

NORTH SANTIAM SCHOOL DISTRICT 29J

Regular Session - 7:00 PM

AGENDA - EXPLANATION Thursday, February 21, 2013 Stayton Middle School

The North Santiam School District's Board of Directors will meet in Regular Session at 7:00 pm on February 21, 2013 in the library at Stayton Middle School located at 1021 Shaff Road in Stayton.

1. **CALL TO ORDER, ROLL CALL, PLEDGE**

We would like to welcome you to the Regular Session of the North Santiam School District's Board of Directors. This is an open meeting of the Board and the public is allowed to be present to observe. On tonight's agenda is a place for public participation. Anyone in attendance, that isn't on the agenda and wishes to address the Board during this meeting must fill out a public participation card that is available at the door and give it to the Board Secretary, Mary Richards.

2. **ADDED/DELETED AGENDA ITEMS**

Added agenda items or attachments to the board packet are noted below:

- Gifts and Donations List
- January 17, 2013 Minutes
- Additional MT Reports
- Spotlight PowerPoint for SMS

3. **APPROVAL OF THE AGENDA**

MOTION:

I move the Board approve the agenda as presented (or modified).

By:

Second:

4. **SPOTLIGHT**

4. 1. **Stayton Middle School: Principal, Jamie McCarty**

Jamie will give the Board an update on building goals and student achievement during his presentation.

4. 2. **NSSD Audit: Jane Nofziger**

The Board received a copy of the NSSD Audit at the last board meeting for review. Jane will be on hand to answer any questions that you may have and give you an overview of what was noted in the summary.

5. **PUBLIC PARTICIPATION**

The Board welcomes public comments on topics and concerns that affect the education of students. When stating an opinion before the Board, a statement of facts on which the opinion is based is particularly helpful. The Board is also interested in your comments for viable solutions and ways of involving others who would be affected by the offered solutions. Due to confidentiality and liability issues the Board cannot hear complaints against staff in an open

session. A copy of the policy and procedures on how to file a complaint are available at the back of the room, at any school office, from the board secretary, or from the North Santiam School District web site. If there is anyone in attendance at this time, who has filled out a public participation card and wishes to address the Board, please step forward and state your name and address.

6. COMMUNICATION

6. 1. Superintendent's Report: Andy Gardner

Andy will give an oral report to the Board that will include progress toward hiring the architect and project management firm, and the official sale of the bonds.

Written reports from the Management Team have been submitted and are available to view on the BoardBook web site.

6. 1. 1. Financial Report: Andy Gardner and Jane Nofziger

Jane will answer any questions that the Board may have on the financial report submitted.

6. 1. 2. Open Enrollment Policy Revisions: Andy Gardner

This policy revision has been added to the Consent Agenda. The revisions allow for a resolution to be passed each year that states how many students will be accepted into the District during the open enrollment period set by the State. A resolution has been added to the agenda under New Business in order to meet the yearly requirements of this policy.

6. 2. City Council Liaisons: David Kinney and Steven Baldwin

This item is on the agenda to allow an opportunity to share information between communities in the District regarding upcoming city projects, grants, or community events that the school district or board members might participate in or need information about.

6. 3. Upcoming Community Events:

Events listed at www.StaytonEvents.com for the next month are attached in pdf format.

For those board members interested: Stayton City Council meetings are scheduled for the third Monday of the month at 7:00 p.m.; Sublimity City Council meetings are scheduled for the second Monday of the month at 7:00 p.m.; Lyons City Council meetings are scheduled for the fourth Tuesday of the month at 6:00 p.m.

6. 4. Community Engagement~Discover Local Expo: Tass Morrison

The Community Engagement Committee met on February 7th and discussed registering for a booth at the Discover Local Expo to be held at SMS on **Friday, March 15th from 1:00-7:00 p.m.** Marketing materials are being prepared by Jodi Hack. The Committee would like for representatives from the Project Management and Design Management firms to be present as an opportunity for the public to ask questions.

Board members are being asked to volunteer at least one hour that day to assist with manning the booth. A sign up sheet will be available at the meeting.

7. CONSENT AGENDA ITEMS

7. 1. Minutes: Mary Richards

Mary has prepared the minutes from the board meeting last month, which is attached in the board book packet for review and approval. All "officially approved" minutes have been posted to BoardBooks.

- January 17, 2013-Regular Session Minutes

7. 2. Licensed Personnel Report: Teri Butler

Listed below are licensed employee changes over the past month that need final Board approval.

- Resignation~ Pamela Lybarger, Special Education Teacher at SES
- Temporary Hire~Lisa Jordan to replace Pamela Lybarger mid-year at SES

7. 3. Policy Adoptions/Revisions: Mary Richards

The attached policies were reviewed at the last meeting. Approval is needed for these revisions to take effect.

7. 4. Bond Related Policy Revisions: Jane Nofziger

The District currently does not have anything in policy that addresses Special Procurements related to the bond. The attached administrative rule to policy DJC (provided by OSBA) meets the necessary requirements.

7. 5. Action on Consent Agenda:

MOTION:

I move the Board approve and accept the items listed in the Consent Agenda as presented including:

- **Approval of the minutes from the January 17, 2013-Regular Session;**
- **Acceptance of the resignation of Pam Lybarger and the approval of the temporary hire of Lisa Jordan; and**
- **Approval of the revisions and/or adoption of policies AC-Nondiscrimination, ACA-Americans with Disabilities, AD-Educational Philosophy, DJC (AR)-Special Procurements, IKF/IKFC-Graduation Requirements, JECB-Transfers (Open Enrollment), JHFE- Child Abuse.**

By:

Second:

8. NEW BUSINESS

8. 1. Policy Revisions/Adoptions:

Policy revisions presented to the Board are usually sent to us by OSBA, and are based on new laws and regulations. These are either "required" or highly recommended revisions.

Some policies have been combined and are placed in more than one section of the policy manual. This is evident in the policies being reviewed this month. As you can see they are all named with different codes (adjusted for where they are placed in the manual), but have the same heading and the same content.

EBBAA-GBEBC-JHCCC AR~ Handling and Disposing of Contaminated Fluid
GBEBC-JHCCC-EBBAA AR~ Handling and Disposing of Contaminated Fluid
JHCCC-EBBAA-GBEBC AR~ Handling and Disposing of Contaminated Fluid
EBBAA-GBEBC-JHCCC~ Infection Control-HIV, AIDS, HBV
GBEBC-JHCCC-EBBAA~ Infection Control-HIV, AIDS, HBV
JHCCC-EBBAA-GBEBC~ Infection Control-HIV, AIDS, HBV

8. 2. **WESD Local Service Provider Resolution #022113: Andy Gardner**

Each year the District must sign an agreement with the WESD stating that they will continue to be our local service provider for special services. This is a routine action that allows the WESD to budget for staff each year. A specific list of programs and support needed by NSSD is submitted to WESD each spring.

MOTION:

I move the Board approve the 2013-14 Local Service Plan to be provided by the Willamette ESD with options as presented in Resolution #022113.

By:

Second:

8. 3. **Open Enrollment Resolution #022113A: Andy Gardner**

Andy will talk about this earlier on the agenda. It continues our current practice for accepting transfer students into the District by allowing students to enroll only with the approval of both districts.

8. 4. **Surplus:**

A list of items to be approved as surplus is attached. It includes a 1998 Chevy Van, an electronic typewriter, an electronic calculator, a paper folder, and a carousel projector.

MOTION:

I move the Board declare the items delineated on Attachment 022113D as surplus.

By:

Second:

8. 5. **Short-Form Investment Policy Approval~Resolution #022113B: Jane Nofziger**

Oregon Revised Statutes Section 294.135 and 294.052 generally requires local governments to have its investment policy reviewed by the Oregon Short Term Fund Board (“OSTFB”) before the local government adopts the policy and makes investments that are longer than 18 months from their purchase date. North Santiam School District may wish to invest its bond proceeds longer than 18 months to match investment maturity dates to the expected schedule for payment of construction costs. This short-form policy contains very substantial limitations and does not provide the North Santiam School District with the controls or flexibility of a comprehensive investment policy. It is specifically for the investment of bond proceeds and bond related funds as described in ORS 294.052. The adoption of this short-form investment policy must be approved yearly by the Board.

8. 6. **Intent to Award for Bond Design Services: Andy Gardner**

During the past month the District received proposals based on a request for qualifications for bond design services published last December. The proposals were received and scored, then the top three architectural firms were interviewed. Dull Olson

Weekes-IBI Group Architects, Inc. (DOWA) was the first choice of the District based on the scoring of the qualification submission and interview. Once a first choice was made, the District requested cost proposals from the top three firms and negotiations for services between DOWA and NSSD were held. The interview and negotiations team recommend that DOWA be awarded the contract for bond design services. A copy of the "intent to award" notification is attached and needs to be accepted by the Board.

MOTION:

I move the Board accept this notification of the District's "intent to award" the contract for bond design services to Dull, Olson, Weekes-IBI Group Architects, Inc. as presented.

By:

Second:

8. 7. Superintendent Evaluation Calendar/Form: Mike Wagner

9. UNFINISHED BUSINESS

10. INFORMATION ONLY

10. 1. Enrollment:

Enrollment is still slightly higher than projected for 2012-13, but continues to decline with 48 less students than in October of this school year. Historically, it is normal to have the highest enrollment in October and then slowly decrease until June.

The enrollment numbers on the attached chart are based on actual student count with K students counting as one half or .5 FTE. ADMw accounting does not correlate with this numbers.

10. 2. Field Trips:

A list of field trips to be taken during the months of January and February is attached in the Board Book Packet. There is also an upcoming overnight trip to be taken in March by the SHS Dance Team as they travel to Portland to compete in the State Dance Team Championship.

10. 3. Gifts and Donations:

Gifts and/or donations that the District has received since the last board meeting are listed below. Thank you letters will be sent out as soon as the board acknowledges these gifts.

1) Wells Fargo donated \$100 to SES through their Community Support Campaign (nominated by Melanie Stigen);

2) Dan and Suzanne Hendrickson donated a Kenmore Dryer to the District to be used in facilities as needed (value \$200);

3) Ozzie Rose donated 500 loaves of bread in support of the Peanut Butter and Jelly Drive (value \$1000); and

4) Margaret Boedigheimer donated body essentials (value \$40) to be used in a fund raiser for Mari-Linn School's Outdoor School Program.

10. 4. Upcoming Board Meetings & Activities:

Upcoming board activities include:

- March 7, 2013-Special/Executive Session to be held at the District Office starting at 7pm
- March 15, 2013-Discover Local Expo (Santiam MarketPlace) starting at 1pm at Stayton Middle School
- March 21, 2013-Regular Session to be held at Mari-Linn School starting at 7pm

10. 5. **Future Agenda Items:**

A list of future agenda items is attached as part of the board packet. Board members may request that additional items be posted to this list.

10. 6. **Draft Budget Calendar: Jane Nofziger**

Jane has drafted the calendar for the approval of the 2013-14 Budget. It is attached for your review and will be brought back next month for approval on the Consent Agenda.

10. 7. **2013-14 Draft School Calendar:**

The draft for the 2013-14 Staff/School Calendar will be reviewed by the Calendar Committee in late February and early March. They will make a recommendation for approval with possible revisions along with a recommended draft for 2014-15 at the March Regular Session.

11. **BOARD ANNOUNCEMENTS**

This time is set aside for comments on board activities or announcements. Several board members attended the OSBA Annual Convention this past week and may want to share some of the information they gathered while there.

11. 1. **Board Elections:**

Just a reminder that board members who plan to run for re-election need to get their election paperwork into the Marion County Elections Office as soon as possible. Please let Mike or Tass know if you do not plan to run again.

11. 2. **Board Photograph:**

If all board members are present at the meeting, Keith or Mary will take a picture that will be added to the board protocol statement posted in each building.

Just a reminder that if you plan to visit buildings in the District, you need to stop by and get a District ID Badge prior to the day you plan to visit. Call the technology department to make an appointment with Debbie Johnston to get this completed.

12. **ADJOURN**

Time:

EQUAL OPPORTUNITY EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of race, color, national origin, religion, sex, age, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. 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 Mary Richards at the North Santiam School District Office at 503-769-4928.