



BANKS SCHOOL DISTRICT BOARD OF DIRECTORS  
12950 NW Main St. Banks OR 97106  
Administration Building  
**Minutes March 11, 2013**

## **EXECUTIVE SESSION**

District Conference Room

ORS 192.660 (2)(i) Performance evaluations of public officers and employees

Superintendent Evaluation

The executive session began at 5:30 PM

The board and superintendent discussed the superintendent's evaluation.

No action was taken.

The executive session adjourned at 5:43 PM

## **WORK SESSION**

District Conference Room

**In Attendance:** Kathy Edison, Richard Bowden, Will Moore, Bob Huston, Kevin Cliff, Vicky Van Domelen

### **Bond/Budget Review**

During the bid process for the Middle School project on March 8<sup>th</sup> the contractors did not come in with bids below the estimates.

Will Moore asked if this mean the MS construction budget was short by \$300,000. Mr. Huston confirmed this. There is an OAC meeting tomorrow and likely a special meeting of the core management committee and board later this month. At this point the value engineering for the high school is not known. Mr. Everett asked if it was possible to take the current bathrooms at the high school and renovate them? Kathy Edison commented that any changes to the bathrooms that are attached to the girls locker room would result in the girls locker room being updated to the same size as the boys locker room. The current estimate for the new bathroom is \$577,000. \$245,000 was originally budgeted for the project. The size of the proposed bathrooms is 40x37. A great deal of the cost is for the new plaza. Mr. Moore commented the cost would be \$384/sq. ft. Mr. Moore said that he believes the maintenance shed could be taken down for free and there are \$150,000 in savings in the plaza design. Mr. Huston said that P&C knows the district's concern and that Scott Rose and Rick Yeo are looking at options.

Mr. Moore asked about the Connell demolition contract. Mr. Huston said the cost doesn't include cleaning up land issues if needed.

### **ACAC/Staff Development Plan – Vicky Van Domelen, Kevin Cliff**

Ms. Van Domelen reported on the teacher/committee perspective of the staff development plan and the late start impact.

- Guidelines will be developed for staff development in the district.
- The late start will allow the opportunity for teachers to have time to speak with colleagues on a regular consistent basis.
- Staff can review data, concepts and effective teaching strategies.
- Currently staff development is a one-shot deal, which is an ineffective way to learn something and apply it.
- The late start proposal is 45 minutes – more effective than 30 minutes.
- Grade level teams would continue to meet.
- Prioritize focus for staff development.
- Staff development has been limited; this will make it more effective.
- Allows for High School department collaboration.
- Gives teachers the opportunity to compare strategies.

Richard Bowden asked if someone would track the agendas and coordinate the meetings. Mr. Huston said this would be the responsibility of the building principals. The process will be similar to learning teams in the past, data teams will meet – minutes will be kept and reported. Mr. Huston said there would be a staff development plan in place in June for the board to approve. Vicky Van Domelen said that as the Title I teacher there is not always opportunity to work with teachers to meet kids needs. She said the proposed staff development would allow for more opportunity to be student centered to meet individual student needs. She would have the opportunity to meet with teachers. Kathy Edison asked what reporting the board will get under the new plan. Mr. Huston said the board would receive monthly reports with updates from the principals. He said this will be a self-monitored process and the principals will provide assurance. Will Moore said he would like to see a report on how the process is working, and if more time would be needed. Vicky Van Domelen said that initially the time would be used for focus – which kids do we target for improvement. The core intent is targeted on improving student learning with targeted assistance. Each week the target keeps changing. Kevin Cliff said that in relation to creating strategies for improving state math scores: this proposal will allow for meetings with all teachers. He said if he could have spent 30 minutes with math teachers the plan would have been done. Mr. Huston said that instructional assistants will be part of meetings. Kathy Edison asked about kids showing up at school early on these Wednesdays. Mr. Huston said staff will rotate to cover the need. There is not as much problem at the junior high and high school. Mr. Huston said a letter will be sent out. He said he understands there may be an inconvenience but by notifying parents now, this gives plenty of time for them to make arrangements. Will Moore asked if there might be a study hall? Mr. Huston said the use of staff may be necessary for children control. He said that Vermont Hills offers before and after school child care. Mr. Huston said the district does not want kids showing up early. He said in other districts there has not been an issue. He said the board may have people at the April board meeting. Mr. Huston said he would include information about Vermont Hills in the letter, and will have it out this week. Kathy Edison said the board is supportive of staff needs. Richard Bowden said the letter should talk about the possibility of opportunities and to talk to the superintendent if parents have insurmountable issues. Mr. Huston said this will add back three full student contact days. The 45-minute late start will begin September 11. Mr. Huston said he will send out lots of reminders. Certain weeks would be excluded. On late starts, the day will start at 9:15 AM. **Board consensus – the board will support the staff development plan.**

### **Preparations for Budget Hearing**

Mr. Huston reported no one had applied for the budget committee. Kathy Edison said she would ask Pete if he would serve.

Mr. Huston asked the board if there is a need for an evening meeting for parents on the budget as was done four years ago. He said right now it looks like the district can maintain the current level. Kathy Edison said all budget meetings are open. Mr. Huston said that he will get the message out that the budget committee meeting is the forum for budget input. **Board consensus – no additional budget meetings beyond those scheduled in the budget calendar.**

### **SB 290**

Mr. Huston reported that co-chairs Shelley Mitchell and Kevin Cliff will report where the district is on SB 290 at the April board meeting. The report is 23 pages and the evaluation document is a rubric-based device. The district has used the Salem Kaiser model for teachers and is working on one for principals. The board does not have to act until June. Mr. Huston said there will be a specific domain to look at during the April work session. The process will consider indicators of student achievement that will be used to evaluate the performance of a teacher. Administrators will be evaluated in the same way. St. Helens is currently waiting to see what other districts will do. SB 290 will be piloted next year.

### **2013-14 School Year Calendar**

Mr. Huston said districts are on hold with the 2013-14 calendar this year. He said we don't know about cutting days yet. The state is not granting waivers for a shortened school year. Mr. Huston said he is meeting with union reps monthly. A state budget of \$6.75 billion would give districts

some breathing room. He said initial negotiations will begin and hopefully can be done without legal advisors. The goal is to be done by late May.

For the 2012-13 school year, he has proposed making up December 21 at the end of the year - the district has to make the day up to meet seat hours.

Mr. Huston said the budget should be ready in two weeks, with the budget ready for the budget committee by the end of March. He said negotiation items will be the 10 days and steps.

### **HB3681 update**

Mr. Huston reported the district does not know about kids open enrolled in other districts at this time. Banks needs 37 to keep the same number of students as this year. At this point 16 more students are needed. Mr. Huston said the district has stressed the academic line – rigorous instruction, smaller class sizes, AP classes. Parents care about smaller, more intimate learning environments. The new middle school has been advertised. Gaston has quite small class sizes. Deborah Bloom of the Oregonian has heard the rumor Banks may fold and be assumed by Forest Grove.

The work session adjourned at 6:45 PM.

## **REGULAR SESSION**

### **District Board Room**

**Call to Order/Flag Salute** Vice Chair Kathy Edison called the meeting to order at 7:00 PM. She welcomed everyone to the meeting and led the flag salute.

#### **The following were in attendance:**

##### **Board of Directors**

Kathy Edison, Vice-Chair  
Richard Bowden, Chair  
Will Moore

##### **Staff/Others**

Bob Huston, Superintendent  
Joni Spencer, Business Manager  
Shelley Mitchell, BJHS Principal/Student Services Director  
Shawnda Sewell, BES Principal  
Jacob Pence, BHS Athletic Director/Dean of Students  
Mark Everett, BHS Principal  
Shannon Dotson, Megan King, BSD Staff  
Chris Munjar, Maddie Turner

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

### **Student Representatives**

Maddie Turner reported that the recent basketball games had great community and student support. Banks took 6<sup>th</sup> place in the state tournament for girls basketball.

Chris Munjar reported current events at the high school. The first issue of The Clarion was distributed last month. ASB campaigns are underway with elections next Tuesday. 13 students and 10 adults are going to Europe over spring break. Ben Buchanan heads the trip.

The Oscars assembly was March 1. It went very well, and Mr. Everett congratulated the leadership class on the time and effort they put into the event.

Current Athletes of the month: Kayla Hardie - Girls Basketball, Jarrod Barger – Boy's Basketball, Jed Mauck – Wrestling, Kaily MacIntire – Dance and Drill.

Leadership has made several site visits of non-profits requesting donations. SMART is requesting \$1000. They read books to kids that are in need of extra one-on-one attention. SPARK visited the leadership class last week. They are trying to add a lego robotics programs as an extracurricular activity. Banks summer baseball visited the leadership class today. They need money for safer baseball bats. All 5 non-profits requesting funds have presented their proposals to leadership. The leadership class will be making their decisions next month.

The mission statement of the leadership class in the area of non-profit is: "We the students of the Leadership Class at Banks High School, aim to give back to non-profit organizations that help reduce the numerous problems within our schools; such as the lack of diverse extracurricular activities as well as bullying awareness. With support from the PGE Foundation, by giving back to non-profits, we hope to make our community a safer, more educated place."

### **UNSCHEDULED PUBLIC APPEARANCE**

There was no unscheduled public appearance.

### **APPROVAL OF AGENDA**

#### **Additions to the agenda:**

##### Consent Agenda

Resignation: Carly Busby, High School Lifeskills teacher effective March 20, 2013.

Richard Bowden moved to amend the agenda. Will Moore seconded. Motion passed unanimously.

Will Moore moved to approve the agenda as amended. Richard Bowden seconded. Motion passed unanimously.

### **PRESENTATIONS/REPORTS**

#### **Integration of Technology into Presentations - Megan King Junior High Technology Teacher**

Megan King reported she strives to teach technology in other subjects – to make technology cross curricular. She said during the Washington DC trip she asked her student to take pictures and over Christmas break create a slide show. She said this would demonstrate the student's technology skills and will help students to keep memoirs. She introduced Alyssa Rogers, an 8<sup>th</sup> grade student, who presented her slide show to the board.

Alyssa shared slides on the daily activities. Day 1: Jamestown; Day 2: Williamsburg; Day 3: Monticello; Day 4: Arlington; Day 5: The Capitol. She reported the group attended "A Christmas Carol" at Ford's theatre, and visited The Peterson house. Alyssa said that visiting the Martin Luther King memorial was a life changing experience.

### **CONSENT AGENDA**

Approval of Board Minutes: Feb. 11, 2013  
Feb. 27, 2013

#### Personnel

##### Change of Status:

Jacob Pence, BHS Asst. Principal, effective July 1, 2013

##### Job Share 2013-14 SY Only:

Sarah Blackman .5FTE JH Social Studies (Job Share w/Molly Lewis)

Molly Lewis .5FTE JH Social Studies (Job Share w/Sarah Blackman)

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#### Fiscal report

Richard Bowden moved to approve the consent agenda as amended. Will Moore seconded. Motion passed unanimously.

### **DISCUSSION**

#### **Superintendent Evaluation Discussion**

Kathy Edison stated that the administration and school board evaluated the superintendent. The administration gave Mr. Huston 156 points out of a possible 160; the board gave Mr. Huston 205 points out of a possible 220. The board will issue the superintendent a two-year contract. Mr. Huston said he appreciates the board and administrative support. He said it has been an incredible year with the bond, SB 290, the achievement compact and the administrators in new roles.

## **ACTION ITEMS**

### **Policy and Administrative Regulations Revisions**

IICA-AR(1) Athletics/Activities Overnight Trip Requests  
IKFBA-AR; IKFBA-AR(1) Honors Diploma Requirements 2013-14;  
Honors Diploma Requirements 2014-15  
IKCA Grade Point Averages (GPA) and Weighted Grade Point Averages (WGPA)  
IKAC High School Classes/Courses for Middle School Students

These policies are returning from last month. There was no discussion.

Richard Bowden moved to approve the adoption of the policies and administrative regulations as presented. Will Moore seconded. Motion passed unanimously.

### **Approval of Superintendent Contract**

There was no discussion.

Will Moore moved to issue a two-year superintendent contract July 1, 2013 through June 30, 2015. Richard Bowden seconded. Motion passed unanimously.

### **Approval of Banks School District Trip to Washington DC**

Shannon Dotson reported she began taking students to Washington DC in 1995 when she was teaching in Vernonia. This is a hands on experience for students. The trip has been offered every other year since 1997. Ms. Dotson began offering the trip to only Banks students after a few years. During spring break, Oregon competes with Texas and California. It is difficult to get around. Ms. Dotson said the students have very little down time; the trip is all about learning and doing. She said she would love to continue to offer the trip the week after Thanksgiving. During that time there is an additional 45-minute tour of Thomas Jefferson's home. If the trip was during spring break, it is peak season, the students would not get into all the buildings; and would not get the Ford's Theatre presentation of The Christmas Carol. Mr. Huston said this is a first class opportunity for our students and staff members. The proposed dates are Dec. 1-7 2014. This is normally an inservice and grading week, the students would miss three days. Ms. Dotson would have her classroom taken care of with the same substitute she has used for the last few years. Kathy Edison asked Shelley Mitchell about the 7<sup>th</sup> and 8<sup>th</sup> grade students missing class. Shelley Mitchell said she had the same type of conversation with Mr. Huston. She said she would like the trip to happen when students wouldn't miss school. However, students are safer when not as many students are touring there. She said she is in support of the trip and said it was a valuable learning experience. Shannon Dotson said it is an expensive trip and there are anywhere from 19 people, including chaperones, up to 45. Ms. Dotson said she recommends a 1:10 ratio, but prefers 1:4, and usually it is 1:7 or 1:8. Last trip the ratio was 1:3. Will Moore commented he felt the trip was invaluable.

Will Moore moved to approve the Banks School District trip to Washington DC December 1 – 7, 2014 as described. Richard Bowden seconded. Motion passed unanimously. Ms. Dotson will bring the future proposed trips to be board for approval every time.

### **Approval of Late Arrival Staff Development Plan beginning 2013-14 School Year**

Bob Huston said starting September 11, students start school 9:15 AM every Wednesday, 45 minutes late. He said the Achieve Compact Advisory Committee recommended the pathway to all for a consistent staff development program and to allow for teacher collaboration time.

Richard Bowden moved to approve the late arrival staff development plan as presented. Will Moore seconded. Motion passed unanimously.

### **Revision of 2012-13 School Year calendar**

This allows the district to make up the December 21, 2012 closure.

Will Moore moved to approve the revision to the 2012-13 school year calendar as presented. Richard Bowden seconded. Motion passed unanimously.

## **BOARD COMMUNICATION**

### **Superintendent Comments**

Mr. Huston said he had nothing to add. He thanked the ACAC and SB290 committee members for their work, which has included revisions to teacher and administrator evaluation procedures. He said most of the work has been done on their own time. They are moving the district forward to allow time for teachers and staff to collaborate for student achievement.

Kathy Edison asked if the district will be attending the recruitment fair. Mr. Huston said it is the premier job fair in Oregon. It is a nice opportunity for district representatives to recruit staff.

### **Administrator Comments**

Shelley Mitchell reported the junior high will complete statewide assessment. Last week was math, this week science. Saturday a JH team is competing in the Oregon Battle of the Books at Oregon Episcopal School. Last Wednesday was the Junior High science fair. It was a community event with 250-300 attendees. All students are required to participate. Lego robotics team came and gave a demonstration.

Special Education: The sequestration effect to the district is a 5-to10% reduction effect to federal grants. Some reductions will be handled thru shifting fund usage for certain positions.

Community engagement is an important part of the SB 290 evaluation process.

Mark Everett reported tomorrow is the accreditation visit. There will be 10 educators here from around the state. It will be a full day. They will observe classes, interview staff, students, support staff and parents. The accreditation visit happens every 6 yrs. The Boardroom will be the central location. He reported that for scheduling, courses are in place and he has redone the curriculum guide. There will be Honors AP in Human geography, Honors physical science for 9<sup>th</sup> graders and an Honors art class. This lines up with the new honors diploma. There will be an additional math class for seniors who still need math to graduate. It will be one semester long. He said the Oscars on March 1 went very well. The leadership group did a nice job.

Jacob Pence thanked the board for the approval of his position for next year. Winter sports is wrapping up. Girls Basketball took 6<sup>th</sup> in state. Some members made COWAPA all league. Wrestling had a state champ in Colin Purlington. Spring sports: Baseball starts tomorrow. Dance/Drill is performing at state in the Memorial Coliseum. Junior High track coach – the district is still looking for a coach.

Mike O'Reilly said there is a lot going on in technology. Nike has donated three pallets of computer equipment, including flat panel monitors. He said all tube styles are out of the high school and elementary. He said he is replacing student machines with recent purchases from CTL. Next Friday – the staff and teachers email system will go from Groupwise to the Google apps for education product. Data will be migrated to the new system.

### **Board Member Comments**

Will Moore commented for the last six to eight years staff development has been a major concern. He said the district has come a long way and thanked the staff for their support.

Kathy Edison gave her condolences to Laurie Schlegel on the passing of her father. She congratulated Jacob Pence on his new position and new contract for next year.

## **AUDIENCE COMMENTS**

There were no audience comments.

## **ADJOURN**

The meeting adjourned at 7:50 PM.