

## SHERMAN COUNTY SCHOOL DISTRICT

### REGULAR BOARD MEETING MINUTES

**November 11, 2013**

The Board of Directors of Sherman County School District met in the Sherman County Public/School Library Meeting Room in Moro, Oregon on November 11, 2013. The following were present: Chair, Bill Martin; Vice Chair, Angie Thompson; Directors: Liz Mills, Kyle Blagg, Jim Macnab; Superintendent, Brian Metke; Business Manager, Kim McKinney; Board Secretary, Jeanie Pehlke; Administrators: Bill Blevins, Todd Swan; Staff Members: Gerald Casper, Jared Collins, Lauren Hernandez, Cindie King, Janet Pinkerton, Samantha Roberts-Smith, Kalie Rolfe; Visitors: Jordan Barrett, Logan Barrett, Mike Barrett, Tanya Barrett, Alex Fields, Patti Fields, Tracy Fields, Luke Green-Hite, Sabrina Green-Hite, Bill James, Marie James, Will James, Michael Marino, Isabella Mills, Rilea Mills, Chris Moore, Allison Rolfe, Johnathan Rolfe, Erin Stone, Tyler Stone, and Steve Winkle

#### SUMMARY OF ACTIONS TAKEN

**Motion** by Director, Kyle Blagg with second from Director, Elizabeth Mills to adopt the consent agenda as amended. **Action:** The motion carried unanimously.

**Motion** by Director, Kyle Blagg with second from Vice Chair, Angie Thompson to allocate up to \$20,000 from the teacherage fund toward the track resurfacing project. **Action:** The motion carried unanimously.

#### CALL TO ORDER

Chair, Bill Martin opened the meeting with the Pledge of Allegiance to the American Flag at 6:02 p.m.

#### EXECUTIVE SESSION

Adjourn to Executive Session under ORS 192.660 (2) (i) Evaluation of Superintendent at 6:03 p.m.

Return to Open Session at 7:03 p.m. Chair, Bill Martin thanked everyone for coming.

#### REGULAR SESSION

##### Student Body Report

Student Council Member, Katie Poirier presented the student body report. Katie highlighted past successes including homecoming activities, tough enough to wear pink day for breast cancer awareness, the pack kick-off, and the OASC Conference. She also announced the Student Council's plans to spruce up the "S" on the hill and their plan to paint the pack shed white. In addition, she mentioned the upcoming canned food drive, the coffee and donuts that will be

sold at the Holiday Bazaar and an upcoming pep assembly that will kick off the basketball season.

### **Students of the Quarter**

The following presentations were made to students who received recognition and a plaque for Students of the First Quarter:

Kindergarten Teacher, Samantha Roberts-Smith presented Alison Rolfe with her award. Fifth grade student, Will James was honored by Educator, Cindie King who presented on behalf of Will's teacher, Emily Wilhite. Principal, Bill Blevins honored Emma Stutzman who was not in attendance and presented Alex Fields with his accolade. Educators, Lauren Hernandez and Jared Collins presented the award to Sabrina Green-Hite. The students were praised for their good conduct.

### **Cottonwood State Park Branding Competition Winners**

Educator, Cindie King presented certificates to Sherman Elementary students Jordan Barrett and Isabella Mills who were chosen as winners of the Cottonwood State Park branding competition.

### **Recognition of Students, Staff and Community**

We are extremely fortunate to have gracious staff and community members who support our school and students. This school year we are continuing the tradition of recognizing various supporters at the beginning portion of each School Board Meeting. While it is possible that we may periodically miss an opportunity to thank someone, we sincerely appreciate the commitment of all of our supporters. We would like to recognize the following people for their devotion to our schools, students, staff and community.

- Gerald Casper and Craig Wood for their work on the wireless internet for the shop and modulars.
- Patti Ketchum for hosting a team dinner for the football players on Halloween.
- City of Rufus for hosting the FFA Haunted House at the Rufus Community Center. In addition, Morrow County Grain Growers for paying radio announcements and Jeanie Pehlke and Jared Collins for their work setting up, supervising and cleaning up.
- Mid-Columbia Producers, Jared Collins and the Sherman FFA for our partnership with the annual Dinner.
- Craig Wood for being an excellent ambassador for our School District. In addition to his regular work he finds time to provide building tours for visitors.
- All of the parents who attended the Parent-Teacher Conferences.
- Sherry Kaseberg for her continued work producing the Enews publication.
- Gail Macnab for supervising the Student Leadership fieldtrip to Seaside.
- The Sherman Elementary Student Council for organizing the Halloween Parade and 1<sup>st</sup> Quarter Assembly. Thank you as well to all of the volunteers including Kyle Blagg, Jill

Jones, Joan Bird and Dan Aldrich who assisted with the Halloween Parade. In addition, the 6th grade class for their organization of "Spook Alley".

- Sheri Sharp and Jessica Baptiste for mentoring the elementary Student Council.
- Cassie Hill, Kristen Whitley, Lauren Hernandez, and Jill Jenson for chaperoning the black light high school dance.
- Mary Macnab for her support and volunteerism in the 5th grade classroom.
- Donna Birtwhistle and Doris Hubbard for their support and volunteerism in the 1<sup>st</sup> grade classroom.
- Patti Ketchum for organizing a successful fall sports season.
- Jeanie Pehlke for her continued work on the sports programs.
- All of the volunteers from gate keepers, to line judges to chain gang and stat keepers and all of the rest who have faithfully supported our fall athletic contests.
- Jen Berry for her work on the human resources crib sheet for Dr. Metke.
- Gail Macnab for providing chili lunch to the high school staff during grading.
- All the teachers who presented the Student of the Quarter Awards tonight.
- Dan Funkhouser, Chris Moore, Clint Moore, and Wasco Electric for replacing some of the football field light bulbs.

We truly appreciate the amazing support we receive from so many gracious people. Thank you to everyone in our great community and school district for your continued support!

#### **COMMENTS FROM VISITORS**

No comments were given.

#### **ADOPTION OF CONSENT AGENDA**

##### Business

- ✓ Approved Board Meeting Agenda, November 11, 2013 with the following modifications: **[Amend 4.1 spelling of "Whittle" changed to "Winkle"; Add Return to Executive Session to finished business; Add Future Agenda Item 8.3 Development of New School Report Card]**
- ✓ Approved Minutes of Regular Board Meeting, October 14, 2013
- ✓ Approved Minutes of the Board Work Session, October 18, 2013 and Special Board Meeting, October 22, 2013
- ✓ Approved Bill Listing, Financial Statement
- ✓ 2013-14 Property Taxes

##### Personnel

- ✓ Approved Steve Kaseberg as Head Girls High School Basketball Coach
- ✓ Approved Steve Bird as Volunteer Girls High School Basketball Assistant Coach
- ✓ Approved Austin Justesen as Volunteer Boys High School Basketball Assistant Coach
- ✓ Approved Britney Macnab as 7/8 Girls Basketball Coach
- ✓ Approved Whitney Weedman as Volunteer 5/6 Girls Basketball Coach
- ✓ Approved Todd Coles as 7/8 Boys Basketball Coach

- ✓ Approved Tracy Fields as Volunteer 5/6 Boys Basketball Coach

**Motion** by Director, Kyle Blagg with second from Director, Elizabeth Mills to adopt the consent agenda as amended. **Action:** The motion carried unanimously.

## **REPORTS AND PRESENTATIONS**

### **Project Manager Letter of Interest – Mike Marino and Steve Winkle**

Superintendent Metke introduced Architect, Steve Winkle and Project Manager, Mike Marino from M Marino Consulting. Mr. Marino and Mr. Winkle gave a presentation showcasing their past projects. In addition, they provided recommendations on next steps, and expressed how they would assist the District if hired for the consolidation project. They specifically suggested hiring an outside firm rather than a contract employee in order to limit the liability of any omissions and ensure the project is successful. It was also suggested that the project be broken into small phases in order to limit the commitment with a firm until a working relationship is established. The first phase would be to hire a firm under a professional service agreement who would come up with the preliminary schematic program or conceptual plan based on priorities, scope of work, estimates, and a timeline. After the overall conceptual phase is complete an architectural and project manager would come in and narrow the details and proceed with the project. Mr. Marino and Mr. Winkle also recommended the CMGC [Contract Manager/General Contractor] design build process.

### **Track Resurfacing – Chris Moore**

Chris Moore, from the Athletic Foundation reported on the track resurfacing project. He noted that due to weather the best time to proceed with the project will be next June. The total funds required for the project are \$104,000. However, because petroleum costs are unstable this price could change. A grant application will be submitted to the Sherman Development League this week but the grant amount will not be known until February. In addition to the \$65,000 that the Athletic Foundation has committed to the project they will also supply the fork lift and power washing. The school will provide a dumpster to pick up any trash. Mr. Moore asked if the \$15,000 – \$20,000 that had been committed by the board last year was still the correct figure, or if that number had changed. The board discussed the figures and asked about the warranty and application process. Mr. Moore stated that the brochure guarantee is 2-3 years, but it should last 7-9 years. The resurfacing process will consist of repairing any defects and then two (2) top coats will be applied. Superintendent Metke thanked Mr. Moore for hosting Mr. Blevins, Mr. Swan and himself at the recent Athletic Foundation Board Meeting. Dr. Metke also announced that the Athletic Foundation Board named Mr. Swan as their school representative. The other members of the Athletic Foundation Board are Dan Funkhouser, Ron Mobley, Tom Martin, Kevin Kaseberg, and Steve Bird. The board thanked Mr. Moore for all the work the Athletic Foundation does. It was also noted that the money provided by the school district will come from an account containing funds from the proceeds of properties that have been sold by the school district.

**Motion** by Director, Kyle Blagg with second from Vice Chair, Angie Thompson to allocate up to \$20,000 from the teacherage fund toward the track resurfacing project. **Action:** The motion carried unanimously.

### **Athletic Director Report**

Athletic Director, Todd Swan began by reporting the fall season is over for both the volleyball and football teams. Fall sports awards will take place on Thursday, November 14<sup>th</sup>. The winter coaches will meet tomorrow to ensure everyone is ready for basketball. Basketball practice for both high school and junior high will begin November 18<sup>th</sup>. The first game for 5-8 boys is December 3<sup>rd</sup>. Sherman will host two junior high tournaments this year. Also, Dufur may host a tourney for junior high. Mr. Swan was praised for his work scheduling the games. Finally, there will be some changes to the Big Sky League this next year. Echo, Nixyaawii, and Helix are moving out of our league, while Spray and Mitchell are coming in. In addition, Imbler and Cove will be moving up to 2A. Dufur and South Wasco are fighting to stay in the Big Sky League.

### **Administrative Report for Sherman Elementary**

Todd Swan reported successful recent happenings including a vision and hearing health screening check that tested all students, a field trip to Maryhill Museum for the 3<sup>rd</sup> and 4<sup>th</sup> graders, a band concert, and the kindergarten class field trip to Rasmussen Farms. He also reported a good turnout for the Halloween parade, a fire department truck visit, completion of the first quarter parent-teacher conferences, and an award assembly honoring responsible students. Mr. Swan discussed 4-year Sherman Elementary student data, noting that enrollment is up from previous years. In addition, he is working on getting more support for the kindergarten classroom that has 28 students. Finally, the elementary staff has recommended four (4) life skills priorities for the upcoming proficiency grade reports that will be given to the board and others for comments.

### **Administrative Report for Sherman Jr./Sr. High School**

Principal, Bill Blevins began his report with a discussion of the Sherman Jr./Sr. High School Report Card. The school received an overall rating of 4, which is above average when compared to similar schools in our demographic. Mr. Blevins expressed great concern for the chronic absenteeism among students in grades 9-12 who have an absentee rate of 31%. In an effort to improve this statistic, a letter and a flyer from [attendanceworks.org](http://attendanceworks.org) have been sent to all parents and guardians with students who have missed more than 4 days of school in the first quarter. In addition, a competition has been implemented between grade levels for best attendance each quarter. A survey of all staff, students, and parents (who attended conferences) was conducted to determine the top three (3) assessment items the high school will be using on the proficiency based grading report card which will be implemented at the end of this school year. Chair, Bill Martin requested a future agenda item to discuss the exact details of the new report card. Finally, the Fire Marshall list is almost complete.

### **Superintendent Report**

Superintendent Metke briefly shared a human resources sheet containing confidential staff criteria. Eleven (11) of our teachers have a master's degree. Dr. Metke stated that he is working to determine what would need to be done for our students to receive dual credit for classes

taught by these instructors. Superintendent, Metke highlighted his plans for the remainder of the year noting that he has accomplished a lot this first quarter. He plans to give a State of the District report at the end of January to comply with the Division 22 standard, the board can expect a financial report in the spring, and finally at the end of the year he will make a presentation to retirees and recognize employees. The Mid-Columbia Producers dinner was very nice. Mr. Collins was thanked for the FFA student participation and their conduct. Finally, the ELL Title Plan is complete thanks to Jill Jenson and Andrew Pflaum. The district is fully up to standard and all deficiencies have been addressed.

### **UNFINISHED BUSINESS**

#### **Second Reading Board Policies A/B-G**

It was reiterated that no public comments have received for these policies. They will be adopted at the final reading at the December 9, 2013 meeting.

#### **Second Reading Payments in Lieu of Transportation Policy #EEAA**

The district is working with two (2) families to transport their children to and from school or a designated point. There was discussion regarding whether these families are being reimbursed to transport their students to the nearest bus stop location or if they are transporting their students to school. Prior to the next reading, Superintendent Metke will modify the verbiage to read "to the closest collection point".

### **NEW BUSINESS**

#### **Red Cross Facility Use Agreement**

This is an agreement that is approved every year for disaster relief. Superintended Metke noted that he would like to have approval before proceeding with the agreement. The Board had no issue with the agreement. No motion was needed.

#### **Title V 2012-13 Evaluation and 2013-14 Expenditure Plan**

Business Manager, Kim McKinney reported that for the 2012-13 school year the district used its allocation of REAP-FLEX Title money to pay for the afternoon portion of the all-day kindergarten program, as has been done the past several years. She asked if the board had any feedback. The board noted that this was an important program educationally for our kindergartners and they approved of this use. Mrs. McKinney also reported that for the 2013-14 school year the district would like to continue using the REAP-FLEX Title money for the afternoon portion of the all-day kindergarten and the board concurred.

### **EXECUTIVE SESSION**

Adjourn to Executive Session to continue unfinished business under ORS 192.660 (2) (i)  
Evaluation of Superintendent at 9:07 p.m.

Return to Open Session at 10:05 p.m.

**REGULAR SESSION**

**Future Agenda Items, Closing Comments, and Upcoming Events**

The following items were tabled until a later meeting:

- Recruitment of Agent of Record / Project Manager
- 2012-13 Audit
- Development of New School Report Card

**NEXT MEETING**

Next regular board meeting, December 9, 2013

**ADJOURNMENT**

There being no further business, Chair Martin declared the meeting adjourned at 10:10 p.m.

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Chair, Bill Martin

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Secretary, Jeanie Pehlke