

Harrisburg School District No. 7

P.O. Box 208
Harrisburg, OR 97446
Regular Board Meeting
May 8, 2017

Present: Board Chair Wayne Swango, Board Vice-Chair Shelly Watson, Randy Klemm, Anthony Knox, Superintendent Bryan Starr, Business Manager Pam Strutz, Recording Secretary Michele Pelkey
Anthony Knox joined the meeting at 7:13 p.m.

Absent: Terry Crabb

1. **CALL TO ORDER:** Board Chairman Wayne Swango called the meeting to order at 6:35 p.m.
2. **EXECUTIVE SESSION:** PER ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
3. **OPEN SESSION:** Wayne Swango called for a moment of silence to remember Stephen Samhammer, middle school social studies teacher who passed away on April 29th. Board Chairman Wayne Swango declared the meeting to be in open session at 7:10 p.m.
4. **APPROVAL OF AGENDA:** The agenda was amended to add 8B under Grants: Science Grant. Coaches Handbook, 10E, was removed. Teacher Appreciation Week: Resolution #3 was added as item 13F, moving open enrollment to 13G. Shelly Watson moved, seconded by Randy Klemm, approved unanimously by the Board: ***approve the agenda as amended.***
5. **APPROVAL OF CONSENT AGENDA:** The consent agenda was amended to add Teague Teece to the list in 5B. Shelly Watson motioned, seconded by Randy Klemm, approved unanimously by the Board: ***approve the consent agenda as amended.***
 - A. MINUTES OF THE REGULAR BOARD MEETING OF APRIL 10, 2017
 - B. APPROVE FOR HIRE: Jamie Baird, HES Student Support; Kalyssa Koontz, HHS Social Studies Teacher; Martin Sade, HHS Math Teacher; Teague Teece, HHS Agricultural Science Teacher; Edmund Rivera, HHS Football Coach; Brody McGowan, HHS Girls Head Basketball Coach
 - C. RESIGNATIONS: Linda Sutton, HSD Kitchen Server
 - D. ADMINISTRATOR'S COMPENSATION
 - E. BILLS REPORT
6. **WELCOME AND RECOGNITION OF VISITORS AND DELEGATIONS**
 - A. STUDENTS OF THE MONTH: Dareisy Escobedo Rivas from Harrisburg Elementary School, Emily Ausmus from Harrisburg Middle School, and Bridger Martin from Harrisburg High School were each recognized and honored for their outstanding citizenship and academics.
 - B. LEADERSHIP REPORT: Deziree Brock presented the Leadership Report. She said that they are doing staff appreciation activities for the teachers. They made posters for all of the teachers, and they have other surprises planned for the whole week. They are going to OMSI on a group field trip. Key Club members are going to Camp Lane to help do some service projects. For school announcements, they started doing weekly videos that are like news reports. They talk about school policy and other fun things. She said that the students have enjoyed it.
 - C. FBLA PRESENTATION: Anthony Sedano: Anthony reported that he entered an FBLA competition. He said that FBLA, Future Business Leaders of America, is a nationwide club. He told us about tests that members can take, and he took a test about cyber security. He said that in the FBLA test, you have to know the material as opposed to a school test where you are taught the material. He said that he was invited to the national leadership conference because he placed 4th on the test. There are many things that FBLA teaches such as how to write a resume, how to speak, and

training on manners. Workshops have helped him to be more confident. He said that Shannon McIntyre, the club advisor and the high school business teacher, is at a conference now learning more about the club.

- D. **FACILITIES/BOND DISCUSSION:** Bob Mention: Superintendent Starr introduced Bob Mention who is a retired architect and project manager for LCC. He said that he is in the process of writing a book and has volunteered to help Superintendent Starr with the seismic grant and bond process. Superintendent Starr said that Mr. Mention said that his background has been with large projects, so working with a small school district has been a revelation to him. He said that the scale has been helping him with his book. Superintendent Starr said that because they received the technical assistance grants, they will need to get an approved state assessor to work with them. Some of the seismic technical assistance grant funds will be used to reimburse the school district for seismic assessment work ZCS has done for us already. Superintendent Starr said that we need a state approved assessor to perform the facilities assessment and long range planning work. Randy Klemm moved, seconded by Anthony Knox, approved unanimously by the board: ***approve the hiring of a state approved assessor for the necessary facilities assessment.***

7. BUILDING PRINCIPALS REPORTS

- A. **ELEMENTARY SCHOOL:** Harrisburg Elementary School Principal Carol O'Connor's Board report was included in the Board packet. She talked about her staffing recommendations for next year which were also included in the Board packets. She wants to increase first grade teachers from 3 teachers to 4 teachers for next year. She outlined the site council recommendations for staffing for next year. Randy Klemm asked about the rationale for having 4th graders with small classes and 5th grade classes with 35 students per class. Randy said he's in favor of keeping classroom sizes down. Carol said that when we had bigger classroom sizes, we did not have a life skills classroom, so we are short of classrooms. Superintendent Starr said that if we hire a teacher to keep class size small, we would have to cut educational assistants. Carol said there is not a classroom available in the elementary school, so they would have to go into the middle school in the old computer lab. Carol said she is open to suggestions. Wayne said he is in favor of keeping class sizes small. Carol said that her recommendation for classes with over 30 students would be to have educational assistant's helping out in those rooms. She is visualizing 2-6 hour positions to help. Shelly summarized that it's a priority for the Board to have class sizes small, and that they wanted the extra teacher in the budget.
- B. **MIDDLE SCHOOL:** Harrisburg Middle School Principal Darci Stuller's Board report was included in the Board packet. She said that attendance at the MS is improving and that they are making progress in that area. She said that they just had an honor roll assembly with 155 out of 200 students making honor roll which is one of the highest number of students ever being on honor roll!
- C. **HIGH SCHOOL:** Harrisburg High School Principal Josh Stauber reported that prom went well, and that open house will take place this Wednesday night. This will be a chance for 8th graders to visit the high school.

8. GRANTS

- A. **FOOD TO HOME GRANT:** Randy commended Carol for all of her work on this program through the years. Carol said that she found a volunteer to take the program over next year.
- B. **CLASSROOMS TAKE CHARGE SCIENCE GRANT:** Anthony Knox moved, seconded by Shelly Watson, approved unanimously by the Board: ***approve the grants as presented.***

9. PUBLIC COMMENT ON AGENDA ITEMS: There were no questions or comments.

10. STAFF AND STUDENT HANDBOOK UPDATES

- A. **STAFF HANDBOOK:** All of the proposed handbook changes were included in the Board packets.
- B. **HHS STUDENT AND PARENT HANDBOOK:** Shelly asked about the Super Smash Brothers Club being added to the handbook. Josh said that Mr. Edmundson will be playing Super Smash Brothers with interested students as an afterschool club.

- C. HMS STUDENT AND PARENT HANDBOOK
- D. HES STUDENT AND PARENT HANDBOOK: Anthony Knox moved, seconded by Randy Klemm, approved unanimously by the board: **approve the changes in the handbooks as presented.**

11. POLICIES

- A. GCPD: Discipline and Dismissal of Licensed Staff
- B. GCPD-AR: Discipline and Dismissal of Licensed Staff: Shelly Watson moved, seconded by Anthony Knox, approved unanimously by the board: **adopt the policies listed in 11A & B as presented.**
- C. CBG: Evaluation of the Superintendent: This was the first reading. There were no questions or comments.
- D. EFA: Local Wellness Program: PROPOSED: This was the first reading. There were no questions or comments.
- E. EFA: Local Wellness Program: DELETE: This was the first reading. There were no questions or comments.
- F. EFAA-AR: Reimbursable Meals and Milk Programs: This was the first reading. There were no questions or comments.
- G. GBMA: Whistleblower: This was the first reading. There were no questions or comments.
- H. GCBDA/GDBDA: Family Medical Leave: This was the first reading. There were no questions or comments.
- I. JEA: Compulsory Attendance: This was the first reading. Superintendent Starr explained the reasons behind the first reading policies presented. Shelly asked if Superintendent Starr had taken any thought into placing 2nd readings under the consent agenda if there are not any issues with the policies. It was decided that it would be looked into.

12. BUSINESS MANAGER'S REPORT

- A. FINANCIAL REPORT: Business Manager Pam Strutz reviewed the year-to-date Revenue and Expenditures reports. She reported that there could be as much as \$100,000 extra in the Unappropriated Ending Fund Balance at the end of the year, which will roll over to the next year and will help with balancing the 2017-18 budget. She said that the question will be how much of the cash carry over will we want to use towards the 17-18 budget? She said that we are in good shape for the budget for this year. Unexpected increases in enrollment and budgeting conservatively has been helpful. Even if the legislature adopts 7.8 billion dollar state budget, we won't have to cut any major programs next year. Pam presented Resolution #2, a budget transfer of \$71,250 from Contingency to Instruction and Support Services. She said that the resolution will fund unanticipated expenses in some specific budget areas. Increased enrollment/tuition in the HOP program, and an increased need for Classified staff in the Special Ed classrooms and Library are the major causes for the Transfer. Also, the long cold weather has increased our utilities costs. She said that she still anticipates an overall budget surplus, but we need to re-appropriate funds to some of the areas to be sure we don't overspend in a budget area. It's not a cash flow issue; its and appropriation issue. There were no questions.
- B. RESOLUTION #2: CONTINGENCY FUND APPROPRIATION: Randy Klemm read Resolution #2: Anthony Knox seconded the resolution, approved unanimously by the board: **approve Resolution #2 as presented.** Pam said that we will have a small supplemental budget to discuss after the budget committee meeting on Monday night.

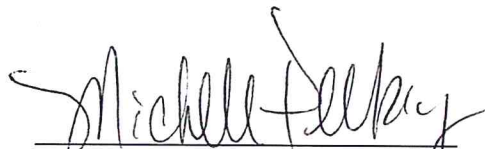
13. SUPERINTENDENT'S REPORT

- A. EMPLOYEE RETIREMENT AND WORK BACK REQUEST: Superintendent Starr recommended approval of Tony Koontz's work back request. He said that there will be a number of new coaches next year. Anthony Knox moved, seconded by Randy Klemm, approved unanimously by the board: approve the athletic director's request for retirement and work back as presented.

- B. STRATEGIC PLAN: Superintendent Starr recognized the team that worked on the strategic plan. He and Shelly Watson expounded on the plan. Superintendent Starr said that it would be presented in next month's packet.
- C. INTERDISTRICT TRANSFER QUOTAS: The recommended inter-district transfer numbers were included in the Board packets. Anthony Knox moved, seconded by Randy Klemm approved unanimously by the board: **approve the inter-district transfer numbers as presented.**
- D. BUDGET COMMITTEE MEMBER APPOINTMENT: Josh Johnson sent a letter expressing his interest in being a budget committee member. The letter was included in the Board packets. Shelly Watson moved, seconded by Wayne Swango, approved unanimously by the board: **appoint Josh Johnson as a budget committee member.**
- E. BOARD OFFICIATES AT HIGH SCHOOL GRADUATION AND 8TH GRADE PROMOTION: Randy Klemm said that he would like to officiate at HS Graduation, and Anthony Knox would like to officiate at 8th grade promotion.
- F. RESOLUTION #3: TEACHER APPRECIATION WEEK. Superintendent Starr read Resolution #3.
- G. OPEN ENROLLMENT UPDATE: The Open Enrollment results were included in the Board packets.
- H. STAFFING AND VOLUNTEERS REPORT: The Staffing and Volunteers Report was included in the Board packets.
- I. CELEBRATIONS: The district was awarded \$70,000 in technical assistance grants. Darci in handling everything related to Mr. Samhammer's passing like a celebration of life to be held in the middle school gym and communicating with his family. There was a 5 minute recess called at 8:27 p.m. At 8:34 p.m., Wayne Swango called the meeting back into open session. Superintendent Starr updated the Board on the progress of the Seismic construction and the Ausland Group.

14. **ADJOURN:** Wayne Swango adjourned the meeting at 8:34 p.m.


Wayne Swango, Board Chairman


Michele Pelkey, Recording Secretary

Resolution No. 2

WHEREAS, ORS 294.463 allows the local government to make transfers between appropriations within a fund; and

WHEREAS, an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, the contingency appropriation transfer does not exceed 15 percent of the total General fund; and


WHEREAS, the contingency transfer should be appropriated to cover the additional expenses as follows:

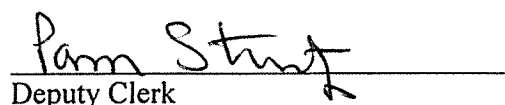
Instruction - Tuition	<u>\$12,750</u>
Instruction – Classified Salary	<u>\$15,000</u>
Total Instruction	<u>\$27,750</u>
Support Services – Lic. Sal/Ben	<u>\$ 7,500</u>
Support Services – Cls. Sal/Ben	<u>\$16,000</u>
Support Services – Utilities	<u>\$20,000</u>
Total Support Services	<u>\$43,500</u>
For a total of	<u>\$71,250</u>

BE IT RESOLVED that the School Board of Harrisburg School District 7 hereby makes adjustments to the previously approved 2016-17 appropriations as follows:

General Fund	Existing	Changes	Adjusted
Instruction	\$5,075,133	\$27,750	\$5,102,883
Support Services	\$3,059,317	\$43,500	\$3,102,817
Enterprise & Comm	\$ -0-	-0-	-0-
Facilities Acquisition	\$ -0-	-0-	-0-
Transfers	\$ -0-	-0-	-0-
Debt Service	\$ 89,925	-0-	\$ 89,925
Contingency	\$327,845	-\$71,250	\$ 256,595
Total	\$8,552,220	-0-	\$8,552,220

The above resolution statement was approved and declared adopted at the regular School Board meeting on the 8th day of May, 2017.


Board Chairman


Deputy Clerk



HARRISBURG SCHOOL DISTRICT NO. 7

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Bryan Starr, Superintendent ** Wayne Swango, Board Chair

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Harrisburg School Dist Board of Directors proclaims May 8-12, 2017, to be TEACHER APPRECIATION WEEK; and


BE IT FURTHER RESOLVED that the Harrisburg School District Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this eighth day of May, 2017.

Signed:


Chair, (insert name) School District Board of Directors

Attest:


Superintendent/Clerk

Resolution #3