



# PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Board Meeting - 6:00 PM

Wednesday, August 9, 2023

In-Person at District Office

<https://us02web.zoom.us/j/87527459094?pwd=bnQ0QWwyZ1pjZno4QVhtTjJcGnLz09>

Password: 835608

**Agenda Español**

**Minutas Español**

## AGENDA

- A. **Executive Session – 5:30 p.m. - In accordance with the provisions of ORS 192.660 (2)(d)(e)**
- B. **Call to Order - 6:00 p.m.**
- C. **Accentuate the Positive**
- D. **Citizen Comments**
- E. **Superintendent Report**
- F. **Consent Agenda**
  - 1. Approval of Revised Agenda
  - 2. Approval of Minutes from 7/6/23 & 7/20/23
  - 3. Personnel Report
- G. **Action Items**
  - 1. **Board-Superintendent Operating Agreement**
  - 2. **Outlier Construction Contract**
- H. **Recess**
- I. **Information and Discussion**
  - 1. **Facilities/Bond Update**
  - 2. **Financial Update**
  - 3. **Legislative / OSBA Update**
  - 4. **Equity, Diversity & Inclusion Update**
  - 5. **Budget Committee Vacancies**
- J. **Review of the Next Meeting Agenda**
- K. **Adjournment**

Phoenix-Talent School District #4 is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. **If you need special accommodations for language interpretation or because of a disability**, please contact the District Office Executive Assistant two days prior to meeting at 541-535-1511 Voice/TD.



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Join the Zoom Meeting:

<https://us02web.zoom.us/j/87527459094?pwd=bnQ0QWwyZ1pjZno4QVhtTjJcGnLz09>

Meeting ID: **875 2745 9094** Passcode: **835608**

## REVISED AGENDA

- A. Executive Session – 5:30 p.m. - In accordance with the provisions of ORS 192.660 (2)(d)(e)
- B. Call to Order - 6:00 p.m.
- C. Accentuate the Positive
- D. Citizen Comments
- E. Superintendent Report
- F. Consent Agenda
  - 1. Approval of Agenda
  - 2. Approval of Minutes from 7/6/23 & 7/20/23
  - 3. Personnel Report
- G. Action Items
  - 1. Board-Superintendent Operating Agreement
  - 2. Outlier Construction Contract
- H. Recess
- I. Information and Discussion
  - 1. Facilities/Bond Update
  - 2. Financial Update
  - 3. Legislative / OSBA Update
  - 4. Equity, Diversity & Inclusion Update
  - 5. Declare Budget Committee Vacancies
- J. Review of the Next Meeting Agenda
- K. Adjournment

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# PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Board Meeting  
Thursday, July 6, 2023 2:00 PM Pacific

District Office  
401 West 4th St.  
Phoenix, OR 97535

## A. Call to Order

Chair Campbell called the meeting to order at 2:05 p.m.

## B. Oath of Office

Chair Campbell administered the Oath of Office to Dawn Watson, Rick Nagel, and Rebecca Weathers.

## C. Action Item: Election of Board Chair

Board Chair Michael Campbell opened the floor for nominations for the position of Board Chair for 2023-2024.

Rick Nagel nominated Michael Campbell for the position of Board Chair.  
Sara Crawford nominated Dawn Watson for the position of Board Chair.  
There were no other nominations.

A vote was held for the election of Michael Campbell for Board Chair.  
Michael Campbell: Abstain (Without Conflict), Sara Crawford: Nay, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Vote totals: Yea: 5, Nay: 1, Abstain (Without Conflict): 1, Sara Crawford: Nay

Since the majority voted for Michael Campbell as board chair on the first vote, there was not a second vote held to elect Dawn Watson.

Michael Campbell was elected to serve as Board Chair for the 2023-2024 fiscal year.

## D. Action Item: Election of Board Vice Chair

Board Chair Michael Campbell opened the floor for nominations for the position of Board Vice Chair for 2023-2024.

Rick Nagel nominated Polly Farrimond for the position of Board Vice Chair.  
Rebecca Weathers nominated Dawn Watson for the position of Board Vice Chair.  
There were no other nominations.

A vote was held for the election of Polly Farrimond for Board Vice Chair.  
Michael Campbell: Yay, Sara Crawford: Nay, Polly Farrimond: Abstain (Without Conflict), Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Nay  
Vote totals: Yea: 4, Nay: 1, Abstain (Without Conflict): 1, Nay: 2

Since the majority voted for Polly Farrimond as board vice chair on the first vote, there was not a second vote held to elect Dawn Watson.

Polly Farrimond was elected to serve as Board Vice Chair for the 2023-2024 fiscal year.

#### **E. Accentuate the Positive**

Tiffanie Lambert said that we have a lot of amazing staff who are supporting our migrant students and students with disabilities this summer for summer school. Maria Lee, who coordinates summer school, would like to invite the board for the end of year migrant education celebration, which is on July 18, at 6 p.m. at PHS. Tonight, if you would like to help, there is a sewing and crafting session with our teachers from Mexico and our families at 6:00 p.m. Maria Lee extended an invitation to all board members to stop by summer school, especially to meet the teachers from Mexico. They are teaching dance, music, and other cultural activities.

Polly Farrimond said that she and Sara Crawford helped with a fund-raiser for track and cross-country on July 4. John Cornet and Ashland High School have done a fundraiser every year and this year Ashland did not participate, so John needed more volunteers. It was a lot of fun and Ms. Farrimond invited the other members to participate next year.

#### **F. Citizen Comments**

There were no citizen comments.

#### **G. Superintendent Report**

- Supt. Barry shared that the annual English Language Learner report is on our website and a copy of the report is attached to the agenda. Supt. Barry mentioned that the number of migrant students that participated in summer school the previous year funds us and we continue to have a large number who attend. Supt. Barry referenced page 20 stating that PTS is eighth in the state for the number of English learners participating in migrant education programs.
- Supt. Barry mentioned at the last meeting that FinalSite purchased our website provider Blackboard so we will be transitioning to a new website that focuses on schools over the next year.
- Supt. Barry shared that we had a great end-of-year meeting with our administration team. It was extremely valuable and it is nice to have our administrators returning as we head into the next school year. Our admin team did a lot of work to determine what we needed to focus on so that we have a clearer picture heading into the new school year.

#### **H. Consent Agenda**

On motion by Director Watson, seconded by Director Nagel to approve the consent agenda as presented. The consent agenda was approved by unanimous consent.

H.1. Approval of Agenda

H.2. Approval of Minutes from 6/15/2023

H.3. Personnel Report

#### **H.4. Annual Designations for 6-30-2023**

- H.4.a. Designate Brent Barry as Chief Administrative Officer/School District Clerk
- H.4.b. Designate Jessica Hamlin & Tiffanie Lambert as Deputy Clerks
- H.4.c. Designate Brent Barry as Budget Officer
- H.4.d. Designation of legal counsel for 23-24 – Firm of TGP Law, P.C.; Hungerford Law Firm; and Garrett, Hemann, Robertson P.C.
- H.4.e. Designation of financial auditors for 23-24 - KDP Certified Public Accountants, LLP
- H.4.f. Designation of depositories for district funds for 2023-2024 - Bank of New York, Banner Bank, Umpqua Bank, U. S. Bank, Wells Fargo Bank, Jackson County Treasurer's Office, and State of Oregon's Investment Pool
- H.4.g. Designation of Custodian of Funds for 2023-2024 – Brent Barry, Tiffanie Lambert, & Jessica Hamlin
- H.4.h. Designation of Authorized Signatories for Grants for 2023-2024 – Brent Barry and/or Tiffanie Lambert
- H.4.i. Designation of Insurance Agent of Record for 2023-2024 – Lloyd Williamson of Protectors Insurance
- H.4.j. Designation of Official Newspaper of Record for 2023-2024 – Rogue Valley Times
- H.4.k. Authorize the Purchase of \$100,000 Fidelity Bonds for Brent Barry, Tiffanie Lambert & Jessica Hamlin; \$50,000 Fidelity Bonds for All Other Employees.

#### **I. Action Items**

##### **I.1. Resolution 23-5 – Superintendent-Signing Authority for Change Orders**

I move to approve the resolution granting the superintendent signing authority as presented. This motion, made by Sara Crawford and seconded by Nancy McKinnis, Carried.  
Michael Campbell: Yea, Sara Crawford: Yea, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Yea: 7, Nay: 0

##### **I.2. Resolution 23-6 – Designation of Local Contract Review Board (LCRB) for 2023-24**

I move to approve the resolution authorizing the Board to act in the capacity of its own Local Contract Review Board as presented. This motion, made by Sara Crawford and seconded by Polly Farrimond, Carried.  
Michael Campbell: Yea, Sara Crawford: Yea, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Yea: 7, Nay: 0

##### **I.3. Resolution 23-7 – Free & Reduced Lunch**

I move to approve the resolution declaring disclosure of free and reduced lunch information as confidential as presented. This motion, made by Dawn Watson and seconded by Nancy McKinnis, Carried.  
Michael Campbell: Yea, Sara Crawford: Yea, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Yea: 7, Nay: 0

#### **I.4. Resolution 23-8 – Real Property Purchases & Capital Expenditures**

I move to approve the resolution authorizing the purchase of real property and capital expenditures as presented. This motion, made by Rick Nagel and seconded by Dawn Watson, Carried.

Michael Campbell: Yea, Sara Crawford: Yea, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Yea: 7, Nay: 0

#### **I.5. PES Roofing Contract**

I move to approve the PES roofing contract with JAM Roofing as presented. This motion, made by Nancy McKinnis and seconded by Rebecca Weathers, Carried.

Michael Campbell: Yea, Sara Crawford: Yea, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Yea: 7, Nay: 0

#### **I.6. Classified Contract for 23-25**

Supt. Barry said that we did go through IBB with classified staff and this is the final contract reflecting those negotiations. Supt. Barry said that Article 11 is new, which was a collaborative effort to come up with health and safety guidelines for our classified staff. In addition, we looked at longevity and added a fourth tier for employees with 20+ years of service.

I move to approve the classified contract for 23-25 as presented. This motion, made by Polly Farrimond and seconded by Rebecca Weathers, Carried.

Michael Campbell: Yea, Sara Crawford: Yea, Polly Farrimond: Yea, Nancy McKinnis: Yea, Rick Nagel: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea  
Yea: 7, Nay: 0

J. **Recess** - There was no recess

#### **K. Information and Discussion**

##### **K.1. Facilities/Bond Update**

Supt. Barry said that Jon McCalip was on vacation and Randy Kirkland had been helping in a leadership role in Jon's absence. There are many summer projects going on right now and we appreciate the team for their work and flexibility.

##### **K.2. Financial Update**

Supt. Barry said that we would have an end of year financial statement in August.

##### **K.3. Legislative / OSBA Update**

- Vice Chair Watson said that the legislative session was over. We will receive a breakdown from OSBA and COSA regarding the bills that have passed and we will share them at one of the next meetings.
- The fall roadshow will be October 30 and ESD is hosting again. We had an LPC feedback session and during that session, Dawn asked to have an extra half hour in the road show and they said they would take that into consideration. There was also talk about having student representatives attend the roadshow.

- On July 20, the OSBA Board of Directors will have a webinar to talk about their departments and the services they provide.
- Supt. Barry thanked the board for choosing to have additional advocacy and lobbying this session with Greg Lemhouse and his team. It was well worth the money to have someone in the capital advocating for us as it has had a big impact.
- Sara Crawford said that ODE had chosen their new director, so there is new leadership.
- Chair Campbell thanked both Sara Crawford and Dawn Watson for all of their work during the legislative session, sending emails, testifying and everything else that they did to help advocate for our district.

#### **K.4. Equity, Diversity & Inclusion Committee Update**

Supt. Barry shared that last week Kelly Soter provided a session for district staff to learn about how to speak up at school, giving staff the tools on how to interrupt bias.

#### **K.5. Annual Report on Restraint and Seclusion**

Supt. Barry said that we are required to give this report to the board annually. We had nine restraints (proper holds) during the school year and we do not use seclusion. Supt. Barry said that we use the crisis intervention model.

#### **K.6. Review Student Handbooks**

Supt. Barry said that there were no significant changes. The high school and middle school changed some of their language around behavior and dress code. Kelly Soter worked with all the schools on equity language.

#### **K.7. Talent Safe Routes to School Plan**

Supt Barry said that we have a great partnership with the City of Talent and that we had applied for and received a grant for the planning of the Safe Routes to Schools. The plan suggested is comprehensive and we have already made modifications to improve safety on our campus. There are some general recommendations for both the school and the City of Talent. There are grants available for the actual implementation of the work in the plan.

#### **K.8. Discuss Summer Board Retreat**

In review of the next agenda, the board added additional suggestions to include Committee assignments, Board operating agreement and Board-Supt. Operating Agreement.

### **L. Review of the Next Meeting Agenda**

**M. Adjournment** - The meeting adjourned at 3:05 p.m.

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Michael Campbell, Chair

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Brent Barry, Superintendent



# PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Summer Board Retreat Meeting  
Thursday, July 20, 2023 5:00 PM Pacific

District Office  
401 West 4th St  
Phoenix, OR 97535

Michael Campbell: Present  
Sara Crawford: Present  
Polly Farrimond: Present  
Nancy McKinnis: Present  
Rick Nagel: Present  
Dawn Watson: Present  
Rebecca Weathers: Present  
Present: 7.

## A. Call to Order

Chair Campbell called the meeting to order at 5:10 p.m.

## B. Board Self Evaluation

Chair Campbell asked the members to share their highlights of the strength and growth areas and feedback on the form itself. Some of the comments included:

- The board should strive to do better at engaging with the public by being more approachable and accessible. The board could do more to educate the public on the board's role and responsibility. It was suggested having a separate meeting for the public to come, meet the board, and discuss topics that are of concern to them.
- It is appreciated in having our equity statement in the strategic plan.
- The district and the board have tried to maintain positive relationships in very challenging times.
- Proud of our board's passion and care for our community and commitment to student success, and greatly appreciate our collegial nature.
- Continue to strive to make sure that we focus on serving all students.
- Appreciative that the board works so well together. Everyone is involved, wants to learn and grow, and wants to do what is best for our district. Each member cares deeply about the kids in our community and operates with the best of intentions. Could do better to direct citizens to the appropriate person to address their issue or concern.
- The board respects each other and lets the superintendent do his job although there was concern voiced that the board could be overreaching into the superintendent's area of responsibility at times.

## C. Committee Assignments

Chair Campbell discussed the different committees and asked members to volunteer where they feel they would like to.

1. **Budget Committee** - All directors are members of this committee automatically.
2. **Equity, Diversity, & Inclusion Committee** - Nancy would like to stay on the committee.

### **C. Committee Assignments (cont.)**

3. **Safe Schools Committee** - Rick and Rebecca will both participate.
4. **Audit Committee** - Sara would like to attend if she is available. Rick would like to stay on it.
5. **Strategic Planning Committee** (formally the SIA committee) - Dawn, Nancy, and Rick would like to participate.
6. **Colver Road Sports Park Committee** - Sara, Polly, and Rick would like to participate.
7. **District Behavior Supports Committee** - Dawn

### **D. Review Board Guiding Principles**

In reviewing some of the principles, the board would like to see more recognition of staff and students. There was mention that we have a guiding principle that speaks to AI in the near future.

### **E. Discuss Colver Facility**

#### **ODP, Little League, and Boys & Girls Club**

Supt. Barry shared a handout of the work that had been done over the last couple of months with a couple of partners, including ODP, Boys & Girls Club, and Little League. The site plan includes three additional fields for Little League, a fenced-in area for a building for the Boys & Girls Club, and ODP, and a multi-purpose building. Supt. Barry shared a list of considerations that included non-negotiables, logistics, potential positives, and considerations for Boys and Girls Club and Little League. Discussions ensued, including concerns and next steps in the process. The board wants to be sure that there is transparency in all plans and decisions so that expectations are met or understood so that there are no surprises.

### **F. District Strategic Plan**

Supt. Barry shared that this four-year plan provides a roadmap that includes four goals to guide our work through 2027. A lot of this work came from the integrated guidance committee and the end of our previous strategic plan that just ended in June. The goals are based on what we are evaluated on in our report cards from the state. We wanted to be specific and think about action words and accountability. There was a lot of focus on Strategies for Success and implementation of the strategies. Supt. Barry said we wanted a clear focus on our professional development and use the lenses outlined. The desire was to clarify meaningful outcomes and targets for the board at the end of each year.

### **G. Board Operating Agreement**

Chair Campbell asked if anyone wanted to suggest any changes to the current agreement and the consensus was that it was good as is for now.

### **H. Board / Superintendent Operating Agreement**

Supt. Barry presented a draft of a Board-Superintendent Operating Agreement for the board to review and discuss. This document will be an action item at the next meeting.

### **I. Adjournment**

The meeting adjourned at 8:10 p.m.

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Michael Campbell, Chair

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Brent Barry, Superintendent



# PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

## BOARD – SUPERINTENDENT OPERATING AGREEMENT FOR PHOENIX-TALENT SCHOOLS

### **PURPOSE:**

The Board of Directors is the educational policymaking body for Phoenix-Talent Schools. In order to effectively meet the system's challenges, the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

### **COLLABORATIVE GOVERNANCE:**

1. Members of the Board and the Superintendent shall work together as a team, modeling lifelong learning and collaboration.
2. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
4. The Board shall make decisions only at properly called meetings.

### **Board Job Description and Relationship with the Superintendent**

1. Act as trustees of the district seeking to make decisions in the best interest of all students in the community.
2. Collaborate with the Superintendent, set the long-term direction of the district through the mission, vision, goals, and priorities.
3. Govern through policymaking, planning, and oversight, while acting as financial stewards of the district, including setting expectations, aligning resources with priorities, planning for fiscal sustainability, and monitoring progress.
4. Conduct district business with care and respect, fostering board unity, and assisting in gaining acceptance and support in the community by openly sharing district progress and celebrating student success.
5. Understand that as an individual, a Board member has no authority. It is when acting through a majority that the Board has influence.
6. Supervise the hiring, performance evaluation, and other personnel management processes related to the Superintendent.

7. As able, engage and volunteer in learning activities at the board, district, community, state, and national levels.
8. As a cohesive leadership team, work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
9. Respect the Superintendent's responsibility to manage the day-to-day operations of the district and to direct employees in District and school matters. As appropriate, direct questions, concerns and/or ideas from patrons/staff to appropriate district staff.

### **Role of Board Leadership**

1. Manage the Board's processes; convene meetings; develop the Board agenda with the Superintendent, seeking Board member input; and execute documents, as appropriate.
2. Serve as the authorized spokesperson for the Board with regard to Board policy, process, and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.
3. Board members will communicate with one another should an issue or problem develop between them. The chair may need to communicate with individual Board members as mediator and to express expectations under policies, working agreements, and group operating norms.
4. Assist the Superintendent in communicating important information to the full Board. Keep Board members apprised of information exchanged with the Superintendent.
5. Set strategic priorities for Board professional development annually.
6. A Vice Chair will perform these duties when the Chair is not available.

### **Role of the Superintendent**

1. The superintendent is the chief executive officer charged by the board to be the operational and instructional leader of the school district.
2. The superintendent will invest in the relationship with, and the capacity of, members of the board.
3. Work with the board to establish strategic priorities for the District.
4. Prepare annual goals for the board's consideration.
5. Serve as the chief advisor of the board by providing relevant qualitative and quantitative data and other sources of accurate information to board members so that comprehensive evidence-based decisions can be made.
6. Communicate with board members promptly and effectively by informing the board of all emergent information including relevant trends, anticipated media coverage, or vital external or internal change.



# PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Board Meeting - 6:00 PM  
Thursday, September 7, 2023  
In-Person at Phoenix Elementary School  
Join the Zoom Meeting:

<https://us02web.zoom.us/j/82994831315?pwd=WFJValJraml0anBIYWQvT2RCS3FNUT09>

Meeting ID: 829 9483 1315 Passcode: 744944

## AGENDA

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- B. Call to Order - 6:00 p.m.
- C. Accentuate the Positive
- D. Citizen Comments
- E. Superintendent Report
- F. Consent Agenda
  1. Approval of Agenda
  2. Approval of Minutes from 8/09/23
  3. Personnel Report
- G. Action Items
  1. Outlier Construction Contract
- H. Recess
- I. Information and Discussion
  1. Facilities/Bond Update
  2. Financial Update
  3. Legislative / OSBA Update
  4. Equity, Diversity & Inclusion Update
  5. Review Budget Committee Applications
  6. Review Budget Calendar
  7. Review District Employee Handbook
  8. Establish Meal Prices
  9. Strategic Communications Plan
- J. Review of the Next Meeting Agenda
- K. Adjournment

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