

# NORTH SANTIAM SCHOOL DISTRICT 29J

**Regular Session - 7:00 PM**

**AGENDA - EXPLANATION  
Thursday, July 21, 2016  
District Office**

The North Santiam School District's Board of Directors will meet at 7:00 p.m. on July 21, 2016 for a Regular Session at 7:00 p.m. It will be held in the Santiam Meeting Room located on the District Office site at 1155 N 3rd Avenue in Stayton. Access to the agenda, agenda explanation, and board packet can be located on the District website at [nsantiam.orvsd.org/district/school-board/board-agendas-and-minutes](http://nsantiam.orvsd.org/district/school-board/board-agendas-and-minutes).

**1. CALL REGULAR SESSION 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, Tonia Whisman*

**2. ADDED/DELETED AGENDA ITEMS**

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

New Agenda Items-

Additional Attachments-

**\*Financial Report**

**\*Proposed policy/guidelines for Student Reps on School Board**

**3. APPROVAL OF THE AGENDA  
MOTION- AGENDA APPROVAL**

**I move the Board approve the agenda as presented.**

**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. Turf Project: Andy Gardner**

Andy Gardner will give an update on the current status of the turf project.

**6. 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. No member can serve more than two terms in a row as board chairman or vice chairman.

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

Nominations:

By:

Second:

**MOTION- ELECTION OF BOARD CHAIRMAN**

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

**By:**

**Second:**

**Vote:**

**Additional Motions:**

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

Nominations:

By:

Second:

**MOTION- ELECTION OF BOARD VICE CHAIRMAN**

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

**By:**

**Second:**

**Vote:**

**Additional Motions:**

**7. COMMUNICATION**

**7. 1. Superintendent's Report Update: Andy Gardner, Superintendent**

Andy will give the Board an oral report.

**7. 2. Financial Report: Jane Nofziger, Business Manager**

The finance office is closing out the 2015-16 school year. A full end of year report will

be given at the Regular Session in August.

**7. 2. 1. Approval of Resolution #072116A: Jane Nofziger**

Jane will be presenting a board resolution to move contingency funds into a cash to accrual reserve fund.

**MOTION-TO APPROVE RESOLUTION #072116A TO TRANSFER APPROPRIATIONS BETWEEN FUNCTIONS WITHIN THE 2016-2017 BUDGET.**

**By:**

**Second:**

**Vote:**

**7. 3. City Council Liaisons: New Chairman**

This item is on the agenda to allow representatives of area city councils 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.

Sublimity City Council, Jim Kingsbury-  
Stayton City Council, Jennifer Niegel-  
Lyons City Council, Steve Baldwin/Mike Wagner-

**7. 4. Community Engagement Activities ~ SummerFest: Tass Morrison**

SummerFest is coming up on Saturday, July 30th. Tonia will pass around a sign up schedule. If board members are available that day and have not signed up to help with the booth yet, please do so at the meeting.

**8. CONSENT AGENDA ITEMS**

**8. 1. Approval of Minutes: Tonia Whisman**

Tonia Whisman and Mary Richards have 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 16, 2016-Special Session/Budget Hearing
- June 16, 2016-Regular Session

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

Teri Butler has submitted a licensed report showing the following:

**New Hires:**

Dana Stephens and Christy Knox

**Resignations:**

Tegan Johnson and Casey Robles

**School Transfers:**

John King from SES to SUB

**8. 3. Approval of Policy: Tonia Whisman**

Policy revisions presented for approval have been completed based on recommendations by OSBA or due to outdated information. They were received for review during the June Regular Session.

### BDDDB/BDD-Board Meeting Agenda

Postings are all done online and no longer at the post office so wording was changed to reflect that. In addition, the minimum number of days required to post prior to a planned session was changed from two to five.

### GBN/JBA & JBA/GBN-Sexual Harrassment

OSBA has recommended that this policy be separate from the current harassment policy with multiple types of harassment. In the future, the harassment policy will most likely be separated out even more. GBN/JBA is exactly the same as JBA/GBN, they just go into different sections of the policy notebook.

#### 8. 4. **Action on Consent Agenda:**

##### **MOTION- APPROVAL OF CONSENT AGENDA**

**I move the Board approve and accept items listed in the Consent Agenda including item 8.1-the approval of the minutes from the June 16, 2016-Regular Session and the June 16, 2016-Special Session/Budget Hearing; item 8.2 the approval of new hires- Dana Stephens and Christy Knox and the acceptance of the resignations of Tegan Johnson and Casey Robles; the approval policies BDDDB/BDD, GBN/JBA and JBA/GBN.**

**By:**

**Second:**

**Vote:**

#### 9. **ORGANIZATIONAL AGENDA ITEMS**

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

##### 9. 1. **Identify Confidential and Supervisory Employees:**

Confidential employees are those who support personnel who work directly with individuals who formulate, determine and affect management policies related to collective bargaining. The 2016-2017 NSSD Confidential employees include: Dave Bolin, Jane Nofziger, Toni Silbernagel, Teri Butler, Lisa Spencer, Tonia Whisman, Sarah Ninman, and Sharon Etzel. The NSSD 2016-2017 Supervisory employees include: Dave Bolin, Jane Nofziger, Toni Silbernagel, Teri Butler, Keith Butler, David Parsons, Michael Miller and Gary Rychard.

##### 9. 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- Accuity, LLC
- Budget Officer-Andy Gardner
- Board Meeting Calendar- Third Thursday of the Month
- 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

**9. 3. Grant and Consolidated Sub-Grant Authorization:**  
These grants include the following but are not limited to:

- Title Grant Applications
- NCLB/eCIP Consolidated Grant Applications
- ESEA Grant Applications
- All State and Federal Grant Applications
- All Non-Profit Grant Applications

**9. 4. Approval of Organizational Agenda:**

**MOTION TO APPROVE ORGANIZATIONAL AGENDA ITEMS**

**I move the Board approved Organizational Agenda Items 9.1-Identification of Confidential and Supervisory Employees; 9.2-Designations and Authorizations; and 9.3-Grant and Consolidated Sub-Grant Authorizations.**

**By:**

**Second:**

**Vote:**

**10. NEW BUSINESS**

**10. 1. Board Protocol Review: New Chairman**

Each year the Board reviews its protocol and has the opportunity to make changes. The current protocol is attached for review. If changes are made, it will be on the consent agenda next month for approval to the policy (BBF AR- Board Protocol).

**10. 2. Standing Board Committee Membership: New Chairman**

The Board needs to review the assignment of board members to the Community Engagement Committee. Currently Tass Morrison and Garrett Trott are members, with Tass as the Committee Chairman. The new Board Chairman can choose to keep the current board members on the Committee if they wish to continue or assign new board members for 2016-2017.

**10. 3. Board Goals and Strategies:Tass Morrison, Tod Nau and Garrett Trott**

Tass, Tod and Garrett met with Tonia Whisman on July 6, 2016 to review the (draft) Board Goals & Strategies for 2016-2017. Attached is the draft for the Board's review. All revisions since the Board's last review are in red.

**10. 4. Board Presentation for August Goal Workshop: Tonia Whisman**

The Board Chairman will need to determine which board member will be responsible for finalizing and presenting the Powerpoint presentation during the goal setting workshop on August 4, 2016 on behalf of the Board.

**10. 5. Policy Review: Tonia Whisman**

The policy revisions shown below are recommended by OSBA or Leadership Team members.

IGAEB-Drugs, Alcohol and Tobacco...

OSBA had three versions of policy IGAEB; two previous versions are being deleted by OSBA therefore the district is re-adopting the remaining version. The changes are not a result of any change in legislation or other requirements, but an update to cleanup language.

JEC AR Intra-District Transfer Form

Changes to the form include boxes to indicate when a transfer is revoked for attendance or behavior and a notation stating transfers of special education students must be approved by the Special Ed. Director.

IGBAF-AR - Special Education IEP

The district must revise and adopt the recommended changes made by the State Board in OAR 581-015-2200. Jeri Haribson, Special Ed Director, has reviewed the changes and recommends the approval.

JEBA & AR-Early Entrance

Senate Bill (SB) 321 (2015) lowered the compulsory attendance age for Oregon students from age 7 to age 6. A “child is considered to be age 6, if the child’s sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school term.” Additional requirements for parents who would like their child to be accepted for early entrance are spelled out in the policy.

**11. OLD BUSINESS**

**11. 1. Technology Update: Keith Butler**

Keith Butler will give the Board an update on the progress of the new website and development of a NSSD mobile app. In addition, he'll discuss the Tech Cadre Committee and Technology Plan for 2016-2017.

**11. 2. Student Representatives: Tonia Whisman**

A draft version of proposed policy and guidelines for Student Representation on the school board are currently being reviewed and will be able prior to the board meeting.

**12. INFORMATION ONLY**

**12. 1. Upcoming Board Events & Activities:**

The Board Calendar is attached for the Board's convenience. Community wide events, high school athletics, and district-wide information can be found on the following websites:

[www.staytonevents.com](http://www.staytonevents.com)  
<http://staytonathletics.org/>  
[www.nisantiam.k12.or.us](http://www.nisantiam.k12.or.us)

- SummerFest~ July 30th (9 am-4 pm)
- Leadership Team Summer Goal Workshop~ August 4th (8 am)
- Brock Park/Emery Field Re-Dedication Celebration~ August 13th, (ceremony at 11 am)
- Next Regular Session~ August 18th at District Office ( 7 pm)
- Stayton Intermediate/Middle School PTC color Run ~ August 20th, (9 am)
- All-Staff Welcome Back ~ August 29, (8 am)
- Back-To-School Open House Events:  
SHS- 8/9 (7:30 am - 7 pm) and 8/10 (7:30 am - 4 pm)  
SES - 8/23 (4 - 6 pm)  
SIS/SMS - 8/31 (3:30 - 6:30 pm)  
SUB - 8/31 (5 - 7 pm)  
ML - 8/31 (5:30 - 7 pm)

12. 2. **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.

13. **BOARD ANNOUNCEMENTS**

This time is reserved on the agenda for the announcements of upcoming board workshop/conference registration windows or for reports on recent workshops/conferences attended by board members. Tass Morrison, Garrett Trott and Tonia Whisman attended the OSBA Annual Summer Conference on July 15-18, 2017 and may have information to share.

14. **ADJOURN**

Time:

**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.*