



2022-23 Board of Directors

Board Chair, Alisha Oliver **Board Vice-Chair,** Erin Cramer

Board Members: Mike Wagner, Laura Wipper, Mark Henderson, Coral Ford & Mackenzie Strawn

Student Representative to the Board, Omar Garcia & Rori Bentz

Superintendent, Lee W. Loving

Assoc. Superintendent, Dave Bolin

Director of Business & Fiscal Services, Rhonda Allen

Director of Human Resources, Danielle Blackman

Superintendent/School Board Executive Assistant, Tonia Whisman

Regular Session

Thursday, July 22, 2021 ~ 6:00 PM

NSSD District Office/Santiam Room

1155 N 3rd Ave

Stayton, OR 97383

NSSD 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

NSSD 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

1. **CALL REGULAR SESSION TO ORDER**

The Regular Session of the North Santiam School District’s Board of Directors is called to order at 6:00 pm. It is an open meeting of the Board and the public is allowed to observe both in person and via Zoom using the link information listed below. On the agenda is a place for public comment. Those in attendance that wish to address the Board during this time must complete a public comment request prior to this point in the agenda. These are available at the back of the room and via the link PUBLIC COMMENT CARD. Comment cards are also available in person in the District Office but must be completed prior to 4:00 pm on the day of the meeting.

Speakers may offer objective criticism of school operations and programs however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks that anyone wishing to communicate a complaint of this manner follow the proper administrative process in Board policy KL (Public Complaints). This information is available on the District website and also in print at the back of the room.

Join Zoom Meeting

<https://nsantiam-k12-or-us.zoom.us/j/83952368612?pwd=TU5obURMREtWcWwzaDc1UlcxZWx4dz09>

Meeting ID: 839 5236 8612

Passcode: 249936

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: MIKE WAGNER

PLEDGE OF ALLEGIANCE: MIKE WAGNER

2. **OATH OF OFFICE**

Newly elected/re-elected Board members will take an oath of office before assuming their duties.

Alisha Oliver
Laura Wipper
Mackenzie Strawn

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof and the policies of the North Santiam School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been elected.

Newly selected Student Representatives to the School Board who are present at the meeting will also take their oath of office.

Tayven Whielden
Sarah Wolf

I, _____, do solemnly swear (or affirm) that I will support the Constitutions of the United States and the State of Oregon and the laws thereof and the policies of the North Santiam School District. I will faithfully and impartially discharge the duties of the Student Representative to the NSSD School Board according to the best of my ability.

3. **APPROVAL OF THE AGENDA**

Any changes to the agenda after posting on July 16, 2021 are noted below:

Added Attachments-

- 7.2-Sole Source Purchasing Resolution #072221B

4. Removed Agenda Items-

- 5.3-Student Success Act

5.

RECOMMENDED MOTION-AGENDA APPROVAL

6. *Motion that the Board approves the meeting agenda as modified.*

Motion Made By:

Vote:

7.

8. **PUBLIC COMMENT**

The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board’s role during public comment is not to immediately respond, but to listen. If there is follow-up necessary, we will direct our Superintendent to do so. Remember that we all model the way for our students, and we ask that everyone share their thoughts in a respectful way. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair may direct the speaker to the proper administrative process found in Board policy KL which can be found on the table near the entrance of the room and on the District’s website. Anyone who has filled out a public comment card is now asked to step forward and state their name and address. Please note that speakers will have three minutes to express their thoughts.

9. **REPORTS**

1. **SUPERINTENDENT'S REPORT**

Andy Gardner

2. **BUSINESS DIRECTOR'S REPORT**

Jane Nofziger

10. **CONSENT AGENDA**

In order to make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.

1. ***Approval of Meeting Minutes***

10

The minutes from the previous month's meeting are submitted for Board review and approval.

06.17.21 minutes-draft1

10

2. *Licensed Staff Changes*

Debi Brazelton, HR Director

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts. Any changes in Licensed staff since the last board meeting are listed below. Only new hires require board approval; building transfers, resignations and retirements are for information only.

New Hires (Board Action Required)

- Sara Zander SHS (Replacing Lori Tuter)
- Rebecca Boyd SHS (Replacing Laura Warren)
- Samantha Hauck SIS (Replacing Katelynn Ion)
- Kindra Gross SHS (Replacing Arden Robinette)
- Ashley Nightingale SHS (Replacing Britney Shelton)

Resignations

- Arden Robinette - SHS Social Studies
- Ashley Herndon Dubra - SHS Counselor
- Lori Tuter - SHS ELA
- Laura Warren - SHS Lang Arts/AP Psych

Retirements

- Dale Sunderman-SHS Metals/Fabrication

July 2021 Licensed Report

3. *Action on Consent Agenda*

RECOMMENDED MOTION-CONSENT AGENDA

4. Motion that the Board approve the Consent Agenda including; 6.1-Minutes from the June 17, 2021 Regular Session and Special Sessions and 6.2 New hires - Sara Zander, Rebecca Boyd, Samantha Hauck, Kindra Gross and Ashley Nightingale.

Motion Made By:

Vote:

11. **NEW BUSINESS**

1. **EXCISE TAX**

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). As prescribed in statute, the OR Dept of Revenue is responsible for updating tax rate limits and notifying affected districts. The District has been

notified the rate will increase for the 2021-22 school year and the Board needs to adopt the new rates as stated in Resolution #072221A

RECOMMENDED MOTION-EXCISE TAX RATE/RES. #072221A

2. NOW THEREFORE BE IT RESOLVED, that the North Santiam School District Board approves the Construction Tax Increases as published by the Oregon Department of Revenue for 2021-22 at \$1.41 per square foot for residential and \$.70 per square foot for non-residential.

Motion Made By:
Vote:

Dept of Revenue Excise Tax 19
Excise Tax Increase Resolution 072221A 20

3. SOLE SOURCE PURCHASING RESOLUTION 21

Jane Nofziger

Business Director Jane Nofziger will request a sole source purchasing agreement. The District has been working with another company for applicant tracking and has received unsatisfactory service and an inferior product that does not integrate well with other programs used

RECOMMENDED MOTION-RESOLUTION #072221B

4. NOW THEREFORE BE IT RESOLVED, that the North Santiam School District Board approves the Sole Source Purchase of the listed Frontline Software for the 2021-22 year for a total of \$43,866.19 with the option to extend the contract for three years. The annual recurring cost will be \$17,110.21.

Motion Made By:
Vote:

Sole Source Purchase Resolution 21

5. APPROVAL OF ANNUAL ORGANIZATIONS

1. *Designations and Authorizations*

The Board needs to approve the following designations and authorizations annually according to Oregon State statute:

- Chief Administrative Officer-Andy Gardner
- District Clerk-Andy Gardner
- Deputy Clerk-Jane Nofziger
- Legal Counsel-Garrett Hemann Robertson PC and WESD
- Official Auditors for School Year- Accuity, LLC
- Budget Officer-Andy Gardner
- Custodian of Funds-Jane Nofziger
- Depositor for School Funds-LGIP, Columbia Bank

- Facsimile Signatures-Andy Gardner, David Bolin and Jane Nofziger
- Inter-Fund Borrowing Within Fiscal Year-Jane Nofziger

2. *Grant and Consolidated Sub-Grant Authorization*

The Board needs to approve the following authorizations annually according to Oregon State statute.

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

3. *Action on Organizational Agenda*

RECOMMENDED MOTION- ANNUAL ORGANIZATIONAL ITEMS

4. *I move that the Board approves Organizational Agenda Items; 7.3.1-Designations and Authorizations, 7.3.2-Grant and Consolidated Sub-Grant Authorizations and 7.3.3-2021-22 NSSD Board Regular Session Meeting Calendar as submitted.*

Motion Made By:

Vote:

5. *2021-22 NSSD Board Regular Session Meeting Calendar*

22

Boards must approve their annual Regular Session Meeting Calendar. Any meetings scheduled or re-scheduled after this approval are considered "Special" or "Emergency" meetings. These changes will be indicated in red on the District website on the MEETING CALENDAR page.

RECOMMENDED MOTION-BOARD MEETING CALENDAR

6. *Motion that the Board approves the 2021-22 NSSD Board Regular Session Meeting Calendar as [submitted] [modified].*

Motion Made By:

Vote:

2021-22 NSSD Board Regular Session Meeting Calendar

22

6. BOARD ROLES & RESPONSIBILITIES WEBINAR

Mike Wagner

Board members will watch a pre-recorded webinar provided by the Oregon School Boards Association (OSBA) on the topic of board member roles & responsibilities.

7. NSSD BOARD OPERATING PROTOCOL

23

Board members will review the current NSSD Board Operating Protocol and discuss any possible desired updates. Sample agreements from OSBA have included for

reference.

NSSD Board Protocol 2021-22	23
OSBA Board Operating Agreement-Example 1	24
OSBA Board Operating Agreement-Example 2	26
OSBA Supt-Board Operating Agreement Sample	27

8. **NOMINATIONS FOR BOARD CHAIR & VICE-CHAIR**

No later than the next meeting following July 1, the Board will elect a chair and vice chair to serve for one year. No member of the Board may serve as chair more than two years in succession unless the Board approves a motion to extend this period in June, prior to the Board elections in July. Both the current Chair and Vice Chair have served in their roles for two years so a new Board Chair and Vice Chair must be selected.

1. ***Board Chair Nominations/Vote***

Current Board Chair declares that nominations are open for a new Board Chair for 2021-2022:

Nomination: _____ By: _____
 Nomination: _____ By: _____
 Nomination: _____ By: _____

Current Board Chair offers last call for nominations:

Upon hearing none, the Current Board Chair declares nominations closed.

Current Board Chair calls for each board member to cast one vote:

- All those in favor of nominee #1 -
- All those in favor of nominee #2 - (if applicable)
- All those in favor of nominee #3 - (if applicable)

(Assuming that one member has received a majority of the votes)

Current Board Chair announces the New Board Chair for 2021-22

2. ***Vice-Chair Nominations/Vote***

New Board Chair declares that nominations are open for the Board Vice-Chair for 2021-2022:

Nomination: _____ By: _____
 Nomination: _____ By: _____
 Nomination: _____ By: _____

New Board Chair offers last call for nominations:

Upon hearing none, the Board Chair declares nominations closed.

Board Chair calls for each board member to cast one vote:

- All those in favor of nominee #1 -
- All those in favor of nominee #2 - (if applicable)
- All those in favor of nominee #3 - (if applicable)

(Assuming that one member has received a majority of the votes)

Board Chair announces the Board Vice-Chair for 2021-2022

9. COMMUNITY ENGAGEMENT COMMITTEE

The Board needs to review the assignment of Board members to the Community Engagement Committee for 2021-22. Previously, Tass Morrison was the committee chair and Alisha Oliver was a member.

12. INFORMATION ONLY

1. Future Agenda Items:

30

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.

Agenda Items Annual Calendar 5.21

30

2. Upcoming Board Events & Activities:

Information regarding activities across the District can be found on the website at www.nisantiam.k12.or.us

August 12, 2021-NSSD Leadership Team Goal Workshop
8:00 am-5:00 pm @ (tentatively Historic Heater Farms)

August 19, 2021- Regular Session-Board Meeting:
6:00 pm ~ District Office/Santiam Room

August 30, 2021- (tentative)-Welcome Back All Staff Event
time & location TBA

September 7, 2021 - First Day of School

September 16, 2021-Regular Session Board Meeting:
6:00 pm ~ District Office/Santiam Room

13. BOARD ANNOUNCEMENTS

Announcements for this meeting:

Board Greeter for Next Month:

Possible Future Agenda Items:

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.



North Santiam School District

2020-21 Board of Directors

Board Chair: Mike Wagner

Board Vice-Chair: Alisha Oliver

Board Members: Tass Morrison, Erin Cramer, Laura Wipper, Mark Henderson & Coral Ford

Superintendent: Andy Gardner

Assoc. Superintendent, Dave Bolin,

Business Director, Jane Nofziger

Human Resources Director, Debi Brazelton

School Board/Superintendent Executive Secretary: Tonia Whisman

Access to the agenda and board packet can be located on the District website at

www.nisantiam.k12.or.us > [School Board](#) > [Agendas/Meeting Minutes](#)

Thursday, June 17, 2021 Regular Session

NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383 ~ 6:00 PM

MINUTES - DRAFT

1. CALL REGULAR SESSION TO ORDER:

The Board Chair called the Regular Session to order at 6:00 pm in the Santiam Meeting Room with all Board members present. Mask requirements were in effect for those not fully vaccinated. He then led everyone in the Pledge of Allegiance.

The meeting was also available for viewing at the following Zoom link.

Join Zoom Meeting

[https://nsantiam-k12-or-](https://nsantiam-k12-or-us.zoom.us/j/81793123518?pwd=cDU3dFdxMFVCUmZpN1RzU3JLWUpXUT09)

[us.zoom.us/j/81793123518?pwd=cDU3dFdxMFVCUmZpN1RzU3JLWUpXUT09](https://nsantiam-k12-or-us.zoom.us/j/81793123518?pwd=cDU3dFdxMFVCUmZpN1RzU3JLWUpXUT09)

Meeting ID: 817 9312 3518 Passcode: 023133

2. APPROVAL OF THE AGENDA:

Any changes to the agenda after posting on June 11, 2021 are noted below:

Added Attachments-

- 5.2-June General Fund Financials 20.21
- 7.3- CBA Policies & edits by Laura Wipper

Removed Agenda Items-

- 7.2-Appropriation Transfer 061721F – **It was noted that this resolution was removed from the agenda in error. It was placed back on the agenda during the meeting.**

Added Agenda Items-

- 5.2.1-Food Services Report
- 7.3-Policy Update: CBA- Qualities & Duties of Supt

MOTION-AGENDA APPROVAL

Motion that the Board approves the meeting agenda as modified to include 7.2 Appropriation Transfer Resolution #061721F

Motion Made By: Alisha Oliver

Vote: 7-0

3. **SPOTLIGHT:**

1. **NSSD Board Awards:**

Community Engagement Chair Tass Morrison presented the following NSSD Board awards:

Community Partnership Award: Dorothy Loftin for going above and beyond to assist the District with training licensed staff in a very short amount of time on how to use the learning management system called CANVAS. This system was implemented shortly before school began to assist with Comprehensive Distance Learning. One staff member noted, *“Her expertise allowed all teachers access to 20 hours of in-person training, solved problems during the first few weeks of implementation, and provided the most important tools to create a solid foundation in the new technology. She met with me on weekends, evenings and even participated in office hours in addition to her own personal job. Dorothy is a selfless person and would not accept compensation for any of her extra time.”*

Santiam Award: Mya Joyce for being selected as the 2020 Rotary Future First Citizen (Mya has a scheduling conflict and was not present)

The Board took time to acknowledge Tass for her 14 years of dedicated service to the District. Her term would be coming to an end on June 30, 2021. All building principals spoke about the ways she has impacted their careers at NSSD. She was presented with keepsake gifts to commemorate her time with the District. Tass expressed her appreciation for her fellow board members and District staff and indicated what an honor it has been to work alongside them.

4. **PUBLIC COMMENT:**

There were no requests for public comment.

5. **REPORTS:**

5.1 **Superintendent's Report:**

Supt Gardner indicated that the District is currently in bargaining with the Classified staff. The next meeting is scheduled for July 6, 2021.

5.2 **Business Director's Report:**

Business Director Jane Nofziger reviewed the monthly financial report. It was also noted that the 2020-21 Appropriation Transfer 061721F was tabled to July in error. There had been an additional resolution pending that was ultimately cancelled and Resolution 061721F was inadvertently removed in the process. She asked that the Board approve an appropriation request to transfer unexpended one time funds out of the general fund into the Board Rainy Day and Capital Projects Reserve funds.

Long time Board members recounted times in the past when the District did not have sufficient reserves to allow the District to maintain staff and program levels during an economic downturn

and that the savings that have been prioritized to accrue over recent years are very critical for the future stability of the District.

MOTION-RESOLUTION 061721F

WHEREAS, the Board of Directors for the North Santiam School District hereby authorizes the transfer of a budget appropriate in the general fund as follows:

APPROPRIATION REQUEST

<i>Reduce 100 Fund 6000 Planned Reserve Function by</i>	<i>\$800,000</i>
<i>Increase 100 Fund 5200 Transfer Function by</i>	<i>\$800,000</i>

Motion Made By: Laura Wipper

Vote: 7-0

5.2.1 Food Services Report:

Food Services Director Mike Vetter provided a report on his department. Highlights included:

- 300,000 meals were served for the 2020-21 school year
- Grab & Go meal service will only occur during the time that summer enrichment programs are happening in buildings. Since food service staff have been working almost non-stop since March of 2020, he felt it was important to give them a break in order to adequately prepare for the upcoming year.
- Meals will be available for free to ALL students next year (USDA/ODE reimbursed), regardless of income levels, so he is anticipating a significant increase in the number of meals served compared to other (non-COVID) school years
- Since he is also the Food Services Director for Cascade School District, he has been working to set up their summer meal service program as well. NSSD Food Services staff will be working at their school locations as well because none of their staff have volunteered to work. The service is happening from Aug 2-Aug 20.
- He thanked the District admin who approved the purchase of a new commodities freezer. He explained how during the current year, NSSD was able to obtain approximately \$20,000 worth of surplus food from other school districts who over purchased items. By adding the additional storage space of the new freezer, he anticipates he will be able to take much greater advantage of these opportunities.
- He made a point to acknowledge his hard-working, dedicated staff and also his appreciation for Supt. Gardner and Jane Nofziger (Business Director).

5.3 Student Success Act:

Assoc. Superintendent Dave Bolin gave the Student Success Act (SSA) monthly update. He has a final report due June 30, 2021 and will share that with the Board in the July meeting. The building administrators will be meeting with him the following week to prepare goals for their buildings for the next school year which will incorporate funding for activities that qualify under the SSA. The District's equity initiative falls under this funding. The [*Equity Collaborative*](#) conducted the student and staff interviews and will present a preliminary report of findings to the principals during the goal prep meetings next week. The District has already signed a contract with them for the 2021-22 school year to provide professional development based on the findings. There are plans to have the *Equity Collaborative* also present a report to the Board at the August regular session meeting. They also plan to do more listening sessions with

students in December 2021 and January 2022 since COVID limited the availability and quality of student contact.

Supt Gardner also noted that the District expects to receive approximately \$125,000 from the state of Oregon through funding provided by [HB3499](#). The bill requires the implementation of a statewide plan that addresses disparities experienced by English Language Learners in every indicator of academic success, from the historical practices leading to disproportionate outcomes for the students to the educational needs of the students from K-12 education, by examining and applying culturally appropriate best practices.

5.4 Community Engagement Committee Report:

The Community Engagement Committee is a sub-committee of the NSSD Board of Directors made up of NSSD staff and two board members. Tass Morrison is the committee chair and reviewed the minutes from the June meeting which were included in the board meeting materials. Key points included:

- The Board and Supt should continue the annual reports to the Lyons, Sublimity and Stayton city councils
- Alan Kirby will be preparing a board video highlighting the high school's CTE programs and this could be followed by a spot on the summer school programs
- New board members will be highlighted in either the District's social media/newsletters or an Our Town article or both

6 CONSENT AGENDA:

6.1 *Approval of Meeting Minutes:*

The minutes from the previous month's meetings were submitted for Board approval.

6.2 *Licensed Staff Changes:*

School boards must approve the hiring and annual renewal and/or extensions of the Licensed staff contracts.

New Hires (Board Action Required)

Uli Sparks - Sublimity, Dean of Students

Stella McCahill - SMS, 6th grade teacher

Resignations (No Action Required)

Britney Shelton - SHS SPED (will still teach summer school)

Lars Schindler - Sublimity middle school teacher

6.3 *Board Policy Updates/Second Reading:*

The following policy edits were recommended from OSBA as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They were presented for a first reading at the May 20, 2021 meeting and were brought for second readings/approval.

IIBGA-Electronic Communications System

IIBGA-AR-Electronic Communications System

INDB-Flag Displays and Salutes

JBA/GBN- Sexual Harassment

JBA/GBN-AR1-Sexual Harassment Complaint Procedure

JBA/GBN-AR2-Title IX Sexual Harassment Complaint Procedure

JGA-Corporal Punishment

6.4 Action on Consent Agenda:

MOTION-CONSENT AGENDA

Motion that the Board approve the Consent Agenda including; 6.1 -Minutes from the 5/20/21 Regular Session and 05/26/21 Special Session, 6.2 -New hires Uli Sparks and Stella McCahill and 6.3 Board Policy Updates to IIBGA, INDB, JBA-GBN and JGA.

Motion Made By: Tass Morrison

Vote: 7-0

7 NEW BUSINESS:

7.1 Adoption of NSSD 2021-22 Budget:

Business Director Jane Nofziger reviewed the budget information and motions during the NSSD Budget Hearing (5:30 pm) that preceded the Regular Session. Meeting minutes from the June 3, 2021 Budget Committee meeting as well as the budget message powerpoint presentation were included in the materials for that meeting and are available by copying and pasting this link:

<https://meetings.boardbook.org/Public/Agenda/1548?meeting=472531>

The Budget Committee voted on June 3, 2021 to approve the 2021-22 budget and it was presented to the Board of Directors to be adopted.

MOTION-ADOPTION OF THE 2021-22 BUDGET

Motion that the Board approves Resolutions No. 061721A- Adopting the 2021-2022 Budget in the amount of \$62,284,330; No. 061721B- Making Appropriations; No. 061721C- Imposing the Tax Rate; No 061721D- Categorizing the Tax; and GASB Resolution No 061721E to make designations for 2020-21 ending fund balances and revenues for specific uses in 2021-22.

Motion Made By: Laura Wipper

Vote: 7-0

7.2 2021-22 Student Rep. to the School Board:

The Board reviewed the current NSSD policies (BCBA + AR1 & AR2) relating to student representatives to the board and determined there were no needed updates at this time. They also discussed a possible timeline for selecting the representative(s) for the 2021-22 school year and determined they were ready to make a selection (applications were submitted in May to Board members). They agreed they would like to choose two students so they could work together to cover meetings in the event one had a conflict. They supported the concept of choosing one senior (Tayven Whielden) and one junior (Sarah Wolf or Rori Bentz). Since the District has a new focus on diversity, equity and inclusion, they decided to choose Sarah as these were an area she was particularly interested in helping to provide student input on.

MOTION-STUDENT REPRESENTATIVES TO THE SCHOOL BOARD

Motion that the Board select Tayven Whielden and Sarah Wolf to be the 2021-22 Representatives to the School Board.

Motion Made By: Erin Cramer

Vote: 7-0

7.3 Policy Update: CBA-Qualities & Duties of Supt.

Laura Wipper has reviewed the latest policy update recommendation from OSBA regarding CBA-Qualities & Duties of the Superintendent. OSBA has suggested deleting the policy NSSD

currently has that was last edited on 12/14/17 and replacing it with the "Proposed" version (both have been included in the meeting materials. Laura has made some suggestions to the OSBA policy which were also included. The Board reviewed all three documents and discussed changes should be made. The suggestions were given to the Board secretary and would be brought back to the Board in a subsequent meeting.

8 INFORMATION ONLY:

8.1 Student Enrollment:: Included in the meeting materials

8.2 Future Agenda Items: Included in the meeting materials

8.3 Upcoming Board Events & Activities: Included in the meeting materials

The Board spent some time discussing planned and proposed housing developments in Stayton and Sublimity and how they may affect the District.

9 EXECUTIVE SESSION - ORS 192.660 (2)(i) /SUPT. ANNUAL EVALUATION:

The School Board entered into Executive Session at 8:35 pm as pursuant to ORS 192.660 (2)(i)- Performance Evaluations for the purpose of discussing Supt. Gardner's annual evaluation. Any members of the public or staff members who had joined the meeting remotely or in-person were asked to leave the meeting. No official decisions/motions were made in the Executive Session.

10 RETURN TO OPEN SESSION:

The Board returned to Open Session at 9:05 pm. There were no members of the public remaining.

11 APPROVAL OF SUPERINTENDENT CONTRACT EXTENSION:

The Board reviewed the Superintendent's evaluation with Andy Gardner during the Executive Session. In order to extend his contract (with any changes to salary and benefits), the Board must approve a contract extension.

MOTION-APPROVAL OF CONTRACT EXTENSION

Motion that the Board approve a one-year extension to the current Superintendent's Contract with a yearly salary of \$156,374 for the 2021-22 school year.

Motion Made By: Laura Wipper

Vote: 7-0

12 BOARD ANNOUNCEMENTS:

The was brief discussion about the whole-group learning planned for the July meeting as well as strategies for orienting the new board members.

13 ADJOURN:

The Board Chair adjourned the meeting at 9:20 pm.

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

2020-21 Board of Directors

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Board Members: Tass Morrison, Erin Cramer, Laura Wipper, Mark Henderson & Coral Ford

Superintendent: Andy Gardner

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Business Director, Jane Nofziger

Human Resources Director, Debi Brazelton

School Board/Superintendent Executive Secretary: Tonia Whisman

Access to the agenda and board packet can be located on the District website at www.nisantiam.k12.or.us > School Board > Agendas/Meeting Minutes

**Thursday, June 17, 2021 Budget Hearing
NSSD District Office/Santiam Room
1155 N 3rd Ave, Stayton, OR 97383 ~ 5:30 PM**

MINUTES - DRAFT

1. CALL SPECIAL SESSION TO ORDER:

The Board Chair called the Special Session of the Board of Directors to order at 5:35 pm for the purpose of a Budget Hearing with all Board members present. Mask requirements were in effect for those not fully vaccinated. He then led everyone in the Pledge of allegiance.

The meeting was also available for viewing at the following Zoom link.

<https://nsantiam-k12-or-us.zoom.us/j/81980788921?pwd=OW9JRZXUZ0pDbHk5T3drbUNXUStYZz09>

Meeting ID: 819 8078 8921 Passcode: 425059

2. APPROVAL OF THE AGENDA:

MOTION- APPROVAL OF THE AGENDA

Motion that the Board approves the agenda as submitted

Motion Made By: Tass Morrison

Vote: 7-0

3. BUDGET HEARING:

1. Approval of Budget Committee Minutes:

The 2021-22 Budget Committee minutes from June 3, 2021 were attached for the Board's review and approval. The budget message presentation (PPT) from the Superintendent and Business Director was also included in the board meeting materials.

MOTION-APPROVAL OF BUDGET COMMITTEE MINUTES

Motion that the Board approve the Budget Committee minutes from June 3, 2021.

Motion Made By: Alisha Oliver

Vote: 7-0

2. Review of Budget Resolutions & Approved 2021-22 Budget:

Business Director Jane Nofzier reviewed the proposed 2021-22 budget as approved by the NSSD Budget Committee on June 3, 2021 as well as the resolutions that the Board will be asked to adopt during the Regular Session. She noted that nothing had changed since the June 3rd meeting. The District is still anticipating the state legislature will allot \$9.3 billion for education funding statewide but has contingency plans to adjust the District's budget down if necessary (due to the legislature allotting a lower amount).

She reviewed a list of capital projects the District has undertaken during the school year and those planned in the immediate future.

At the conclusion of the discussion, Tass Morrison requested that the District continue to contribute to the North Santiam Integration Team whenever the budget allows.

3. Public Comments and Discussion:

There were no requests for public comment.

4. ADJOURN:

The Board Chair adjourned the meeting at 5:53 pm.

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.

ACTION REQUIRED

NEW HIRES

	<u>SCHOOL</u>	<u>NOTE</u>
Sara Zander	SHS	Replacing Lori Tuter
Rebecca Boyd	SHS	Replacing Laura Warren
Samantha Hauck	SIS	Replacing Katelynn Ion
Kindra Gross	SHS	Replacing Arden Robinette
Ashley Nightingale	SHS	Replacing Britney Shelton

*****FYI*****

RESIGNATIONS

	<u>DOT</u>	<u>SCHOOL</u>	<u>NOTE</u>
Arden Robinette	6/17/2021	SHS	Social Studies
Ashley Herndon Dubra	6/17/2021	SHS	Counselor
Lori Tuter	6/17/2021	SHS	ELA
Laura Warren	6/19/2021	SHS	Lang Arts/AP Psych

RETIREMENTS

	<u>DOR</u>	<u>SCHOOL</u>	<u>NOTE</u>
Dale Sunderman	6/18/2021	SHS	CTE Metals

LEAVE OF ABSENCE

<u>DOL</u>	<u>SCHOOL</u>	<u>NOTE</u>
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Oregon

Kate Brown, Governor

Department of Revenue
955 Center St NE
Salem, OR 97301-2555
www.oregon.gov/dor

Issue: Indexing of School Construction Tax Limits

Statute Reference: ORS 320.170

Last Updated: July 6, 2020

Background:

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4 percent of tax revenue. DCBS is allowed to establish an administration fee of .25 percent of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

Tax Limit Calculations:

SB 1036 set tax rate limits of \$1 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts, DOR partners with the Department of Education, which receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Residential*	1.20	1.23	1.26	1.30	1.35	1.39	1.41
Non-Residential*	0.60	0.61	0.63	0.65	0.67	0.69	0.70
Non-Residential Max	29,900	30,700	31,400	32,600	33,700	34,600	35,200

* Dollars per square foot

Superintendent
Andrew Gardner



1155 N 3rd Avenue
Stayton, Oregon 97383

Phone: 503-769-6924
Fax: 503-769-3578

**RESOLUTION TO AUTHORIZE SCHOOL CONSTRUCTION TAX INCREASE
#072221A
JULY 22, 2021**

WHEREAS, the Board of Directors for the North Santiam School District authorizes the following construction tax increases:

WHERE AS The Oregon Department of Revenue has established Construction Tax Limits based upon ORS 320.170

WHERE AS: The Construction Tax Rate for Residential is \$1.41

WHERE AS: The Construction Tax Rate for Non Residential is \$.70

NOW THEREFORE BE IT RESOLVED, that the North Santiam School District Board approves the Construction Tax Increases as published by the Oregon Department of Revenue for 2021 at \$1.41 per square foot for residential and \$.70 per square foot for non-residential.

Signed: Board Chair Mike Wagner

Date:

Signed: Superintendent

Date



RESOLUTION TO AUTHORIZE SOLE SOURCE PROCUREMENT
Resolution #072221B
JULY 22, 2021

WHEREAS, the Board of Directors for the North Santiam School District authorizes the following sole source procurement according to ORS 279B.075 according to the following findings:

WHERE AS The North Santiam School District has researched other software options. The Frontline Applicant Tracking/Time and Attendance/Recruiting and Hiring Software package is compatible with the Business/HR Software currently in place and established in our processes.

WHERE AS: The North Santiam District has surveyed other districts to obtain references on the Frontline suite of products. In addition to surveying all members of the Oregon School Personnel Association, the North Santiam Human Resources Director attended demonstrations of three (3) other districts who use Frontline products.

WHERE AS: The North Santiam School District has worked with another company for applicant tracking and received unsatisfactory service and an inferior product, which does not integrate with any other programs the District currently uses. In addition, the company does not offer a time and attendance component. Time Clock Plus is a competitor that offers a time and attendance component that integrates with our Infinite Visions payroll program, however, they do not offer a comprehensive human resources management system.

FrontLine Software-Recruiting and Hiring Software Bundle
Time and Attendance Software

NOW THEREFORE BE IT RESOLVED, that the North Santiam School District Board approves the Sole Source Purchase of the listed Frontline Software for the 2021-22 year for a total of \$43,866.19 with the option to extend the contract for three years. The annual recurring cost will be \$17,110.21.

Board Chair, Mike Wagner

Date

Superintendent, Andy Gardner

Date



North Santiam School District

District Office

1155 N 3rd Ave

Stayton, OR 97383

www.nstantiam.k12.or.us

communications@nsantiam.k12.or.us

503-769-4928

2021-2022 SCHOOL BOARD MEETING CALENDAR

Regular Sessions occur on the third Thursday of the month at 6:00 pm, unless otherwise indicated. Special Sessions are scheduled for any meetings occurring outside these established times or for meetings scheduled once this calendar is officially adopted by the Board. Meeting locations as stated are subject to change. Board Calendar revisions will be posted on the District website. The Board Calendar, Agendas (including attachments) and Meeting Minutes are available on the website under "School Board" or may be obtained from the District Office.

Thursday, July 22, 2021	Special Session - 6:00 PM ~ District Office
Thursday, August 12, 2021	NSSD Leadership Team Goal Workshop – Location TBA (a quorum of the Board may be present)
Thursday, August 19, 2021	Regular Session - 6:00 PM ~ District Office
Thursday, September 16, 2021	Regular Session - 6:00 PM ~ District Office
Thursday, October 21, 2021	Regular Session - 6:00 PM ~ District Office
Thursday, November 18, 2021	Regular Session - 6:00 PM ~ District Office
Thursday, December 16, 2021	Regular Session - 6:00 PM ~ District Office
Thursday, January 20, 2022	Regular Session - 6:00 PM ~ Stayton Inter/Middle (Cafeteria) >Superintendent Goal Review
Thursday, February 17, 2022	Regular Session - 6:00 PM ~ Stayton Elem. (Multi-Purpose Rm)
Thursday, March 3, 2022	Special Session - 6:00 PM ~ District Office >Licensed Contracts
Thursday, March 17, 2022	Regular Session - 6:00 PM ~ Mari-Linn (Cafeteria)
Thursday, April 21, 2022	Regular Session - 6:00 PM ~ Sublimity Elem. (Library) >Superintendent Evaluation Discussion (Exec Session)
Thursday, May 19, 2022	Regular Session - 6:00 PM ~ Stayton High (Library) >Superintendent Eval/Contract Extension (Exec Session)
Thursday, June 16, 2022	Special Session - 5:30 PM ~ District Office (Budget Hearing) Regular Session - 6:00 PM



North Santiam School District

2021-22 BOARD OF DIRECTORS' OPERATING PROTOCOL

For the purpose of enhancing teamwork among members of the Board, Administrative/Leadership Team and staff, as members of the North Santiam School District Board of Directors, we publicly commit ourselves collectively and individually to the following protocol:

1. To make decisions based on what is best for all kids in the district.
2. To operate with honesty, insight, and integrity.
3. To set clear goals for ourselves.
4. To communicate accurate and complete information at all times.
5. To encourage and welcome communications between staff, the Board, and the community.
6. To agree to follow the chain of command, and insist that others do by referring inquiries to the appropriate person and process to resolve concerns.
7. To understand individual board members do not have authority; only the Board as a whole has authority, with the understanding that the Board Chairperson will communicate the position(s) of the Board on controversial issues.
8. To agree to debate issues with care and to respect other members point of view while keeping board meetings efficient and effective.
9. To agree to ask the Board Chairperson or the Superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting, ultimately keeping surprises to other board members or to the Superintendent as the exception, not the rule.
10. To support training and educational opportunities in our schools, our District, and our community.
11. To recognize that our primary duties are planning, policy-making, budget, and public relations and that the management of the schools is the responsibility of the Leadership Team, led by the Superintendent.
12. To understand that Executive Sessions will be held only for a legally permissible reason and to maintain the confidentiality that is required for any discussion held in Executive Session.

(Board Chair and Vice-Chair will be indicated once elected in July 22, 2021 meeting)

Mike Wagner, Board Member

Alisha Oliver, Board Member

Laura Wipper, Board Member

Erin Cramer, Board Member

Mark Henderson, Board Member

Coral Ford, Board Member

Mackenzie Strawn, Board Member

Tayven Whielden & Sarah Wolf, Student Representatives

EXAMPLE 1 SCHOOL BOARD OPERATING AGREEMENT

Date: _____

PURPOSE:

For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the School District Senior Leadership Team (board and superintendent) do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Don't spring surprises** on other board members or the superintendent. Surprises to the board or the superintendent will be the exception, not the rule. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
2. **Communication** between staff and the board is encouraged as long as it follows board policy. The senior leadership team recognizes that "good," "timely," "open" and "constant" communication regarding school district issues is extremely important. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders.
3. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the superintendent. All personnel complaints and criticisms received by the board or its individual members will be directed to the superintendent.
4. **Own the collective decision making process.** The senior leadership team will support decisions made by the board and/or the administrative team once a decision is made. We will support the majority decision(s).
5. **Exemplify the governance role.** The leadership team (board and superintendent) will support the policies our district currently has in place. We will continue to annually study and review policies for effectiveness and appropriately engage key stakeholders in the development or deletion of policies and policy revisions. We will maintain and apply district policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.
6. **Annually conduct a self-assessment/evaluation.** The board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance or disclosure of confidential information.
7. **Clearly state goals.** The board will set clear goals for itself and the superintendent. The board and superintendent will set clear goals for the district.

continued on back

8. **Utilize CEO input.** The superintendent is the chief executive officer of the senior leadership team and should make recommendations, proposals or suggestions on most matters that come before the board.
9. **Board acts only as a body.** Individual board members do not have authority. Only the board as a whole has authority. We agree that an individual board member will not take unilateral action. The board chair will communicate the position(s) of the board on controversial issues. When board members serve on various board committees, their role shall be defined by the board as silent observer or active participant.
10. **Meeting protocol.** Conduct at a board meeting is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board or the district. We will be open-minded and willing to deeply listen to all speakers/presenters. We agree that we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow up.
11. **Avoid marathon board meetings.** To be efficient and effective, long board meetings should be avoided. Points should be made in as few words as possible; speeches at board meetings will be minimal. If a board member believes s/he doesn't have enough information or has questions, either the superintendent or board chair is to be called before the meeting.
12. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.
13. **Speak to agenda issues.** The board will not converse with the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and information needed from the administration will be referred to the superintendent.
14. **Executive/closed sessions** will be held only for legally appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.
15. **Children's interests come first.** The board will represent the needs and interests of all the children in our district.



OREGON SCHOOL BOARDS ASSOCIATION

1201 Court St NE, Ste 400 | Salem, OR 97301 | 503-588-2800 or 800-578-6722

www.osba.org | info@osba.org | rev 8/2017

EXAMPLE 2 SCHOOL BOARD OPERATING AGREEMENT

BOARD ROLES & RESPONSIBILITIES

1. Focus on governance: policy-making, strategic planning and evaluation (curriculum, district performance and superintendent).
2. Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive session.
3. Recognize the role of the chair to speak for and about the board to the press and public groups. Recognize the role of the chair to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent.
4. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district.
5. The board will act as ambassadors to the schools, the community and the district.

HOW WE OPERATE & MAKE DECISIONS

6. Make decisions as a whole board only at properly called meetings.
7. Support decisions of the majority. Once a decision is made, members will support the decision of the majority.
8. Two (three, depending on policy) board members must agree before an item is placed on a meeting agenda.
9. Start and end meetings on time.
10. Notify the school administration before visiting a school in the role of school board member.

HOW WE COMMUNICATE

11. Communicate directly with the superintendent when information is needed or a question arises. Specific questions concerning information contained in the board packet may be addressed to the person providing the information.
12. The chair responds to group email sent to the board.
13. Be mindful that you represent the board in public and that no individual board member has the authority to speak for the board.
14. Board members will communicate with one another should an issue or problem develop between them.



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BOARD – SUPERINTENDENT OPERATING AGREEMENT SAMPLE

PURPOSE:

The Board of Directors is the educational policymaking body for (organization). To effectively meet the system's challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

COLLABORATIVE GOVERNANCE:

1. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
2. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
4. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters, unless so authorized by board vote.

COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises, with any member of the board-superintendent team as appropriate.

BOARD EXPECTATIONS OF THE SUPT:

1. Identify one and place here.
2. Identify one and place here.
3. Identify one and place here.
4. Identify one and place here.
5. Identify one and place here.

SUPERINTENDENT'S EXPECTATIONS OF THE BOARD:

1. Identify one and place here.
2. Identify one and place here.
3. Identify one and place here.
4. Identify one and place here.
5. Identify one and place here.

SIGNATURES OF AGREEMENT:

Date _____



OREGON SCHOOL BOARDS ASSOCIATION

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www.osba.org | info@osba.org | rev 6/2019

BOARD-SUPERINTENDENT WORKING AGREEMENT

BOARD'S EXPECTATIONS OF THE SUPERINTENDENT

1. Work toward becoming a team with board members.
2. Respect and acknowledge the board's role in setting policy and overseeing the performance of the superintendent.
3. Work with the board to establish a clear vision for the school district.
4. Prepare preliminary goals annually for the board's considerations.
5. Provide data to the board members so that data-driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.
7. Inform the board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
8. Distribute appropriate information to all board members.
9. Communicate with board members promptly and effectively.
10. Distribute the board agenda by _____ (time, day) prior to the regularly scheduled board meetings on _____ (day) of the following week, except when major holidays fall on Friday.
11. Respect the confidentiality requirement of board meeting executive sessions.
12. Treat all board members professionally.
13. Communicate to individual board members if a problem or issue is observed developing with an individual board member.
14. Conduct a self-assessment prior to the board's evaluation of the superintendent's job performance.
15. Represent the school district by being visible in the community.
16. Provide follow-up information to board members on concerns and issues they have referred to the superintendent—close the communication loop.

SUPERINTENDENT'S EXPECTATIONS OF THE BOARD

1. Recognition of the superintendent as the educational leader of the school district.
2. Willingness to share the success and failures of the school system with the superintendent.
3. Assistance in gaining acceptance and support in the community.
4. Willingness to abide by its own rules, policies and code of ethical conduct.
5. Willingness, within budget constraints, to provide the superintendent with adequate staff and clerical assistance.
6. Willingness to acknowledge and follow the chain of command of the school district.
7. Respect for the confidentiality requirement of board meeting executive sessions.
8. Avoidance of seeking personal privilege.
9. Willingness to participate in professional development activities at the local, state and national level.
10. Effort to foster unity, harmony and open communications within the board.
11. Understanding of the relative or complementary role of the superintendent and board in policy making.
12. Careful consideration of each recommendation made by the superintendent.
13. Insistence on all available facts and data before making a decision.
14. Willingness to study and evaluate educational issues affecting the school district.
15. Practice of avoiding surprise items at board meetings.
16. Integrity of the highest order.





North Santiam School District
BOARD OF DIRECTORS
SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR
Version 2, Updated 12/02/20

These agenda items typically occur every month so have not been repeated below:

1. Spotlight/Recognition/Awards (*may not occur every month*)
2. Reports:
 - ASB Report-ASB President or designee
 - Superintendent's Report
 - Business Director's Report
 - Community Engagement Committee Report
 - Student Success Act –Supt or Assoc Supt
 - Informational Reports including: field trips, enrollment & upcoming events
3. Approval of Meeting Minutes & Licensed Staff Changes
4. First and/or second readings of updates to NSSD board policies

These items may appear as needed but may not happen at the same time every year:

1. Long Range Facility Master Planning Committee/Bond Planning
2. OSBA (in-house) training or other group learning opportunities
3. Budget Appropriations/Funding Resolutions
4. Curriculum Adoptions

July

Traditional Location: Santiam Room

Annual Agenda Items:

1. Approve Board Goal Strategies for upcoming year (done annually)
2. (Next Applicable in 2022) Approve Board/District Goals – every three years
3. Supt. Evaluation Document Approval
4. Approval of Board Operating Protocol
5. Annual Organizational Agenda Items (list copied from OSBA website)
(the Annual Organizational Items must occur before July 31 but can be done in June during a non-election year, if the Board chooses to not have a July meeting)

- Swear in recently elected and appointed directors, who must take an oath of office before assuming duties. Elect the board chair and vice chair. (ORS 332.005(2), 332.040)

****if a new student representative has been selected, they can swear in during the month of the first meeting they attend***

- Make sure the following positions are designated:
 - Chief administrative officer (the superintendent) as school district clerk or another individual, if there is no chief administrative officer. (ORS 332.515)
 - Business manager or deputy clerk, or both.
 - Custodian of funds who will sign checks or, if the school board so authorizes, utilize a facsimile signature for that purpose. (ORS 328.441, 328.445)
 - Budget officer, who shall prepare or supervise preparation of the budget document under the direction of the executive officer. (ORS 294.331)
 - Financial auditors for the school year, who may be contracted for through the administrative office of the county in which the administrative office of the school district is located. (ORS 328.465, 327.137, 297.405)
 - Legal counsel.
- Determine fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. (ORS 332.525)
- Set a borrowing limit for the custodian of funds.
- Establish dates, time and place of regular monthly board meetings.
- Establish depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Review status of Local Public Contract Review Board and rules. (ORS 279A.060)
- Under new business:
 - Appoint members of standing committees.
 - Approve personnel changes.
 - Approve contracts for payment. (ORS 332.075(2-3))

Other Activities/Events

- OSBA Annual Conference (Bend)
- SummerFest (last Saturday in July)

August

Traditional Location: SES Cafeteria

Leadership Team Goal Workshop (early August)

1. Review standing Board/District Goals and present any new Board strategies
2. Receive end of year reports & upcoming year goals from NSSD Leadership Team

Traditional Location: Santiam Room

Regular Session Annual Agenda Items:

1. Projected Student Enrollment
2. New Excise Tax Rate Approval
3. Board members choose their “buddy school”
4. TELL Survey Results

Other Activities/Events

- Safe Schools Training on Mandatory Reporting (online)

- Welcome Back to School-Staff (last week in August)
- Back to School Open Houses (see school calendars for dates)

September

Traditional Location: Santiam Room

Annual Agenda Items:

1. Possible nominations for NSSD board member wishing to run for an OSBA board position
2. TAG Program Report
 - a. Number of Student Identified and the screening process
 - b. Supports/Programs offered
3. Previous Stayton High school year data
 - a. Graduation/Completer rates
 - b. On-Track to Graduate rates for upcoming 10-12 graders
 - c. College Credits Earned
 - d. CTE Enrollment (demographics if possible)
 - e. Percentage of Students Involved in Co-Curricular Activities
 - f. Percentage of Students Involved in Activities/Clubs with Service

Other Activities/Events

- Safe Schools Training on Mandatory Reporting-due to be completed this month

October

Traditional Location: Santiam Room

Annual Agenda Items:

1. Stayton Booster Club Report (projects, membership, etc) - Club President
2. Division 22 Report-Assoc. Superintendent
3. Professional Development Report – Assoc. Superintendent or designee
4. Evaluation of Ed Effectiveness (findings from teacher observations)-Supt or designee

Other Activities

- State-Wide Licensed In-Service Day
- Lyons Fire Dept Chili Cook-off
- OSBA Regional Meetings

November

Traditional Location: Santiam Room

Annual Agenda Items:

1. Exit Interview Survey Results (Oct or Nov)- HR Director

2. OSBA Elections
3. Leadership Team Current Year Goal Update (in report form)
 - SHS Report should include On-Track to Graduate percentages
4. Master Facilities Plan Review and Revisions—Facilities Director
5. State/District Report Cards-Assoc Supt (Nov or Dec)

Other Activities/Events

- OSBA Annual Conference

December

Traditional Location: Santiam Room

Annual Agenda Items:

1. District-wide AVID Report – District AVID Coordinator/Assoc Supt.
2. Special Education Report -Special Ed Director
 - a. Must include the Abbreviated School Day Notice & Acknowledgement (see ISST)

January

Traditional Location: Stayton Middle School

Annual Agenda Items:

1. Board Appreciation Month-Staff/Schools
2. School Spotlight-School Admin
3. WESD Local Service Plan Approval (every 2 years)-Superintendent
4. Proposed List of Budget Committee Members and Budget Calendar-Business Director
5. Audit Review-Business Director (may also be joined by reps from auditing firm)
6. Current Year Goals Progress -Superintendent

Other Activities/Events

- Classified In-Service Day

Board Secretary Tasks:

- File notice of district board election ([see Marion Co Calendar for deadline](#))
- Provide filing information to anyone seeking election/re-election (only in odd numbered years at this time)

February

Traditional Location: Stayton Elementary School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (in March)
3. Approval of Budget Committee Members and Calendar-Business Director
4. Leadership Team Current Year Goal Updates (in written form)
 - SHS Report should include On-Track to Graduate percentages

Board Secretary Tasks:

- Provide filing information to anyone seeking election/re-election (only in odd numbered years at this time)

Other Activities/Events

- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet
- Booster Club Annual Auction

March

Traditional Location: District Office/Santiam Room

Special Session:(first week in March)

1. Renewal of Contracts (Licensed/Administrative)

Traditional Location: Mari-Linn School

Regular Session Annual Agenda Items:

1. School Spotlight-School Admin
2. School Calendar Adoption (typically between now and May)
3. Superintendent Evaluation Forms to Board members
4. Projected Enrollment for Budget (review of 2nd period ADM)-in Bus. Director's report

Board Secretary Tasks:

- Distribute Evaluation Forms/Links to Board members
- Provide Reminder of Board Elections Filing Due Date (if applicable)

April

***Prior to April meeting, the individual scores from the Supt Eval must be compiled so they are available to review during the meeting* - Board Volunteer or Board Secretary**

Traditional Location: Sublimity School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Adopt resolution for Teacher Appreciation Week (first week of May)
3. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
4. (Next Applicable 2022) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July – only done every three years.
5. (Next Applicable 2021) Discuss timelines for board self-evaluation (ever two years). The process should be completed by the June board meeting.
6. Review Consolidated Scores~ Superintendent Evaluation (Board only/Exec session)

After April Meeting

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

Board Secretary Tasks

- Coordinate with current student board representative and SHS admin to announce the student representative position opening for the upcoming school year. Applications should be submitted to the principal by June 1st.
- After meeting, send Board self-evaluation forms

May

Traditional Location: Stayton High School

Prior to Board Meeting:

The Board Chair and Vice Chair review Salary/Benefits comparisons with the HR Director. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract.

Annual Agenda Items:

1. School Spotlight-School Admin
2. Student awards @ SHS-Valedictorian, Salutatorian, Future First Citizen

3. Board Awards – Santiam, Jack Adams, Community Partner, Eagle Award (as recommended by the Community Engagement Committee)
4. WESD Local Service Plan List of Services Taken-Supt or Business Director
5. Establish the number of student transfer requests into the District for coming year
6. Review results of annual parent survey
7. Review Supt. Evaluation as a group with the Superintendent (Board only/Exec Session)
8. Approve contract extension of Superintendent

Board Secretary Tasks

- Coordinate with current student board representative and SHS admin to collect student representative applications for the upcoming school year. Applications should be submitted to the principal by June 1st.

June

Traditional Location: Santiam Room

Special Session/Budget Hearing (prior to Regular Session):

Review of Budget Documents/Resolutions: Business Director

Regular Session Annual Agenda Items:

1. Budget Approval
2. Resolution~ Budget Reserves (DBDB)-Business Director
3. Professional Development Report – Assoc. Superintendent or designee
4. Select student representative to the school board for following year
5. Community Wide Activities in Schools for Previous Year (in written report)
6. Goal Workshop Prep (discuss who can attend, who will present)