

Regular Meeting of the Board of Directors  
BANKS SCHOOL DISTRICT 13  
450 S. Main Banks, OR  
January 9, 2012  
Minutes

*Minutes are official after Board approval*

**Work Session**

**5:30 PM**

**District Conference Room**

Present:

Laurie Schlegel, Richard Bowden, Kathy Edison, Norie Dimeo-Ediger, Will Moore, Jim Foster, Simon Levear.

Audience

Sena Wilmoth, Wendy Holland

**Superintendent Search Discussion**

Mr. Foster said that it is the board's decision on appointments to the superintendent screening committee. He said March 1, Thursday, Donna Herren, OSBA executive search consultant, will meet with the appointed screening committee at 6:00 PM for a training session. Kathy Edison said that on March 13 there will be a public meeting starting at 6:00 PM with the screening committee, followed by an executive session scheduled for 6:30 PM.

The board discussed the number of participants on the committee. There was discussion on including everyone interested in participating (19 people) versus keeping the number lower (14 people). Donna Herren had recommended the committee consist of 10 to 15 people including board members. Board consensus was to keep the number at 14. Consensus was that the following people would be approved during the regular board session to the Superintendent Screening Committee:

Elementary certified representative – Sena Wilmoth

JH certified representative – Jacob Pence

HS certified representative – Kurt Victor

Elem classified representative – Wendy Holland

District Classified representative – Bobbie Woodruff

Administrative representatives – Shelley Mitchell, Mike O'Reilly

Community patron – Carolina Malmedal

Community patron – Laura Kalhar

Mr. Bowden commented that four of the district/school staff representatives are also community members and parents of students in the schools.

**District Vision and Goals Discussion**

Board consensus was to revisit the vision and goals at a later date. Mrs. Edison requested the vision and mission statement on the web page be updated.

**Financial Report Update**

Mr. Levear said that he would bring examples of difference financial reports to the February work session. He said that the audit resulted in an unqualified opinion. He said the significant findings were due to a small staff. He said that he would try to have policies/procedures in place prior to next year's audit. He said that he would like to post audit and budget documents on the district web site.

**McKinstry Update**

Mr. Levear gave the board an update on the McKinstry projects. He said the work is progressing, however, the natural gas conversion in the Junior High was not done over Christmas break. Mr. Levear said that it had been rescheduled for this past weekend. On Friday the county inspector did not pass the installed gas line, so the conversion could not happen as scheduled. It has now been scheduled to begin on January 13. Mr. Levear report that ESC won the bid to be the controls vendor, with the work scheduled for early February and Portland Mechanical will be installing the rooftop heat units. He said the RFP was sent to four different vendors and only two responded, and McKinstry managed the RFP process. Mr. Levear said he will let the board know if the work is completed on 1/17 as scheduled.

### **Out of District Transfer Update**

Mr. Foster said that the principals have estimated that there could be 130 additional students next year using the current staffing. Mr. Huston and Mr. Everett sent home surveys on next year attendance, and the elementary is estimating losing 2 kids next year and the junior high is planning that six current students will leave next year. The elementary will be down 28 students next year due to smaller classes coming in and larger classes moving out of the elementary school. Mr. Foster said that at the elementary level, staff has indicated they would rather go with 3 large sections rather than a blended class. Mr. Foster said that based on discussions among the Washington County superintendents, most districts will open up the numbers for next year. There is a discussion on grandfathering in students that were allowed to transfer this year and accept these students as resident students through the 12<sup>th</sup> grade. Mr. Foster said that in our district policy siblings receive preferential treatment. Mr. Foster said that according to current OSAA rules if a student start the 9<sup>th</sup> grade in a district, the student can participate in athletics that year. If the student transfers in after the 9<sup>th</sup> grade they may have to sit out 1 year. He said that he believes OSAA will revisit their rules based on the new legislative regulations.

### **Graduation Discussion**

Mr. Foster informed the board that graduation is Friday, June 8 at 7:00 PM in the high school gym. Mr. Bowden said that he felt preferential seating for parents of students is needed. Mrs. Edison said that people are welcome to come early. Mr. Bowden said that some people are not able to come early to reserve a seat, and he would like to see each senior receive at least 2 tickets. Mr. Foster said that the high school gave tickets to graduation several years ago and the complaint was that no family received enough tickets. No consensus was reached.

Will Moore said he is meeting with elementary parents on Tuesday, January 24 at 7:30 PM in the elementary. The meeting is concerning possible upcoming bond elections. Richard Bowden said he would also attend.

The meeting adjourned at 6:52 PM.

### **Regular Board Meeting – District Board Room 7:00 pm**

#### **Board Present:**

Kathy Edison, Chair  
Richard Bowden  
Will Moore  
Laurie Schlegel  
Norie Dimeo-Ediger

#### **Others Present:**

Greg Mosser, Mid Columbia Bus Co.  
Amy Hansen, WSC  
Tara Kamp, Pauly, Rogers & Co.  
Bonnie Mandish, Sodexo Food Service  
Paul Peterson, Michael Ingalls, NWRESA  
Bobbie Gregg

#### **Administrators Present**

Jim Foster, Superintendent  
Mike O'Reilly, Technology Director  
Mark Everett, Banks Jr. High Principal

Simon Levear, Business Manager  
Shelley Mitchell, Student Services Director  
Bob Huston, Banks Elementary School Principal

#### **CALL TO ORDER-FLAG SALUTE**

Board chair Kathy Edison welcomed everyone to the board meeting, and said there is time for audience comment later in the meeting.

#### **PUBLIC WELCOME/RECOGNITION/COMMENTS**

There were no comments.

#### **APPROVAL OF AGENDA**

Norie Dimeo-Ediger made the following motion: "Be it resolved the Banks School District Board of Directors approve the agenda as presented." Laurie Schlegel seconded and the motion passed unanimously.

#### **PRESENTATIONS**

##### **Annual Insurance Presentation**

Amy Waltz Hansen, CIC, President of Waltz, Sheridan, Crawford presented the Banks School District Annual Insurance and Risk Management report. She reviewed the executive summary, and briefly discussed highlights of the report. She reported that the market is soft, and no big upswings are expected in the next year. She said property values are flat, however, premiums have inched up. She reported that crime coverage has a \$250,000 limit. Liability for bodily injury and property damage is \$10 million/occurrence and

the worker's compensation carrier is SAIF. Kathy Edison asked if personal property is covered. Ms. Hansen said yes, and referenced page 10 of the report. She welcomed the board to call her with any questions.

### **Annual Audit Presentation**

Tara Kamp of Pauly, Rogers and Co. presented the annual audit report, and reported that the District has received an unqualified opinion. She stated that the district is in compliance with federal and state law. She said there are no disagreements with management. She briefly went over the audit with the Board, and discussed the findings. There were no questions. Ms. Kamp reported that the audit findings have been brought to the attention of management. She said in applying SAS 115 the district should develop written internal control procedures.

### **Northwest Regional Education Service District Annual Presentation**

Michael Ingalls, Board Member, and Paul Peterson, Assistant Superintendent, discussed the highlights of the 2010-11 NWRESA Annual Report. Mr. Peterson said there is a decrease in services offered, which is due to the decrease of ESD funding. He reported that this fall the twenty district superintendents met and developed the service plan for next year. He said by March 1 the individual school district boards vote to approve the 2010-11 Service Plan. Mr. Peterson reported that Banks School District received a \$1,000 mini-grant, which was used for the purchase of hydroponics equipment at the high school.

### **CONSENT AGENDA**

#### **Approval of December 12, 2011 Regular Board/Work Session Minutes**

#### **Fiscal Report**

Norie Dimeo-Ediger made the following motion: "Be it resolved the Banks School District Board of Directors approve the consent agenda as presented." Laurie Schlegel seconded. The motion passed unanimously.

### **ACTION ITEMS**

#### **Selection of Superintendent Screening Committee**

Mrs. Edison said that during the work session board consensus was to appoint a 14-member screening committee, consisting of nine staff/community members and the school board. She said the committee would be a combination of parents and staff. She said on March 1 the committee will meet with the OSBA executive search consultant to begin the selection process.

Laurie Schlegel made the following motion: "Be it resolved the Banks School District Board of Directors appoint the following to the Superintendent Search Committee: Jacob Pence, Kurt Victor, Sena Wilmoth, Bobbie Woodruff, Wendy Holland, Mike O'Reilly, Shelley Mitchell, Carolina Malmedal and Laura Kalhar." Will Moore seconded. The motion passed unanimously.

### **DISCUSSION ITEMS**

There were no discussion items.

### **REPORTS**

#### **Administrators Reports**

Shelley Mitchell reported student services recently completed a policy to practice review with staff and administrators. She said the district was required to complete this practice due to the number of special education student expulsions in 2009-10. Ms. Mitchell said there were four special education students expelled, which was one over the limit. Ms. Mitchell said the findings were that the incidents merited the discipline given. Ms. Mitchell said she is working with ODE and DHS concerning the transportation of a special education student. She said there is a new legislation concerning long-term care and treatment of students. Ms. Mitchell said the glitch is that DHS can place a child in foster care outside of area of attendance, and the district where the student now resides cannot claim ADM for the student. She said it appears the district may have a legal obligation to pay for transportation without being able to claim funding. Ms. Mitchell thanked Vern and Anne Beeson for their monthly donation to the High School Lifeskills program. Ms. Mitchell said that in the Title I program, dibbles testing is being completed for all students in the elementary building. She said this is used for baseline testing, looks at student growth and helps in the determination of eligibility. Ms. Mitchell reported that this year there are 8 families and 11 students eligible under McKinney Vento.

Bob Huston said there has been a good start to the 2012 school year. He said the emphasis at the elementary in math facts is paying off and students are making good progress. Mr. Huston said the elementary is finishing the first round of testing.

Mr. Huston informed the board of the following upcoming events:

January 20 PTO family night movie. Cars II will be playing.

January 23 Town hall meeting with congress representative 7PM elementary cafeteria.

January 24 Will Moore will meet with interested persons in the elementary to discuss past and future bonds.  
7:30 PM

January 30 Staff development day. The inservice will be on the math program.

Mark Everett said there was a good start to 2012 at the junior high also. He reported there were 80 students on the honor roll last grading period, 40 per grade level, and these students had an ice cream social. Mr. Everett said the students are doing an outstanding job. Mr. Everett reported the junior high is starting scheduling for the 2<sup>nd</sup> semester. He said there has been some local assessment, no state assessments yet. Mr. Everett reported that at 4<sup>th</sup> and 7<sup>th</sup> grade there is no writing assessment, so the district is working thru NWESD to do writing assessment testing. He said the district will send teachers from our district to score with teachers from other districts. Mr. Everett discussed the sample discipline reports the principals are able to print using the Esis system. He said that tracking discipline incidents for students and schools is helpful. He said that Wednesdays the junior high staff reviews the data and looks at the whole school and an individual basis. He said this process is done in PBIS schools. Mr. Everett said that student behavior has been outstanding. Mr. Bowden asked if the waiver that Oregon has applied for would change anything in our district. Mr. Huston said it is politically based, and details/specifics could affect the district adversely. He said if the elementary doesn't meet APY this coming school year there could be punitive action. He said the state is looking at going toward a student growth model, which is the path we should be heading down. Mr. Huston said we won't know the decision on the waiver until August.

Mike O'Reilly informed the board that the district had sent a letter to Randy Fish at Clean Water Services in November informing them what the district is doing with the equipment they donated. He said he is busy with the end of the 1<sup>st</sup> semester since this is the first time secondary schools have gone through end of semester in Esis. He said that progress reports went smoothly. Mr. O'Reilly said that Banks School District recently received a grant of \$10,000 for upgrades.

## **SUPERINTENDENT'S REPORT**

### **Annual Report to the Community**

Mr. Foster reported to the Board and the community that the Banks School District is in compliance with and implementing as required, all Standards for Public Elementary and Secondary Schools as set forth in OAR Chapter 581, Division 22, including all new and revised rules. Mr. Foster reported that the state has waived signing off on standards for all school districts for the 2012 school year, and there will be new standards for 2013.

Mr. Foster said that January is School Board Recognition Month, and he thanked the board for their service to the students and staff of Banks School District.

Mr. Foster reported that January 30 is a teacher inservice day, and the NWESD will work with staff on K-12 writing, and grading writing samples. He said a K-6 math book representative will start working with teachers during the inservice on the new textbook adoption.

## **AUDIENCE TIME**

Bobbie Gregg said on January 23 there is a town hall meeting. She said she has drafted a letter that outlines cuts Banks School District has been forced to make in funding due to the decrease in revenue. She said the letter will be given to the legislator during the meeting. She asked that the Board support the letter.

## **BOARD OF DIRECTORS**

Kathy Edison thanked everyone who was willing to participate in the superintendent screening committee.

## **ADJOURNMENT**

**The meeting adjourned at 7:52 PM.**