

SHERMAN COUNTY SCHOOL DISTRICT
WORK SESSION AND REGULAR SCHOOL BOARD MEETING MINUTES
January 11, 2016

The Board of Directors of Sherman County School District met in the Sherman County Public/School Library Meeting Room in Moro, Oregon on January 11, 2016. The following were present: Chair, Bill Martin; Vice Chair, Angie Thompson; Directors: Kyle Blagg, Jim Macnab, Merrie von Borstel; Superintendent, Wes Owens; Principal, Bill Blevins; TOSA, Cindie King; Business Manager, Kim McKinney; Board Secretary, Jeanie Pehlke; Staff Members: Kyle Pfeifer, Dezi Remington, Kristin Whitley, Amy Richelderfer, Samantha Roberts-Smith; Visitors: Mike Carter, Janet Pinkerton, Ken Melzer, Jonathan Rolfe, Amber DeGrange

SUMMARY OF ACTIONS TAKEN

Motion by Director Blagg with second from Vice Chair, Thompson to approve the agenda for January 11, 2016 as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

Motion by Director, Macnab with second from Vice Chair, Thompson to adopt the consent agenda as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

Motion by Vice Chair, Thompson with second from Director, Blagg that the Board will evaluate the Superintendent on his goals and performance standards and the superintendent goals would also be evaluated by union leaders and the district leadership. **Vote:** 4 in Favor (Blagg, Martin, Thompson, von Borstel) 1 Opposed (Macnab) **Action:** The motion carried.

Motion by Director, Blagg with second from Vice Chair, Thompson to approve Policy IKF (AR), Graduation Requirements as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

Motion by Director, Blagg with second from Director, von Borstel to approve Policy EBCD, Emergency Closures as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

Motion by Director, Blagg with second from Director, von Borstel to approve Angie Thompson as volunteer Junior High Track Coach **Vote:** 4 in Favor (Blagg, Macnab, Martin, von Borstel); 1 Abstain due to conflict of interest (Thompson) **Action:** The motion carried.

Motion by Director, Macnab with second from Director, Blagg in following Policy DN, I declare the proposed kitchen items as surplus with the exception of donating one refrigerator and the convection oven to the Grass Valley Pavilion, one freezer to Wasco Annex and one refrigerator to the Rufus Community Center. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

WORK SESSION

At 6:30 p.m. Mike Carter of KNCC provided a tour of the James Weir Agricultural Science and Technology Center and the new kitchen.

CALL TO ORDER

Chair, Bill Martin opened the Regular School Board meeting with the Pledge of Allegiance to the American Flag at 7:02 p.m. and thanked everyone for coming.

Approve Board Meeting Agenda

Board Members were given an opportunity to make changes to the Agenda for this January 11, 2016 meeting. No changes were made.

Motion by Director Blagg with second from Vice Chair, Thompson to approve the agenda for January 11, 2016 as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

COMMENTS FROM VISITORS

Jonathan Rolfe expressed his respect, regret and embarrassment for speaking to Superintendent Owens in an inappropriate language and demeanor that he did not deserve. His comments implied that Chair Martin had pressured Superintendent Owens into not canceling school (due to inclement weather) so the school wouldn't have to cancel a basketball game that day. Mr. Rolfe conveyed he now knows that what he believed, at the time of the comments, is not true. He apologized to both Chair Martin and Superintendent Owens who both accepted his apology. Superintendent Owens acknowledged that it is not easy to apologize in public and thanked him for doing so.

PRESENTATIONS/RECOGNITIONS

School Board Appreciation Month

Superintendent Owens thanked the members of the School Board for their service and presented them with certificates of appreciation.

Recognition of Students, Staff and Community

We are extremely fortunate to have gracious staff and community members who support our school and students. 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.

- January is School Board Appreciation Month. On behalf of all the students and staff in the Sherman County School District, we want to thank our dedicated school board members!
- Thank you to Dezi Remington, KristIn Whitley and Kyle Pfeifer for their research and presentation of Expanded Options and Advanced Placement Courses at tonight's Board Meeting.
- Thank you to Craig Wood for his continued efforts in keeping the Jr./Sr. High School building safe, clean and in good operating condition. A perfect example is his work to have our facility looking wonderful for our recent Winter Program.

- Thank you to Eric Wahler, Larry Hocter, and Dillon Brown of R.D.O. for volunteering their time to move equipment from our shop to the new James Weir Agricultural Science and Technology Center.
- We appreciate Chris Kaseberg's help with the organization of workspace in the new James Weir Agricultural Science and Technology Center.
- Thank you to all of the members of the community who traveled to the Moda Center to support the boys' basketball team as they played Heppner.
- Thank you to all of the parents who helped with our Elementary Winter Holiday Parties: Jessica Baptiste, Devin Garcia, Tonya Susi, Alicia Reiten, Liz Cranston, Tamar Fritts, Petrice Banks, Amanda Payne, Kristie Coelsch, Angie Westlake, Bridget Poirier, Messina Helgeson, Sandi Martin, DeeAnn Ramos and Naomi Thibodeau.
- Thank you to Lisa Kaseberg for her efforts and continuous communicating with the District on inclement weather days.
- Thank you to local road officials for the communication on inclement weather days and for assisting with parking lot and road clearing.
- Thank you to KNCC for providing equipment to assist with snow removal in the Jr./Sr. High parking lot for the Winter Program.
- Thank you to Dezi Remington for her work obtaining another Robotics Grant in the amount of \$2,800 from Daimler Trucks. This is in addition to the \$850 from FIRST; \$4,175 from ORTOP; and \$4,500 in materials from PSU. So far Mrs. Remington has received \$12,325 in Robotics Grant funds and materials.
- Thank you to Mr. Bartels for organizing a wonderful Preschool through 12th Grade Winter Music Program.

We truly appreciate the amazing support we receive from so many thoughtful people. Thank you to everyone in our great community and school district for your continued support! When you have time please visit our Sherman County School District Web Page for the monthly appreciation comments.

Sherman Jr/Sr High School Student Body Report

Selected student was not present to give the Student Body Report.

ADOPTION OF CONSENT AGENDA

Business

- ✓ Approved Minutes from the Regular Board Meeting, December 14, 2015 as presented.
- ✓ Approved Minutes from the School Board Work Session, December 14, 2015 as presented.
- ✓ Approved Bill Listing and Financial Statement
- ✓ Accepted Audit Report

Personnel

- ✓ Approved Joe Justesen, Baseball Coach
- ✓ Approved Sean Troutman, Volunteer Baseball Coach
- ✓ Approved Drew Messenger, Volunteer Baseball Coach
- ✓ Approved Derek Gummersall, Volunteer Baseball Coach

- ✓ Approved Kalie Rolfe Tennis Coach
- ✓ Approved Kyle Pfeifer, Track Coach
- ✓ Approved Kristin Whitley, Track Coach
- ✓ Approved Michelle Lawrence, Volunteer Track Coach
- ✓ Approved Austin Evans, Volunteer Track Coach
- ✓ Approved Elizabeth Mills, Junior High Track Coach

Motion by Director, Macnab with second from Vice Chair, Thompson to adopt the consent agenda as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

REPORTS AND PRESENTATIONS

Expanded Options/Advanced Placement Courses (AP) Presentation Kyle Pfeifer, Dezi Reminton & Kristin Whitley

Superintendent Owens thanked educators, Kyle Pfeifer, Dezi Remington and Kristin Whitley and invited them to begin their presentation; adding that one of his goals is to expand the CTE and Expanded Options offerings for students within our budget and current schedule. The teachers began by stating that the goal of their presentation is to offer a scenario that will enhance and build on what the district already offers students. They suggested continuing to offer AP Calculus and proposed adding two (2) AP courses for English and two (2) AP History courses, each on a rotation. They compared AP courses with the International Baccalariate program, the Eastern Promise program and the Columbia Gorge Community College program discussing pros and cons, costs and small school logistics of each. They then shared results of parent, teacher and student interest surveys. Noting that 69.7% of the students surveyed are in favor of taking an AP course. Finally, the teachers described instructor training requirements and presented three different example class schedules. Superintendent Owens acknowledged the teachers enthusiasm and stated that staffing and scheduling for the consolidation plan will need to be developed and this conversation will continue.

Superintendent Report

Superintendent Owens gave his superintendent report that included the following topics: Current district enrollment, an update on the demolition of the Sherman Elementary modular classroom and upcoming District Professional Development. He also reported that he has had several conversations with NCESD and other service providers regarding possible contracted services and options related to technology and professional development and will have a recommendation prior to March 1st. He emphasized that the ultimate goal is not to opt-out, but to do what is best for kids in the Sherman County School District. Other topics included the Continuous Improvement Plan which is due by June 30, ongoing Educational Programming and consolidation discussions, a Smarter Balanced Opt-Out letter and fact sheet that was mailed to parents and a Memorandum of Agreement for Mental Health Counseling Services with Mid-Columbia Center for Living. He also reported that he will be giving a presentation to the Sherman County Court. He then gave an update on the Sherman Elementary Fire System and insurance claim/coverage, and reported that he gave a tour of the James Weir Agricultural Science and Technology Center to the Sherman County Court. He expressed his gratitude to the

County Court for their incredible support and SIP Payment of \$1,656,275.00. In addition, he discussed safety, a relocation plan and finally he announced the expected move in dates are January 18 for the James Weir Agricultural Science and Technology Center and February 5 for the new kitchen.

Administrative Report for Jr./Sr. High School

Principal Blevins gave his administrative report for the Jr./Sr. High School. His report included recent Teacher Peer Observations which allowed for collaboration and sharing of strategies, State Testing Schedules, State testing opt-out letters, a recent Town Hall meeting with Senator Ron Wyden and finally her reported a letter will be going out to parents/guardians who have students with an attendance rate of less than 90%.

Athletic Director Report

Topics for Mr. Blevins' Athletic Director Report included the December 30th varsity basketball game that took place at the Moda Center, Spring Schedules, appreciation to Jeanie Pehlke for her volunteer time that she commits to the Sports Programs and the upcoming Big Sky Basketball Tournament that will take place at Madras High School.

Administrative Report for Sherman Elementary

Dean of Students, Cindie King, gave her report for Sherman Elementary School. Topics included an overview of home basketball games, "Thank Goodness it's Monday" activities, a new staggered lunch schedule, and the development of a State Assessment calendar. She also reported that Sherman Elementary is being honored as one of two Oregon Schools as a Title I Distinguished School. Announcing that educators, Susan Mobley and Shannon Hansen will be joining her at an all-expense paid National Title I Convention on January 27-31. In addition, the school will be receiving \$5,000 for achieving this distinguished honor.

Construction Project Manager Report

Superintendent Owens read the following Construction Manager Report on behalf of Owner Representative, Mike Marino who was not in attendance due to illness.

Phase I

This week at the Agricultural Building, completion of work including exterior grading, interior finishes, and systems testing and set up of equipment will be done. The majority of the shop equipment was relocated on December 28th and 29th and electrical connections have been made. A punch list and walk through has been scheduled for Wednesday, January 13, 2016. Mr. Marino and BBT Architects will attend and assist the District in walking through the facility to report on any deficiencies. Jurisdictional inspections are scheduled for January 13, 2016. If there are no major issues (Fire and Life Safety) the District will receive a Certificate of Temporary Occupancy. With that, the building will be available for move in on Monday, January 18, 2016.

In the kitchen, we will see completion of interior finishes and utility work through the rest of this week. kitchen equipment is scheduled for delivery on January 18, 2016. Approximately one (1) week will be needed for final hookup and testing of equipment. Jurisdictional inspections

including the Health Department are scheduled for the week of February 1, 2016. If there are no major Fire and Life Safety issues the District will receive a Certificate of Temporary Occupancy. The Kitchen should be available to the District for move in on Monday, February 8, 2016.

Phase II

Grading, excavation and site work continue. The footings and stem walls are currently being formed and poured adjacent to the existing school and will continue through the next several weeks. Underground plumbing and electrical service is currently being installed and will continue for the next two weeks. Hazardous Material abatement team will begin removal of any contaminated materials following move out of the existing shop building, on January 18, 2016. This will take approximately two (2) weeks to complete with demolition of the building immediately following. BBT Architects have been authorized to begin the cost reduction design of the Administration Area and Front Entrance based on the District's conceptual design. BBT has agreed that they will provide a concept design with floor plans and elevations with enough engineering information for KNCC to provide an estimate for a cost not to exceed \$4,000. This work will continue for the next couple of weeks with a cost estimate expected by the second week in February. Cost reduction measures by all parties continue to make good progress. Material and equipment submittals continue to be submitted and reviewed for adherence to the specifications. There are no substitutions to report at this time.

Budget Status:

Both Phase I and Phase II are currently on budget. After looking at the remaining construction contingencies and owner contingencies Superintendent Owens is feeling more confident about the science lab. We have until March to make any design changes.

Schedule Status:

Phase I Agricultural Building is approximately four (4) weeks behind the original schedule due to the following issues:

1. KNCC discovered that the City of Moro's primary water line was installed using Schedule 90 PVC which is not customary for use when connecting fire line service. This caused a delay while negotiations took place with the City of Moro and the Fire Chief.
2. A standard manufacturer color specification for wall panels was provided by BBT however, the color specified was not vetted by the District prior to ordering of the material. Subsequently a custom color was required with a lead time of approximately (4) weeks.
3. Wet weather conditions have impacted the ability to complete several critical path items including trenching, utility installation and grading.

Phase I Kitchen is approximately two (2) weeks behind the original schedule due to the delayed arrival of kitchen equipment. This delay was created due to manufacturer backlog and a busy holiday season. The option to solicit other manufacturers and suppliers was not equitable due to cost constraints.

Phase II is currently on schedule.

Critical Issues:

- A plan for the move out of the existing school in preparation for the interior renovations that will occur during the summer needs to be developed. Renovation work will consume the entire summer break.
- MMC Inc. needs to schedule a Mechanical Systems Commissioning presentation for the District to define the importance of this discipline. Mike Carter strongly encouraged the district to consider hiring a Commissioning Agent who will ensure the mechanical and other systems are working properly and efficiently.
- MMC Inc. will schedule an access control and security meeting with the District and Convergent Technologies to develop a plan.

Chair Martin recessed the meeting for a quick break at 8:21 p.m. and reconvened the meeting at 8:28 p.m.

UNFINISHED BUSINESS

Superintendent Evaluation Tool

Vice Chair Thompson and Superintendent Owens met as directed by the Board at the last meeting and now have an Evaluation Tool recommendation. It was noted that this is a unique year due to the building project. The proposal included an evaluation of performance standards and superintendent goals to be done by the board, with input from the Principal, the Dean of Students and the leaders of the Certified and Classified bargaining units who would give the entire staff an opportunity to provide feedback. Director Macnab noted that he would prefer the 360 survey monkey. The Board discussed the 360 evaluation and the proposed option. When asked for comments, Principal Blevins interjected by adding that last year the raw data of individual responses from the 360 evaluation were given to the superintendent and he wasn't sure if that was the intent.

Motion by Vice Chair, Thompson with second from Director, Blagg that the Board will evaluate the superintendent on his goals and performance standards and the superintendent goals would also be evaluated by union leaders and the district leadership. **Vote:** 4 in Favor (Blagg, Martin, Thompson, von Borstel) 1 Opposed (Macnab) **Action:** The motion carried.

Preschool Integration into Comprehensive K-12 Facility Continued Discussion

Superintendent Owens noted that this will be a continued discussion. He reported that he has met with representatives from both preschools several times and they have also met with each other. The district is supportive and welcoming to whoever is interested in utilizing the new facility. A draft lease agreement has been reviewed by both preschools, but many decisions still need to be made. Sherman Preschool Board Member, Amber DeGrange was in the audience and agreed that there is a lot to discuss. Amber also stated that the preschools appreciate the time and attention that has gone into the plan.

Second Reading Policy IKF (AR), Graduation Requirements

Board Members reviewed the Graduation Requirements Policy.

Motion by Director, Blagg with second from Vice Chair, Thompson to approve Policy IKF (AR), Graduation Requirements as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

Second Reading Policy EBCD, Emergency Closures

Board Members reviewed the Emergency Closures Policy.

Motion by Director, Blagg with second from Director, von Borstel to approve Policy EBCD, Emergency Closures as presented. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

Chair Martin added that with the various and vast micro climates within the county he wants parents to know that it is their prerogative to keep their children home if they think it is unsafe in their area for their children to come to school, stating that this situation is no different than parents deciding if their children are too sick to come to school. He then commended Superintendent Owens for his efforts during inclement weather decisions.

Grass Valley Property Potential Use Continued Discussion

Superintendent Owens has been in contact with Kate Sinner who is the Regional Solutions Coordinator at the Governor's office and Clark Jackson from Oregon Business Development related to the potential use of the Grass Valley building. Mr. Jackson will be coming for a tour of the building and will be participating in further discussions about what possible agencies or businesses could potentially make the best use of the facility.

OSBA Training – January 14, 2016

Superintendent Owens read an email from OSBA trainer, Steve Kelley who unexpectedly was not able to conduct the training on January 14th as planned. Mr. Kelley offered the board an opportunity to either reschedule the training with him for a later date or go forward with the training on January 14th with another OSBA staff member. Board members decided to go forward with the training as scheduled for January 14th with Renee Sessler.

Potential Lease Agreement with South Sherman Fire Update

Superintendent Owens informed the board that South Sherman Fire has reviewed the draft lease agreement and he expects a joint agreement to be ready for board approval by next meeting.

Discussion Phase II Construction Options Update

No further discussion was needed.

NEW BUSINESS

Approve Angie Thompson, Volunteer Junior High Track Coach

Motion by Director, Blagg with second from Director, von Borstel to approve Angie Thompson as volunteer Junior High Track Coach **Vote:** 4 in Favor (Blagg, Macnab, Martin, von Borstel); 1 Abstain due to conflict of interest (Thompson) **Action:** The motion carried.

Division 22 Assurances

Superintendent Owens explained the purpose of the Division 22 Assurances to the Board and then reported that this year the District is in compliance with these requirements in all areas except one. The non-compliance area is a sub-category of an assurance related to the District having a policy for educating parents on identifying and reporting child abuse. Superintendent Owens committed that by the end of this school year the District will have a policy that will give parents training opportunities on how to identify and report child abuse.

First Reading Board Policy FF – Naming Facilities

Board Members reviewed the Naming Facilities Policy. This policy will be read for a second time at the February meeting.

First Reading Board Policy FFA – Memorials Honoring Deceased Students/Staff

Board Members reviewed the Memorial Policy. This policy will be read for a second time at the February meeting.

Review of Strategic Plan 2012-2017

Board Members took a few minutes to review the Strategic Plan 2012-2017. Superintendent Owens noted that the District is already working toward many of the goals and stated that we will have great opportunities to do more of this work once we consolidate our schools.

Declare Surplus Items

Superintendent Owens recommended the following be declared surplus:

- 1 - Butcher Block Table (5'x 2'5 ½ x 2'11")
- 1 - Electric Lang Oven (3'x2'9 ¼"x2'10 ¾")
- 1 - Electric Vulcan Stove with 25"x 24" griddle and two burners (3'2 ¾"x2' 6' 1/2"x 4'11")
- 1 - Delfield Refrigerator (4'3" x 2'9" x 6'7½")
- 1 - True Freezer (4' 6 ½ x 2' 5 ½ " x 7')
- 1 - Hobart Dish washer, sink and slides

Motion by Director, Macnab with second from Director, Blagg in following Policy DN, I declare the proposed kitchen items as surplus with the exception of donating one refrigerator and the convection oven to the Grass Valley Pavilion, one freezer to Wasco Annex and one refrigerator to the Rufus Community Center. **Vote:** 5 in Favor (Blagg, Macnab, Martin, Thompson, von Borstel) **Action:** The motion carried unanimously.

COMMENTS FROM VISITORS

No were comments received.

FUTURE AGENDA ITEMS, CLOSING COMMENTS, AND UPCOMING EVENTS

- Second Reading Board Policy FF – Naming Facilities
- Second Reading Board Policy FFA – Memorials Honoring Deceased Students/Staff
- Snow days and possible make up days
- Superintendent Evaluation

NEXT MEETING

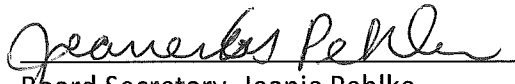
The next Regular School Board Meeting is scheduled for February 8, 2016 at 7:00 p.m.

ADJOURNMENT

There being no further business, Chair Martin declared the meeting adjourned at 9:19 p.m.



Chair, Bill Martin



Board Secretary, Jeanie Pehlke