



2023-24 Board of Directors

Board Chair, Erin Cramer **Board Vice-Chair**, Mackenzie Strawn

Board Members: Mike Wagner, Laura Wipper, Mark Henderson, Coral Ford & Alisha Oliver

Student Representatives to the Board, Benjamin Perez & Lucas Joyce

Superintendent, Lee W. Loving

Director of Business & Fiscal Services, Rhonda Allen

Director of Human Resources, Danielle Blackwell

Director of Teaching & Learning, Nicole Duncan

Director of Special Services, Brittney Spencer

Director of Nutrition Services, John Barnes

Director of Safety, Security and Health Services, Gary Rychard

Director of Facilities, Dave Parsons

Superintendent/School Board Executive Assistant, Tonia Whisman

Regular Session

Thursday, July 20, 2023 ~ 6:00 PM

NSSD District Office/Santiam Room

1155 N 3rd Ave

Stayton, OR 97383

<https://youtube.com/live/Aa45z3-wSjE?feature=share>

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 in-person and via livestream on YouTube.

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: ERIN CRAMER

PLEDGE OF ALLEGIANCE: ERIN CRAMER

2. **AGENDA APPROVAL**

Changes to the agenda after posting on July 14, 2023 will be acknowledged:

Added Attachments-

*4.0-Agenda Items Annual Calendar

*5.0-District/Board Goals 2019-2023 & 2022-23 Strategies

RECOMMENDED MOTION-AGENDA APPROVAL

I move that the Board approve the agenda as modified.

3. **OATH OF OFFICE**

The following board members who were re-elected for the new term of 07/01/23-06/30/27 will take their oath of office.

Erin Cramer Mike Wagner
Coral Ford Mark Henderson

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.

4. **ANNUAL AGENDA/SUPT. SUB-COMMITTEES**

4

The Board will review the list of proposed agenda items for the upcoming school year and any possible assignments to Superintendent Sub-Committees.

Agenda Items Annual Calendar rev 7.23

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5. **BOARD/DISTRICT GOALS**

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The Board will review their existing goals and strategies as well as the NSSD Mission, Vision, and Guiding Principle.

District-Board Goals 2019-2023 & 2022-23 Strategies

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Supt. Loving's PPT-July Board Work Session

14

6. 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
BOARD OF DIRECTORS

SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR

Updated 07/2023

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
 - Student Services Report
 - Licensed Union Rep. Report
 - Stayton City Council Liaison Report
 - 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 will appear as needed but do 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

**items 1-4 may be approved in August if the Board chooses to hold a work session in July (no business items) or skip the July meeting all together*

Traditional Location: Santiam Room

Annual Agenda Items:

1. Approve Board Goal Strategies for upcoming year (done annually)
2. (Next Applicable in 2023) 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***

- Designate the following positions:
 - 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)
- Approve contracts for payment (ORS 332.075(2-3))
- Appoint members of standing committees

Other annual reports or approvals as require by law or per NSSD policy/practice

- Receive English Learners In Oregon Annual Report (distributed by ODE in June)
- Approve list of low-impact pesticides for use according to the integrated pest management plan ORS 634.705 (5)
- Approve Excise Tax annual adjustment for the upcoming school year

Other Activities/Events

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

August

Traditional Location: varies

Leadership Team Goal Workshop (early August)

Traditional Location: Santiam Room

Regular Session Annual Agenda Items:

1. Projected Student Enrollment
2. Board members choose their “buddy school”
3. TELL Survey Results

Other Activities/Events

- Safe Schools Training on Mandatory Reporting (online)

- Lyons Fire Dept Car Show
- 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

Other Activities/Events

- Safe Schools Training on Mandatory Reporting-due to be completed this month
- **National School-Related/Staff Appreciation Days This Month-** I.T. Professionals Day, Arts in Education Week

October

Traditional Location: Santiam Room

Annual Agenda Items:

1. Stayton Booster Club Report (projects, membership, etc) - Club President
2. Division 22 Report-Director of Teaching & Learning
3. Professional Development Report – Director of Teaching & Learning or designee
4. Student Investment Account Quarterly Report (due to ODE 10/31)-Director of Teaching & Learning
5. 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

- State-Wide Licensed In-Service Day
- OSBA Regional Meetings
- **National School-Related/Staff Appreciation Days This Month-**Custodial Workers, School Bus Safety Week, Farm to School Month, Walk to School Day, Coaches Day, School Lunch Week, Red Ribbon Week, Bullying Prevention Month, School Principal Month

November

Traditional Location: Santiam Room

Annual Agenda Items:

1. Exit Interview Survey Results (Oct or Nov)- Director of Human Resources
2. OSBA Elections
3. Master Facilities Plan Review and Revisions—Director of Facilities
4. State/District Report Cards-Director of Teaching & Learning (Nov or Dec)

Other Activities/Events

- OSBA Annual Conference
- **National School-Related/Staff Appreciation Days This Month**-School Psychologist Week, School Resource Officer Day, Education Support Professionals Day, Substitute Educators Day

December

Traditional Location: Santiam Room

Annual Agenda Items:

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

Board Secretary Tasks:

1. Distribute copies of NSSD audit report to board members so they can review before the January meeting.

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, next due 2025)-Superintendent
4. Proposed List of Budget Committee Members and Budget Calendar- Director of Business & Fiscal Services
5. Audit Review- Director of Business & Fiscal Services (may be joined by rep. from auditing firm)
6. Student Investment Account Quarterly Report (due to ODE 01/31)-Director of Teaching & Learning
7. Annual report of all pesticide applications from the previous year-IPM Program Coord

8. Current Year Goals Progress -Superintendent

Other Activities/Events

- Classified In-Service Day

Board Secretary Tasks:

- File notice of district board election, next due 2025 ([see Marion Co Calendar for deadline](#))
- Provide filing information to anyone seeking election/re-election (next due 2025)

February

Traditional Location: Stayton Elementary School

Annual Agenda Items:

1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (occurs in March)
3. Approval of Budget Committee Members and Calendar- Director of Business & Fiscal Services

Other Activities/Events

- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet (schedule may vary)
- Booster Club Annual Auction
- **National School-Related/Staff Appreciation Days This Month-School Bus Driver Appreciation Day**

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

Board Secretary Tasks:

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

National School-Related/Staff Appreciation Days This Month-Music in our Schools Month and Classified School Employee's Week

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. Student Investment Account Quarterly Report (due to ODE 4/31)-Director of Teaching & Learning
4. Review Board Goal Strategies/Schedule work session (if needed) to revise in order to be adopted in July
5. (Next Applicable 2026) Review Board/District Goals and schedule work session (if needed) to revise in order to be adopted in July.
6. Review Consolidated Scores~ Superintendent Evaluation (Board only/Exec session)
7. Approve Board Chair & Vice-Chair (or designees) to negotiate contract extension on behalf of whole board.

After April Meeting

The Board Chair and Vice Chair review Salary/Benefits comparisons with the Director of Human Resources. Then they review the compiled scores/comments from the evaluation with Superintendent and negotiate the extension of the contract prior to May meeting.

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.

National School-Related/Staff Appreciation Days This Month- School Library Month, Administrative Professional Day

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 Director of Business & Fiscal Services
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.

National School-Related/Staff Appreciation Days This Month-Teacher Appreciation Week, Principal’s Day, School Lunch Hero Day, School Nurse Day, Speech Pathologists Day

June

Traditional Location: Santiam Room

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

Review of Budget Documents/Resolutions: Director of Business & Fiscal Services

Regular Session Annual Agenda Items:

1. Resolutions to adopt budget- Director of Business & Fiscal Services
2. Professional Development Report – Director of Teaching & Learning
3. Acknowledge student reps. for service on the board
4. Select student representative to the school board for following year (June-Aug)



North Santiam School District

2019-2023*

*The original 2019-2022 goals were extended by one year to remain in effect through 2022-23.

VISION

**WE CHANGE KIDS' LIVES...THROUGH A COMMITMENT TO EXCELLENCE,
INTEGRITY, EQUITY AND COMMUNITY ENGAGEMENT**

MISSION STATEMENT

**ENSURE STUDENTS REACH THEIR HIGHEST ACADEMIC AND VOCATIONAL POTENTIAL AND
DEVELOP INTO PRODUCTIVE CITIZENS**

GUIDING PRINCIPLE

DO WHAT IS BEST FOR ALL KIDS

DISTRICT GOALS

- 1. ENSURE THAT EACH STUDENT HAS THE OPPORTUNITY TO ACHIEVE EXCELLENCE THROUGH MEASURABLE PROGRESS AND PERSONAL GROWTH EACH YEAR**
- 2. PROVIDE SUSTAINABLE, QUALITY FACILITIES AND PROMOTE POSITIVE SCHOOL CLIMATES**
- 3. PROMOTE STUDENT AND STAFF INVOLVEMENT IN THE COMMUNITY AND INVOLVE THE COMMUNITY IN OUR SCHOOLS**
- 4. RECRUIT, DEVELOP, VALUE, AND RETAIN HIGH QUALITY STAFF**

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 & 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**



BOARD GOALS & STRATEGIES 2022-2023

The primary duties of the Board are **planning, policy-making, budget, monitoring, and public relations**. The management of the District and individual schools is the responsibility of the Leadership Team, led by the Superintendent and those to whom he delegates authority to (both indirectly and directly).

In preparing the Board Goals, a comprehensive program was defined as including academics and the common core, with a high level of career and college prep opportunities, science, technology, engineering, the arts and an excellent and diverse co-curricular program with opportunities to engage a wide variety of student interests.

Equity in the North Santiam School District will not be confused with equality where all students are treated the same. Equity will be attained when the achievements of our historically underserved students match the outcomes of students in the prevalent population, when at-risk groups increase in capacity and influence and when barriers to student success have been mitigated or eliminated.

Goal #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

Strategies:

1. Support, through policy and resources, District efforts to ensure all students are on track to progress academically, culminating in graduation.
2. Support, through staffing and resources, District efforts to provide the most comprehensive programs and facilities possible.
3. Provide budgetary and policy support to continue to update curriculum and expand the use of technology in the classroom with a constant target to have a general fund reserve amount equaling 7% of the total budget.

Goal #2: Celebrate successes of the District and Community

Strategies:

1. Support the use of resources, staff or budget, for the celebration of the successes of students, staff and alumni.
2. Seek opportunities to communicate about District, student and staff successes.
 - a. Recognize the activities and accomplishments of students, staff and community partnerships at regular board meetings.
 - b. Investigate and encourage the application for professional awards sponsored by outside agencies for district staff.
 - c. Support a process to present annual awards from the District to staff at all levels.

Goal #3: Routinely monitor the effectiveness of programs and services in order to better serve all kids

Strategies:

1. Regularly review academic and behavioral data in order to consider the need for additional budgetary support.
 - a. Regular reports and presentations from District staff/administration.
 - b. Periodic presentations from students on the effectiveness of programs, services and/or activities.
 - c. Actively seek input from parents and other stakeholders on the effectiveness of programs, services and/or activities.
 - d. Regularly review progress of goals and strategies at board meetings.
2. Ensure a high level of student engagement in co-curricular activities by monitoring student group data for equitable participation.
3. Provide budgetary support for a district-wide survey of stakeholders (staff, students, parents, community members) regarding school culture and leadership to consider policy adjustments in support of safe and optimal learning environments.
4. Review policies and procedures to ensure all students have equitable access to every program sponsored by the District.
5. Expect and support HR practices that foster transparency in hiring and retaining high quality staff for all aspects of district programs.

Goal #4: Build and sustain dynamic relationships with our stakeholders through proactive communication exchanges

Strategies:

1. Regularly review information on the broad effectiveness of communications using technology and/or social media.
2. Expect, support and resource effective methods to provide all stakeholders and other interested parties with timely information about District programs, students, activities and staff.
3. Seek and listen to the opinions of stakeholders regarding policy updates.
4. Seek professional development to increase knowledge and skills regarding effective board governance including, but not limited to, community engagement, equity and excellence in education.

July 2023 - Work Session

For Your Consideration...

- Vision - Dream Direction - Where we want to be!
- Mission - Purpose of the Organization - What is our purpose?
- Values, Beliefs, Guiding Principles - How the organization (and the people it in it) behaves in achieving the mission.
- Strategic Objectives - objectives the district hopes to achieve over a designated period of time.
- Long Term Goals - BHAG - Big, Hairy, Audacious Goals
- Short Term Objectives - SMART Goals



July 2023 - Work Session

What we do in the NSSD...

- “We do what’s best for all kids
- **Ensure** EACH student has the **opportunity** to achieve excellence, measurable progress and personal growth every day/week/month/year.
- **Provide quality schools** and **promote** positive **school climates**.
- **Promote** student and staff **involvement** in our communities and involve the communities in our schools.
- **Recruit, develop, value and retain** high quality **staff**.



July 2023 - Work Session

What we do in the NSSD...

- Offer the most comprehensive programs possible for students.
- Offer the appropriate staffing to support our commitment to doing what is best for all kids.
- Celebrate the success of the district and the community.
- Routinely monitor the effectiveness of district programs and services so we can better serve our students.
- Build and sustain dynamic relationship with stakeholders of the District through proactive community exchanges.



July 2023 - Work Session

What we do in the NSSD...

- We do what's best for kids
- Ensure opportunity
- Provide quality schools
- Promote + school climates.
- Promote involvement
- Recruit, develop, value and retain staff.
- Offer comprehensive programs
- Offer appropriate staffing
- Celebrate success
- monitor district programs and services
- Build and sustain relationship with stakeholders



July 2023 - Work Session

For Your Consideration...

- How might you classify these statements? Are they...
 - Values - How the organization (and the people in it) behaves in achieving the mission.
 - Beliefs - See “values”
 - Guiding Principles - See “values”
 - Long Term Goals - BHAG - Big, Hairy, Audacious Goals
 - Short Term Objectives - SMART Goals

