ways to build the budget using enrollment numbers. Districts can backload or frontload the budget. When you frontload a budget you use the number of expected students along with special services funding (or weighted enrollment) and add an additional percentage based on expected increases to enrollment. When you backload the budget you use the current enrollment along with special services funding only. The Budget for 2010-11 is being backloaded, which is the conservative approach, using the figure of 2725 ADMw. The acronym ADMw means the average daily membership or enrollment number, plus the additional number of students enrolled in weighted special programs where the District receives additional dollars for the student (such as Special Education, English as a Second Language, Pregnant and Parenting Program, etc).

Superintendent Evaluation:

Usually at this time of the year the Board begins the evaluation process for the Superintendent. With the acceptance of the resignation from Dr. Adams and the hiring of the next superintendent, the Board requested input from Dr. Adams on the need for this process. Dr. Adams noted that the Board could spend their time on better things and suggested they skip the process. It was the consensus of the Board to forgo the evaluation of the Superintendent this year.

Agricultural Program Update:

Charlotte Klampe updated the Board on what Agricultural/FFA programs will be offered next year in the District. Teacher, Cindy Schumaker passed the Agriculture Praxis and will be submitting materials to Teacher Standards and Practice Commission (TSPC) for her additional licensure in Agriculture. Grant money received from Wilber Ellis will be used to purchase curriculum for Agricultural Science Education (CASE) and training. Students have begun forecasting with the following classes offered: Intro to Agriculture, Botany/Greenhouse, and Food Science and Processing. A lab science in AG will also be added to Intro to Agriculture, which will allow for a science credit toward graduation requirements. If enough students are interested, additional sections of Intro to Agriculture will be added.

Charlotte gave the Board a handout that included information on starting an FFA Chapter at Stayton High School and noted that students can be involved in AG as well as VICA at the same time. The organization of the FFA Chapter is a building level task. Cindy Schumaker has been attending state meetings for FFA instructors and has gained valuable information. Each student enrolled in an agricultural class will automatically become a

member of the Stayton High School FFA Chapter, this allows all students to engage in the three circle model of the FFA program during their agricultural classes. A national affiliation fee based on the student enrollment in AG classes must be paid each year. The District will continue to request grant money to help pay for this fee and support the program in the future.

Policy JGBA-AR (New Forms):

Two new forms were added to the administrative rule (AR) of policy *JGBA—Use of Restraint and Seclusion*. These were suggested by the Oregon School Board Association (OSBA) due to changes in the law. Additional forms may be added in the future.

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

QZAB Facilities Projects:

Ron Osborne reported on the QZAB projects to be completed between now and the fall of 2010-11. The included the following:

- **SHS track—Atlas Track is doing the resurfacing of the track, which should be completed before July 1st.**
- **SMS—Arrow Roofing will be replacing the roof on the SMS gymnasium. Materials are expected to arrive next week; safety concerns have been addressed and the project should be completed before July 1st.**
- **SHS restroom replacement project at football field—Blazer Industries is currently processing permits and hopes to be completed in 30-45 days, based on the weather. The old restrooms will be cleaned out and used for storage space for athletic equipment.**
- **SES and ML library media upgrades and renovations—the scope has been narrowed down. The District has been awarded grants to help with the wiring and painting for these projects which should be completed by the end of the summer.**

Quarterly Update—eCIP:

Michael Ann McIlvenny gave the scheduled quarterly update on the electronic Continuous Improvement Plan for the District. Currently the District has not received any formal feed back from the Oregon Department of Education. The adoption process has begun for both math and science. Even though we will not have the money to purchase new textbooks and materials, the Board needs to adopt the curriculum in preparation for when the money becomes available. Desiree Satterfield did the professional development on the three tier literacy model and the writing team is looking at assessment to focus on areas that need improvement. Positive Behavior Supports are being implemented or are ongoing in each school with great success based on data. The District has seen huge growth in both science and writing this year based on assessments. The Title III report that was just received from ODE is based on data collected in 2006, the same year we received a complaint through Oregon Civil Rights (OCR). During Dr. Adams' first year as Superintendent he implemented revisions to our harassment policy and provided harassment training to all staff and students in the District as part of an agreement with OCR. All deficiencies noted in the Title III report have been addressed.

INFORMATION ONLY

Enrollment Update:

Enrollment is down by 31.5 students compared to September of 2009, but is up by 54 FTE based on the budgeted ADMr.

Overnight and Day Field Trip Requests:

A list of field trip requests received over the past month was included in the board packet.

Recognition of Gifts/Donations:

The Board recognized the gifts and donations from the following:

Roth’s School House Fund	\$691.00	SES
City of Stayton	\$150.00	Outdoor Classroom/SMS

Fundraising Notification:

A list of fundraisers that require a contract with an outside vendor were included in the board packet for informational purposes.

Added Future Agenda Items:

A list of upcoming and future agenda items was included in the board packet. No additional requests for information were made by board members.

Upcoming Meetings/Board Activities:

A list of upcoming board meetings and budget meetings was listed in the Agenda-Explanation.

BOARD REPORT/ANNOUNCEMENTS

Laura Wipper noted that Measure 68 is on the ballot and would benefit districts. She suggested that board members become familiar with the measure.

ADJOURN

The meeting adjourned at 8:35 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/REGULAR SESSION**

**MINUTES
Thursday, May 20, 2010**

The North Santiam School District's Board of Directors met in a Special Session at 5:30 pm followed by a Regular Session starting at 7:00 pm on May 20, 2010. Both sessions were held in the Library at Stayton High School located at 757 W. Locust Street in Stayton.

SPECIAL SESSION

ROLL CALL

Those present included: Board Members—Tim McCollister, Tass Morrison, David Kinney, and Mike Wagner; Superintendent—Dr. Jack Adams; Board Secretary—Mary Richards, and Business Manager—Doug Middlestetter. Board Members—Steve Hack and Dick Morley were absent; Laura Wipper arrived at 5:50 p.m.

REVIEW OF AUDITING FIRMS

Four auditing firms responded to the request for services put out by the District. Two firms came to present information about their firm and the services they can provide.

Bolt Carlisle and Smith

Bolt, Carlisle, and Smith (BCS) have been the District's auditor for a number of years. They have been in business for the last 40 years and have 11 Certified Municipal Accountants (CMA) out of 27 with a CPA. Audits are done with at least one CMA as the lead accountant. Highlights of their presentation included:

- BCS does preliminary and field work
- They match staff capabilities with the needs of the District
- Throughout the contract, the lead CMA and their assistant CPAs will remain consistent
- Patty Bruce was the lead CMA during the last audit
- A pre-audit planning meeting is set up to go over new budget law, pronouncements, pointers, and to answer any questions the District might have
- BCS previously audited the WESD
- They have experience extracting information from all sections of the Pentamation software system
- Processes and controls are looked at and discussed
- A risk assessment is done and the scope of the audit is finalized
- ASB can be audited yearly, but the cost will be between \$5000-\$8000
- Auditors are available to answer questions without additional cost, but any work involved will be billed to the District
- There is an entry meeting that can be set up with an audit sub-committee of the Board or with the Board and Superintendent to make sure the auditors are aware of any issues before they start the audit and they meet again at the end to discuss a summary of their findings

Pauly, Rogers and Company

Pauly, Rogers and Company (PR&C) has been in business since 1947. They come with a highly trained staff, including auditors from Washington. They look for compliance with the law and discuss accounting “best practices”. Highlights of their presentation are as follows:

- PR&C uses a team of three to do the audit that are attentive to detail and knowledgeable about best practices and the law
- The team meets with the Business Manager, Board and the Superintendent in a pre-audit, interim audit, and exit audit
- During the pre-audit they will discuss schedules and expectations on both sides
- A check list is given to the business department two weeks prior to the pre-audit meeting, allowing for time to prepare and assemble requested materials
- The scope of work will be discussed and a proposal will be presented during the pre-audit
- PR&C came in and did an additional audit of the WESD in 2010 for the State
- Communication between the auditors and the Board/Superintendent about any need for improvement will be clear
- PR&C will do an extensive walk through with staff
- The detailed auditing of ASB books can be added to the proposal at an additional cost of \$3000-\$4000
- If the business office has questions throughout the year, they can call and get them answered at no extra charge, however if more work is involved or any specialized training is necessary the district will be billed
- PR&C will look at processes and procedures, identify weaknesses, and focus on risk areas
- PR&C will be able to do the annual audit, the federal audit, and the ASB audit

DISCUSSION

Even though BCS has been the District’s auditors for at least 10 years, PR&C can do the auditing services for less money and is a reputable firm. The role that each firm played in the auditing of the WESD also was discussed.

ADJOURN

The Special Session adjourned at 6:50 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Tim McCollister, Tass Morrison, David Kinney, Mike Wagner, Steve Hack, and Laura Wipper; Superintendent—Dr. Jack Adams; Board Secretary—Mary Richards, and Business Manager—Doug Middlestetter. Dick Morley arrived at 7:05 p.m. Administrators and district staff were also present.

ADDED AGENDA ITEMS

The following were added to the agenda: (7.2) Requests for Leaves of Absence; (9.1) Revisions to the Budget Calendar; and (11.1) Board report from Dick Morley regarding OSBA.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as modified. It was seconded by Mike Wagner and passed unanimously 6-0.

PUBLIC PARTICIPATION

There was no public participation.

SPOTLIGHT & BOARD AWARDS

Stayton High School: Robert Abdou and Diane Allen Jackson

Eight members of the Chantclairs sang a rendition of “Fever” for the Board. The Chantclairs, directed by Diane Allen Jackson, were chosen to sing at the OSBA Conference last November and received a superior rating recently at the District competition.

Think Before Printing Campaign: Keith Butler

Director of Technology, Keith Butler, gave out awards to two students for their work on posters for the “Think Before Printing” campaign. This campaign was designed to save money on paper and printing costs throughout the District.

For the past two years Keith has been keeping track of the paper and printing costs across the district with the help of the tech cadre team. The 13 staff members who are part of the tech cadre help to assist the 300 staff members and 2450 students across the district with technology issues on 900 computers and 79 printer and copiers. They came up with this campaign to help bring to light the need to save on printing costs.

Two winners were chosen for their posters. They were Henry Behrens a 2nd grade student at Mari-Linn School and Hannah Hoskin a 7th grade student at Stayton Middle School. Each winner received a \$25 gift card presented by Keith Butler and a “success” lapel pin presented by Board Chairman, Tass Morrison.

WESD Board Candidate—Ken Hector:

Ken Hector came to the meeting to introduce himself to the Board and discuss his candidacy for the WESD Board position. He gave them an information sheet about his background. Ken is a resident of Silverton with a passion for education. His wife is a teacher and all his children went through public schools. Ken decided to run after reviewing the WESD Audit reports, which showed a lack of governance by the Board with red flags all the way back to 2005. He noted that he was very concerned about the inequity of the fees charged to districts by the WESD and the misuse of the resolution funds in general. If elected, he plans to see that communications are open with superintendents and that Districts have the option to use transit dollars when WESD fees are not competitive with outside agencies.

Ken answered many of the Board’s questions and was very open to meeting regularly with superintendents and board members from his zone in order to repair the reputation of the WESD.

COMMUNICATION

Superintendent's Report: Dr. Jack Adams

The Superintendent's May Board Report was included with the board packet with attached reports from Management Team members.

Teen/Parent Program

The District has received a \$25,000 grant from ODE for Teen/Parent Program. This YMCA partnership with the District will allow student mothers and fathers to spend one to two hours during the school day with their child in between classes. The YMCA is also working on starting an after school program for staff and community members for a fee that will sustain the program.

It will take 6-9 students enrolled to make the Teen/Parent Program self sufficient. Each teen parent and child brings in \$12,000. QZAB dollars are paying for the upgrades to the two classrooms as needed. Playground upgrades will be made to the play area for the children and the second classroom for the current "play school" will stay basically the same.

The goal of the program is to assist teen parents in continuing their education. They are able to stay connected to their child during the day while learning parenting skills and earning credits towards graduation. Robert Abdou, Principal of SHS, stated the Board's sentiment when he said we as a District are "unwilling to turn our backs on these kids in our community any more". An update on the start up of the Teen/Parent Program will be added as a future agenda item in November of 2010.

Upcoming Community Events:

A list of upcoming community events was included in the agenda-explanation. Added to the list was the student art show to be held on May 21st at 12:00 p.m. at Stayton Library. Board members were reminded about graduation and promotion dates as well as end of the year school barbeques.

Board Announcements & Committee Reports:

Community Engagement Committee Report—Tass Morrison and Dick Morley gave a brief report on the activities of the CE Committee. The committee is moving forward with a stated purpose. They have prepared five questions to add to the Lyons Community Survey. Committee members are making connections with community agencies throughout the area. Gary Rychard asked Keith Butler to assist the Senior Center by connecting them with Xerox representatives, who then donated a copy machine to the Center.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 7.1 the minutes from the April 15, 2010—Special/Regular Session, and 7.2 the acceptance of the resignation of Bonnejo Ixtacuy and the additional approval of a leave of absence for Rick Jones and Emily Bruggeman. It was seconded by Laura Wipper and passed unanimously 7-0.

NEW BUSINESS

ACTION

Designation of District Auditing Firm—Resolution #052010:

The Board had the opportunity to hear presentations by two auditing firms during the Special Session. The recommendation was made to hire Pauly, Rogers and Company of Tigard based on cost, how they handled the WESD audit, their candor during the presentation, and their recommendation that board members be involved in the pre and post audit meetings.

MOTION: Laura Wipper made a motion for the Board to adopt Resolution #052010, the designation of Pauly, Rogers and Co. (CPA) as the successful respondent to the Request for Proposal to carry out audit services for the District for a five year term, beginning July 1, 2010. It was seconded by Steve Hack and passed unanimously 7-0.

WESD Board Election:

The Board needed to cast one vote for a WESD board member to represent Zone 3. Candidates included Ken Hector, Jack McFadden and Frank W. Pender, Jr. Board Chairman, Tass Morrison recommended Ken Hector based on his presentation to the Board as well as his presentation in Dallas.

MOTION: Laura Wipper made a motion for the Board to cast its vote for Ken Hector as the representative of Zone 3 on the WESD Board of Directors. It was seconded by Mike Wagner and passed unanimously 7-0.

The Board Secretary, Mary Richards will fax the vote into the WESD and follow up with a mailing of the official ballot on May 22, 2010.

REPORTS/DISCUSSION

WESD Transit Dollar Plans:

Dr. Adams discussed the latest decision by the WESD Board to grant transit dollars to all districts who applied. He thanked all the board members who supported the WESD superintendents on this equity issue with transit dollars. All 21 superintendents agreed that use of transit dollars should be allowed when it costs less for the District to hire a specialist than what it costs for the WESD to provide one. Three (3) Behavioral Specialists, an Autism Specialist, and a technology network employee will now be paid for with Transit Dollars from the WESD. The cost is lower and the District will get more hours per week for each employee.

State School Funding/Budget:

Dr. Adams expected to get the May forecast for State School Funding on May 15th, but it has been moved to May 25th. Budget Committee meeting dates will have to be changed due to the late forecast.

Alignment of District Wide Non-Core Curriculum:

Michael Ann was unable to attend the board meeting so Jeri Harbison gave the report on the alignment of district wide curriculum. Literacy is aligned K-12 and Science is on track for alignment in the fall. Math will take a little longer since we cannot buy textbooks at this time, but we can align instruction and do a vertical alignment. PE/Health and Sex Education are aligned. Music and social studies are moving towards alignment with more work to be done. Rosetta Stone is available district wide for second language curriculum and technology is moving toward the use of info source to teach the six national technology standards. Improvements in aligning electives, CTE, and the Career Education Search are needed.

Board Goals—Strategies Review:

The Board reviewed the draft strategies they put together for their board goals and discussed modifications needed to finalize.

MOTION: David Kinney made a motion to approve the modified strategies for board goals as discussed. It was seconded by Mike Wagner and passed unanimously 7-0.

Policy Adoptions/Revisions:

The Board reviewed the updated forms connected to the following policies:

- JGBA—Use of Restraint and Seclusion AR Form
- JGD—Suspension AR Form
- JFG—Student Searches AR Form

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

Revised Budget Committee Calendar:

The Board discussed the need to change the budget committee meetings. Board members can meet on June 15th and 16th at 7 p.m. at the DO, with a scheduled June 29th for Budget Hearing at 1:00 p.m. at the DO. David Kinney and Laura Wipper will be unable to attend some of the meetings.

MOTION: Mike Wagner made a motion for the Board to approve the revised budget meeting calendar with dates of June 15th and 16th for meetings and June 29th for the budget hearing (with the times and place as discussed). It was seconded by Steve Hack and passed unanimously 7-0.

INFORMATION ONLY

Enrollment Update:

FTE enrollment and student count continues to hold steady at 2345.5 and 2436.

Field Trip Requests and Fundraising Notification:

A list of field trip requests and fundraising notifications was included in the board packet.

Recognition of Gifts/Donations:

Thank you letters were sent to the following for their donations/gifts to the District.

Electric Motor and Machine Co.	½ hp motor (Value \$145.82)	SHS
Freres Foundation	\$2000 to Outdoor School	ML

Added Future Agenda Items:

A Teen/Parent Program Update was added to the November agenda.

Upcoming Meetings/Board Activities:

A list of upcoming meetings was included in the agenda explanation.

BOARD REPORT

A professional development opportunity is available that supports board goals. The Board asked Mary Richards to contact Peggy Holstedt from OSBA to set up a meeting after July 1st on a Saturday morning starting at 9:00 a.m. and ending at noon. This workshop would discuss methods of sharing information and utilizing data.

ADJOURN

The meeting adjourned at 9:00 p.m.

Dr. Jack Adams, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

**Minutes
Thursday, June 17, 2010
District Office—Santiam Room**

The North Santiam School District's Board of Directors met in Regular Session on June 17, 2010 starting at 7:00 pm with an Executive Session following under *ORS 192.660 (2) (d)—Labor Negotiator Consultations* and *ORS 192.660 (2) (f)—Exempt Public Records*. Both sessions were held in the Santiam Room located on the District Office site at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Dick Morley, Tass Morrison, Tim McCollister, Steve Hack, David Kinney and Mike Wagner; Superintendent Elect—Andrew Gardner, and Board Secretary—Mary Richards. Board member, Laura Wipper was absent.

Also in attendance were administrators, directors, supervisors, staff members, members of the community, and one member of the press.

ADDED AGENDA ITEMS

The following were added to the agenda:

- HVAC Contract Awards—8.3A
- Authorization of New Club—8.3B
- School Safety—8.6
- Executive Session under *ORS 192.660 (2) (f)—Exempt Public Records*

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as revised. It was seconded by Tim McCollister and passed unanimously 6-0.

PUBLIC PARTICIPATION

Matt Lucas, a Sublimity community member, filled out a card to bring a matter to the Board, but declined to talk at this time.

SPOTLIGHT & BOARD AWARDS

Jack Adams Award—Kathryn Kem: The Jack Adams Award is given for outstanding accomplishment in changing the life of a child and doing what is best for kids. Principal, David Bolin nominated Kathryn Kem, who is the music teacher at Stayton Elementary School. This year Kathryn worked with grade levels K-1, 2 and 3 to present fall, winter, and spring music performances at SES. Not only was it great for parents to see their child perform, but the students also had the opportunity to perform in front of a large

crowd. Kathryn also had parents come in throughout the year to see their child perform in their classroom groups. Tass Morrison and David Bolin presented Kathryn with an award certificate and her name will be included on the list of recipients of the Jack Adams Award.

COMMUNICATION

Superintendent's Report: Andrew Gardner for Dr. Jack Adams

The Superintendent's June Board Report was included in the board packet with attached reports from Management Team members. Andy reported that the Principal of Stayton Elementary School, David Bolin would be replacing Associate Superintendent, Michael Ann McIlvenny. Missy Riesterer, the Dean of Students at Sublimity Schools, has applied to enter the administrative program this summer. She will move to Stayton Elementary School on special assignment as the Director of Education until she obtains her administrative credentials. The Dean of Students position at Sublimity will not be replaced.

The Budget Committee recommended the adoption of the 2010-11 Budget with an expected ending fund balance of \$289,000. During this coming year, Andy will look for savings in different areas to increase this balance and save for the expected \$400,000 to \$800,000 PERS bill due in 2011-12. The PERS Board could elect to put off that debt until a later date or bill us in increments over a period of years. With \$950,000 cut from State School Funding last month, it will be a real challenge to increase the expected ending fund balance as much as Dr. Adams did in 2009-10. Options to increase the expected ending fund balance are being discussed with input from Management Team Members. Teacher and classified union groups are considering waivers to help keep people on the job. The next years to come (2011-2015) are expected to be even worse for educational funding in Oregon. It is a stark reality that we all must all face. Andy Gardner stated that it is our goal to continue to have "the best schools possible" with the money we have. "We will make it through" these tough economic times.

The \$23 billion stimulus fund bill from the federal government did not go to the floor for a vote. It has been sent back to the committee for reconsideration and the District should know within the next couple of weeks if stimulus money will be coming to assist schools in Oregon. If it does, it is not likely that it will be as high as proposed in the first bill.

City Council Liaison Communication:

Steve Frank from Stayton and Steven Baldwin from Lyons were in attendance representing the Stayton and Lyons City Councils. Steve Frank noted that Portland Schools are partnering with their City to reduce water fees for schools. He feels everyone should be thinking outside the box for ways to save money for schools. Steve also asked why playgrounds and tennis courts on school grounds are locked and there is no access to the football field right now. Gary Rychard stated that they are resurfacing the track and must limit access to the high school around that field. There has also been a lot of vandalism on playgrounds this year. Gary was asked to order some signs that indicate why these areas are not available to the public right now.

Upcoming Community Events:

A list of upcoming community events was included as part of the Agenda-Explanation.

Board Announcements & Committee Reports:

Community Engagement Committee Report—The CE Committee met on June 3, 2010. During the meeting the committee reviewed the questions for the City of Lyons survey, decided to set up a booth at SummerFest; and assigned a sub-committee to put together a draft action plan. A copy of the meeting minutes was included in the board packet for approval.

Board members should plan to attend SummerFest between 9am-4pm on July 31st and work in the Board’s booth for an hour. Help is also needed to set up and remove the booth. Contact Jodi Hack or Tass Morrison to sign up to help and/or work in the booth.

ACTION/CONSENT AGENDA

MOTION: David Kinney made a motion for the Board to approve the Consent Agenda including items 7.1—the minutes from the May 20, 2010—Regular Session and the June 3, 2010-CE Committee Meeting; 7.2—acceptance of the resignations of Jeri Phillips and Michael Ann McIlvenny; and 7.3—declaring the house structure on Locust Street as surplus to allow the fire department to use it as a “Burn to Learn House” in order to clear the property due to safety concerns. It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS

ACTION

Bread, Milk, and Produce Contracts:

Ten companies were asked to send in their bids for the District’s bread, milk, and produce contracts for 2010-11. Toni Silbernagel received bids on Friday, June 11th and made the recommendation at the meeting to approve the bids of Cascade Fruit and Produce, Spring Valley Dairy and Franz Bread (US Bakery).

MOTION: David Kinney made a motion to approve the contracts with Cascade Fruit and Produce, Spring Valley Dairy, and US Bakery as suppliers for produce, milk, and bread for the 2010-11 School Year. It was seconded by Dick Morley and passed unanimously 6-0.

Curriculum Adoption—Science:

Charlotte Klampe gave the Board information on the Science adoption request in lieu of Michael Ann’s absence from the meeting. New curriculum and textbooks are adopted on a required cycle by ODE (about every 7 years). The committee understands that textbooks cannot be purchased until the economy improves. Perkins grant money will be used to pay for agriculture reference materials once they have been chosen. There is a budget recommendation to use a small amount of Title IIA money to have Nicole Duncan as a coach for the K-5 teachers in the 2010-11 School Year. This will allow teachers to experiment with the two K-5 curriculums and make a final decision on which would be best when the time comes to actually purchase textbooks. Below is the committee’s recommendation for science curriculum textbooks and materials.

- K-5 FOSS or Scott Forsman
- 6-8 CPO
- 9-12 Integrated Science, Conceptual Integrated Science Explorations—
Addison Wesley
Biology—Holt/McDougal
General Science—Addison Wesley
Zoology—Hickman, Roberts...
Marine Biology—McGraw Hill
Anatomy and Physiology—No Change (recent purchase)
Agriculture—Various Reference Materials TBD
Chemistry—Prentice Hall
Physics—No Change (recent purchase)
AP Chemistry—No Change (recent purchase)
AP Biology—No Change (recent purchase)

MOTION: David Kinney made a motion for the Board to approve the adoption of the new Science curriculum and materials as presented with the understanding that the Board will be advised on the choice of agriculture reference materials at a later date. It was seconded by Dick Morley and passed unanimously 6-0.

Superintendent’s Evaluation Document:

Board Secretary, Mary Richards, reviewed and made revisions to the Superintendent’s evaluation document based on changes to goals by the Board and by the Superintendent Elect, Andrew Gardner. As the new Superintendent, Andy’s goals are different from previously prepared goals due to the continued downturn in the economy. The Board needed to approve the revisions so that Andy is aware of the criteria on which his evaluation will be based at the end of the 2010-11 School Year. A time frame for the evaluation process was also included in the board packet.

MOTION: David Kinney made a motion for the Board to approve the revisions to the Superintendent’s Evaluation time line and document, including updated goals for next year (2010-11). It was seconded by Dick Morley and passed unanimously 6-0.

Maintenance Department Contract Awards—Resolutions #061710A and #061710B:

Ron Osborne received bids for the HVAC Preventative Maintenance Services and for On-Call Electrical Services for the 2010-11 School Year. He has worked with Alliant and Pacific Coast Electric and they have done a good job for the District. Ron recommended the approval of their contracts as listed in Resolution #061710A and #601710B.

MOTION: Dick Morley made a motion for the Board to approve Resolution #061710A awarding the HVAC Preventive Maintenance Services Contract to Alliant System of Beaverton, Oregon. It was seconded by David Kinney and passed unanimously 6-0.

MOTION: Dick Morley made a motion for the Board to approve Resolution #061710B awarding the On-Call Electrical Services Contract to Pacific Coast Electric, Inc. of Stayton, Oregon. It was seconded by Steve Hack and passed unanimously 6-0.

Authorization of New Club:

Tammy Baxter has requested that SMS add the “Book Club” to their ASB opportunities for students. The group has been meeting informally during the past year to encourage literacy among students. By ASB procedures and Board policy, a club must be approved by the Board before it can open an ASB account and do fundraising activities.

MOTION: David Kinney made a motion for the Board to approve the formation of the “Book” Club at SMS giving them permission to fund raise and open an ASB account. It was seconded by Mike Wagner and passed unanimously 6-0.

REPORTS/DISCUSSION

Graduation Rates—New Cohort Year System:

Charlotte Klampe gave the Board a handout describing the new Cohort System for tracking graduation rates. This system of tracking students from grade 9 to 12, with their class, will affect graduation rates in the future. Students that take longer than four years to graduate, drop-out, receive an alternative/optional diploma, or who get a GED will count against the cohort graduation rate. Historically graduation rates have risen since 1870 when the rate was 2%. By 1940 it has risen to 50% and in 1969 it was at 77%. It steadily increased until 2008. Gains have been the strongest in black and Hispanic populations. The Cohort system began to be used a couple of years ago on a volunteer basis and it is now required. The last school the student attends is where the cohort data will be tracked from. The national target for graduation using the Cohort System is currently 65% with an expectation of 90% in 2020.

Grant Application for Separated Sidewalk/Bikeway:

The City of Stayton is developing a grant application to ODOT for a separated sidewalk/bikeway grant for Shaff Rd. from 1st Ave/Cascade Hwy intersection west to Stayton Middle School. A preliminary application is being prepared for submitted to ODOT by July 9th. City staff will be asking the City Council to authorize submittal of the final application at the end of June. Andy and Jodi met with City representatives to discuss letters of support, right of way dedications, and the scope of the project. David Kinney explained the project to the Board. Gary Rychard noted that the project would definitely improve safety on a route that many students use to walk or ride their bikes to

school. The Board asked that Andy and Jodi prepare a letter of support for the project for the pre-application process.

School Safety:

With a student missing from school in the Portland Metro area, many families are concerned about safety in schools. Gary Rychard, the Director of Safety, Security, and Health Services discussed what type of checks NSSD does on a regular basis to ensure safety for students. The following highlights his remarks:

- At the primary level, calls are made home to check on students as soon as attendance is taken in the morning and turned into the office.
- Stayton High School uses the “auto-dialer” to call home phone numbers and leave an automated message about a student’s absence from class.
- If secretaries believe there is an issue with students (skipping, poor attendance, etc.), then Gary is called to check on the student.
- Over the summer, with the remodel of the SES library the CAT-5 cable will be extended allowing for a camera system to be installed.
- There is an option of a school messenger system in Pentamation that can make 100 calls per second in an emergency that is being looked at.
- Perimeter fencing is being monitored by staff while out on duty, if they observe anything that doesn’t look right they have been advised to have the office call 911, crossing guards have also been advised to keep an eye out for unusual people or cars in the area.

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

Budget Update-Continued:

As of 6/11/10, the State’s revenue was down by \$577 million dollars. The Governor reduced funding across the board in order to balance the State’s budget. For K-12 education that reduced funding from \$6.0 billion to \$5.77 billion, or a \$950,000 cut for the North Santiam School District.

The District’s negotiating team met with classified staff representatives and they tentatively agreed to a waiver that would reduce salaries by \$70,000 next year. The union will take the waiver to their membership for approval and if it passes, Andy will bring it to the Board for approval in July. Next Thursday the team will meet with licensed staff representatives to respond to a waiver they have passed without input from the District. It is hopeful that the District can work with the teachers to come up with a waiver they work on together. Andy will give the Board an update on June 29th.

INFORMATION ONLY

Enrollment Update:

FTE enrollment is projected to be up by 11 in the fall of 2010, with the actual student count projected to be 2447.

Overnight and Day Field Trip Requests:

A list of overnight and day field trips was included in the board packet.

Recognition of Gifts/Donations:

The District received a grant for \$25,000 from ODE for the Teen/Parent Program.

Added Future Agenda Items:

A list of future agenda items was included in the board packet. No additional items were added.

Upcoming Meetings/Board Activities:

A list of upcoming board activities and meetings was listed in the Agenda Explanation. A Special Session/Budget Hearing is scheduled for June 29th at 1:00 p.m. and the next Regular Session is scheduled for July 15th at 7:00 p.m. Both meetings will be held at the District Office.

BOARD REPORT

OSBA Board Report:

Dick Morley is a member of the Oregon School Board Association’s Board of Directors and will be giving updates from time to time. He noted that 17 ESD’s are working towards developing access to the Oregon Virtual School as an option for students in public schools. This may help keep students in their own resident school districts, adding revenue to those districts that currently do not have a virtual option for students.

Dick noted that OSBA has an equity and diversity training available that the District can take advantage of. He also handed out some information and asked board members to give input on policies and priorities that may be adopted by the OSBA Board in September.

EXECUTIVE SESSION

EXECUTIVE SESSION

ORS 192.660 (2) (d)—Labor Negotiator Consultations:

The Board received information on contract waivers from both OSEA and NSEA unions.

ORS 192.660 (2) (f)—Exempt Public Records:

The Board discussed a separation agreement.

RETURN TO REGULAR SESSION & ADJOURN

The Board returned to Regular Session at 9:45 and David Kinney made a motion to adjourn, which was seconded by Mike Wagner and passed unanimously 6-0.

Andrew Gardner, Superintendent

Tass Morrison, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/ BUDGET HEARING
EXECUTIVE SESSION**

**Minutes
June 29, 2010**

The North Santiam School District Board of Directors met in a Special Session for a public hearing on the 2010-11 Budget at 1:00 p.m. on June 29, 2010. An Executive Session followed under ORS 192.660 (2) (d)—Labor Negotiator Consultations. Both meetings were held at the District Office site located at 1155 North 3rd Avenue in Stayton.

**SPECIAL SESSION
BUDGET HEARING**

CALL TO ORDER

Those present included: Board Members—Dick Morley, Tass Morrison, Tim McCollister, and Mike Wagner; Superintendent Elect—Andrew Gardner, and Board Secretary—Mary Richards. Board members—Laura Wipper, David Kinney, and Steve Hack were absent.

PUBLIC INPUT ON 2010-11 PROPOSED BUDGET

The Board received one comment from Sublimity community member, Jim Kingsberry. He noted that he has two children in grades 1 and 6 at Sublimity School. Jim was concerned about how the lay off of teachers will affect class sizes.

Superintendent Elect Gardner stated that it is a concern for the District as well. Class sizes are projected to be 24 to 36 students in grades K-8 with classes swelling to 50 in Science for students at Stayton High School. The District is currently in negotiations with the classified and licensed staff to approve waivers that will save positions in both employee groups. However, schools across the State are facing the same issue of class size due to lay-offs after the recent cut to State School Funding. Schools are not allowed to end the year in the “red” and must make adjustments to have an ending fund balance that allows them to go into the following year fiscally sound. The other issue that is facing school districts across the State is the PERS bill that is expected to be \$400,000 to \$800,000 for NSSD in 2011-12.

School Districts must plan in the long term with assumptions that call for the worst case scenarios. The Board would like to keep kids in school and provide the best education possible given the circumstance of the economic crisis and how it has affected educational funding. It is the Board’s hope that waivers can be agreed to and several teachers will be able to return to the classroom, helping to bring projected class sizes down.

ADJOURN

With no other public comments, the Board adjourned the budget hearing at 1:15 p.m.

RETURN TO SPECIAL SESSION

APPROVAL OF THE 2010-11 BUDGET

The Budget Committee recommended that the Board adopt the 2010-2011 Budget as presented in the amount of \$25,015,824. Business Manager, Doug Middlestetter prepared three budget resolutions for the Board to consider for approval and adoption.

MOTION: Dick Morley made a motion for the Board to adopt Resolution #062910A—the 2010-2011 Budget in the amount of \$25,015,824; Resolution #062910B—Making Appropriations Beginning July 2010; and Resolution #062910C—Imposing and Categorizing Taxes-Combined as presented. It was seconded by Tim McCollister and passed unanimously 4-0.

RECESS

The Board went into Executive Session at 1:20 p.m.

EXECUTIVE SESSION

ORS 192.660 (2) (D)—Labor Negotiator Consultations:

The Board was informed about the progress of meetings between with NSEA and OSEA discussing the approval of waivers to their contracts.

RETURN TO SPECIAL SESSION

The Board returned to the Special Session at 2:15 p.m. The Board agreed that technology and professional development were priority programs. Andy will prepare additional recommendations for savings in the budget that will increase the ending fund balance. He will also bring more information on how much savings there will be for each of the four contract days that the teacher’s waiver proposes to be cut.

The Board discussed “blended” classrooms which are the new “norm” in many school districts. With teaching based on the needs of individual students, the classroom must accommodate many different levels of learning and many different styles. As long as the teacher is working towards state standards, it really doesn’t matter if there are second graders working along side third graders.

ADJOURN

The meeting adjourned at 2:40 p.m.

Superintendent, Andrew Gardner

Board Chairman, Tass Morrison

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

**MINUTES
Thursday, July 15, 2010**

The North Santiam School District's Board of Directors met in Regular Session on July 15, 2010 at 7:00 pm at the District Office located at 1155 North Third Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Dick Morley, Tass Morrison, Steve Hack, Laura Wipper, David Kinney, and Mike Wagner; Superintendent—Andy Gardner; and Board Secretary—Mary Richards. Board Member—Tim McCollister was absent.

Others administrators and directors in attendance included: Doug Middlestetter, David Bolin, Gary Rychard, and Jodi Hack.

ELECTION OF BOARD CHAIR AND VICE CHAIR

Open Nominations: Board Chairman, Tass Morrison opened the nominations. There was some discussion regarding how many successive years that a board member could serve as the Board Chairman when Tass Morrison was nominated by Steve Hack. By policy, members can only serve two years in a row before they must relinquish the roll to another member.

Nominee(s): Mike Wagner

MOTION: David Kinney made a motion to close the nominations for the Board Chairman and unanimously elect Mike Wagner as the Board Chairman for 2010-11. It was seconded by Steve Hack and passed unanimously 6-0.

Open Nominations for Board Vice-Chairman: As the new Board Chairman, Mike Wagner opened the nominations for Vice-Chairman.

Nominee(s): Tass Morrison

MOTION: David Kinney made a motion to close the nominations for the Board Vice-Chairman and unanimously elect Tass Morrison as the Vice-Chairman for 2010-11. It was seconded by Dick Morley and passed unanimously 6-0.

ADDED AGENDA ITEMS

Added under the Consent Agenda as 7.2 were:

- New Hires—(WESD Transit Dollars) Sharon Kerrisk, Erica Vanderlinden, and Jon Harrington
- Resignation—Samantha Frank, SMS

Added under the Organizational Consent Agenda as 8.1 was:

- Confidential Employee—(WESD Transit Dollars) Steve Burkleo

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as modified. It was seconded by Laura Wipper and passed unanimously 6-0.

PUBLIC PARTICIPATION

Virgil Bradburry II, a Stayton resident who is also a coach and volunteer in the District, asked the Board what cuts the athletic programs would have for 2010-11. Andy Gardner noted that he would be discussing this during the meeting under his budget update and if Mr. Bradburry had any questions after his report, he could ask at that time.

COMMUNICATION

Superintendent's Report/Budget Update: Andy Gardner

The Board received a written report from the Superintendent as well as several reports from Management Team members who work during the summer. The ending fund balance in the 2010-11 Budget was projected to be \$289,000. With some adjustments to staffing, that total has grown to \$450,000. Andy has directed administrators and directors to use last year's actual spending in the 300/600 areas as a blue print for their 2010-11 budgets. Following this blue print should put our target balance close to the \$1.3 million that was carried over from 2009-10. There are two factors that will still affect the ending fund balance for this year—Federal Stimulus Funding and State School Funding. The original \$23 billion for stimulus died in the U.S. House of Representatives. There is a new bill, attached to a war funding bill for \$10 billion, which would eliminate the race to the top funding for schools. This could mean an additional \$340,000-\$350,000 for NSSD. This stimulus package must still pass through the Senate and be signed by President Obama. How that money could be spent has still not been designated.

In August and then again in October, we will have another State Revenue Forecast. If the revenue continues downward, it could mean another cut for school between now and the end of the biennium (June 30, 2011). Over the last two years the District has lost \$1.85 million in funding. The Board will vote on the classified waiver tonight, and negotiations on a licensed wavier will begin next week due to the continue loss of State School Funding.

Next year in 2011-12, the District must also prepare for rate increases for PERS. Andy will know more about that increase on July 23rd, however at this time it is expected to cost NSSD \$450,000-\$860,000.

Some State Assessment Testing will be limited in 2010-11. At this point it looks like assessments in writing will not take place. However, the District will do some sort of assessment in order to maintain performance levels for students.

There has been a lot of outside talk regarding cuts to sports. The District is looking at all the options for cuts at this time. The goal is to preserve as much as possible, cutting only what is absolutely necessary. Last year sports were cut and there was some consolidation of several additional sports programs at the middle school level. Andy noted that he plans to bring all recommendations for budget reductions to the Board in August. By that time additional information on PERS and on State revenue should be available.

City Council Liaison Communication: This item is on the agenda for communications from Sublimity, Stayton, and/or Lyons City Council. David Kinney noted that Stayton Library plans to apply for a grant and would like to partner with the District in reading readiness for pre-K and Kindergarten students. A letter of support may be needed for the grant application.

Upcoming Community Events ([ww.staytonevents.com](http://www.staytonevents.com)): Three more events were noted including the Lyons Community BBQ on July 18th; the fundraising event planned for Matt Olson on July 20th; and the Back to School Fair on August 21st.

Board Announcements & Committee Reports:

Community Engagement Meeting Report—The committee has been working on their goal action plans and preparing for the SummerFest booth for July 31st. Board members were asked to make plans to work in the booth and a sign up sheet was passed around with scheduled time frames that still needed to be filled.

ACTION/CONSENT ITEMS

MOTION: Dick Morley made a motion for the Board to approve Consent Agenda items 7.1 and 7.2 (including the minutes from the June 15, 2010—Budget Committee Meeting, the June 17, 2010—Regular Session, the June 29, 2010—Budget Hearing/Special Session/ Executive Session, and the July 1, 2010—Community Engagement Committee Meeting; the approval of new hires—Sharon Kerrisk, Erica Vanderlinden, and Jon Harrington; the acceptance of the resignation of Samantha Frank; and the approval of the Separation Agreement for Noreen Miller Unfred). It was seconded by Tass Morrison and passed unanimously 6-0.

ORGANIZATIONAL AGENDA ITEMS

MOTION: Laura Wipper made a motion for the Board to approve Organizational Agenda items 8.1, 8.2 and 8.3 as presented (including the identification of confidential and supervisory employees as revised; the approval of designations and authorizations; and the authorization to apply for the Title Grant/NCLB Consolidated Sub Grants as presented). It was seconded by Steve Hack and passed unanimously 6-0.

NEW BUSINESS

ACTION

OSEA Classified Waiver Approval: Andy Gardner

A copy of the waiver proposal for the Classified Union (OSEA) is included in the board packet. It now needs Board approval. If days are cut from teacher and administrative/confidential contracts, classified union members may end up taking a smaller cut in days since this waiver already cuts one step from their salary increase. Teri will work with principals on classified calendars as needed.

MOTION: Laura Wipper made a motion for the Board to approve the Memorandum of Understanding as presented between the North Santiam School District and the Oregon School Employees Association—North Santiam Chapter 122, effective July 1, 2010 to June 30, 2011. It was seconded by Dick Morley and passed unanimously 6-0.

INFORMATION ONLY

Gifts and Donations: Donations to the District between June and July included a \$200 cash donation to SHS band and Choir from Stayton Telephone and a washer and dryer to SES from David Bolin.

Upcoming Meetings/Activities: A list of upcoming meetings and activities for the Board was included in the board packet.

Future Agenda Items:

Board Protocol and Budget Reductions will be added to the August agenda.

BOARD REPORT

OSBA Summer Board Workshop: Tass Morrison

Tass Morrison gave a short report on the OSBA Summer Board Workshop held July 9-11 in Redmond. She provided board members with some of the handout information she received. She was especially interested in the long range fiscal planning discussion. Andy noted that Sherwood School District has a model for this and that he was already working with Doug on setting up a five to ten year fiscal plan. More information will be coming to the Board regarding this in the future.

ADJOURN

At 7:55 pm the meeting adjourned.

Andy Gardner, Superintendent

Mike Wagner, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
EXECUTIVE SESSION/SPECIAL SESSION**

**MINUTES
July 28, 2010**

The North Santiam School District Board of Directors met in Special Session on July 28, 2010 at 6:00 pm followed by an Executive Session under ORS 192.660 (2) (d)—Labor Negotiator Consultations and under ORS 192.660 (2) (e)—Real Property Transactions. Both sessions were held in the Santiam Room located on the District Office site at 1155 North 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Dick Morley, Tim McCollister, Tass Morrison, Laura Wipper, David Kinney, and Mike Wagner; Superintendent—Andy Gardner; Secretary—Mary Richards; and Press Representative—Denise Ruttan. Board member—Steve Hack was absent.

RECESS TO EXECUTIVE SESSION

AT 6:02 pm the Special Session was recessed to go into Executive Session.

EXECUTIVE SESSION

EXECUTIVE SESSION AGENDA

ORS 192.660 (2) (d)—Labor Negotiator Consultations:

The Board discussed the licensed waiver proposal as presented by negotiator and Superintendent, Andy Gardner. A change to the calendar due to cut days will be discussed when the Board returns to the Special Session.

ORS 192.660 (2) (e)—Real Property Transactions:

The Board discussed several possibilities of land acquisition for future bond options.

RETURN TO SPECIAL SESSION

At 6:40 pm the Board returned to the Special Session.

SPECIAL SESSION

APPROVAL OF LICENSED WAIVER

MOTION: Laura Wipper made a motion to approve the waiver between the NSEA and the District as presented in part 1 and part 2, for a cut of six days to the licensed contract. It was seconded by Tim McCollister and passed unanimously 6-0.

APPROVAL OF REVISED CALENDAR

A copy of a revised calendar was presented that incorporated the cut days for 2010-11.

MOTION: David Kinney made a motion for the Board to approve the revised 2010-11 Calendar as presented. It was seconded by Dick Morley and passed unanimously 6-0.

Dick Morley and David Kinney had to leave the meeting early. Additional discussion centered on “Blended Classrooms”. During the economic downturn, the smaller K-8 schools will have more blended classrooms to keep class size down.

ADJOURN

At approximately 7:15 pm the meeting adjourned.

Andy Gardner, Superintendent

Mike Wagner, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION/EXECUTIVE SESSION**

MINUTES

**Thursday, August 19, 2010
District Office**

The North Santiam School District's Board of Directors met in Regular Session on August 19, 2010 at 7:00 p.m. An Executive Session followed under ORS 192.660 (2)(d)—Labor Negotiator Consultations. Both sessions were held at the District Office in the Santiam Room located at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Mike Wagner, Tass Morrison, Dick Morley, Tim McCollister, Steve Hack, and Laura Wipper; Superintendent—Andy Gardner, and Board Secretary—Mary Richards. Board Member—David Kinney, arrived at 7:02 p.m. after the agenda was approved.

ADDED AGENDA ITEMS

A revised agenda was given to the Board.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as revised. It was seconded by Laura Wipper and passed unanimously 6-0.

PUBLIC PARTICIPATION

None

SPOTLIGHT

None

COMMUNICATION

Superintendent's Report: Andy Gardner

The Board Report for August was included in the board packet. It included a written report from Superintendent, Andy Gardner and several reports from Management Team members. Andy noted that the District had received several complaints regarding the August early start for 2010-11. QZAB projects are close to completion; still to be completed is the Teen Parent Program room and the Mari-Linn Library. Doug Middlestetter has taken a new position at West Linn/Wilsonville. A new business manager will be hired as quickly as possible. The District will be looking for applicants with strong experience working with or in school districts.

State School Funding Update/Budget Saving Measures: Andy Gardner

The stimulus is expected to be \$430,000 for NSSD. The forecast for the State shows that revenue continues to decline between \$200 and \$500 million. The impact to NSSD would be a loss of \$300,000 to \$728,000 in State School Funding on top of the \$942,000 loss in this biennium. Additional forecasts will come in October, January, and May. The State has a reserve fund of \$100 million which it may use to help offset the revenue decline.

Waiver Update

Andy noted that there was a misinterpretation of the waiver agreement between the District and the North Santiam Education Association (NSEA-Licensed Union). The union's interpretation allows for the reinstatement of the cost of living increase (3.6%) that was frozen last year, plus an additional cost of living (3.7%) for a cost of living increase of 7.3% plus individual step, column, or off step salary increases for teachers in 2010-11 (average of 3%). There is a meeting planned for next week to discuss the misinterpretation and work towards a solution. Any savings the District can attain in an updated waiver would help with additional losses in State School Funding and help pay for the future PERS increase expected for next year. Determining the shortfall is very difficult and additional large cuts to funding could put the District into a bad situation financially. Additional school days may have to be cut as well as additional layoffs before the year is over.

Budget Reduction Strategies

Over the past two years, the District has had to cut programs and freeze budget expenditures to help offset the decrease in school funding. Additional options for savings in the 300-600 areas of the general fund were discussed in June and finalized this month. Reductions include the cut of eight (8) tech cadre positions, the cut of several advisor positions for ASB, the cut of one drama production at the high school, and the consolidation of middle school sports. Many activities and sports were already consolidated at the middle school level, transporting students from Mari-Linn and Sublimity Schools to participate at Stayton Middle School. Middle school parents have been notified of the budget reductions and how it will affect options for students. Community members and coaching staff in both areas are looking into the possibility of a volunteer program combined with fundraising to keep volleyball and basketball at the District's K-8 schools. Tough times bring out the best in people; however sustainability will be the long term goal which means that eventually Mari-Linn and Sublimity Schools may have to look at an inter-mural program for students who are not interested in participating in the consolidated program.

City Council Liaison Communication—Steve Frank, Brian Kauffman, and Steven Baldwin:

This item is on the agenda for communications from Sublimity, Stayton, and/or Lyons City Council. Steve Frank asked if the District had looked into a way to reduce their water costs through storm water collection. He mentioned at a previous meeting that a larger district had such a program that students were involved in. Although the District has not assigned anyone to investigate the option, it may be something to look at in the future.

Upcoming Community Events: Stayton Events Web Site

A list of upcoming community events was listed in the agenda-explanation. Back to School/Open House dates were added for Stayton Intermediate/Middle School and Sublimity School.

Board Announcements/Committee Reports/Special Session Planning:

Monthly Community Engagement Report—Tass Morrison and Dick Morley gave the Board an update on Community Engagement Committee activities. Their immediate tasks are to start their discussion on survey development and focus group discussions. During the fall board members will be asked to attend community group meetings and talk with key communicators. This committee continues to press forward and has set up a timeline for getting input from the community regarding a possible bond in the next five years.

Upcoming Workshop—Reminder that there will be a workshop for board members and administrators on Saturday, August 21st starting at 9:00 a.m. The subject of the workshop is the “use of data” and will be presented by the Oregon School Board Association (OSBA).

Upcoming November OSBA Conference—Board members were notified of the November OSBA Conference. Those planning to attend were asked to notify Mary Richards as soon as possible so she can set up registration as needed.

ACTION/CONSENT ITEMS

MOTION: Tass Morrison made a motion for the Board to approve Consent Agenda items 7.1 and 7.2 (including: the minutes from the July 15, 2010—Regular Session and the July 28, 2010—Special/Executive Session; the acceptance of the resignation of Brian Orton; the approval of the retirement of Paula Vawter; and the approval of new hires—Stacie White, Kerry Tatum, David Katz-Wigmore, Teal Millage, and Brenda Pell). It was seconded by Laura Wipper and passed unanimously 7-0.

NEW BUSINESS

ACTION

OSBA Board Nominations: Mike Wagner

OSBA Board elections will take place in November. Earlier this year, Dick Morley filled a position that was due to a resignation mid-term. He would like to continue on the OSBA Board serving in position #11, and requests that the NSSD Board nominate him for a full term position.

MOTION: David Kinney made a motion for the Board to nominate Dick Morley for one of the open OSBA Board positions (position #11). It was seconded by Tim McCollister and passed unanimously 7-0.

REPORT/DISCUSSION

Adopt-A-School Designations: Mike Wagner

Each year board members choose a school to adopt. As part of the duties involved, members assist with presentations, attend PTA or PTO meetings, volunteer at events or programs, etc. Designations are as follows for 2010-11:

- Mari-Linn School—Tim McCollister and Mike Wagner
- Stayton Middle School—Steve Hack and Tass Morrison
- Stayton Intermediate School—Tass Morrison
- Stayton High School—Dick Morley and Tass Morrison
- Stayton Elementary—Dick Morley
- Sublimity School—Laura Wipper
- District Office/Float—David Kinney

Board members should plan a time to meet with the principal of each school to see how they may best support the school.

UNFINISHED BUSINESS

ACTION

Approval of Board Operating Protocol and Signatures: Mike Wagner

Each year the Board adopts the Board Operating Protocol and signs a copy to be placed in each building along with a picture of the Board. The Board received a copy of the protocol in July for review. No revisions were requested to the existing protocol.

MOTION: David Kinney made a motion to adopt the Board Operating Protocol as presented for 2010-11. It was seconded by Laura Wipper and passed unanimously 7-0.

INFORMATION ONLY

Recognition of Gifts:

There were no gifts or donations made to the District in August.

Upcoming Meetings/Board Activities:

A list of upcoming board meetings and activities was included in the board packet.

Future Agenda Items:

A list of future agenda items was included in the board packet. Tass Morrison requested additional information regarding sub groups and how they have done over time be presented with the AYP report in September.

BOARD REPORT

None

RECESS TO EXECUTIVE SESSION

The Board recessed the Regular Session and went into Executive Session at 7:40 p.m.

EXECUTIVE SESSION

ORS 192.660 (2)(d)—LABOR NEGOTIATOR CONSULTATIONS

More in depth information was given to the Board on waiver negotiations and options for the future. They also discussed future contract negotiation timelines and strategies for financial sustainability in the future.

ADJOURN EXECUTIVE SESSION

The Executive Session was adjourned at 8:40 and the Board returned to the Regular Session.

RETURN TO REGULAR SESSION

COMMUNICATION PLANS

A Communication plan to let the community, parents and students know about budget reductions and how they will affect co-curricular activities was discussed. The Board asked that the District preserve as many experiences as possible for kids but understand the shortfall in school funding has been incredible and is beyond the control of the District.

Most other district in the area have cut 6-10 contract days as opposed to cutting programs whenever possible. Seat time has been waived during these economic times by the Oregon Department of Education, so cutting days will not impact high school student credits toward graduation.

ADJOURN

The meeting adjourned at 8:50 p.m.

Andy Gardner, Superintendent

Mike Wagner, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/REGULAR SESSION**

**MINUTES
September 16, 2010**

The North Santiam School District's Board of Directors met in a Special Session at 6:00 p.m. on September 16, 2010. The Regular Session followed at 7:00 p.m. Both Sessions were held at Stayton Elementary School located at 875 N. 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Mike Wagner, Tass Morrison, Tim McCollister, Laura Wipper, David Kinney, and Dick Morley; Superintendent—Andy Gardner, and Secretary—Mary Richards. Steve Hack was absent.

REVIEW OF DISTRICT AND BOARD GOALS

Strategies and Alignment: The Board reviewed the District and Board Goals for 2010-11, and their strategies. At the summer Administrators Workshop, Management Team members presented their goals as SMART goals with strategies. These are goals that are Specific, Measurable, Attainable, Realistic, and Timely.

Tass and Laura will work on aligning the District Goals with Management Team Goals. Tass will take them to the Management Team for review and then bring back to the Board for approval.

ADJOURN

The Board adjourned the Special Session at 6:55 pm and went into the Regular Session at 7:00 pm.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Besides those listed above, others in attendance included District administrators, directors, supervisors, and staff as well as several community members.

ADDED AGENDA ITEMS

A revised agenda was posted prior to the meeting, and passed out to the Board.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the revised agenda as presented. It was seconded by Tass Morrison and Laura Wipper and passed unanimously 6-0.

PUBLIC PARTICIPATION

Patty Keeton~Retiree:

Patty teaches music at Sublimity School. She read her letter of resignation to the Board and said a few words of thank you to all those who have worked with her during her employment with the District.

SPOTLIGHT

Stayton Elementary School:

Missy Riesterer talked about some of the activities that she has been doing with her staff since she took over as principal, including some team building that took place early in the year. She shared her SMART goals with the staff and is using a team approach to everything. Missy has asked her staff to believe in their students before they succeed, emphasize their strengths both privately and publicly, list their past successes to help build self esteem, and help them achieve with small successes. She noted that staff members are stepping up with a positive attitude as they work on visualizing each student's future success. Andy stated that "as expected, the SES staff has welcomed and embraced Missy" in her new position.

Recent QZAB Projects-Update:

Ron Osborne put together a presentation on the projects that were paid for, or partially paid for using Qualified Zone Academy Bonds (QZAB) for funding. These included: the library upgrades at Stayton Elementary School and Mari-Linn School; resurfacing of the track, restrooms, and teen parent classroom spaces at SHS; and roofing at SMS.

COMMUNICATION

Superintendent's Report:

Andy Gardner gave the Board a report on the start of school and open house activities. He introduced the new Business Manager—Jane Nofziger who has quite a bit of experience in school finance and has worked for LBL/ESD. She spent the summer working on a 10-year financial planning model for Lebanon School District.

Also discussed were the cuts to some activities and middle school sports with the consolidation of volleyball and basketball at SMS. Mari-Linn and Sublimity coaches would like to volunteer and fundraise in order to keep the sports located within their current K-8 environments. Andy will meet with those involved and see if this is possible. His only expectation was that they understand that this is not just a one year fix. The District budget must be able to sustain programs and these programs will have to be fundraised for each year or they will be moved to the middle school. He also expects the fundraising to be a combined effort by both Mari-Linn and Sublimity.

Management Team reports were included in the board packet. Andy noted that Keith Butler discussed the possibility of providing tech support for 911, the City of Stayton, and other businesses in the area using an interagency contract. This will help them and supplement the District's cost for technology in the budget. Andy noted that the District is lucky to have such a strong technology staff working for the District.

Budget Update:

The District should be getting PERS information in the next few weeks. It is expected to be approximately \$600,000. The revenue forecast showed a \$556,000 shortfall for the District in State School Funding (SSF). \$132,000 may be available in January from the

State's Rainy Day Fund to help offset that shortfall. There will be updates on SSF again in December, March, and May. Andy noted the positive attitudes of staff and commented that kids will continue to learn in the District.

City Council Liaison Communication—Steve Frank, Brian Kauffman, and Steven Baldwin:

This item is on the agenda for communications from Sublimity, Stayton, and/or Lyons City Council. There was no report from those present.

Upcoming Community Events:

A list of upcoming community events published on staytonevents.com was given to the Board as part of the board packet.

Board Announcements/Committee Reports/Special Session Planning:

Community Roundtable Discussions

Monthly meetings are now taking place with community leaders at the Covered Bridge Café.

CE Committee

Tass Morrison and Dick Morley gave an update on the activities of the Community Engagement Committee. The committee is working on setting up two community forums for November. One will be for those who do not have any students going to NSSD schools. Their next meeting will be on September 20th and October 8th.

OSBA Regional Dinner Meeting

The OSBA Regional Meeting will be held on Wednesday, October 6th at 5:30 p.m. Those interested in attending were asked let Mary Richards know as soon as possible so she can register them.

Other Information

A former employee, Orrin Coates, passed away this week. He graduated from Stayton High School and was well known for his activities and sports while in school. He recently had been helping with the SHS football program. Funeral arrangements are being made and the Board will be notified and provided information as soon as possible.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Action Consent Agenda items 7.1—the approval of the minutes from the August 19th—Regular Session and the September 2, 2010—CE Committee Meeting; and 7.2—the approval of personnel changes including new hire—Laurel Black and the acceptance of the retirements of Patty Keeton and Neonta Bell. It was seconded by Tass Morrison and passed unanimously 6-0.

NEW BUSINESS—ACTION

Approval of New Club: Andy Gardner

The Board has received a request to start a new club connected to the Video Productions class at the high school. Les Conley is the teacher. The club would like to raise money for equipment by selling videos of events and games that the Video Productions class

puts together. Ken Cartwright has expressed a willingness to engage in a cooperative relationship for cable channel access.

MOTION: David Kinney made a motion for the Board to approve the establishment of the Video Productions Club. It was seconded by Dick Morley and passed unanimously 6-0.

REPORT/DISCUSSION

AYP Report and eCIP Update: David Bolin

Dave Bolin presented a PowerPoint on how to understand the AYP requirements, definitions, and data. The 2009-2010 AYP report is now available for review at <http://www.ode.state.or.us/data/reportcard/reports.aspx> . His presentation also included the updates to the Electronic Continuous Improvement Plan. A copy of the presentation will be emailed to board members after the meeting so they can review of the data included.

Professional Development Plans: David Bolin

Dave shared the plans for the October 8th In-Service, which focuses on math and writing. Some staff will be going out of the District for conferences on science, music, physical education, and art. He has also been working with his staff and the principals to come up with a year long professional development plan. He continues to work with math teachers to complete this plan. Dave hopes to share the success of the October 8th In-Service and any additional plans that have been completed during the October board meeting.

Policy Revision: Prepared by Gary Rychard

IIC/IICA-AR: Gary has been working with the nurses, transportation, and building principals to come up with a set of forms for field trips. This is a change to the administrative rule only (AR). There are still revisions that need to be completed. Mary will work with Gary, Dave, and the nurses to finish updating the forms.

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

None

INFORMATION ONLY

Enrollment:

FTE enrollment as of September 16th was 2360.5 and student count was listed as 2450.

Field Trip Requests:

A list of field trip requests was handed out to the Board to review.

Upcoming Meetings/Board Activities:

October 21, 2010	Regular Session	7:00 p.m.	DO
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Future Agenda Items:

A list of future board agenda items was included in the board packet.

BOARD REPORT

OSBA Board Report: Dick Morley

Dick noted that next month will be OSBA elections. Ballot measures will also be voted on including the legislative polices and priorities that Dick sent out to board members. Coming up is the Fall Regional meeting to be held at the WESD and Dick will send out a list of sessions to choose from if you plan to attend the OSBA Conference to be held in November.

ADJOURN

The meeting adjourned at 8:15 p.m.

Andy Gardner, Superintendent

Mike Wagner, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION—7:00 PM**

**MINUTES
Thursday, October 21, 2010**

The North Santiam School District’s Board of Directors met for their Regular Session at 7:00 p.m. on October 21, 2010, held at the District Office located at 1155 North 3rd Avenue in Stayton.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Chairman—Mike Wagner, Vice Chair—Tass Morrison, Dick Morley, Tim McCollister, Laura Wipper, Dave Kinney, Superintendent—Andy Gardner, and Secretary—Mary Richards. Steve Hack was absent.

ADDED AGENDA ITEMS

There were no added agenda items.

APPROVAL OF THE AGENDA

MOTION: Tass Morrison made a motion for the Board to approve the agenda as presented. It was seconded by Dick Morley and passed unanimously 6-0.

PUBLIC PARTICIPATION

There were not any requests to speak to the Board.

SPOTLIGHT

Stayton High School Choir Trip: Diane Allen-Jackson

Diane presented information about the choir’s invitation to participate in the London New Year’s Day Parade and the London Choral Festival in Westminster Abby in December 2011. Students will be doing fundraisers between and now and then to pay for the trip. Upcoming events include a dance and mini carnival for Halloween. A reception for the Lord Mayoral is set up for Oct. 29th at Stayton High School in the gym.

Motion: Tass Morrison made a motion for the Board to approve the request for an “out of country” trip to London, England for the Stayton High School Choir during the 2011-12 school year. It was seconded by Laura Wipper and passed unanimously 6-0.

Teen Parent Program Update: Robert Abdou

Robert discussed the start up of the Teen Parent Program and the challenges faced as they prepared the facility. Currently the program supports seven children between the ages of 6 weeks and two years. Protocols have been established for both District and YMCA employees. The District still needs to review other programs and find a way to help the students have more consistent attendance. With seven students, the program is at capacity with the two employees assigned to the day care portion of the program. If we have more teens that need to enroll in the program who have children, additional adults will have to be hired. Teen parents seem happy to be back at school continuing with their education and also being able to spend time with their babies during the school day.

Board Book Demonstration: Keith Butler

Keith presented the board book software program which is web based to board members. Erate grant money is available for the purchase any technology equipment needed. The cost of on-line access compares closely with the cost of producing, printing, and mailing board packets out each year. Archived board materials will be at board members fingertips as well as policy, goals, board reports and board packets. Updates to board packet materials can be posted as soon as it is available, giving board members a chance to review it before they get to the meeting. Andy will review the costs and talk with Keith about technology purchase needs before a decision is made. Board members seemed to be open to the idea of using the program especially if the cost is comparable to what we are now spending on the production of the board packets.

COMMUNICATION

Superintendent’s Report and State School Funding Update: Andy Gardner

It is likely that when the December Revenue forecast comes out that the State will once again be down in revenue, although it was not deemed likely at the levels of the last two forecasts. This will not be the last forecast, and the District will have to face the possibility of additional cuts to State funding in March and then again in May.

Since Measure 11 the corrections budget in Oregon has risen by 250% while K-12 educational funding has been reduced from 44% -38%. Districts are getting a smaller piece of the pie, which is already shrinking. It is unlikely that we will see any further federal aide to schools. There are virtually no school districts that are not facing a very bleak picture as we look towards the next biennium.

The Board and the District need to keep their goals in mind as schools are structured to face the current budget challenges. Additional reports by Management Team members are in the board packet and include where they are at on their yearly goals and action plans.

City Council Liaison Communication: Steve Frank, Brian Kauffman, and Steven Baldwin

Steve Frank, the representative from the Stayton City Council, noted the usefulness of the presentation on board book. He stated that he has heard good things about SES this year and parents are warming up to the new principal, Missy Riesterer. Steve also asked if there was any movement towards capturing storm water as a fundraising project. Andy Gardner noted that he was not aware of any group working on it at this time.

Steven Baldwin, the representative from Lyons, brought a copy of the Lyons survey. The Community Engagement Committee prepared five “school” questions for Lyons residents.

Out of the 500 sent out, 117 were returned. There were no negative comments about schools on those returned so far.

Upcoming Community Events: Stayton Events Website

A list of upcoming events was listed in the board packet. Greeters will be on October 27th, and Community Forums are scheduled for November 1st and 16th. The Board was personally invited to the first North Santiam Fine Arts Festival to be held on October 23rd.

Board Announcements/Committee Reports:

Community Engagement Committee Report—The upcoming Community Forums on November 1st and 16th will be facilitated by OSBA representative, Tanya Gross. The goal in having these forums is to listen and learn about the attitudes and perceptions that exist in our communities regarding the North Santiam School District. An engaged community is one of the primary factors in a successful school system and there is funding allocated for these endeavors. Great schools are possible if the District engages with all its communities and has the support and involvement of the residents.

ACTION/CONSENT ITEMS

There were not any personnel hires, retirements, or resignations since the last board meeting in September.

MOTION: David Kinney made a motion for the Board to approve Consent Agenda item 7.1, the minutes from the September 16, 2010—Special/Regular Session. It was seconded by Dick Morley and passed unanimously 6-0.

NEW BUSINESS—ACTION

OSBA Elections: Mike Wagner and Dick Morley Pg 17

Information on the OSBA Board elections was in the board packet and Dick Morley sent out additional information on the resolutions to be voted on. Dick Morley is running unopposed for the OSBA Board as an incumbent for position #11. Mary Richards will submit the vote to OSBA after November 15th.

MOTION: David Kinney made a motion for the Board to submit its vote for Dick Morley as the representative for OSBA Board Position 11. It was seconded by Tass Morrison and passed unanimously 6-0.

MOTION: Dick Morley made a motion for the Board to approve OSBA Resolution #1~Amending the OSBA Constitution to provide that the dues of the association may be increased annually by the Urban CPI as approved by the OSBA Board of Directors. It was seconded by David Kinney and passed 5-1 with Mike Wagner voting against the resolution.

MOTION: David Kinney made a motion for the Board to approve OSBA Resolution #2~Amending the OSBA Constitution to make housekeeping changes in the language so that everything falls in line with the governance changes approved by members in November 2009. It was seconded by Laura Wipper and passed unanimously 6-0.

MOTION: Laura Wipper made a motion for the Board to approve OSBA Resolution #3~Adopting the proposed 2011 OSBA Legislative Policies and Priorities. It was seconded by Tass Morrison and passed unanimously 6-0.

Surplus: SES Piano

Missy asked that this item be tabled so that she could make additional inquiries with District staff who might want to use the piano in their classroom before it is designated as surplus. If it cannot be used, it will be placed on the November agenda.

Approval of New ASB Account for SMS Football Team: Andy Gardner Pg 18

The consolidated middle school football team would like to fundraise for camps, equipment, etc. They are requesting that they be recognized as an ASB group and given permission to open an ASB account at Stayton Middle School.

MOTION: David Kinney made a motion for the Board to recognize the consolidated middle school football team at Stayton Middle School as an ASB group and give them permission to open an ASB account. It was seconded by Laura Wipper and passed unanimously 6-0.

REPORT/DISCUSSION

Professional Development Update: David Bolin

This agenda item was tabled for the November meeting. David will send out a PowerPoint presentation for the Board to review ahead of time and answer any questions they may have in November.

Board and Management Team Goal Alignment: Tass Morrison Pg 19-25

Tass and Laura have been working on the goal alignment of the District and Management Team for 2010-11. Tass shared the alignment document with Management Team members on October 6th and asked that they give input on any revisions needed before it was presented to the Board. The final draft of the document was included in the board packet. Board members thanked Laura and Tass for their work on this document. No additional input was given.

UNFINISHED BUSINESS

ACTION—REPORT/DISCUSSION

None

INFORMATION ONLY

Enrollment: Pg 26

FTE and Student Enrollment numbers were included in the board packet. FTE count is up by 18.0 since September 15, 2010 and the student count is at 2468.

Field Trip Requests: Pg 27

A list of overnight and day field trips was included in the board packet.

Recognition of Gifts:

A list of gifts and donations to the district was presented to the Board for acknowledgement at the meeting.

Upcoming Meetings/Board Activities:

Nov 1	Community Forum ~ Non Parents/Grandparents	6-7:30 pm	Stayton Library
Nov 16	Community Wide Forum	7-8:30 pm	SHS Auditorium
Nov 18	Board Regular Session	7pm	SUB School

Future Agenda Items: Pg 28-31

A list of future agenda items was included in the board packet. Student Engagement in the Community will be added to the list. Mike Wagner noted that he would not be at the November meeting because he will be out of town.

BOARD REPORT

OSBA Regional Meeting: Attendees

Tass, Dick, and Andy attended the OSBA Regional Meeting earlier this month. Things discussed included the legislative policies, upcoming OSBA election, mandated programs, and State and Federal funding issues.

Upcoming OSBA Annual Convention: Those who are registered to attend at least one day of the Annual Convention held in Portland on November 11th thru 14th include: Dick Morley, Tass Morrison, Laura Wipper, Andy Gardner, and Mike Wagner. David Kinney, Tim McCollister, and Steve Hack will try to make a least one day if possible and will register themselves at the Convention if they are able to make it.

ADJOURN

The meeting adjourned at approximately 8:30 p.m.

Andy Gardner, Superintendent

Tass Morrison, Board Vice-Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
REGULAR SESSION**

MINUTES

Thursday, November 18, 2010

The North Santiam School District's Board of Directors met in Regular Session at 7:00 p.m. on November 18, 2010 at Sublimity Elementary School located at 431 Main Avenue in Sublimity.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those in attendance included: Board Members—Tass Morrison, Dick Morley, Tim McCollister, David Kinney, Steve Hack, and Laura Wipper; Superintendent—Andy Gardner Associate Superintendent—David Bolin, and Secretary—Mary Richards. Mike Wagner was absent. Others in attendance included District administrators, directors, staff, and several community members.

ADDED AGENDA ITEMS

The retirements for Stephen Giese—PE/Health Teacher at SHS, and Richard Dickson—Band Director at SMS and SHS were added to the Consent Agenda. The approval for an out of State field trip to Seattle, Washington was added to New Business-Action.

APPROVAL OF THE AGENDA

MOTION: Dick Morley made a motion for the Board to approve the agenda as amended. It was seconded by Laura Wipper and passed unanimously 6-0.

PUBLIC PARTICIPATION

There was no public participation.

SPOTLIGHT

Sublimity School—Science and Math Standards:

Principal, Jamie McCarty talked about the new standards for Science and Math. With the higher standards, parents may not see as much success in meeting these standards for a few years. Cut scores have been raised between 4 and 7 points based on grade level. Teachers are also having to look at what they are teaching and when, since content standards are expected to be taught earlier in a child's education. As we look at data we must continue to look at each class as they move forward and not compare one class against another in able to see growth. Parents across the District will be brought up to speed on the changes to these standards as they attend conferences and building activities.

Stayton High School Math Goals:

Andy and Robert have been working with the math department with the direction of their goals toward academic improvement. Kari Tatum and Chris Dougherty presented the department's plan to improve student math scores over the next three years. The plan includes the following:

- Algebra A and B—focused instruction with review days and additional skill building once a week;
- Algebra I—Assessment preparation using a review day two times before testing
- Work on the essential skills in math, including a focus on the three most important skills a student needs to learn in order to pass the assessment with multiple opportunities;
- Use the tracking tool for essential skills and know how the goals are presented in the curriculum and textbook;
- Teachers will look at the percentage of students meeting the required strands in the benchmark and define areas where students are struggling in order to focus on improving instruction;
- Focus on algebraic relationships since it is 50% of the test; and include some geometry, and statistics;
- Teach students how to use a graphing calculator and try to find funds to purchase these calculators for student check-out;
- Teach students strategies for taking the test, like how to eliminate some answers on the multiple choice tests;
- Break down where the essential skills are addressed in the curriculum, and prepare a vertical alignment to see where any gap in skills exists;
- Grade students based on their proficiency of each math strand;
- Eliminate general math from the high school schedule; and
- Support math teachers with professional development, collaborative time, and planning to continue with this work as a team.

COMMUNICATION

Superintendent's Report and State School Funding Update:

Andy Gardner continues to give board members written updates regularly and gave the Board an oral report at the meeting. Additional monthly reports from Management Team members were included in the board packet.

Boys Soccer will play for the State Championship on Saturday. It will be the first time that SHS Soccer has played for the championship. The kids are really excited and have appreciated the fan support at their recent night games. A rooter bus will be taking kids to the game on Saturday and staff has been encouraged to attend.

Funding Update

Superintendents got a preview to the December forecast and the State expects that revenue will again be down. The State budget has gone from \$6.0 billion to \$5.73 billion for K-12 education funding. Next year districts will lose the EduJobs money and the stimulus money (-\$720,000), the special education AARA money will be gone, PERS costs will increase by over \$500,000 for each of the next two years, and the six days given up by licensed staff will have to be recalculated into the budget. The money we

save this year must help to carry us through the new biennium (2011-13). We may not see things return to their former rate for quite some time. Cuts to the budget so far have been fairly equal across the District. Andy will have the actual forecast to share with staff on December 3rd.

City Council Liaison Communication—Steve Frank , Brian Kauffman, and Steven Baldwin:

Steve Frank commented on the Community Forum held on November 16th. He noted that he thought the discussions were great and he was glad he had the chance to participate. However, he felt there were many misconceptions voiced and that there needed to be some time to discuss those with the attendees. Steve also noted that he was in schools lately and the walls with messages for positive reinforcement look great. He asked if the Farm to School program was currently being used by the District's Food Service Program. Toni Silbernagel, Food Service Director, has noted in the past that she is taking advantage of the program for fresh produce as much as possible. Steve Baldwin was in attendance but had no information to share.

Upcoming Community Events:

A list of upcoming community events was included in the agenda~explanation. The time for the play at SHS has been changes so that it doesn't conflict with the Soccer Championship game.

Board Announcements/Committee Reports:

Community Engagement Committee Report—Committee members gave the Board an update on the Community Forums that were held earlier in November. A handout on the discussion was prepared and emailed prior to the meeting. It was noted that personal contact and invitation letters are less costly and get a better response than the advertisements and postcards. The next committee meeting is scheduled to be held the first Thursday of December. The committee will discuss a staff survey and possible community forums in Lyons and Sublimity. Once the forums are completed, the District would like to meet with forum participants again to discuss the results of the forums as well as address misconceptions.

ACTION/CONSENT ITEMS

MOTION: Dick Morley made a motion for the Board to approve Action Consent Agenda items 7.1—the October 21, 2010—Regular Session minutes and 7.2—the retirements for Stephen Giese—PE/Health Teacher at SHS and Richard Dickson—Band Director at SMS and SHS. It was seconded by David Kinney and passed unanimously 6-0.

NEW BUSINESS—ACTION

Approval of Out of State Field Trip—International Honor Band:

Rich Dickson asked for board approval to accompany two of his students to the Western International Honor Band Convention to be held Nov. 19th through Nov. 22nd in Seattle Washington. Parents are planning to drive, so no bus transportation is needed. The trip request and convention schedule was included in the board handouts at the meeting.

Motion: Dick Morley made a motion to approve the Out of State Trip for Symphonic Honor Band members to attend the Western International Honor Band Convention with Rich Dickson to be held in Seattle, Washington from November 19th through November 22nd. It was seconded by Steve Hack and passed unanimously 6-0.

RECESS

The Board took a short recess to have refreshments and celebrate Superintendent-Andy Gardner's birthday.

REPORT/DISCUSSION

Reading Essential Skills—Graduation Requirements:

The District received a letter from ODE regarding the new Reading Essential Skills that are required for graduation. Stayton High School Principal, Robert Abdou, talked about how the high school plans to target reading skills. Two year ago the high school implemented Reading 180. As students prepare to enter the high school, teachers and counselors are placing kids in this program who have not yet met the reading benchmark at grade 8. A score of 236 on the State Reading Assessment is needed to show that students have acquired the essential reading skills necessary for graduation. Alternative tests that can be used to show students have learned these skills include the Compass, PSAT, SAT, and ACT tests that are taken in the junior or senior year. Currently there are 28 seniors who have been designated as nearly meeting the standard and the high school expects them to meet by the end of the year. There are 31 additional seniors who tested low, with 6 of those on a modified diploma. The high school will continue to work towards all students gaining their essential skills prior to graduation.

UNFINISHED BUSINESS—REPORT/DISCUSSION

District and School Report Cards:

Associate Superintendent, David Bolin talked about the District and School Report Card results when he discussed the AYP report at the October meeting. He gave a presentation to the Board on how to read the report cards and understand how schools are rated. David noted that it is important not to compare schools in the District. It is better to compare "like" schools across the state based on demographics. Report Cards are different in that they do not break data down into subgroups like the AYP report does. None of the schools in the District are targeted as needing improvement. Grades 3, 4, 5, and 7 are above the State average. Rating calculations are based on the academic index, attendance rates, graduation rates, and adequate yearly progress over a two year span. The District will continue to look at data, make adjustments to curriculum and teaching, and work toward making sure all schools have goals to improve student academic growth each year.

Professional Development—December 3rd:

Board members were emailed a copy of the PowerPoint presentation during the past month on the yearly plan for professional development. A copy of the presentation was also in the board packet. David Bolin talked about the plans for the December 3rd In-Service, invited board members to attend and gave them schedules of what was happening across the District. Jodi Hack will post these on the internet so that parents can see what teachers are doing when students are not attending school.

David also noted the work that Nicole Duncan and Jodi Hack did on applying for a grant to do a workshop on Science. About 20 teachers will be attending the two day workshop during the week of Thanksgiving break. An additional workshop for math teachers will also be held during the same week provided by Title grant funds.

INFORMATION ONLY

Enrollment:

FTE enrollment was down slightly from October, but still 71 FTE above the projected number for 2010-11. Student count was at 2454 as of November 10, 2010.

Field Trip Requests:

A copy of field trip requests received over the past month was included in the board packet.

Recognition of Gifts:

The Board recognized the following gift and donations to the District and thank you letters have been sent out.

City of Stayton	Four Used Studded Tires (Value \$199)	DO
Masonic Lodge	\$150 for Battle of the Books	SIS

Fundraising Activity—Mari-Linn School:

The Board was notified that Mari-Linn has contracted with a company for students to sell cookie dough and a variety of other edible items to raise money to support and extend learning activities. Stayton Elementary is also selling cookie dough this year.

Upcoming Meetings/Board Activities:

December 16, 2010	Special Session—Supt. Goals	6pm	DO
December 16, 2010	Regular Session	7pm	DO

Future Agenda Items:

The Board asked that quarterly reports on the choir’s fundraising activities in support of their London Trip be added as future agenda items, and that board awards be added to the agenda for December.

BOARD REPORT

OSBA Annual Convention: Attendees

Andy, Dick, Tass, Laura, and Mike all attended the OSBA Convention between Nov. 11th and 14th. They reported that the key note speakers were very good as was the student entertainment. Some of the topics discussed included:

- Generational issues, including the way each generation communicates and how we market the District to them;
- The three C's of success—Critical thinking, communication, and collaboration;
- Giving students a say in school decision making; and
- Long range facility plans—looking at trends for growth

ADJOURN

The meeting adjourned at approximately 9:15 p.m.

Andy Gardner, Superintendent

Mike Wagner, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J
SPECIAL SESSION/REGULAR SESSION**

**MINUTES
December 16, 2010**

The North Santiam School District's Board of Directors met in a Special Session at 6:00 p.m. followed by a Regular Session at 7:00 p.m. on December 16, 2010 at District Office site in the Santiam Room located at 1155 N 3rd Avenue in Stayton.

SPECIAL SESSION

CALL TO ORDER

Those present included: Board Members—Mike Wagner, Tim McCollister, Steve Hack, Laura Wipper, and David Kinney; Superintendent—Andy Gardner; and Secretary—Mary Richards. Tass Morrison was absent.

SUPERINTENDENT GOAL UPDATE

Andy Gardner discussed his current goals, his draft goals for the coming year, the timeline for the Spring Goal Workshop, and the expected review of Board and District Goals in January. His handout showed his current goals. Highlights of his presentation are listed below:

Immediate Goal: Operate the 2010-11 Fiscal Year in a manner which prepares the District for a possible shortfall in 2011-12 due to the increased PERS debt and the loss of Federal Stimulus Funds from the American Reinvestment and Recovery Act (ARRA), while preserving core District functions that allow for an outstanding educational system

- The expected ending fund balance as of December, with the PERS debt that is expected to be approximately \$450,000 per year for each year of the 2011-13 Biennium, will leave an expected shortfall in the budget for 2011-12;
- With the current cuts in the 300-600 areas of the budget, there may be close to \$600,000 that will be saved that can be carried over into 2011-12 to help offset its expected shortfall;
- Business Manager, Jane Nofziger, is putting together budget projections for a \$5.73, \$5.63, and \$5.53 billion State School Fund allocation for K-12 education; A NSSD budget built on a \$5.73 allocation will leave a shortfall of approximately \$1.3 million without the carryover of savings from 2010-11; This figure would jump to \$2 million at \$5.53 and \$3.1 million at \$5.4;
- Areas in the general fund budget and the federal budget that are funded by ARRA will be adjusted mid-year to allow for further savings to carryover into 2011-12;
- Even with the carryover of money saved to help offset the projected shortfall, a reduction in force (RIF) will still have to be made ;
- Administrative and confidential employees have been cut two additional contract days (for a total of six) as the District looks at additional money needed to carry over and offset the projected shortfall in 2011-12;
- There are several retiree positions that will have to be filled, but a few will be cut and count towards the reduction in force,

- The State usually gives districts 48.5% of its funding in the first year of the biennium and 51.5% in the second year, but the State could give districts 50% the first year and 50% the second year with the hope that the economy gets better and allocate additional funds in 2012-13.

Intermediate Goal #1: Engage the greater NSSD community and develop a bond proposal that will be supported by the electorate that meets current space and update needs as well as lays the foundation for future growth

- The Community Engagement (CE) Committee met with several groups during the month of November to see what their perception of the District was in regards to what we do well, what we need to improve, where they see the District in five years and how they think we can get there;
- A survey is being prepared with 20-30 questions of which five (5) will be about the District's facilities;
- At the CE meeting in January the committee will discuss additional community forums in Sublimity and Lyons, plans to survey staff via the internet, and additional community meetings in the future;
- Jeri Harbison has been doing a great job of engaging with her parents and other community members within the Mari-Linn School boundaries using "Muffins for Moms", "Donuts for Dads", and "Granola for Grandparents" days as opportunities to meet and talk with those who have connections to the school;
- District leadership and several board members are also involved in the "Community Round Table" meetings as part of an effort to engage with the community.

Intermediate Goal #2: Move the District to a fiscally sustainable model through the development and implementation of long-range planning models

- With the uncertainty of State School Funding due to the Economic Crisis since 2008-09, building a ten-year long range fiscal plan is very difficult;
- The District's financial software can be used to project a five year model, but with the uncertainty in funding, the District's budget team will begin with a three year fiscal plan;
- This information will allow the District to move toward a more sustainable model and it will help with information needed to negotiate salary and benefit increases over time.

Long Term Goal: Five outstanding schools in a progressive and innovative district

- Andy stated that he will use more than the State School and District Report Cards as a way to measure this goal;
- Goal setting, data, and comprehensive programs for students will also help to measure success;
- Budget cuts or increases will play a key role in class size, and the ability to maintain or add innovative and progressive programs and updated technology;
- This is a long term goal that once attained will have to be maintained over time.

Draft Goals for 2011-12:

The Spring Workshop is scheduled for the 8th and 9th of April. Superintendent Gardner noted he plans to address the following in his 2011-12 goals:

- Budget planning that preserves core district functions and allows for sustainability that strikes a balance between progress in core subjects and preservation of as many comprehensive programs as possible;
- Re-adopt a 10-year Long Range Master Facilities Plan through a process that involves community members and district personnel, while meeting the requirements of the law;
- Guide the implementation of a least one new element of the concept of “community schools” at each facility in an effort to continually work towards engaging the community in our schools;
- Continue to manage the District’s movement towards five outstanding schools in a progressive and innovative district.

ADJOURN

The Special Session adjourned at 6:55 p.m.

REGULAR SESSION

CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Members—Mike Wagner, Tim McCollister, Steve Hack, David Kinney; Superintendent—Andy Gardner; and Secretary—Mary Richards. Tass Morrison and Laura Wipper were absent with notice.

Others in attendance included: Jeri Harbison, Jamie McCarty, Jane Nofziger, Teri Butler, Keith Butler, Denise Ruttan, Sella Bemrose, Margaret Ables, Steven Baldwin, and Steve Frank. Several administrators were unable to attend due to winter programs and activities at their schools.

ADDED/DELETED AGENDA ITEMS

One award presentation was moved to the January meeting.

APPROVAL OF THE AGENDA

MOTION: David Kinney made a motion for the Board to approve the agenda as revised. It was seconded by Tim McCollister and passed unanimously 5-0.

PUBLIC PARTICIPATION

There was no public participation requested.

SPOTLIGHT

Board Awards: Presented by Board Chairman—Mike Wagner

The Board awards staff, students, community members, and community organizations with awards periodically throughout the year. The Jack Adams Award is given as a recognition for an

outstanding effort in “improving the life of a student” or “doing what is best for kids” in the District.

Steven Baldwin was nominated and given this award because he has improved the life of many of the children who ride his bus regularly. The puppets and humor he shares with the students have helped to make an upbeat start to their school day or a positive ending note as they return home. Steve accepted the award in the name of all the school bus drivers who work for First Student Transportation and who try to connect with the students they serve daily.

COMMUNICATION

Superintendent’s Report and State School Funding/Class Size Update: Andy Gardner

Andy noted that the Board had copies of the Management Team reports as part of their board packet. Earlier in the week, the District responded to the threat of a tornado in the area that hit the town of Aumsville and did considerable destruction to area businesses and homes. Students were pulled from the playground areas and kept inside for the remainder of the day. Power was lost at Mari-Linn School and their planned winter program had to be rescheduled.

Andy has been working with Jane and Teri on the first run of the budget for 2011-12. They are working with a \$5.73 level that shows a \$1.3 million shortfall without offsets from expected savings in 2010-11, which will show up in the ending fund balance to be carried into next year’s budget. If the economy continues to recover, hopefully there will be no further cuts in this biennium (2009-2011). Information on how the loss of State School Funding has affected average class sizes at each building was presented.

On-Line school options are being looked into by the District. A Request for Proposal (RFP) is being prepared for credit recovery and regular on-line classes for students in grades 9-12. Some companies allow the option of using current staff to provide student assistance or the ability to contract with the company to provide student assistance for the on-line program. Either way, the staff used would have to be highly qualified as stipulated in the requirements of NCLB. If we use current staff, a memorandum of understanding (MOU) would have to be designed to address the after hours salary structure and expectations of an on-line extra duty contract .

The District received a draft copy from Paulie Rogers Auditing, which stated the financial audit was unqualified (good), and that there were no material deficiencies. This was the first year that the District worked with this auditing firm and Business Manger—Jane Nofziger noted that she would like to see the process and timelines with the auditors improve in the coming year.

City Council Liaison Communication—Steve Frank , Brian Kauffman, and Steven Baldwin:

Steve Baldwin stated that the City of Lyons will be looking at their recent survey results and begin their comprehensive planning sessions in the next month.

Upcoming Community Events:

A list of upcoming community events was included in the agenda explanation as part of the board packet. Tickets for the SHS Booster Club Auction to be held in January are now on sale.

Board Announcements/Committee Reports:

CE Committee Report—Dick Morley

Dick reported that the Community Engagement Committee met twice in December. Looking at both community forums, they realized that the best way to get people to the meetings is to

personally contact and invite them to attend. Sending out follow up letters and reminder notes also seemed to be effective. The committee is considering meeting regularly with community members to keep them updated on what is happening in the District. A survey is also being put together. The District hopes to have the community survey completed by March.

ACTION/CONSENT ITEMS

MOTION: David Kinney made a motion for the Board to approve Action Consent Agenda item 7.1—the November 18, 2010—Regular Session minutes . It was seconded by Dick Morley and passed unanimously 5-0.

MOTION: David Kinney made a motion for the Board to accept the retirement of Ann Christine Young, a math teacher at Stayton High School. It was seconded by Steve Hack and passed unanimously 5-0.

NEW BUSINESS--REPORT/DISCUSSION

Long Range Master Facilities Plan: Andy Gardner

As part of the long range plan for facilities, the District will need to do a population study. The last one was completed in 2006. Additions to the plan will be needed when student enrollment reaches 2500 due to state law. Andy presented information in a PowerPoint on what will need to be addressed and how the District will need to work with community members as well as each city's government within the District to develop an updated plan that covers the next 10 years. Work on this plan will be one of his goals for 2011-12.

Board Member Elections: Mary Richards

Mary received information from the elections office this past week. Four board members will complete their terms in June. These include: Dick Morley, Tim McCollister, Mike Wagner, and Steve Hack. The filing period for these positions begins Feb. 5th and ends on March 17th. Mary will mail out election packets to these board members as soon as they are received and vacancies will be published in the local newspaper.

INFORMATION ONLY

Enrollment:

Student enrollment in the District was at 2460 on December 9, 2010, with FTE enrollment at 2356.

Field Trip Requests:

Copies of overnight and day field trip requests were included in the board packet.

Recognition of Gifts:

The Board recognized the gifts/donations made by Mike Wagner and Doerfler Farms. Thank you notes are being sent out.

Upcoming Meetings/Board Activities:

The next Special Session and Regular Session of the Board will be held on January 20, 2011 at the District Office in the Santiam Room. The Special Session starts at 6:00 with the Regular Session following at 7:00 in the evening.

Future Agenda Items:

A request for an update on the AG program was requested as a future agenda item.

BOARD REPORT

OSBA Election: Dick Morley

Dick Morley noted that he was elected to the OSBA Board during the recent election. All of the resolutions voted on by school boards across the State passed except the one based on increases to fees based on the CPU index.

ADJOURN

The meeting was adjourned at 7:57 p.m. after a motion by Dick Morley, a second by Steve Hack and a unanimous vote of 5-0.

Andy Gardner, Superintendent

Mike Wagner, Board Chairman