

# NORTH SANTIAM SCHOOL DISTRICT 29J

**Regular Session - 7:00 PM**

**AGENDA - EXPLANATION  
Wednesday, July 17, 2013  
District Office**

The North Santiam School Board of Directors will meet in Regular Session at 7:00 pm in the Santiam Room located on the District Office site at 1155 N 3rd Avenue 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**

Any changes to the board packet after posting will be noted below:

New Attachments:

July 2013 Licensed Report

Policy BBE-Vacancies-Consent Agenda

Additional Policy Revisions for Review

**3. APPROVAL OF THE AGENDA  
MOTION**

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

**By:**

**Second:**

**Vote:**

**4. 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.*

5. **SPOTLIGHT**

5. 1. **Presentation to Steve Hack: Mike Wagner**

Mike will present Steve with a gift for his many years of service to the North Santiam School District as a member of the Board of Directors from July 2009 through June 2013.

6. **SWEARING IN OF NEW BOARD MEMBERS**

Ron Lierman will be sworn in as the newly elected board member for the City of Stayton-Zone 2 by Mike Wagner. The Board will also swear in their choice for the appointment of the At-Large position left vacant due to the resignation of Steve Hack. Any letters of interest received may be viewed on the Board's resource page. Both new members will be seated as soon as they are sworn in.

A list of current board members and their contact information is attached in the board packet for verification by board members. The newly appointed board member information will be added and verified by the new member. Once all information has been verified, this list will be sent out to all staff and posted on the District's website.

7. **ELECTIONS~BOARD CHAIRMAN AND VICE CHAIRMAN**

Nominations and election of the Board Chairman and Vice Chairman will take place as required by policy. After the election, the newly elected Board Chairman will take over the meeting and continue with the nominations for Board Vice Chairman.

7. 1. **Nominations for Board Chairman:**

Nominations:

By:

Second:

**MOTION**

**I move the nominations be closed and a vote be taken for Board Chairman.**

**By:**

**Second:**

**Vote:**

7. 2. **Nominations for Board Vice Chairman:**

Nominations:

By:

Second:

**MOTION**

**I move the nominations be closed and a vote be taken for Board Vice Chairman.**

**By:**

**Second:  
Vote:**

**8. COMMUNICATION**

**8. 1. Superintendent's Report and State School Funding Update: Andy Gardner, Superintendent**

Andy will give the Board an oral report. As in the past, there will be no Leadership Team (Management Team) reports submitted during the summer. A list of the 2013-14 Leadership Team goals as presented at the August Goal Workshop will be in the August board packet.

**8. 1. 1. Financial Report: Jane Nofziger**

A financial report has been submitted by Jane and is attached as part of the board packet. She will be present to answer any questions that you may have.

**8. 1. 2. MAC Funds for 2012-13: Jane Nofziger**

Gary Rychard talked about MAC (medicaid assistance) reporting and the funds that could be generated to supplement nursing services earlier in the year. The District received its first payment of \$12,950.92 based on reports submitted during 2012-13. Jane will be available to answer any further questions regarding funding at the meeting. Attached is the fund statement showing the revenue received as of July 10, 2013.

**8. 2. City Council Liaisons: David Kinney, Steven Baldwin, Gary Rychard**

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

**8. 3. Board Activities ~ SummerFest:**

SummerFest is coming up on Saturday, July 27th. If board members who have not signed up to help with the booth are available to assist during one of the shifts below, please let Mary or Jodi know.

Shifts:

11:30-1:30

1:30-3:00

**8. 4. Upcoming Community Events: Stayton Events Web Site**

A list of upcoming events in the North Santiam area can be found at [www.staytonevents.com](http://www.staytonevents.com). A copy of what is currently listed is in the board packet.

For those board members interested: Stayton City Council meetings are scheduled for the third Monday of the month; Sublimity City Council meetings are scheduled for the second Monday of the month; and Lyons City Council meetings are scheduled for the fourth Tuesday of the month.

8. 5. **Bond Executive Committee Report: David Kinney and Andy Gardner**  
David Kinney is the Board Liaison to the Bond Executive Committee and the Community Bond Oversight Committee (CBOC). He and Andy will give an update on summer bond work. The next CBOC meeting will be held on July 25th.

9. **CONSENT AGENDA ITEMS**

9. 1. **Approval of Minutes: Mary Richards**

Mary has prepared the minutes from the board meetings last month, which are attached in the board packet for your review and approval. All past "approved" minutes have been posted to the BoardBook website.

- June 27, 2013-Regular/Executive Session
- June 27, 2013-Special Session/Budget Hearing

9. 2. **Approval of Licensed Personnel: Teri Butler**

Any new licensed or administrative hires, resignations, retirements, or request for leaves of absence will be posted under this section as they become available.

Resignations:

Kristen Shielee, SMS teacher

9. 3. **Approval of Policy Revision:**

The newly revised policy on vacancies has been added to the consent agenda as discussed at the last session. Added is a statement that inserts the expectations of the Board Protocol as part of the qualifications for those who are appointed to the Board.

9. 4. **Action on Consent Agenda:**

**MOTION**

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

**(9.1) The approval of the minutes from the July 27, 2013-Regular/Executive Session and the July 27, 2013-Special Session/Budget Hearing;**

**(9.2) The acceptance of the resignation of Kristen Shielee; and**

**(9.3) The approval of policy revisions to BBE-Vacancies.**

**By:**

**Second:**

**Vote:**

10. **ORGANIZATIONAL AGENDA ITEMS**

Every July the Board must approve organizational items in order to proceed with business for the new fiscal year.

10. 1. **Identify Confidential and Supervisory Employees:**

Current confidential and supervisory employees include: Jane Nofziger, Toni Silbernagel, Teri Butler, Nancy Peterson, Liisa Zeimantz, Debbie McDonnell, Janine Christensen,

Mary Richards, Sara Moberg, Tiffany Walbridge, Keith Butler, Jodi Hack, Debbie Johnston, Gary Rychard, Steve Burkleo, Ken Rowling. and Michael Miller.

**10. 2. Designations and Authorizations:**

The Board needs to approve the following:

- Chief Administrative Officer-Andy Gardner
- District Clerk-Andy Gardner
- Deputy Clerk-Jane Nofziger
- Legal Counsel-Garrett, Hemann, et al
- Official Auditors for School Year-Pauly, Rogers, and Company
- Budget Officer-Andy Gardner
- Board Meeting Calendar
- Custodian of Funds-Jane Nofziger
- Depositor(ies) for School Funds-LGIP, US Bank
- Facsimile Signatures-Andy Gardner, David Bolin and Jane Nofziger
- Inter-Fund Borrowing Within Fiscal Year

**10. 3. Grant and Consolidated Sub-Grant Authorization:**

These grants include the following but are not limited to:

- Title Grant Applications
- NCLB/CIP Consolidated Grant Applications
- ESEA Grant Applications
- All State and Federal Grant Application

**10. 4. Action on Organizational Agenda Items:**

**MOTION**

**I move the Board approve organization items as presented including:**

**10.1~The identification of confidential and supervisory employees;**

**10.2~The approval of designations and authorizations; and**

**10.3~The authorization to apply for Federal and State competitive and non-competitive grants**

**By:**

**Second:**

**Vote:**

**11. NEW BUSINESS**

**11. 1. Board Protocol Review:**

Each year the Board reviews its protocol and has the opportunity to make changes. The current protocol is attached or review.

**11. 2. Policy Revisions/Adoptions-Discussion:**

Any OSBA recommended policy changes will be added to this area as attachments. These are all required revisions based on new law.

AR indicates the administrative rule connected to current or a newly revised policy. Below are the policies and administrative rules with revisions that are underlined or crossed out and highlighted so that you can quickly find the revision within the document. The administrative rule for policy EFFA was completely revised.

Policy CBA-Qualifications and Duties of the Superintendent  
Policy GBDA-Mother Friendly Workplace  
Policy JEA-Compulsory Attendance  
Administrative Rule- EFAA (AR)-Reimbursable School Meals

**11. 3. Approval of Contracts for Milk and Produce: Andy Gardner**

Toni has gone through a bid process for milk and produce contracts. All bids had to be submitted by July 15th. Toni's summary is attached along with her recommendations for the following:

Spring Valley Dairy as milk supplier  
Cascade Fruit and Produce as produce supplier

**MOTION**

**I move the Board approve the food service contract for produce to Cascade Fruit and Produce, and the contract for milk to Spring Valley.**

**By:**

**Second:**

**Vote:**

**12. UNFINISHED BUSINESS**

**12. 1. Board Goal Strategies for 2013-2016: Tass Morrison and Laura Wipper**

Laura and Tass will present recommended revisions to board goal strategies for the 2013-2016 Board Goals. A copy of their recommendations is attached with revisions highlighted. This is an opportunity for the full Board to have input on the strategies.

The Summer Goal Workshop will be held on August 5th and 6th starting at 9:00 each morning in the Santiam Room. One or more board members will need to volunteer to work on the PowerPoint that includes the 2013-16 Board Goals and Strategies. This will be presented to the Leadership Team members during the workshop.

**13. INFORMATION ONLY**

**13. 1. Gifts and Donations:**

Any gifts or donations received by the Board will be noted in this section.

**13. 2. Upcoming Board Meetings & Activities:**

- SummerFest~ July 27th
- Leadership Team Summer Goal Workshop~ August 5th and 6th

- Regular Session~ August 15th at District Office

13. 3. **Future Agenda Items:**

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

14. **BOARD ANNOUNCEMENTS**

This time is reserved on the agenda for the announcements of upcoming board conferences and workshops or for reports on recent workshops/conferences attended by board members.

15. **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.*