

NORTH SANTIAM SCHOOL DISTRICT

LEADERSHIP TEAM REPORTS



August 18, 2011

1. **Instruction & Student Support: Associate Superintendent-David Bolin**
2. **Food Service: Director-Toni Silbernagel**
3. **Finance Office: Business Manager-Jane Nofziger**
4. **Maintenance/Facilities: Director-Ron Osborne**
5. **Technology Department: Director-Keith Butler**
6. **Human Resources: Director Teri Butler**
7. **Mari-Linn School & Special Education: Principal and SpEd Director-Jeri Loftus**
8. **SHS Co-Curricular/Athletics: Athletic Director-Michael Proctor**
9. **Library/Media: Director-John Kendall**
10. **Stayton High School: Principal-Robert Abdou**
11. **Stayton Elementary School: Principal-Missy Riesterer**
12. **Health, Safety, & Security: Director-Gary Rychard**
13. **Stayton Intermediate & Middle School: Principal-Paula Vawter**
14. **Sublimity Schools: Principal-Jamie McCarty**
15. **Communications/Grants/Alumni: Coordinator-Jodi Hack**

NORTH SANTIAM SCHOOL DISTRICT
Instructional Support and Service Team
Board Report
Dave Bolin
August 12, 2011

GENERAL COMMENTS:

- **A very busy month of learning in North Santiam by many groups.**
- **August 1,2,3, Professional Learning Community Institute:** Our 11 person team attended this 3 day Institute in Seattle. It was a great experience for our District. It will be part of the Spotlight next week.
- **August 8,9, Management Team Retreat:** Principals and Directors presented key items for the 2011-12 school year.
- **August 11 Team Initiated Problem Solving (TIPS):** TIPS is a systematic meeting structure process that promotes school improvement through precise problem solving statements and action planning. We had five building teams present to learn this process. Teams had the afternoon to practice with support of three trainers from the University of Oregon.
- **August 12-18 : Guided Language Acquisition Design (GLAD):** Our summer training session started today and will run through next week. We have 21 participants. GLAD is an instructional model with clear, practical strategies promoting positive, effective interactions among students and between teachers and students. GLAD develops metacognitive use of high level, academic language and literacy. During the staff development, teachers are provided with the instructional strategies, the theory and research that support the model, and the curriculum model that brings these all together in the context of district and state frameworks and standards.

At the end of this month, Shealon Cooper and Amy Erwin will be gaining recertification to be our local GLAD trainers. This is a very comprehensive retraining done in Southern California. The District is very fortunate to have local trainers. Their recertification is funded through the Title III grant.

- **August 29th In-service:** Mr. Gardner will be giving his welcome back address at Stayton High School at 7:30 a.m. With three new building principals this year, the remaining time on this in-service day will be provided to them to cover required trainings and implement their initiatives.

IMMEDIATE #1

- **The Instructional Support and Services Team (ISST) and associated support committees, will develop, implement and monitor all Maintenance of Effort Special Education and Federal Grant Funds.**
 - ✚ A solid month. We have held several meetings with the Business office to ensure we have accurately accounted for our ending fund balances of all federal grants. Many of these grants have the availability to carry over funds to the next year. The amount remaining will affect the activities planed this year. Accurate accounting of these amounts allows proactive planning.
 - ✚ Maintenance of Effort funding and accounting has been accounted for to the penny! Our team is doing really well on monitoring this. A huge difference from last year. We are pitching on this task, not catching curve balls!
 - ✚ Grants are coming in now. Title I has increased about 15,000 to 451,111, but Title IIA is down about 20,000 to 109,889. This will have an impact on us this year.

INTERMEDIATE #1

- **The North Santiam School District will increase students meeting or exceeding benchmarks in all OAKS assessments and DIBELS Assessments to 5% above the prior two year averages by the end of the 2011-12 school year.**
 - ✚ We have moved to testing OAKS two times per year, Winter and Spring. Building principals will be using Spring assessment scores for Fall planning.
 - ✚ The State has suspended Writing Assessments in grades 4 and 7. 11th Grade will still assess.
 - ✚ Stayton Elementary and Sublimity met on August 11, to prepare action plans in response to their DIBELS assessment results from last year.

INTERMEDIATE #2

- **The District will complete a District Effective Behavior and Instruction Support Systems (EBISS) handbook to include EBISS activities at the District and Building level.**
 - ✚ Each Principal is currently adjusting their plans based on their learning at the Professional Learning Communities Institute last week.

LONG RANGE GOAL

- **All five school with a 90% to 100% rating in EBISS evaluation checklist.**
 - ✚ I am attending two trainings this month that will support this goal. Principals have presented EBISS goals and action plans.

NORTH SANTIAM SCHOOL DISTRICT 29J

Andy Gardner, Superintendent



1155 N Third Avenue Stayton, Oregon 97383 (503) 769-6924 FAX (503) 769-3578

Stayton High 9-12 / Stayton Middle 4-8 / Sublimity K-8 / Mari-Linn K-8 / Stayton Elementary K-3

FOOD SERVICE REPORT

Toni Silbernagel

6/15/11

Intermediate Goal #1:

- **IMPROVE COMMUNICATION AND PERSONAL RESPONSIBILITY**

I attended the Admin Retreat at Fishermen's Bend it was very beneficial to hear the focus of the district for the upcoming year. A common theme was remembering your passion for your job and why you chose this profession. I will be sharing this theme with the food service staff when they return.

Intermediate Goal #2:

- **BUILD THE AWARENESS OF PROGRAM NEEDS RELATING TO STUDENTS WHO ARE RECEIVING FREE AND REDUCED MEAL BENEFITS.**

- Summer food is coming to a close. We will be serving those students that will be attending the GLAD training this coming week. I will provide you with final numbers on the next board report. There was a nice article in the Stayton Mail regarding our program and its success. We will be working hard to ensure our students have their free or reduced applications updated and ready to go for another year.
- Food Service will be at the high school registration helping families fill out and return their applications.

Long Range Goal

- **Marketing the Food Service**

- We are implementing a new serving line at Stayton High School and changing up the menu to better accommodate students and their tastes and time restrictions. We have purchased new items out of the food service budget and are hoping for tremendous success.

NORTH SANTIAM SCHOOL DISTRICT 29J

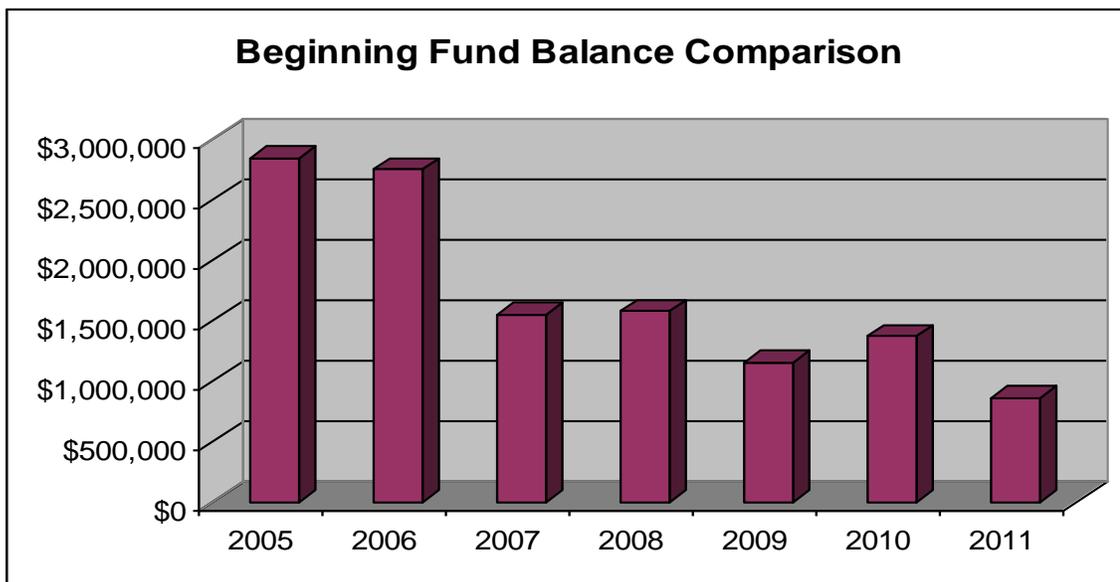
Jane Nofziger, Business Manager



*** BUSINESS OFFICE ***

August Board Report:

- **Cash Flow Report:** This is the first cash flow report for the 2011-12 fiscal years. The result of the revenue and expenditure projection is that we will end the year with approximately \$940,000. Some of the components of the projection are as follows:
 - We are receiving basic school support for the biennium at a 50/50 split.
 - The legislatures added an additional \$25 million to year one of the biennium from the education stability fund. This action provides us with additional revenue of appx. \$105,000 in 2011-12 only. Therefore, we will receive more funding in 2011-12 than in 2012-13.
 - In July 2011 we received \$167,000 in forest tax revenues that were not projected. This resulted in forest tax revenues above the district's 2011-12 projection; I anticipate we will receive a negative adjustment in May of 2013 to our BSS payments.
 - It is my belief that we are being paid at a higher ADMw number than we will attain. An ADMw correction, along with a 2010-11 tax receipt collection adjustment could result in a May 2012 basic school support payment adjustment of **(\$320,000)**
 - To summarize the previous four points: To be financially stable, the district must have a strong carry forward balance to compensate for the reduced 2012-13 revenue projection and anticipated cost increases.
- The following graph shows how district resources have been depleted to support the district through years of reduced funding.



Business Office progress summary:

- **IMMEDIATE GOAL: Support the Superintendent to adopt a budget for 2011-12 that is balanced and supports Board and Superintendent Goals:** We have met this goal. The work is now I monitoring the actual expenditures and revenues against the budget.
- **INTERMEDIATE GOAL #1: Lead the District in accurate attendance tracking and reporting for 2010-11.** This is a work in progress. I have learned a tremendous amount regarding the components of ADM weighting and the process of recording those components. I have much to learn and will continue to work on this goal.
- **INTERMEDIATE GOAL #2: Part 1: Develop and implement a district grant tracking process.** Business services staff have implemented a process to track the grant components. We are working with the IST team to implement this process. We are utilizing account codes to enhance our ability to track grants. **Part 2: Work with the communication coordinator to create a grant/donation tracking process.** Through the budget process we established grant accounts which will enhance the tracking/recording process.
- **LONG RANGE GOAL: To Develop A Long Range Financial Projection**
A three year projection will be completed as a good foundation for the complete long range projection. I hope to utilize information from the attendance projection study as well as the long range master facilities plan to build the projection.

North Santiam School District 29J
Revenue Expense Cash Flow Projection
2011/2012

| GENERAL FUND | | | | | | | | | | | | | | CASH FLOW | | | | | | |
|--|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------------|-------------------|-----------|----------|--|--|--|--|
| "Function" | Actual | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | 2011/2012 | 2011/2012 | % of | | | | |
| | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Totals | Budget | | Budget | | | | |
| REVENUES: | | | | | | | | | | | | | | | | | | | | |
| Local Sources | | | | | | | | | | | | | | | | | | | | |
| Property taxes -R111:R112 | 24,766 | 27,377 | 22,377 | 17,511 | 4,095,694 | 90,691 | 36,044 | 26,952 | 148,462 | 27,876 | 27,485 | 174,750 | 4,719,984 | 4,720,000 | 100.00% | (16) | | | | |
| Tuition other districts in the state (R1312) | | | | | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | 1,700 | 0 | 11,900 | 12,150 | | | | | |
| Investment Earnings -R1510 | 0 | 650 | 566 | 262 | 560 | 1,883 | 2,299 | 1,642 | 1,598 | 1,635 | 1,991 | 900 | 13,987 | 15,000 | 93.25% | (1,013) | | | | |
| Admissions, Fees, Rents, R1710:R1910 | 5,433 | 1,500 | 47,851 | 33,662 | 10,371 | 10,570 | 16,242 | 5,357 | 22,946 | 22,082 | 12,009 | 7,923 | 195,946 | 196,750 | 99.59% | (804) | | | | |
| Other local Sources R1940:R1990 | 30,277 | 32,846 | 0 | 3,083 | 3,500 | 0 | 4 | 0 | 17,010 | 5,000 | 5,500 | 0 | 97,220 | 98,250 | 98.95% | (1,030) | | | | |
| Intermediate Sources | | | | | | | | | | | | | | | | | | | | |
| County School Funds R2101 | 8,102 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19,900 | 0 | 0 | 0 | 28,002 | 28,000 | 100.01% | 2 | | | | |
| Restricted Revenue - PTP R2200 & R3299 | 0 | 0 | 0 | 0 | 0 | 3,371 | 86 | 0 | 306 | 0 | 7,079 | 1,657 | 12,500 | 12,500 | 100.00% | (0) | | | | |
| WESD Transit Fund R2102 | 99,508 | | 106,639 | | | 75,139 | | | 75,139 | | 0 | 70,640 | 427,065 | 426,557 | | 508 | | | | |
| State Sources | | | | | | | | | | | | | | | | | | | | |
| School Support Fund R3101:R3101.9 | 1,982,908 | 965,394 | 965,394 | 965,394 | 965,394 | 965,394 | 965,394 | 965,394 | 965,394 | 965,394 | 942,765 | -320,000 | 11,294,223 | 11,113,364 | 101.63% | 180,859 | | | | |
| EduJob Funding R4511 | 207,180 | 0 | 0 | 78,538 | 0 | 0 | | | 0 | 0 | | 0 | 285,719 | 20,000 | 336.674 | 265,719 | | | | |
| SFSF Stability Fund | 0 | 0 | 0 | 0 | 0 | 0 | 175,000 | | | 175,000 | | 64,678 | 414,678 | 414,678 | | 0 | | | | |
| SFSF Arra Funds | 0 | 0 | 0 | 15,690 | | | | | | | | | 15,690 | 80,000 | | (64,310) | | | | |
| Common School Fund R3103 | 100,964 | 0 | | 0 | 0 | 0 | 101,230 | 0 | 0 | 0 | 0 | 0 | 202,194 | 206,468 | 97.93% | (4,274) | | | | |
| State Timber R3104 | 167,567 | | | 0 | 0 | 0 | 5,000 | | 5,500 | 0 | 0 | | 178,067 | 10,500 | 1695.87% | 167,567 | | | | |
| Federal Sources | | | | | | | | | | | | | | | | | | | | |
| Federal Forest Fees R4801 | 0 | 0 | 0 | 0 | 0 | 0 | 3,710 | 0 | 29,670 | 0 | 0 | 0 | 33,380 | 33,380 | 100.00% | (0) | | | | |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | | | | |
| Beginning Fund Balance - est R5400 | 865,000 | 0 | | | | | | | | | | | 865,000 | | | | | | | |
| Total Monthly Revenue | 3,491,705 | 1,027,767 | 1,142,827 | 1,114,141 | 5,077,219 | 1,148,749 | 1,306,710 | 1,001,045 | 1,287,626 | 1,198,688 | 998,529 | 548 | 18,795,555 | 18,252,597 | 102.97% | 542,958 | | | | |
| Cumulative Revenue | 3,491,705 | 4,519,472 | 5,662,299 | 6,776,441 | 11,853,660 | 13,002,409 | 14,309,119 | 15,310,164 | 16,597,790 | 17,796,478 | 18,795,007 | 18,795,555 | 18,795,555 | | | 101.79% | | | | |
| EXPENDITURES | | | | | | | | | | | | | | | | | | | | |
| 1000 - Instruction | 667,588 | 686,436 | 844,719 | 848,976 | 868,746 | 815,206 | 897,369 | 929,825 | 911,529 | 877,946 | 921,227 | 1,001,156 | 10,270,723 | 10,270,729 | 100.00% | 6 | | | | |
| 2000 - Support Services | 459,467 | 497,918 | 539,365 | 519,081 | 542,687 | 633,910 | 632,585 | 677,018 | 704,075 | 688,095 | 709,969 | 665,553 | 7,269,723 | 7,269,741 | 100.00% | 18 | | | | |
| 3000 - Community Services | 6,450 | 6,549 | 6,791 | 7,679 | 7,498 | 7,418 | 7,754 | 6,966 | 10,872 | 7,315 | 7,682 | 7,638 | 90,613 | 90,611 | | (2) | | | | |
| 4000 - Facilities Acquisition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | | | | |
| 5000 - Debt Service / Transfers | 9,457 | 9,457 | 9,457 | 9,457 | 9,457 | 9,457 | 27,995 | 9,457 | 9,457 | 80,413 | 9,457 | 27,995 | 221,516 | 221,516 | 100.00% | 0 | | | | |
| 6000 - Contingencies | | | | | | | | | | | | | 0 | 300,000 | | 300,000 | | | | |
| 7000 - Unappropriated Balance | | | | | | | | | | | | | 0 | 100,000 | 0.00% | 100,000 | | | | |
| Total Monthly Expenditure | 1,142,962 | 1,200,360 | 1,400,332 | 1,385,193 | 1,428,388 | 1,465,991 | 1,565,703 | 1,623,266 | 1,635,933 | 1,653,769 | 1,648,335 | 1,702,342 | 17,852,575 | 18,252,597 | | 400,022 | | | | |
| Cumulative Expenditure | 1,142,962 | 2,343,322 | 3,743,654 | 5,128,847 | 6,557,235 | 8,023,226 | 9,588,929 | 11,212,195 | 12,848,129 | 14,501,898 | 16,150,233 | 17,852,575 | 17,852,575 | 18,252,597 | | 97.81% | | | | |
| Month End Balance | 2,348,743 | 2,176,150 | 1,918,646 | 1,647,594 | 5,296,425 | 4,979,183 | 4,720,190 | 4,097,969 | 3,749,662 | 3,294,580 | 2,644,774 | 942,980 | 942,980 | | | 942,980 | | | | |
| | | | | | | | | | | | | | Estimated Ending Cash | | | | | | | |
| | | | | | | | | | | | | | 942,980 | | | | | | | |



North Santiam School District

Andy Gardner, Superintendent

1155 N Third Avenue Stayton, Oregon 97383 (503) 769-6924 FAX (503) 769-3578

Web Site Address: <http://nsantiam.orvsd.org>

Stayton High 9-12 / Stayton Middle & Intermediate 4-8 / Sublimity Elementary & Middle Schools K-8 / Mari-Linn K-8 / Stayton Elementary K-3



Ron Osborne
August 12, 2011

ACTIVITIES:

- Custodial staff united together to perform deep cleaning tasks as a centralized team cleaning group. In seven and half weeks start to finish beginning at Sublimity schools moving next to Stayton Middle/Intermediate, then Stayton Elementary, Stayton High and finishing up at MaryLinn. At approximately 5200 man-hours to cover 376,000 square feet district wide, which relates to 72 square feet per man-hours to deep clean, that includes walls, floors and furniture/fixtures.
- All Gym floors were successfully cleaned, screened and recoated with two coats of a water-base gym floor finish.
- Four boilers requiring internal inspection, both the fire side and water side, past with flying colors by the State Boiler Inspector. We are in the process of putting them back together so we can put them online this fall when necessary.
- Maintenance completed 21 work orders this summer in 394 man-hours for a combined cost of \$8,981.47 materials and labor.

IMMEDIATE GOAL: *Reduce expenditures for goods and services (322's & 410's) for 2011-2012 school years.* Completed

INTERMEDIATE GOAL #1: *Support the Superintendent's Intermediate Goal #1 to develop a ten year sustainable Long Range Facilities Master Plan that meets the requirements for ORS 195.110.* We have been working with Heery Internation moving forward with the LRFMP development process. PSU will have the population study completed early September and the same for initial draft of the Facilities Condition Assessment from Heery .

INTERMEDIATE GOAL #2: *Continue to manage the SB 1149 reporting requirements and develop Energy Conservation Projects that qualify for funding from SB 1149 and would be budget neutral for the general fund.* Have received a number of emails from Oregon Department of Energy and W.E.S.D. regarding HB 2960 and how this bill will effect eligible School Districts.

LONG RANGE GOAL: *Resource Conservation Management Program (RCMP) On Going Enhancement/Improvement*

- Contacted Oregon Green Schools Association and will be touring our facilities to conduct a waste stream audits.

